

Exhibit: Spiritual Support Requirements

Definition: Spiritual support includes activities that provide proactive instruction or interaction between the spiritual support provider expert and the client struggling with addiction and recovery.

Scope of services: Spiritual support providers offer a variety of recovery support services that incorporate faith and specific religious beliefs and convictions in the recovery process. They are designed to assist the client in developing their own spirituality as an integral part of recovery.

Pastoral counseling may include, but is not limited to, a client meeting with a minister, priest, rabbi, imam, monk, or other qualified person to study the application of a religious text to recovery, for support during a crisis, to determine a recovery plan, or to receive instruction in religious rituals that provide meaning and can replace using substances. This may include structured discussions about the philosophy of religion or integration of spiritual tenets into daily living and sobriety. Services may be provided on an individual basis or in a group setting.

Clinical counseling may focus on specialized areas of need related to substance abuse, such as associated traumatic experiences or resulting post-traumatic stress disorder, marriage and family counseling, or assisting clients and their family members in various crises as a result of substance abuse. Services may be provided on an individual basis or in a group setting.

Spiritual coaching may cover practices and principles such as establishing a relationship with a higher power, identifying a sense of purpose and mission in one's life, achieving serenity and peace of mind, balancing one's body, mind, and spirit, utilizing spiritual practices, such as prayer, meditation, directed prayer or holy-book studies. Services may be provided on an individual basis or in a group setting.

Spiritual Support services providers are required to collaborate and cooperate with the Department of Human Services Child Welfare Services as the primary case management agency for the client, the client's treatment program, the Recovery Support Services ("RSS") Unit, and other ATR recovery support services providers for the purposes of enhancing client wellness and promoting recovery.

Minimum requirements: Spiritual support providers are individuals with superior expertise, training, or understanding and tutelage regarding a particular system of spiritual beliefs or holistic practices. Pastoral counseling providers shall be an ordained minister, a leader, deacon, or elder member of an organized faith. Faith based clinical counseling shall be provided by a licensed or certified clinical counselor, social worker, or substance abuse therapist. Where specified

by State of Hawaii standards for licensing, spiritual support providers will be required to possess such certification or licensure for faith based clinical services. Further information regarding State of Hawaii regulations and process for obtaining a license as a mental health counselor, social worker, or substance abuse therapist, related standards, application process, and forms go to <http://hawaii.gov/dcca/areas/pvl/programs/mental>, <http://hawaii.gov/dcca/areas/pvl/programs/socialworker/>, <http://hawaii.gov/health/substance-abuse/prevention-treatment/adcert.htm>

Spiritual coaching shall be provided by a faith representative, authorized to represent the faith to others outside the organization. Spiritual coaching faith representatives will be required to present a letter from the pastor, rabbi, imam, or other recognized faith leader asserting their confidence that the spiritual coach is skilled or competent to provide spiritual coaching to ATR clients within recognized parameters of that specific faith.

Voucher Management System (“VMS”) Code: The VMS code for Spiritual Support 5050, sub categories -01, -02, -03, -04, -05, and -06, and payment of vouchers is managed through HI-WITS electronic voucher management system:

- 01 Pastoral Counseling - Individual, expires sixty (60) days after issuance,
- 02 Clinical Counseling - Individual, expires sixty (60) days after issuance,
- 03 Spiritual Coaching – Individual, expires sixty (60) days after issuance,
- 04 Pastoral Counseling – Group, expires sixty (60) days after issuance,
- 05 Clinical Counseling – Group, expires sixty (60) days after issuance,
- 06 Spiritual Coaching – Group, expires sixty (60) days after issuance.

Client vouchers are initiated through the RSS Unit, and shall be capped once the maximum fees have been expended. Vouchers that are unexpended by the voucher expiration date are automatically released back to the ATR general fund, and are considered available for re-assignment to other ATR clients.

Fee schedule: Minimum unit of billing for individually based Pastoral Counseling (-01) or Clinical Counseling (-02) is one-half (½) hour, at a compensation rate of \$30.00 per one-half (½) hour (\$60.00 per hour), for a maximum total of twelve (12) hours or \$720.00 per individually based Pastoral or Clinical Counseling voucher per client.

Minimum unit of billing for individually based Spiritual Coaching (-03) is one-half (½) hour, at a compensation rate of \$20.00 per one-half (½) hour (\$40.00 per hour), for a maximum total of eighteen (18) hours or \$720.00 per individually based Spiritual Coaching voucher per client.

Individually based Spiritual Support vouchers will expire after sixty (60) days.

Minimum unit of billing for group based Pastoral Counseling (-04) or Clinical Counseling (-05) is one-half (½) hour, at a compensation rate of \$15.00 per one-half (½) hour (\$30.00 per hour), for a maximum total of twenty-four (24) hours or \$720.00 per group based Spiritual Support voucher per client.

Minimum unit of billing for group based Spiritual Coaching (-06) is one-half (½) hour, at a compensation rate of \$10.00 per one-half (½) hour (\$20.00 per hour), for a maximum total of thirty-six (36) hours or \$720.00 per group based Spiritual Support voucher per client.

Group based Spiritual Support vouchers will expire after sixty (60) days.

Clients may access a maximum of two (2) different Spiritual Support vouchers concurrently.

ATR funds are intended to support, not supplant, existing funding options for the client and may be billed only after all other options for funding this service have been exhausted.

Insurance: Individuals or agencies authorized to provide Spiritual Support shall maintain commercial general liability insurance. The provider shall obtain from a company authorized by law to issue such insurance in the State of Hawaii commercial general liability insurance (“liability insurance”) in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) coverage for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage in the aggregate.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the MOU, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to ADAD by the Provider. The certificate shall provide that the State of Hawaii and its officers and employees are Additional Insureds. The certificate shall provide that the coverage being certified shall not be cancelled or materially changed without giving ADAD at least thirty (30) days prior written notice by registered mail.

Amendments and Corrections: All corrections or updates required for ATR Grant implementation and compliance with Substance Abuse and Mental Health Services Administration (“SAMHSA”) Center for Substance Abuse Treatment (“CSAT”) requirements of the Office of Grants Management and Office of National Drug Control Policy, stipulated by the Government Project Officer, or stipulated by Administrators of ADAD and the ATR Project shall be posted on the ATR website. RSS Unit providers are advised to check the website no less than once monthly for updates in order to comply with and incorporate required changes as referenced on the ATR website as soon as reasonably possible.

Updates of a more urgent nature, or that constitute a substantial change, shall be communicated in writing to all service providers affected by the change. Failure to comply with Amendments or corrections as required for ATR Grant implementation may result in suspension or termination of the provider's authorization to provide services through ATR. Any changes will be considered applicable and implemented as of the date they are posted on the ATR website and providers are notified. Those providers who are unwilling to continue to provide ATR services under the amended or corrected conditions may suspend or terminate the agreement. The provider shall continue to provide services on existing open and issued vouchers. Once the voucher funds are expended, or the voucher expires, the provider shall no longer be considered authorized as an ATR recovery support service provider and the agreement terminated.

ATR recovery support service providers shall receive written notice in the event that their authorization to provide ATR funded recovery support services has been suspended or terminated.

Any updates to this document shall be amended to this document, and shall include the date of the amendment. The original document shall be archived, along with any subsequent amendments and available for physical viewing at the ADAD ATR offices at 601 Kamokila Blvd., Room 360, Kapolei, HI 96707, and shall be retained by ADAD for one (1) year (12 months) after all ATR II Grant funds have been expended. Any future versions of ATR Grant funding shall be defined by new grant requirements, and terms of this agreement shall not necessarily be applicable to any future funding in the area of recovery support services.

Suspension & Termination: All Recovery Support Service Unit providers are considered "at will" parties to this Memorandum of Understanding ("MOU") and may be suspended or terminated from receiving further client referrals should issues of waste, fraud, or abuse emerge. Client referrals may resume once concerns about waste, fraud, or abuse are positively resolved. Authorization to be a recovery support service Unit provider may be suspended or terminated should concerns about waste, fraud, or abuse not be satisfactorily resolved. Either party to this agreement may choose to suspend or terminate this agreement with the other party with thirty (30) days of written notice, without cause.