

ATTACHMENT A

STATEMENT OF WORK

I. PROGRAM BACKGROUND

Senate Bill (S.B.) 58, 83rd Legislature, Regular Session, 2013, created the Healthy Community Collaborative (HCC) Grant Program that is now defined by [Texas Government Code Chapter 547A](#), aimed at providing communities with resources to serve persons experiencing homelessness with unmet behavioral health needs.

II. GRANTEE RESPONSIBILITIES

A. PURPOSE

HCC services must be used for the following purposes:

1. Development of the infrastructure of the Collaborative and the start-up costs of the Collaborative;
2. Establishment, operation, or maintenance of other community service providers in the community served by the collaborative, including intake centers, detoxification units, sheltering centers for food, workforce training centers, microbusinesses, and educational centers;
3. Provision of clothing, hygiene products, and medical services to and the arrangement of transitional and permanent residential housing for persons served by the collaborative;
4. Provision of Mental Health Services and substance abuse treatment not readily available in the community served by the Collaborative;
5. Provision of information, tools, and resource referrals to assist persons served by the Collaborative in addressing the needs of their children; and
6. Establishment and operation of coordinated intake processes, including triage procedures, to protect the public safety in the community served by the Collaborative.

B. COLLABORATION

Grantee shall:

1. Implement the HCC program using a community collaborative approach. The focus of the community collaborative shall be the eventual successful transition of persons from receiving services from the Collaborative to becoming integrated into the community served by the Collaborative through community relationships and family supports.
2. Provide evidence of significant coordination and collaboration with provider agencies.
3. Provide evidence of a local law enforcement policy to divert appropriate persons from jails, other detention facilities, or mental health facilities operated by or under contract with HHSC to an entity affiliated with a community collaborative for the purpose of providing services to those persons.
4. Establish policies and procedures that address any conflicts or potential conflicts that may arise among service provider agencies.

C. SERVICES AND SUPPORTS

Grantee shall:

ATTACHMENT A STATEMENT OF WORK

1. Provide stage-wise, effective, Evidence-Based Practices (EBP), including the following:
 - a. Trauma-Informed Care such as Seeking Safety or other HHSC-approved EBP;
 - b. [Motivational Interviewing](#);
 - c. [SAMHSA Supported-Employment EBP Toolkit](#);
 - d. [SAMHSA Permanent Supported Housing EBP Toolkit](#); and
 - e. [SAMHSA Integrated Treatment for Co-Occurring Disorders EBP Toolkit](#).

D. ACCESS, ELIGIBILITY, AND DISCHARGE

Grantee shall:

1. Establish admission criteria that target individuals experiencing homelessness, substance abuse issues, or mental illness.
2. Coordinate its access system to include the ability to screen and divert those persons who can be diverted from entering homeless services.
3. Discriminate against no person, directly or by contract, discriminate in the delivery of services on the basis of race, color, national origin, sex, age, religion, disability, political beliefs, or sexual orientation.
4. Establish policies and procedures for graduating a client from the HCC program. Communication between network providers and other persons or entities necessary to establish and maintain continuity of services shall be established prior to client graduation. Grantee shall ensure client has an appointment scheduled with a physician or designee authorized by law to prescribe needed medications, if the recovery or treatment plan, as defined in [Title 26 of the Texas Administrative Code \(TAC\) Chapter 306, Subchapter D, Mental Health Services – Admission, Discharge, and Continuity of Care](#), indicates that the Local Mental Health Authority (LMHA) or other contracted service provider is responsible for providing or paying for psychotropic medications.

E. COLLABORATIVE SERVICES AND ACTIVITIES

The Grantee shall directly provide or establish, through memorandums of understanding with other collaborative partners, immediate access to HCC services.

1. Required core services must include at least one of the following:
 - a. Coordinated Entry/Intake Centers;
 - b. Mental Health Services;
 - c. Benefit Application Assistance;
 - d. Substance Use Treatment Services;
 - e. Jail Diversion Services;
 - f. Housing Case Management Services; and
 - g. Any other HHSC-approved core services.
2. Other acceptable services and activities shall be negotiated and agreed upon by HHSC and Grantee. Examples include:
 - a. Community Collaborative Start-Up Costs and Infrastructure Development;
 - b. Peer Services;
 - c. Provision of Clothing, Grooming Services and Hygiene Products;
 - d. Emergency Shelter;

ATTACHMENT A STATEMENT OF WORK

- e. Shelter Diversion;
- f. Integrated Medical Services;
- g. Rental Assistance;
- h. Education, Job Training and/or Employment Services; and
- i. Family Services.

F. REQUIREMENT

1. Grantee shall maintain and document compliance with the applicable State of Texas operating and licensing standards and require the same of its vendor and subrecipient contracts.
2. In addition to complying with all existing HHSC rules and regulations and the terms of this Contract, local mental health authority (LMHA) mental health service providers and substance use treatment providers shall also comply with the terms and conditions of their current HHSC Contract.

G. MATCHING FUNDS

The HCC Program must dedicate matching funds equal to a certain percentage of the state award, based on the population of the counties proposed to be served. Matching funds may include cash or in-kind contributions from private contributors or local governments but must not include funds from state or federal sources.

1. Projects providing or coordinating services in a county with a population of less than 100,000 must match 25% of the amount of state funds awarded;
2. Projects providing or coordinating services in a county with a population of less than 250,000 must match 50% of the amount of state funds awarded;
3. Projects providing or coordinating services in a county with a population of 250,000 or greater must match 100% of the amount of state funds awarded;
4. Projects providing or coordinating services in multiple counties must match the percentage required based on the county with the largest population in the proposed service area.

III. PERFORMANCE MEASURES

The terms of this Attachment A will be used to assess Grantee's effectiveness in providing the services described above. HHSC may request validation of performance measures at any time, and Grantee must provide a timely response to HHSC's validation request. Grantee must submit **Form G, Performance Measures. Exhibit F, Behavioral Health Services Matching Grants Performance Measures** provides a list of current outputs, outcomes and definitions for reference.

A. Performance reports must show progress towards both:

1. Outputs: Counts or percentages that show the number of services/activities or encounters delivered; and
2. Outcomes: Measures showing benefits to individuals as a result of services/activities received such as a positive change in knowledge, skills and/or behaviors.

B. Grantee shall include at least four (4) of the eight (8) measures listed in Texas Government Code, Section 547A.0004, and the corresponding data for each in the

ATTACHMENT A STATEMENT OF WORK

quarterly Performance Measure Report. Data reported shall demonstrate the effectiveness of the collaborative services in achieving the Grantee's chosen outcome measures.

IV. MATCH REQUIREMENTS/ REPORTING

A. Grantee shall submit a Match Reimbursement Certification Form to HHSC on a quarterly basis.

1. December 30th for Quarter 1;
2. March 30th for Quarter 2;
3. June 30th for Quarter 3; and
4. September 30th for Quarter 4.

Match requirements may be updated to reflect changes in Texas Government Code, Chapter 547A.

B. Grantee shall submit a Performance Measure Workbook quarterly no later than 30 Calendar Days after the end of each State Fiscal Year quarter:

1. December 30th;
2. March 30th;
3. June 30th; and
4. September 30th.

C. Within 90 Calendars Days of execution of this Contract, Grantee shall submit to HHSC policies and procedures that effectively demonstrate adherence to this contract. Policies and procedures shall include:

1. Intake process;
2. Program graduation and discharge protocols;
3. Coordination and collaboration strategies between partner agencies;
4. Assurance continuity of care is established prior discharge from HCC program; and
5. Discharge follow-up process.

Grantee shall submit updated policies and procedures whenever revisions are made.

D. Grantee shall submit the Statewide Behavioral Health Coordinating Council report semi-annually using **Attachment A-3, Example Texas Statewide Behavioral Coordinating Council (SBHCC) Report.**

V. THIRD-PARTY EVALUATOR SERVICE DATA REPORTING

Per Texas Government Code, Section 547A.0006, HHSC shall contract with an independent third-party to verify annually whether a community collaborative is meeting outcome measures under Section 547A.0004.

A. Upon execution of this Contract, Grantee shall participate in the following quality improvement strategies identified by the third-party evaluator:

1. Chart Reviews;
2. Participant and provider interviews;
3. Participant surveys;

ATTACHMENT A STATEMENT OF WORK

4. Independent Study; and
 5. Any other HHSC approved strategies third-party evaluator identifies.
- B. Grantee must adhere to HHSC approved recommendations made by third-party evaluator to improve program output and outcomes. Grantee will attend technical assistance calls as needed to address challenges program may be experiencing to meet quality improvement recommendations.
- C. Grantee shall submit any outcome data to third-party evaluator at the frequency identified by the third-party evaluator.

VI. SUBMISSION OF HHSC REPORTS/DOCUMENTATION

- A. Grantee shall submit all reports, documentation, and other information required of Grantee electronically to the mhcontracts@hhs.texas.gov email address, the assigned HHSC Contract Manager and Program Subject Matter Expert (SME).

VII. INVOICE AND PAYMENT

- A. HHSC will pay Grantee monthly on a cost-reimbursement basis. HHSC will reimburse Grantee only for allowable and reported expenses incurred within the grant term.
- B. Grantee shall request monthly payments by the 30th day following each service month using the State of Texas Purchase Voucher Form 4116, and **Attachment A-2, Example Project Expenditure Report**.
- C. Expenditure Report. HHSC will issue reimbursement payments to the Grantee on a monthly basis for reported actual cash disbursements which are supported by adequate documentation. Invoice approval and payment is contingent upon receipt of the monthly expenditure and match reports and adequate supporting documentation. At a minimum, the invoice shall include the following items:
1. Name, address, and telephone number of Grantee;
 2. HHSC Contract or Purchase Order Number;
 3. Identification of service(s) provided;
 4. Dates services were delivered;
 5. Total invoice amount;
 6. A copy of the General Ledger for the period which supports the budget items requesting reimbursement;
 7. **Attachment A-2, Example Project Expenditure Report**; and
 8. Any additional supporting documentation which is required by this Statement of Work or as requested by HHSC.
- D. Grantee shall electronically submit all invoices with supporting documentation to the Claims Processing Unit at HHSC_AP@hhsc.state.tx.us, with a copy to mhcontracts@hhs.texas.gov, the HHSC HCC Contract Manager and the HHSC HCC

ATTACHMENT A STATEMENT OF WORK

Program Specialist. Alternative submission arrangements must be approved by the assigned HHSC Contract Manager.

- E. HHSC, at its sole reasonable discretion, may adjust the funding amount of a Contract based on performance, the failure to expend funding, the failure to meet match, and/or other criteria determined by HHSC, and contingent on availability of funds allocated for the adjustments.