



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

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November 8, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend a **sole source** agreement with Community Council of Nashua, New Hampshire, d/b/a Greater Nashua Mental Health Center at Community Council (Vendor #154112), 100 West Pearl Street, Nashua, NH 03060 for the provision of a First Episode Psychosis Pilot Program, by increasing the price limitation by \$21,500 from \$12,913,412 in the aggregate to an amount not to exceed \$12,934,912 in the aggregate, effective upon Governor and Executive Council approval, with no change to the completion date of June 30, 2019.

The original agreement was approved by the Governor and Executive Council on June 21, 2017 (Late Item #A) and amended on September 13, 2017 (Item #15). 100% Federal Funds.

Summary of contracted amounts by vendor:

Vendor	Locations	Current Budget	Increase/ (Decrease)	Revised Budget
Northern Human Services	Conway	\$783,118	\$0	\$783,118
West Central Services/DBA West Central Behavioral Health	Lebanon	\$661,922	\$0	\$661,922
The Lakes Region Mental Health Center, Inc. DBA Genesis Behavioral Health	Laconia	\$673,770	\$0	\$673,770
Riverbend Community Mental Health, Inc.	Concord	\$853,346	\$0	\$853,346
Monadnock Family Services	Keene	\$806,720	\$0	\$806,720
Community Council of Nashua, NH/DBA Greater Nashua Mental Health Center at Community Council	Nashua	\$2,545,738	\$21,500	\$2,567,238
The Mental Health Center of Greater Manchester, Inc.	Manchester	\$3,394,980	\$0	\$3,394,980
Seacoast Mental Health Center, Inc.	Portsmouth	\$1,771,070	\$0	\$1,771,070

Vendor	Locations	Current Budget	Increase/ (Decrease)	Revised Budget
Behavioral Health & Developmental Svs of Strafford County, Inc., DBA Community Partners of Strafford County	Dover	\$644,626	\$0	\$644,626
The Mental Health Center for Southern New Hampshire/DBA CLM Center for Life Management	Derry	\$778,122	\$0	\$778,122
TOTAL		\$12,913,412	\$21,500	\$12,934,912

The table above represents a total of ten contractors that provide mental health services statewide. The ten contracts were presented to the Governor and Executive Council as a group in previous actions. This Requested Action is for one of the ten contracts.

FISCAL DETAIL ATTACHED

Funds to support this request are available in State Fiscal Year 2019, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office, without further approval from Governor and Executive Council, if needed and justified.

EXPLANATION

This request is **sole source** because Greater Nashua Mental Health Center at Community Council currently contracts with the Bureau of Mental Health Services through a **sole source** agreement, and is in the process of implementing of a First Episode Psychosis treatment program. This request adds additional funding to the work that is in progress.

Greater Nashua Mental Health Center at Community Council provides community mental health services for one thousand four hundred seventy-five (1,475) individuals in the Nashua area who are suffering from severe mental illness. These individuals often seek costly services at hospital emergency departments due to the risk of harm to themselves or others. They may have increased contact with local law enforcement, who will not have the services or supports readily available to provide assistance.

Greater Nashua Mental Health Center at Community Council participated successfully in the Recovery After an Initial Schizophrenia Episode (RAISE) model of First Episode Psychosis treatment study several years ago. The success of the RAISE model in treatment of early mental illness is proven and well-documented nationally, through studies such as the one in which the vendor participated.

When the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) informed all states of the requirement to set aside ten percent (10%) of their federal Mental Health Block Grant Funds to be directed toward the treatment of early mental illness, the Department's Bureau of Mental Health Services budgeted funds for a much-needed First Episode Psychosis program.

All ten (10) Community Mental Health Centers were offered the opportunity to work with the Bureau of Mental Health Services to establish a First Episode Psychosis program. Of these, only Greater Nashua Mental Health Center at Community Council responded in the affirmative.

The source of all funds in this amendment request is the ten percent (10%) of New

Hampshire's United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration Mental Health Block Grant that is required by federal law to be "set aside" for early intervention in mental illness.

Clinicians at Greater Nashua Mental Health Center at Community Council are experienced in the treatment of individuals with severe mental illnesses and psychotic symptoms. Their First Episode Psychosis treatment program serves youth and adults in the Nashua area between the ages of fifteen (15) and thirty-five (35) who are experiencing the early symptoms of mental illness. The Contractor's ongoing services within First Episode Psychosis program include:

- (1) Developing program staffing.
- (2) Facility improvements.
- (3) Determining and approving program elements for enrollees.
- (4) Providing assistance to eligible consumers in accordance with He-M 401.
- (5) Assisting with planning for discharge of consumers from New Hampshire Hospital.

While many of the services included in the program are Medicaid-billable, it is additionally expected that between seventy percent (70%) and eighty percent (80%) of the participants in the First Episode Psychosis program will be underinsured and unable to meet the financial burden of paying out of pocket for the full continuum of services. These costs are eligible for federal Block Grant funding.

The most important factor for First Episode Psychosis program success is the hours devoted to community education and outreach. While community outreach does promote treatment of early mental illness, time spent building community partnerships can be extensive and does not directly produce revenue. Federal funds included in this amendment will allow the vendor to devote valuable time to these efforts.

The effectiveness of First Episode Psychosis program services are measured through use of the Child and Adolescent Needs and Strengths Assessment and the Adult Needs and Strengths Assessment. These individual-level tools measure strengths and needs at program entry and track recovery progress thereafter. Careful measurement and monitoring of individuals, and of the First Episode Psychosis program, will ensure positive and provable recovery outcomes for individuals served, and will decrease expensive psychiatric hospitalizations and law enforcement involvement.

It is the intention of this amendment to support and promote the First Episode Psychosis pilot program and provide assistance to individuals who may be experiencing early symptoms of mental illness in the Nashua area. Additionally, it will assist in preventing chronic mental illness experienced by individuals throughout the state of New Hampshire, by providing funds to be directly applied to New Hampshire's pilot of a First Episode Psychosis program, as a model to be extended statewide in response to United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration requirements.

Should Governor and Executive Council not approve this request, time-limited Mental Health Block Grant set-aside funds will not be fully utilized and will have to be returned to the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration. Preventable increases in the number of individuals waiting for emergency treatment of early onset psychosis and preventable increases in the number of individuals suffering from, and being treated long term for, chronic severe mental illness in the state of New Hampshire will in turn contribute to increased burdens on hospital emergency


departments and law enforcement agencies.

Area served: Greater Nashua Area primarily and others as referred.

Source of Funds: Amendment is 100% Federal Funds. Total contract is 16.20% Federal Funds from the Substance Abuse Mental Health Services Administration, Block Grant for Community Mental Health Services, Catalog of Federal Domestic Assistance (CFDA) #93.958, FAIN #SM010035-16 and 83.66% General Funds, and .14% Other Funds.

In the event that Federal Funds become no longer available, no additional General Funds will be requested to support this request.

Respectfully submitted



Katja S. Fox

Director

Approved by:



Jeffrey A. Meyers

Commissioner

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

05-95-92-922010-4117, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV,
BUREAU OF MENTAL HEALTH SERVICES, CMH PROGRAM SUPPORT
88.2% General Funds; 11.65% Federal Funds; .15% Other

CFDA #
FAIN

93.778
1705NH5MAP
Vendor # 177222

Northern Human Services

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	379,249	0	379,249
2019	102/500731	Contracts for Program Services	TBD	379,249	0	379,249
Sub Total				758,498	0	758,498

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	322,191	0	322,191
2019	102/500731	Contracts for Program Services	TBD	322,191	0	322,191
Sub Total				644,382	0	644,382

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	328,115	0	328,115
2019	102/500731	Contracts for Program Services	TBD	328,115	0	328,115
Sub Total				656,230	0	656,230

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	381,653	0	381,653
2019	102/500731	Contracts for Program Services	TBD	381,653	0	381,653
Sub Total				763,306	0	763,306

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	357,590	0	357,590
2019	102/500731	Contracts for Program Services	TBD	357,590	0	357,590
Sub Total				715,180	0	715,180

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	1,183,799	0	1,183,799
2019	102/500731	Contracts for Program Services	TBD	1,183,799	0	1,183,799
Sub Total				2,367,598	0	2,367,598

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	1,646,829	0	1,646,829
2019	102/500731	Contracts for Program Services	TBD	1,646,829	0	1,646,829
Sub Total				3,293,658	0	3,293,658

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	746,765	0	746,765
2019	102/500731	Contracts for Program Services	TBD	746,765	0	746,765
Sub Total				1,493,530	0	1,493,530

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	313,543	0	313,543
2019	102/500731	Contracts for Program Services	TBD	313,543	0	313,543
Sub Total				627,086	0	627,086

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	TBD	350,791	0	350,791
2019	102/500731	Contracts for Program Services	TBD	350,791	0	350,791
Sub Total				701,582	0	701,582
SUB TOTAL				12,021,050	0	12,021,050

05-95-92-922010-4121-102-500731, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, MENTAL HEALTH DATA COLLECTION
100% Federal Funds

CFDA #
FAIN

N/A
N/A

Northern Human Services

Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000	0	5,000
Sub Total				10,000	0	10,000
SUB TOTAL				100,000	0	100,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

05-95-92-921010-2053-102-500731, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL
HEALTH DIV ,BUR FOR CHILDRENS BEHAVRL HLTH, SYSTEM OF CARE
100% General Funds

CFDA #
FAIN

N/A
N/A

Northern Human Services

Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
2019	102/500731	Contracts for Program Services	92102053	-	0	-
Sub Total				4,000	0	4,000

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	-	0	-
2019	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
Sub Total				4,000	0	4,000

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	-	0	-
2019	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
Sub Total				4,000	0	4,000

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	-	0	-
2019	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
Sub Total				4,000	0	4,000

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	-	0	-
2019	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
Sub Total				4,000	0	4,000

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
2019	102/500731	Contracts for Program Services	92102053	-	0	-
Sub Total				4,000	0	4,000

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
2019	102/500731	Contracts for Program Services	92102053	-	0	-
Sub Total				4,000	0	4,000

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	-	0	-
2019	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
Sub Total				4,000	0	4,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000	0	4,000
2019	102/500731	Contracts for Program Services	92102053	-	0	-
		Sub Total		4,000	0	4,000
		SUB TOTAL		36,000	0	36,000

05-95-42-421010-2958, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD - FAMILY SERVICES
100% General Funds

CFDA #
FAIN

N/A
N/A

Northern Human Services

Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	5,310	0	5,310
2019	550/500398	Contracts for Program Services	42105824	5,310	0	5,310
		Sub Total		10,620	0	10,620

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	3,540	0	3,540
2019	550/500398	Contracts for Program Services	42105824	3,540	0	3,540
		Sub Total		7,080	0	7,080

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770	0	1,770
		Sub Total		3,540	0	3,540
		SUB TOTAL		46,020	0	46,020

05-95-42-423010-7926, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES DIV,
HOMELESS & HOUSING, PATH GRANT
100% Federal Funds

CFDA #
FAIN

93.150
SM016030-14

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	36,250	0	36,250
2019	102/500731	Contracts for Program Services	42307150	36,250	0	36,250
		Sub Total		72,500	0	72,500

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	37,000	0	37,000
2019	102/500731	Contracts for Program Services	42307150	37,000	0	37,000
		Sub Total		74,000	0	74,000

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	40,300	0	40,300
2019	102/500731	Contracts for Program Services	42307150	40,300	0	40,300
		Sub Total		80,600	0	80,600

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	40,121	0	40,121
2019	102/500731	Contracts for Program Services	42307150	40,121	0	40,121
		Sub Total		80,242	0	80,242

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	25,000	0	25,000
2019	102/500731	Contracts for Program Services	42307150	25,000	0	25,000
		Sub Total		50,000	0	50,000

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	42307150	29,500	0	29,500
2019	102/500731	Contracts for Program Services	42307150	29,500	0	29,500
		Sub Total		59,000	0	59,000
		SUB TOTAL		416,342	0	416,342

05-95-92-922010-4120 HEALTH AND HUMAN SERVICES, HHS: DIVISION OF BEHAVIORAL HEALTH, MENTAL HEALTH BLOCK GRANT
100% Federal Funds

CFDA # 93.958
FAIN SM010035-16

Fiscal Year	Class/ Account	Title	Activity Code	Current Budget	Increase/ (Decrease)	Modified Budget
2018	102/500731	Contracts for Prgrm Svcs	92227143	84,000	0	84,000
2019			92227143		21,500	21,500
		SUB TOTAL		84,000	21,500	105,500

2% General Funds, 98% Federal Funds

CFDA #

05-95-92-920510-3380, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV,
BUREAU OF DRUG & ALCOHOL SVCS, PREVENTION SERVICES
2% General Funds, 98% Federal Funds

CFDA # 93.959
FAIN T1010035

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	92056502	70,000	0	70,000
2019	102/500731	Contracts for Program Services	92056502	70,000	0	70,000
		SUB TOTAL		140,000	0	140,000

05-95-48-481010-8917 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: ELDERLY & ADULT SVCS DIV,
GRANTS TO LOCALS, HEALTH PROMOTION CONTRACTS
100% Federal Funds

CFDA# 93.043
FAIN 17AANHT3PH

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increase/ Decrease	Amount
2018	102/500731	Contracts for Program Services	48108462	35,000	0	35,000
2019	102/500731	Contracts for Program Services	48108462	35,000	0	35,000
		SUB TOTAL		70,000	0	70,000
		TOTAL		12,913,412	21,500	12,934,912



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

November 21, 2018

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend a **sole source** contract agreement with Community Council of Nashua, New Hampshire, d/b/a Greater Nashua Mental Health Center at Community Council, 100 West Pearl Street, Nashua, NH 03060 (Vendor # 154112) as described below and referenced as DoIT No. 2018-074B.

The requested action authorizes the Department of Health and Human Services to enter into a **sole source**, contract amendment with Greater Nashua Mental Health Center at Community Council to provide continued support for First Episode Psychosis training and Phase 3 HOPE for NH Recovery program implementation.

The funding amount for this amendment is \$21,500.00, increasing the current contract from \$2,545,738.00 to \$2,567,238.00. The contract shall become effective upon Governor and Executive Council approval with no change to the completion date of June 30, 2019.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/kaf
DoIT #2018-074B

cc: Bruce Smith, IT Manager, DoIT



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Mental Health Services Contract**

This 2nd Amendment to the Mental Health Services contract (hereinafter referred to as "Amendment #2") dated this 20th day of September, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Council of Nashua, NH d/b/a Greater Nashua Mental Health Center at Community Council, (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 100 West Pearl Street, Nashua, NH 03060.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Late Item A), and as amended on September 13, 2017 (Item #15) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

WHEREAS, the parties agree to extend the term of the agreement and modify the scope of services to support continued delivery of these services; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$2,567,238.
2. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Nathan D. White, Director.
3. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:
603-271-9631.
4. Add Exhibit A, Scope of Services, Section 7, Subsection 7.3, to read:
7.3 The Contractor shall ensure that any patient consent obtained is compliant with 45 CFR 164, (HIPAA) and if applicable, 42 CFR part 2 relating substance use disorder treatment information.
5. Add Exhibit A-1, Scope of Services, Section 4, Deliverables, Subsection 4.2 to read:
4.2 The Contractor shall ensure that services described in Exhibit A-1, Scope of Services, Section 1, Scope of Work, Subsection 1.4, Paragraph 1.4.4, Phase 3: Monitoring for Successful Implementation are complete no later than June 30, 2019.
6. Delete Exhibit B-1, Methods and Conditions Precedent to Payment in its entirety and replace with, Exhibit B-1 Amendment #2, Methods and Conditions Precedent to Payment.
7. Add Exhibit B-3 Amendment #2, Budget.
8. Add Exhibit K, DHHS Information Security Requirements.



**New Hampshire Department of Health and Human Services
Mental Health Services**

This amendment shall be effective upon the date of Governor and Executive Council approval.
IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

10/15/18
Date

[Signature]
Name: Katja S Fox
Title: Director

Community Council of Nashua NH

10/4/18
Date

[Signature]
Name: Beth Jean Newell
Title: CFO

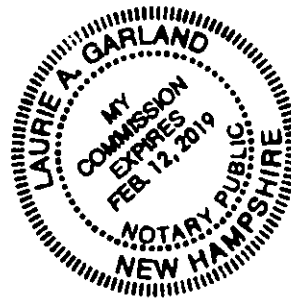
Acknowledgement of Contractor's signature:

State of New Hampshire, County of Hillsborough on 10/4/18, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

[Signature]
Signature of Notary Public or Justice of the Peace

Laurie Garland, Notary Public
Name and Title of Notary or Justice of the Peace

My Commission Expires: 2/12/19



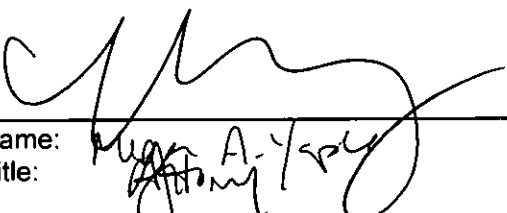
**New Hampshire Department of Health and Human Services
Mental Health Services**



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

10/27/18
Date


Name: Megan A. Kelly
Title: Attorney General

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Exhibit B – 1 Amendment #2

Method and Conditions Precedent to Payment

1. The Agreement is funded by Federal funds made available under the Catalog of Federal Domestic Assistance (CFDA) #93.958, Substance Abuse Mental Health Services Administration (SAMHSA), Block Grant for Community Mental Health Services.
2. The Contractor shall apply a portion of the Block Grant Funds, federally mandated set aside for FEP, to assist them with program training and program implementation costs.
3. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8 of the Form P-37, General Provisions, in accordance with Exhibit B-3 Amendment #2 Budget, for services provided by the Contractor pursuant to Exhibit A-1, Scope of Services.
4. Payment for said services shall be made as follows:
 - 4.1. The Contractor shall submit an invoice by the tenth (10th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
 - 4.2. Authorized expenses shall be those listed in Exhibit B-2 Amendment #2, Budget, which include, but are not limited to:
 - 4.2.1. Billable hours for activities that are approved by the Department at \$65 per hour, which include:
 - 4.2.1.1. Training.
 - 4.2.1.2. Administrative time for consult visits and calls.
 - 4.2.1.3. Internal team strategizing and meeting time.
 - 4.2.1.4. Community outreach time.
 - 4.2.1.5. Documentation/procedures/implementation time.
 - 4.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each DHHS approved invoice for Contractor services provided pursuant to this Agreement.
 - 4.4. The invoice shall be submitted to:

State MHBG Planner
Bureau of Mental Health Services
Division for Behavioral Health
Department of Health and Human Services
105 Pleasant Street
Concord, NH 03301
5. A final payment request shall be submitted no later than forty (40) days from the Contract Completion Date, Block 1.7 of the Form P-37, General Provisions.

BM
10.04.18



Exhibit B – 1 Amendment #2

6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
7. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to budget line item adjustments within Exhibit B-2 Budget, within the price limitation, can be made by written agreement of both parties without obtaining further approval of the Governor and Executive Council.

EXHIBIT B-3 Amendment #2, Budget

SFY 2019 BUDGET

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder Name: Community Council of Nashau, NH

Budget Request for: Mental Health Services - First Episode Psychosis (FEP) treatment
Coordinated Specialty Care (CSC) program
Name of Program

Budget Period: SFY 2019 (G&C approval through June 30, 2019).

Line Item	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	\$ 15,500.27	\$ 2,759.05	\$ 18,259.32
2. Employee Benefits	\$ -	\$ -	\$ -
3. Consultants	\$ -	\$ -	\$ -
4. Equipment:	\$ -	\$ -	\$ -
Rental	\$ -	\$ -	\$ -
Repair and Maintenance	\$ -	\$ -	\$ -
Purchase/Depreciation	\$ -	\$ -	\$ -
5. Supplies:	\$ -	\$ -	\$ -
Educational	\$ -	\$ -	\$ -
Lab	\$ -	\$ -	\$ -
Pharmacy	\$ -	\$ -	\$ -
Medical	\$ -	\$ -	\$ -
Office	\$ -	\$ -	\$ -
6. Travel	\$ 240.00	\$ 42.72	\$ 282.72
7. Occupancy	\$ -	\$ -	\$ -
8. Current Expenses	\$ -	\$ -	\$ -
Telephone	\$ 440.00	\$ 78.32	\$ 518.32
Postage	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -
Audit and Legal	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Board Expenses	\$ -	\$ -	\$ -
9. Software	\$ -	\$ -	\$ -
10. Marketing/Communications	\$ 250.00	\$ 44.50	\$ 294.50
11. Staff Education and Training	\$ -	\$ -	\$ -
12. Subcontracts/Agreements	\$ -	\$ -	\$ -
13. Other (specific details mandatory):	\$ -	\$ -	\$ -
Service Fees Not Covered By Insurance	\$ 1,321.00	\$ 235.14	\$ 1,556.14
Client Services	\$ -	\$ -	\$ -
Translation/Interpretation	\$ 500.00	\$ 89.00	\$ 589.00
TOTAL	\$ 18,251.27	\$ 3,248.73	\$ 21,500.00

Indirect As A Percent of Direct

17.8%



DHHS Information Security Requirements

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.
3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.
5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.
6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic



mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.
8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.
9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.
11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.
12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a



request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open



wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

Handwritten signature of the contractor.



whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

[Handwritten Signature]

10/1/18



3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.
4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.
5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.
6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.
7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.
8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.
9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.
10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.
11. **Data Security Breach Liability.** In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from



DHHS Information Security Requirements

the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.
13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at <https://www.nh.gov/doi/vendor/index.htm> for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.
14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer, and additional email addresses provided in this section, of any security breach within two (2) hours of the time that the Contractor learns of its occurrence. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.
15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.
16. The Contractor must ensure that all End Users:
 - a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
 - b. safeguard this information at all times.
 - c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
 - d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.



- e. limit disclosure of the Confidential Information to the extent permitted by law.
- f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).
- g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.
- h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.
- i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer, Information Security Office and Program Manager of any Security Incidents and Breaches within two (2) hours of the time that the Contractor learns of their occurrence.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and



5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

- A. DHHS contact for Data Management or Data Exchange issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- B. DHHS contacts for Privacy issues:

DHHSPrivacyOfficer@dhhs.nh.gov

- C. DHHS contact for Information Security issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

- D. DHHS contact for Breach notifications:

DHHSInformationSecurityOffice@dhhs.nh.gov

DHHSPrivacy.Officer@dhhs.nh.gov

State of New Hampshire

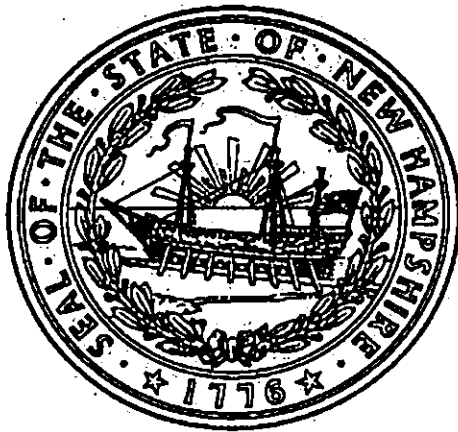
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE COMMUNITY COUNCIL OF NASHUA, N.H. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 24, 1923. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63050

Certificate Number: 0004194379



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 8th day of October A.D. 2018.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

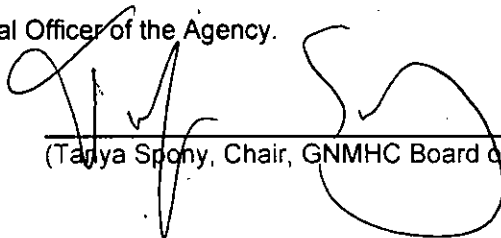
I, Tanya Spony, Chair of the Board of Directors at GNMHC, am a duly elected Officer of Greater Nashua Mental Health Center (GNMHC).

The following is a true copy of the resolution duly adopted at a meeting of the Executive Committee of the Board of Directors of GNMHC which held an authorized vote of the Executive Committee on behalf of the Agency on Oct. 4, 2018 (Date)

RESOLVED: That the Chief Financial Officer of Greater Nashua Mental Health Center, Bettejean Neveux, is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of the 4th day of October, 2018.
(Date Contract Signed)

4. Bettejean Neveux is the duly elected Chief Financial Officer of the Agency.



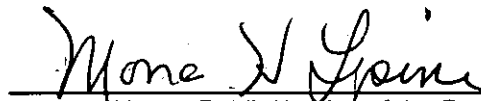
(Tanya Spony, Chair, GNMHC Board of Directors)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The foregoing instrument was acknowledged before me this 4th day of Oct, 2018.





(Notary Public/Justice of the Peace)

Commission Expires: 8/3/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eaton & Berube Insurance Agency, Inc. 11 Concord Street Nashua NH 03061	CONTACT NAME: Cathy Beauregard PHONE (A/C, No, Ext): 603-689-7229 FAX (A/C, No): 603-886-4230 E-MAIL ADDRESS: cbeauregard@eatonberube.com														
INSURED COMCO3 Community Council of Nashua NH Inc. dba Greater Nashua Mental Health Center at Community Council 100 West Pearl Street Nashua NH 03060	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Scottsdale Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B : Selective Insurance Group</td> <td>14376</td> </tr> <tr> <td>INSURER C : Eastern Alliance Insurance Group</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Scottsdale Insurance Co		INSURER B : Selective Insurance Group	14376	INSURER C : Eastern Alliance Insurance Group		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 1660414367 **REVISION NUMBER:**

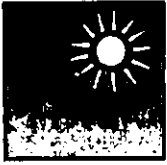
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	OPS0088508	11/12/2018	11/12/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			S2291649	11/12/2018	11/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	UMS0028118	11/12/2018	11/12/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N	010000113950	1/15/2018	1/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Claims Made Retro Date: 11/12/1986			OPS0068508	11/12/2018	11/12/2019	\$5,000,000 \$5,000,000 Each Claim Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Compensation Information: No Excluded officers; coverage for NH.

CERTIFICATE HOLDER NH Dept of Health & Human Services Contracts & Procurement 129 Pleasant Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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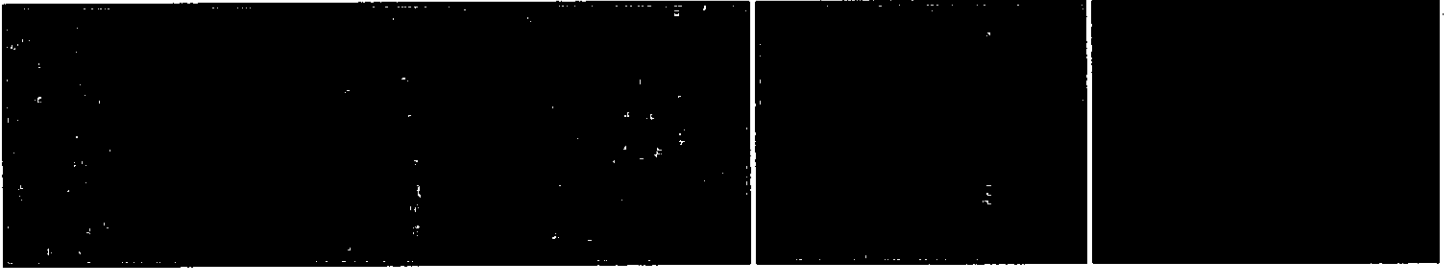


Greater Nashua Mental Health Center *at Community Council*

Mission Statement of Community Council of Nashua NH, dba Greater Nashua Mental Health Center at
Community Council:

***Empowering people to lead full and satisfying lives through
effective treatment and support***





FINANCIAL STATEMENTS

June 30, 2017 and 2016

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors

The Community Council of Nashua, NH d/b/a Greater Nashua Mental Health Center

We have audited the accompanying financial statements of The Community Council of Nashua, NH d/b/a Greater Nashua Mental Health Center (the Organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and changes in net assets, functional revenue and expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization, as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

Other Matter

Report on Summarized Comparative Information and Audit of the Financial Statements as of and for the Year Ended June 30, 2016

The financial statements of the Organization as of and for the year ended June 30, 2016 were audited by other auditors whose report dated January 13, 2017, expressed an unmodified opinion on those statements. The summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent in all material respects with the audited financial statements from which it has been derived.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
October 25, 2017

**THE COMMUNITY COUNCIL OF NASHUA, NH
D/B/A GREATER NASHUA MENTAL HEALTH CENTER**

Statement of Financial Position

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

	<u>2017</u>	<u>2016</u>
ASSETS		
Cash and cash equivalents	\$ 744,554	\$ 616,569
Accounts receivable, net of allowance for doubtful accounts and contractuals of \$1,220,072 in 2017 and \$2,470,551 in 2016	1,325,615	1,227,692
Investments	1,732,916	1,668,831
Prepaid expenses	191,365	165,761
Property and equipment, net	<u>2,830,369</u>	<u>2,945,707</u>
Total assets	<u>\$ 6,824,819</u>	<u>\$ 6,624,560</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Line of credit	\$ 248,224	\$ 1,000,000
Accounts payable and accrued expenses	104,015	94,303
Accrued payroll and related activities	361,457	313,330
Accrued vacation	315,145	323,840
Deferred revenue	-	206,580
Notes payable	1,641,114	1,728,828
Capital lease obligation	<u>37,304</u>	<u>72,386</u>
Total liabilities	<u>2,707,259</u>	<u>3,739,267</u>
Net assets		
Unrestricted	3,867,763	2,714,890
Temporarily restricted	129,553	71,810
Permanently restricted	<u>120,244</u>	<u>98,593</u>
Total net assets	<u>4,117,560</u>	<u>2,885,293</u>
Total liabilities and net assets	<u>\$ 6,824,819</u>	<u>\$ 6,624,560</u>

The accompanying notes are an integral part of these financial statements.

**THE COMMUNITY COUNCIL OF NASHUA, NH
D/B/A GREATER NASHUA MENTAL HEALTH CENTER**

Statement of Activities and Changes in Net Assets

**Year Ended June 30, 2017
(With Comparative Totals for Year Ended June 30, 2016)**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2017</u>	<u>2016</u>
Revenues and support					
Program service fees, net	\$ 10,917,069	\$ -	\$ -	\$ 10,917,069	\$ 10,124,641
New Hampshire Bureau of Behavioral Health	1,273,645	-	-	1,273,645	1,038,848
Federal grants	628,694	-	-	628,694	464,276
Rental income	18,347	-	-	18,347	40,494
Contribution and support	97,510	-	-	97,510	84,880
Other	<u>12,922</u>	<u>-</u>	<u>-</u>	<u>12,922</u>	<u>35,226</u>
Total revenues and support	<u>12,948,187</u>	<u>-</u>	<u>-</u>	<u>12,948,187</u>	<u>11,788,365</u>
Expenses					
Program services					
Children's services	1,598,231	-	-	1,598,231	2,005,667
Elderly services	582,887	-	-	582,887	535,282
Intake/placement services	161,959	-	-	161,959	90,594
Crisis response	183,574	-	-	183,574	204,951
Vocational services	3,151	-	-	3,151	221,745
Nonspecialized outpatient	597,290	-	-	597,290	1,062,164
Multi-service team	4,394,118	-	-	4,394,118	3,960,815
Assertive community treatment	1,262,217	-	-	1,262,217	973,342
Independent housing	215,020	-	-	215,020	871,049
Substance abuse	-	-	-	-	458,675
Other	<u>719,080</u>	<u>-</u>	<u>-</u>	<u>719,080</u>	<u>474,376</u>
Total program services	9,717,527	-	-	9,717,527	10,858,660
General and administrative	<u>2,104,472</u>	<u>-</u>	<u>-</u>	<u>2,104,472</u>	<u>1,388,975</u>
Total expenses	11,821,999	-	-	11,821,999	12,247,635
Income (loss) from operations	<u>1,126,188</u>	<u>-</u>	<u>-</u>	<u>1,126,188</u>	<u>(459,270)</u>
Other income					
Investment income, net	23,549	3,285	473	27,307	36,680
Realized and unrealized gains on investments	<u>67,933</u>	<u>9,476</u>	<u>1,363</u>	<u>78,772</u>	<u>21,008</u>
Total other income	<u>91,482</u>	<u>12,761</u>	<u>1,836</u>	<u>106,079</u>	<u>57,688</u>
Excess (deficiency) of revenues, and support and other income over expenses	1,217,670	12,761	1,836	1,232,267	(401,582)
Reclassification of net assets	<u>(64,797)</u>	<u>44,982</u>	<u>19,815</u>	<u>-</u>	<u>-</u>
Total change in net assets	1,152,873	57,743	21,651	1,232,267	(401,582)
Net assets, beginning of year	<u>2,714,890</u>	<u>71,810</u>	<u>98,593</u>	<u>2,885,293</u>	<u>3,286,875</u>
Net assets, end of year	<u>\$ 3,867,763</u>	<u>\$ 129,553</u>	<u>\$ 120,244</u>	<u>\$ 4,117,560</u>	<u>\$ 2,885,293</u>

The accompanying notes are an integral part of these financial statements.

THE COMMUNITY COUNCIL OF NASHUA, NH D/B/A GREATER NASHUA MENTAL HEALTH CENTER

Statement of Functional Revenues and Expenses

Year Ended June 30, 2017

	Children and Adolescents	Elderly Services	Intake	Emergency Services Assessment	Vocational Services	Non- Specialized Outpatient	Multiservice Team	Assertive Community Treatment	Independent Housing	Other	Total Programs	Total Administration	Total Agency
Program service fees, net	\$ 2,503,059	\$ 838,124	\$ 55,502	\$ 155,912	\$ -	\$ 653,518	\$ 5,221,395	\$ 1,268,575	\$ (5,744)	\$ 226,728	\$ 10,917,069	\$ -	\$ 10,917,069
New Hampshire Bureau of Behavioral Health	5,739	-	-	61,907	-	-	367,712	643,910	182,920	11,457	1,273,645	-	1,273,645
Federal grant	-	-	-	-	-	-	40,297	-	31,658	546,701	618,656	10,038	628,694
Rental income	-	-	-	-	-	-	-	-	18,347	-	18,347	-	18,347
Contribution and support	1,500	-	-	-	-	-	422	-	-	1,190	3,112	94,398	97,510
Other	-	-	-	-	2,210	-	1	-	-	7,595	9,806	109,195	119,001
	<u>2,510,298</u>	<u>838,124</u>	<u>55,502</u>	<u>217,819</u>	<u>2,210</u>	<u>653,518</u>	<u>5,629,827</u>	<u>1,912,485</u>	<u>227,181</u>	<u>793,671</u>	<u>12,840,635</u>	<u>213,631</u>	<u>13,054,266</u>
General and administrative allocation	<u>42,322</u>	<u>1,499</u>	<u>993</u>	<u>3,897</u>	<u>40</u>	<u>11,691</u>	<u>100,714</u>	<u>34,213</u>	<u>4,064</u>	<u>14,198</u>	<u>213,631</u>	<u>(213,631)</u>	<u>-</u>
Total revenue and support and other income	<u>\$ 2,552,620</u>	<u>\$ 839,623</u>	<u>\$ 56,495</u>	<u>\$ 221,716</u>	<u>\$ 2,250</u>	<u>\$ 665,209</u>	<u>\$ 5,730,541</u>	<u>\$ 1,946,698</u>	<u>\$ 231,245</u>	<u>\$ 807,869</u>	<u>\$ 13,054,266</u>	<u>\$ -</u>	<u>\$ 13,054,266</u>

THE COMMUNITY COUNCIL OF NASHUA, NH D/B/A GREATER NASHUA MENTAL HEALTH CENTER

Statement of Functional Revenues and Expenses (Concluded)

Year Ended June 30, 2017

	Children and Adolescents	Elderly Services	Intake	Emergency Services Assessment	Vocational Services	Non- Specialized Outpatient	Multiservice Team	Assertive Community Treatment	Independent Housing	Other	Total Programs	Total Administration	Total Agency
Total revenue and support and other income	\$ 2,552,620	\$ 839,623	\$ 56,495	\$ 221,716	\$ 2,250	\$ 665,209	\$ 5,730,541	\$ 1,948,698	\$ 231,245	\$ 807,869	\$ 13,054,266	\$ -	\$ 13,054,266
Expenses													
Salaries and wages	1,135,668	394,733	124,553	151,597	2,817	336,729	2,849,142	825,038	56,599	522,877	6,399,753	1,144,197	7,543,950
Employee benefits	130,945	42,458	13,948	1,214	-	7,808	359,473	147,480	17,681	45,931	766,938	222,509	989,447
Payroll taxes	83,072	28,908	9,470	11,450	217	25,432	206,464	60,183	3,904	39,127	468,227	81,412	549,639
Substitute staff	4,258	1,038	294	412	-	772	11,128	1,343	-	808	20,053	22,917	42,970
Accounting	8	1	-	-	-	1	13	1	-	1	25	64,495	54,520
Audit fees	4,729	1,104	375	239	-	810	12,162	1,133	-	915	21,467	8,920	30,387
Legal fees	1,429	354	92	164	-	265	5,833	1,962	-	269	10,368	10,386	20,754
Other professional fees	41,974	59,295	2,626	3,205	-	162,409	383,348	42,600	-	48,071	743,528	25,814	769,342
Journals and publications	55	13	4	4	-	10	142	15	-	10	253	69	322
Conferences	776	590	7	5	-	191	770	1,587	-	2,759	6,685	2,118	8,803
Rent	(289)	(73)	(23)	(22)	-	(54)	(797)	(104)	-	2,941	1,579	-	1,579
Heating costs	3,135	787	208	358	-	588	8,364	1,135	-	600	15,175	6,549	21,724
Other utilities	15,387	3,901	1,159	1,373	-	2,893	42,114	5,583	84	3,087	75,581	20,798	96,379
Maintenance and repairs	17,707	4,477	1,298	1,679	-	3,327	48,184	46,982	-	3,516	127,170	28,368	155,538
Other occupancy costs	4,323	1,050	302	403	-	781	11,347	1,339	-	822	20,367	11,729	32,096
Office	10,283	2,651	600	1,108	117	2,298	32,394	11,372	-	9,912	70,735	24,160	94,895
Building and household	4,879	1,234	357	464	-	917	13,280	1,770	-	4,275	27,176	6,636	33,812
Food	659	164	55	107	-	121	2,018	716	-	315	4,155	4,790	8,945
Advertising	157	21	29	(64)	-	511	364	(81)	-	37	974	1,246	2,220
Printing	644	156	33	34	-	429	3,929	418	-	565	6,208	2,026	8,234
Communication	22,997	8,162	1,382	3,310	-	3,905	74,482	23,120	723	6,609	144,690	29,353	174,043
Postage	1,689	431	137	122	-	318	4,702	614	-	349	8,362	2,263	10,625
Staff	18,978	14,384	174	467	-	971	111,048	22,014	192	8,770	176,998	9,264	186,262
Client services	6,832	32	-	-	-	-	1,171	42,140	135,837	2,781	188,793	100	188,893
Malpractice insurance	27,241	6,909	2,065	2,391	-	5,122	74,665	9,885	-	5,480	133,758	36,589	170,347
Vehicle insurance	652	165	49	59	-	123	1,785	237	-	131	3,201	882	4,083
Property and liability insurance	9,818	2,489	739	877	-	1,846	26,866	3,562	-	1,969	48,166	13,251	61,417
Interest	-	-	-	-	-	847	-	-	-	-	847	108,027	108,874
Depreciation	20,306	-	-	-	-	31,734	33,701	-	-	-	85,741	160,152	245,893
Equipment rental	5,210	1,321	393	463	-	979	14,263	1,890	-	1,046	25,565	7,909	33,474
Equipment maintenance	618	155	40	72	-	116	1,641	223	-	117	2,982	10,487	13,469
Membership dues	6,617	1,781	364	552	-	1,978	14,904	2,047	-	1,683	29,924	13,228	43,152
Other	17,474	4,196	1,229	1,531	-	3,115	45,218	6,013	-	3,307	82,083	33,828	115,911
Total program expenses	1,598,231	582,887	161,959	183,574	3,151	597,290	4,394,118	1,262,217	215,020	719,080	9,717,527	2,104,472	11,821,999
General and administrative	405,565	113,432	30,354	48,717	1	99,062	1,084,170	192,672	8,422	122,077	2,104,472	(2,104,472)	-
Total expenses	2,003,796	696,319	192,313	232,291	3,152	696,352	5,478,288	1,454,889	223,442	841,157	11,821,999	-	11,821,999
Change in net assets	\$ 548,824	\$ 143,304	\$ (135,818)	\$ (10,575)	\$ (902)	\$ (31,143)	\$ 252,253	\$ 491,809	\$ 7,803	\$ (33,288)	\$ 1,232,267	\$ -	\$ 1,232,267

**THE COMMUNITY COUNCIL OF NASHUA, NH
D/B/A GREATER NASHUA MENTAL HEALTH CENTER**

Statement of Cash Flows

Year Ended June 30, 2017

(With Comparative Totals for Year Ended June 30, 2016)

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities		
Change in net assets	\$ 1,232,267	\$ (401,582)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation and amortization	246,740	232,086
Net realized and unrealized gains on investments	(78,772)	(21,008)
Provision for bad debt	1,106,441	601,695
Changes in operating assets and liabilities		
Accounts receivable	(1,204,364)	(965,307)
Prepaid expenses	(25,604)	(121,418)
Accounts payable and accrued expenses	9,712	159,479
Accrued payroll and related expenses and vacation	39,432	102,407
Deferred revenue	<u>(206,580)</u>	<u>206,580</u>
Net cash provided (used) by operating activities	<u>1,119,272</u>	<u>(207,068)</u>
Cash flows from investing activities		
Purchases of investments	(536,716)	(792,603)
Proceeds from the sale of investments	551,403	979,391
Purchase of property and equipment	<u>(130,555)</u>	<u>(99,066)</u>
Net cash (used) provided by investing activities	<u>(115,868)</u>	<u>87,722</u>
Cash flows from financing activities		
Net (repayment) borrowings on the line of credit	(751,776)	300,000
Principal payments on notes payable	(88,561)	(89,439)
Proceeds from long-term borrowings	-	41,467
Payments on capital lease obligations	<u>(35,082)</u>	<u>(29,325)</u>
Net cash (used) provided by financing activities	<u>(875,419)</u>	<u>222,703</u>
Net increase in cash and cash equivalents	127,985	103,357
Cash and cash equivalents, beginning of year	<u>616,569</u>	<u>513,212</u>
Cash and cash equivalents, end of year	<u>\$ 744,554</u>	<u>\$ 616,569</u>

**THE COMMUNITY COUNCIL OF NASHUA, NH
D/B/A GREATER NASHUA MENTAL HEALTH CENTER**

Notes to Financial Statements

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

Organization

The Community Council of Nashua, NH, d/b/a Greater Nashua Mental Health Center (the Organization) is a comprehensive community health center located in Nashua, New Hampshire. The Organization's mission is to work with the community to meet the mental health needs of its residents by offering evaluation, treatment, resource development, education and research. The Organization is dedicated to clinical excellence and advocacy with their Community Support Services, Child and Adolescent Programs, Clinical Research and Integrated HealthCare Programs, Adult Outpatient Services, and specialty services such as Housing, Deaf Services, Substance Abuse Program, Vocational Services and Individual and Group Therapy.

1. Summary of Significant Accounting Policies

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may be or will be met by actions of the Organization and/or the passage of time. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the consolidated statement of activities as net assets released from restrictions.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as unrestricted support in the year of the gift.

**THE COMMUNITY COUNCIL OF NASHUA, NH
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The Organization reports contributions of land, buildings or equipment as unrestricted support, unless a donor places explicit restriction on their use. Contributions of cash or other assets that must be used to acquire long-lived assets are reported as temporarily restricted support and reclassified to unrestricted net assets when the assets are acquired and placed in service.

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Organization's June 30, 2016 financial statements, from which the summarized information was derived.

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Organization has cash deposits in major financial institutions which may exceed federal depository insurance limits. The Organization has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

Accounts Receivable

Accounts receivable are reduced by an allowance for uncollectible accounts. In evaluating the collectibility of accounts receivable, the Organization monitors the amount of actual cash collected during each month against the Organization's outstanding patient accounts receivable balances, as well as the aging of balances. The Organization analyzes its past history and identifies trends for each of its major payer sources of revenue to estimate the appropriate allowance for uncollectible accounts and provision for bad debts. Management, as well as the Finance Committee of the Organization, regularly reviews the aging and collection rate of major payer sources.

Investments

Investments in marketable securities and debt instruments with readily determined market values are carried at fair value. Fair values are based on quoted market prices, if available, or estimated using quoted market prices for similar securities.

Dividends, interest, net realized and unrealized gains (losses) arising from investments are reported as follows:

- Increases (decreases) in permanently restricted net assets if the terms of the gift require that they be maintained with the corpus of a permanent endowment fund;

**THE COMMUNITY COUNCIL OF NASHUA, NH
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Notes to Financial Statements

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- Increases (decreases) in temporarily restricted net assets if the terms of the gift or state law impose restrictions on the use of the allocated investment income (loss); and
- Increases (decreases) in unrestricted net assets in all other cases.

Property and Equipment

Property and equipment are carried at cost, if purchased, or at estimated fair value at date of donation in the case of gifts, less accumulated depreciation. The Organization's policy is to capitalize assets greater than \$5,000, while minor maintenance and repairs are charged to expense as incurred. Depreciation is recorded using the straight-line method over the following estimated lives as follows:

Furniture & Equipment	3-10 years
Buildings and improvements	15-50 years
Computer equipment and software	3-10 years
Vehicles	5 years

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. There was no unrelated business income tax incurred by the Organization for the years ended June 30, 2017 and 2016. Management has evaluated the Organization's tax positions and concluded the Organization has maintained its tax-exempt status, does not have any significant unrelated business income and has taken no uncertain tax positions that require adjustment to, or disclosure within, the accompanying financial statements.

Reclassifications

Certain amounts in the 2016 financial statements have been reclassified to conform to the current year's presentation.

Subsequent Events

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through October 25, 2017, which is the date that the financial statements were available to be issued.

**THE COMMUNITY COUNCIL OF NASHUA, NH
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Notes to Financial Statements

June 30, 2017

(With Comparative Totals for June 30, 2016)

2. Program Service Fees and Concentrations of Credit Risk

Program service fees are charged at established rates and recognized as services are rendered. The State of New Hampshire has implemented payment reform in which certain patients covered under Medicaid were transitioned to coverage under a managed care system. Discounts, allowances and other arrangements for services provided at other than established rates are recorded as an offset to program service fees. Net revenues from managed care represented approximately 74% and 65% of the Organization's net program service fees for 2017 and 2016, respectively. Net revenues from the Medicaid program accounted for approximately 17% and 20% of the Organization's net program service fees for 2017 and 2016, respectively.

An estimated breakdown of program service fees, net of the provision for bad debt, capitation adjustments and contractual allowances, recognized in 2017 and 2016 from those major sources is as follows:

	<u>2017</u>	<u>2016</u>
Private pay	\$ 1,070,603	\$ 874,132
Commercial insurance	322,958	290,898
Medicaid	2,546,817	2,781,132
Medicare	1,301,991	1,408,343
Other payers	438,909	393,704
Managed Care	<u>12,886,961</u>	<u>9,705,698</u>
	<u>18,568,239</u>	<u>15,453,907</u>
Less: Contractual allowances	(3,092,460)	(3,437,775)
Capitation adjustments	(3,452,269)	(1,289,796)
Provision for bad debt	<u>(1,106,441)</u>	<u>(601,695)</u>
	<u>(7,651,170)</u>	<u>(5,329,266)</u>
Program service fees, net	<u>\$ 10,917,069</u>	<u>\$ 10,124,641</u>

The increase in bad debt expense in 2017 as compared to 2016 is primarily due to collection trends.

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Notes to Financial Statements

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

The Organization grants credit without collateral to its patients, most of whom are insured under third-party payer agreements. Following is a summary of gross accounts receivable by funding source as of June 30:

	<u>2017</u>	<u>2016</u>
Private pay	61 %	77 %
Blue Cross/Blue Shield	1	1
Medicaid	23	7
Medicare	5	4
Other	3	1
Managed care	<u>7</u>	<u>10</u>
	<u>100 %</u>	<u>100 %</u>

3. Investments

Investments, which are reported at fair value, consist of the following at June 30:

	<u>2017</u>	<u>2016</u>
Common stocks	\$ 558,516	\$ 488,444
Mutual funds	718,546	704,816
U.S. Treasury bonds	343,841	294,900
Corporate bonds	24,062	58,122
Mortgage backed securities	<u>87,951</u>	<u>122,549</u>
	<u>\$ 1,732,916</u>	<u>\$ 1,668,831</u>

The Organization's investments are subject to various risks, such as interest rate, credit and overall market volatility, which may substantially impact the values of investments at any given time.

4. Fair Value of Financial Instruments

Financial Accounting Standards Board Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurement*, defines fair value as the exchange price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

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**June 30, 2017
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The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

- Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.
- Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The following table sets forth by level, within the fair value hierarchy, the Organization's assets measured at fair value on a recurring basis as of June 30:

	<u>2017</u>		
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
<u>Investments</u>			
Common stock	\$ 558,516	\$ -	\$ 558,516
Mutual funds	718,546	-	718,546
U.S. Treasury bonds	343,841	-	343,841
Corporate bonds	-	24,062	24,062
Mortgage-backed securities	<u>87,951</u>	<u>-</u>	<u>87,951</u>
	<u>\$ 1,708,854</u>	<u>\$ 24,062</u>	<u>\$ 1,732,916</u>
	<u>2016</u>		
	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
<u>Investments</u>			
Common stock	\$ 488,444	\$ -	\$ 488,444
Mutual funds	704,816	-	704,816
U.S. Treasury bonds	294,900	-	294,900
Corporate bonds	-	58,122	58,122
Mortgage-backed securities	<u>122,549</u>	<u>-</u>	<u>122,549</u>
	<u>\$ 1,610,709</u>	<u>\$ 58,122</u>	<u>\$ 1,668,831</u>

The fair value for Level 2 assets is primarily based on market prices of comparable or underlying securities, interest rates, and credit risk, using the market approach for the Organization's investments.

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Notes to Financial Statements

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

5. Property And Equipment

Property and equipment consists of the following:

	<u>2017</u>	<u>2016</u>
Land, buildings and improvements	\$ 4,983,891	\$ 4,904,730
Furniture and equipment	263,330	232,803
Computer equipment	230,567	209,699
Software	660,917	660,917
Vehicles	<u>32,766</u>	<u>32,766</u>
	6,171,471	6,040,915
Less accumulated depreciation	<u>(3,341,102)</u>	<u>(3,095,208)</u>
Property and equipment, net	<u>\$ 2,830,369</u>	<u>\$ 2,945,707</u>

6. Endowment

The Organization's endowment primarily consists of funds established for certain programs provided by the Organization. Its endowment includes both donor-restricted endowment funds and funds designated by the Board of Directors to function as endowments. As required by U.S. GAAP, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Organization has interpreted the State of New Hampshire Uniform Prudent Management of Institutional Funds Act (the Act), which became effective July 1, 2008, as requiring the preservation of the contributed value of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (1) the original value of gifts donated to the permanent endowment, (2) the original value of subsequent gifts to the permanent endowment, and (3) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. If the donor-restricted endowment assets earn investment returns beyond the amount necessary to maintain the endowment assets' real value, that excess is available for appropriation and, therefore, classified as temporarily restricted net assets until appropriated by the Board of Trustees for expenditure. Funds designated by the Board of Directors to function as endowments are classified as unrestricted net assets.

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**June 30, 2017
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In accordance with the Act, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the organization and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the organization; and
- (7) The investment policies of the organization.

Return Objectives and Risk Parameters

The Organization has adopted investment policies, approved by the Board of Directors, for endowment assets that attempt to maintain the purchasing power of those endowment assets over the long term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well-diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution of accumulated interest and dividend income to be reinvested or used as needed, while growing the funds if possible. Actual returns in any given year may vary from this amount. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to reduce the exposure of the fund to unacceptable levels of risk.

Spending Policy

Currently, the Organization does not have a written spending policy approved by its Board of Directors. Historically, the Organization has appropriated for distribution the accumulated interest and dividend income on the investment funds. The Organization considers the long-term expected return on its investment assets, the nature and duration of the individual endowment funds, many of which must be maintained in perpetuity because of donor restrictions, and the possible effects of inflation.

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**June 30, 2017
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Endowment Composition and Changes in Endowment

The endowment net asset composition by type of fund as of June 30, 2017, were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 129,553	\$ 120,244	\$ 249,797
Board-designated endowment funds	<u>1,526,011</u>	-	-	<u>1,526,011</u>
	<u>\$ 1,526,011</u>	<u>\$ 129,553</u>	<u>\$ 120,244</u>	<u>\$ 1,775,808</u>

The changes in endowment net assets for the year ended June 30, 2017, were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, June 30, 2016	1,539,326	71,810	98,593	1,709,729
Investment return				
Investment income	37,416	5,219	751	43,386
Net appreciation	67,933	9,476	1,363	78,772
Investment fees	<u>(13,867)</u>	<u>(1,934)</u>	<u>(278)</u>	<u>(16,079)</u>
Total investment return	91,482	12,761	1,836	106,079
Appropriation of endowment assets for expenditure	(40,000)	-	-	(40,000)
Reclassifications of net assets	<u>(64,797)</u>	<u>44,982</u>	<u>19,815</u>	<u>-</u>
Endowment net assets, June 30, 2017	<u>\$ 1,526,011</u>	<u>\$ 129,553</u>	<u>\$ 120,244</u>	<u>\$ 1,775,808</u>

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**June 30, 2017
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The endowment net asset composition by type of fund as of June 30, 2016, were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Donor-restricted endowment funds	\$ -	\$ 71,810	\$ 98,593	\$ 170,403
Board-designated endowment funds	<u>1,539,326</u>	<u>-</u>	<u>-</u>	<u>1,539,326</u>
	<u>\$ 1,539,326</u>	<u>\$ 71,810</u>	<u>\$ 98,593</u>	<u>\$ 1,709,729</u>

The changes in endowment net assets for the year ended June 30, 2016, were as follows:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Endowment net assets, June 30, 2015	1,729,847	63,610	98,593	1,892,050
Contributions	-	5,121	-	5,121
Investment return				
Investment income	45,244	2,803	-	48,047
Net appreciation	19,904	1,104	-	21,008
Investment fees	<u>(14,940)</u>	<u>(828)</u>	<u>-</u>	<u>(15,768)</u>
Total investment return	50,208	3,079	-	53,287
Appropriation of endowment assets for expenditure	<u>(240,729)</u>	<u>-</u>	<u>-</u>	<u>(240,729)</u>
Endowment net assets, June 30, 2016	<u>1,539,326</u>	<u>71,810</u>	<u>98,593</u>	<u>1,709,729</u>

In 2017, the Organization reviewed historical data relating to permanently restricted net assets and due to changes in interpretation of original gift records, reclassified net appreciation from unrestricted net assets to temporarily restricted net assets and permanently restricted net assets.

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Notes to Financial Statements

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

7. Debt Obligations

Line of Credit

The Organization maintains a \$1,000,000 revolving line of credit with TD Bank, collateralized by a mortgage on real property and substantially all business assets, carrying a variable interest rate of Prime plus 1.0% adjusted daily with a floor rate of 4.00% (5.25% at June 30, 2017). Interest is payable monthly. The line of credit had an outstanding balance of \$248,224 and \$1,000,000 at June 30, 2017 and 2016, respectively. The line of credit agreement has a maturity date of January 31, 2018.

Notes Payable

The Organization had the following notes payable:

	<u>2017</u>	<u>2016</u>
4.25% note payable to TD Bank in monthly principal and interest payments of \$8,133 through January 2019, at which time a balloon payment for the remaining principal is due; collateralized by mortgaged property.	\$ 946,599	\$ 997,953
Note payable to TD Bank in monthly principal and interest payments of \$6,016 through July 2020, at which time a balloon payment for the remaining principal is due. Interest rate at the Federal Home Loan Bank Boston Five Year Classic Advance Rate plus 2.65% (4.81% at June 30, 2017); collateralized by mortgaged property. The note is a participating loan with New Hampshire Higher Educational and Health Facilities Authority.	<u>697,393</u>	<u>734,600</u>
Less: unamortized deferred issuance costs	<u>(2,878)</u>	<u>(3,725)</u>
Total notes payable	<u>\$ 1,641,114</u>	<u>\$ 1,728,828</u>

The scheduled maturities on notes payable are as follows:

2018	\$ 98,870
2019	930,243
2020	43,991
2021	570,888

Cash paid for interest approximates interest expense.

TD Bank requires that the Organization meet certain financial covenants. The Organization was in compliance with covenants as of June 30, 2017.

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Notes to Financial Statements

**June 30, 2017
(With Comparative Totals for June 30, 2016)**

8. Commitments and Contingencies

Contract Payables

At June 30, 2015, the Organization had accrued \$225,000 in contract payables related to a managed care contract that went into effect during fiscal year 2015. Activity under that managed care contract continued into fiscal year 2016. In 2016, the Organization settled its cumulative activity with the managed care provider and, as a result, accrued an amount due to the managed care provider of \$429,004 as of June 30, 2016. Amounts due to the managed care provider were paid in installments as outlined in the settlement agreement through December 2016 and are recorded within accounts receivable in the accompanying statement of financial position. There were no such amounts owed under the managed care contract as of June 30, 2017.

Capital and Operating Leases

The Organization rents additional housing space in Nashua, NH to be used for patient housing by the housing program. The Organization receives subsidies for reimbursement of expenses per a contract with the State of New Hampshire to offset expenses not covered by patient reimbursement for rent. These leases were fully expired as of July 1, 2016. Total rent expense under these agreements amounted to \$68,900 for the year June 30, 2016, respectively.

Rent expense \$12,079 for various equipment was incurred for both the years ended June 30, 2017 and 2016, under noncancellable operating lease agreements covering a term greater than one year.

During 2015, the Organization entered into a capital lease arrangement for computers, which calls for monthly principal and interest payments of \$1,995 through April 2018. During 2016, the Organization entered into another capital lease arrangement for computers, which calls for monthly principal and interest payments of \$1,246 through November 2018. The net carrying value of assets held under capital leases was \$35,529 and \$70,613 at June 30, 2017 and 2016, respectively.

Future minimum lease payments required under noncancellable lease agreements for the next three years ending June 30 are as follows:

	<u>Operating Leases</u>	<u>Capital Lease</u>
2018	\$ 12,079	\$ 34,898
2019	12,079	6,229
2020	<u>9,380</u>	<u>-</u>
	<u>\$ 33,538</u>	41,127
Less: amount representing interest		<u>(3,823)</u>
		<u>\$ 37,304</u>

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Notes to Financial Statements

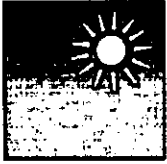
**June 30, 2017
(With Comparative Totals for June 30, 2016)**

Malpractice Insurance

The Organization insures its medical malpractice risks on a claims-made basis. At June 30, 2017, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of insurance coverage nor are there any unasserted claims or incidents known to management which require loss accrual. The Organization intends to renew coverage on a claims-made basis and anticipates that such coverage will be available.

9. Tax Deferred Annuity Plan

The Organization maintains a 403(b) employer-sponsored retirement plan. Employees are eligible to participate as of the date of hire. The Organization offers a match of dollar-for-dollar up to 4% of annual salary. In order to be eligible for the match, an employee must work or earn a year of service, which is defined as at least 1,000 hours during the 12-month period immediately following date of hire. In April 2014, the employer match was suspended. There was no expense associated with this plan for the years ended June 30, 2017 and 2016.



Greater Nashua Mental Health Center *at Community Council*

BOARD OF DIRECTORS
2018

EMILY BLATT

PAMELA BURNS
(Board Vice Chair)

CHRISTINE M. FURMAN

LT. ROBERT GIGGI

JONE LaBOMBARD
(Board Secretary)

LAURA MAISTROSKY, ESQUIRE

ELIZABETH SHEEHAN

DAVE SMITH

MARY ANN SOMERVILLE

TANYA L. SPONY, ESQUIRE
(Board Chair)

AARON TELAGE, CPA

MARIE TULE, CPA
(Board Treasurer)

DONNA UPSON

DIANE VIENNEAU



Amanda Morissette

Contact Information

Email:

Phone:

Experience:

-Cumberland Farms

July 2011- Present

- Customer service associate.
- Cashier.

-Dunkin Donuts

October 2010 – Present

- Made coffee for customers along with making their food.

-Shaw's Supermarkets

September 2008 – October 2010

- Worked as a cashier
- Worked in deli and seafood departments helping serve customers.
- Worked as a team leader running checkout department

-Keene State College Kronicle

September 2008 – May 2009

- Business manager of yearbook.
- Accounted for all of organization's finances.

-Movie Gallery Inc.

March 2007 August 2009

- Checked movies in and out and cashier.
- Stocked the store walls with movies

-Shaw's Supermarkets

September 2005- August 2006

- Worked as cashier

-Merrimack County Nursing Home

June 2003- August 2006

- Worked at reception desk helping answer calls and questions from visitors.
- Helped visitors around building and answered questions.
- Filing, mailroom, administration duties.

Interests:

Keene State College

2007-May 2011

- BA in Psychology with a 3.1 GPA.
- Spring Semester seminar class spent working with special needs children, mostly autistic children.

Merrimack Valley High School

2003-2007

- Received high school diploma**
- Honor Roll Multiple Semesters.**

Amy Cote

Education

University of New Hampshire
Bachelor of Arts May 2013
Major: Psychology

Certifications

First Aid and CPR trained

Employment

The PLUS Company, Nashua, NH (June 2013- Present)

Direct Support Professional

Working one on one with an individual with developmental disabilities. Managing the individual's challenging and violent behaviors. Assisting the individual in classes offered during the day program. Teaching the individual vocational skills and job-finding tools.

Old Navy, Nashua, NH (July 2007- Present)

Sales Associate

Forming relationships with customers, ensuring that each customer finds what they are looking for. Unloading new product and placing it on the sales floor. Working with a small team putting up sale signs each week. Replenishing specific items/sizes that have been sold through based on daily reports. Training new employees in all of the aforementioned areas.

Volunteer Experience

Birch Hill Terrace (Retirement Community)

Fall/ Winter 2012

Responsibilities: Ran a program called "Then & Now" with residents. Hosted discussions of differences between what life was like when they were young vs. what it is like to be young now. Aimed to eliminate ageist attitudes that exist among the different generations. Also met one-on-one with residents just to chat with them and keep them company.

Achievements

Dean's List

University of New Hampshire
Fall 2011 and Spring 2012

KRISTEN CAREY

PROFESSIONAL SUMMARY

In Home Therapist with experience providing home based family services, including crisis intervention, counseling, skill building and advocacy.

Case Manager with five years of experience as the primary treatment coordinator for individuals diagnosed with mental illness and substance abuse.

SKILLS

- Expertise in crisis intervention techniques
- Culturally sensitive
- Trained in indicators of child abuse
- Daily living activities educator
- Skilled in intake interviewing
- Adept at treatment and discharge planning
- Case management proficiency
- Adept at conflict resolution
- Experienced with diagnosing using the DSM IV and V
- Strong documentation skills
- Good computer skills

WORK HISTORY

In Home Therapy Clinician, 06/2014 to Current

Lahey Health Behavioral Services – Haverhill, MA

- Provided in home therapy services to high-risk children and their families.
- Provided diagnoses for children with serious emotional disturbance according to criteria from the DSM-IV and V.
- Assessed safety and structure of the home environment and used clinical strategies designed to promote safety.
- Conducted comprehensive, strength-based and behavior focused assessments.
- Collaborated with family members and team of providers to develop intervention goals and service plans.
- Utilized research-based cognitive/behavioral strategies to facilitate behavior change.
- Provided services directly related to the family's goals, while teaching family members to meet these needs on their own.
- Collaborated and advocated with informal and formal community resources and supports, while teaching family members to advocate for themselves.
- Assessed goal progress and families' ongoing needs.
- Completed CANS assessments on the Virtual Gateway.
- Completed clinical documentation according to agency guidelines.
- Utilized AR Plus for client management.
- Participated in all required training.
- Worked with supervisor to complete professional development plans and performance reviews.
- Completed and submitted all clinical and agency paperwork in a timely and accurate manner.
- Established and maintained positive working relationships with referring agency staff and other community professionals.

Community Living Case Manager, 05/2009 to 05/2014

BHcare – Branford, CT

- Provided case management services to clients in homes and in the community.
- Was the primary treatment coordinator for assigned caseload.
- Measured clients' functionality, needs, preferences, and appropriateness of services utilizing assessment tools.
- Entered daily service activities into a data base.
- Assisted clients in developing and implementing individual recovery plans.

- Coordinated comprehensive service planning to include members of clients' treatment team and clients' natural supports.
- Conducted regular reviews of recovery plans and modified as needed.
- Ensured that appropriate referrals and linkages were made to other parts of the mental health system and other community resources, including clinical, vocational, psychosocial, educational and natural supports.
- Provided advocacy.
- Developed an understanding of the Medicaid Rehab Option process, the delivery service required for Targeted Case Management, and Integrated Dual Diagnosis Treatment principles utilizing Motivational Interviewing.
- Developed skills for providing services to clients with co-occurring disorders.
- Assisted clients in applications for entitlements.
- Assisted clients in linking with transportation needs.
- Provided crises assessment and intervention, utilizing clinical and emergency back up, communicated client needs with hospital emergency rooms and emergency personnel.
- Assisted clients in scheduling personal appointments and accompanied clients to appointments as needed.
- Maintained and updated case records with progress notes documenting progress towards goals and objectives.

Residential Counselor, 05/2007 to 05/2009

BHcare Harbor Health Services, Inc – Branford, CT

- Assisted in the daily operations of the Harbor House and Harbor Apartment and Respite Programs.
- Assisted all Program clients in areas of health and safety and in acquisition of independent living skills, including personal hygiene, meal planning, cooking, cleaning, and money management.
- Provided transportation to clients.
- Supervised administration of clients' self-medication protocols.
- Communicated via communication logs, progress notes, and other departmental communication tools to ensure understanding and adherence to changes in clients' recovery plans/program needs or concerns.
- Provided crises assessment and intervention.
- Maintained and updated case records.
- Entered daily service activities into the data base and ensured accuracy.
- Attended training sessions, workshops, and seminars for professional development.

EDUCATION

Master of Arts: Psychology, 2013

Southern Connecticut State University - New Haven, CT

Bachelor of Arts: 2005

Central Connecticut State University - New Britain, CT

AFFILIATIONS

American Psychological Association Associate

GARY N. HOOPER

EMPLOYMENT SPECIALIST

Effectively administered, planned, organized, and directed operations of a retail business for a non-profit agency for ten years, to provide vocational training for consumers of mental health services. Member of advisory board for non-profit retail business and established and evaluated by-laws, policies, and procedures. Successful member of various management teams in retail operations of up to eighty-five employees for over six years, evaluating and developing the employees and the businesses.

EDUCATION

- Bachelor's Degree in *Accounting*, Rivier College, Nashua, NH 2001

PROFESSIONAL SKILLS

- Computer literate in Microsoft *Word, Excel, and Email*
- Effective *communicator* and customer service *professional*

ACCOMPLISHMENTS

- Proposed and developed a business, as part of Community Council of Nashua's vocational department, to train consumers of mental health services
- Managed a small business for ten years performing all aspects of operations including – *approving expenditures* for purchases, processing *accounts payable*, and *evaluating the functions* of the program with Community Council staff
- Reviewed and updated personnel files resulting in an administrative review score of 98%, as compared to the previous score of 75%
- Formulated, implemented, and monitored monthly and annual *budgets*
- Expedited the establishment of a general ledger, performed bookkeeping duties, and compiled monthly reports
- Developed and maintained expense spreadsheet on Excel to monitor and communicate startup costs for NH Charitable Gaming
- Prepared grant application that provided the funding for a point of sale register system and entered the data necessary to scan sales and maintain inventory
- Developed and evaluated spreadsheets in *Excel* to track inventory and monitor departmental sales allowing for increased sales volume and profits
- *Implemented changes* in front-End operations and *evaluated effectiveness* resulting in the store being designated as the "Front-End University Store" for the district (also called on to establish same setup in new Somerville, MA store)
- Impacted a turn-around in store *profitability* (from a loss of \$100,000 the previous year, to a profit of \$150,000 at the end of my first full year) through merchandise presentation, effective inventory control, and the reorganization of certain areas to reduce losses from theft

GARY N. HOOPER

PROFESSIONAL DEVELOPMENT

- H & R Block Tax Preparation course: 10/07 – 12/07, Manchester, NH
- Supervisory workshop: 5/06, TJ Maxx, Framingham, MA
- The Entrepreneur's Seminar: 6/00, Rivier College, Nashua, NH
- Small Business workshop: 7/98, SCORE (Service Core of Retired Executives)
Developing a business plan and starting a new business

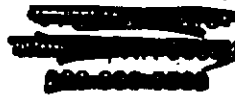
EMPLOYMENT HISTORY

H & R Block Tax Preparer	Milford, NH Present
NH Charitable Gaming Accounting Compliance Officer	Milford, NH Present
TJ Maxx Companies Front-End Manager	Woburn, MA 6/05 – 7/07
Kmart Corporation Area Manager – Hard Lines	Salem, NH 10/02 – 6/05
Ames Department Stores Assistant Manager – Hard Lines	Manchester, NH 12/00 – 9/02
Community Council of Nashua D.B.A. The Bargain Hunter Store Manager	Nashua, NH 2/96 – 11/00
Assistant Manager	5/91 – 2/96

INTERESTS

Volunteer with Souhegan Valley Chapter of Dollars for Scholars

Paul D. Lassins, MSW



Experience

- Clinical Social Worker, Intensive Juvenile Diversion Program (PT)** 2000-Present
HILLSBOROUGH COUNTY DEPARTMENT OF HUMAN SERVICES
NASHUA, NH
- Provide individual and family therapy for court adjudicated adolescents.
 - Conduct individual and family assessments.
 - Develop treatment plans coordinated with collateral agencies.
 - Develop assessments and reports for juvenile court.
 - Attend weekly staff meetings.
- Social Work Intern** 2000-2001
EDITH NOURSE ROGERS MEMORIAL VETERANS HOSPITAL
BEDFORD, MA
- Homeless and dual diagnosis inpatient population (Domiciliary).
 - Provide individual therapy and case management.
 - Conduct psychosocial assessments.
 - Develop treatment plans.
 - ✓ Co-lead spirituality groups & lead small veteran groups.
 - Participate in interdisciplinary treatment team interventions and meetings.
- Social Work Intern** 1999-2000
MERRIMACK VALLEY CATHOLIC CHARITIES
LAWRENCE, MA
- Provide individual therapy and case management.
 - Develop psychosocial assessments and treatment plans.
 - Conduct adoption assessments and adoption home studies.
 - Participate in the initial adoption process.
 - Attend weekly staff meetings.
 - Provide scheduled home visits.
- Product Buyer** 1998-1999
AMHERST COMPUTER PRODUCTS
AMHERST, NH
- Buyer of assigned products.
 - Expedite orders and insure timely delivery.
 - Establish high fill rates.
- Product Manager** 1978-1998
RUGBY BUILDING PRODUCTS
BEDFORD, NH
- Progressive position history including inside sales, warehouse supervisor, distribution center manager, telephone sales manager, director of training, and product manager.

Education

- Master of Social Work** May 2001
BOSTON UNIVERSITY
BOSTON, MA
- Bachelor of Science, Earth Science** May 1974
KEENE STATE COLLEGE
KEENE, NH

Professional Memberships

- National Association of Social Workers** 2001-Present
- American Society for Training & Development** 1990-1995
- Board of Directors, NH Chapter.

Volunteer Activities

- ✓ **Home Health & Hospice Care** 1995-1998
• Co-leader of bereavement groups.
• Bereavement counseling.
NASHUA, NH

CURRICULUM VITAE

Marlou B. Patalinjug Tyner, M.D., FAPA

[REDACTED]
[REDACTED]

Employment

- | | |
|----------------|---|
| 2003 – 2010 | Outpatient Psychiatry, HBHS dba Process Strategies
376 Kenmore Drive, Danville, WV 25053 |
| 2003 – 2008 | Outpatient Psychiatry, HBHS dba Process Strategies
163 Main Street, Clay, WV 25043 |
| 2008 – 2009 | Tele-psychiatry for Prestera Center, Clay County based at
Prestera Center, 511 Morris Street, Charleston, WV 25301 |
| 2007 – 2009 | Tele-psychiatry for PsyCare, Inc. for the
Potomac Highland Regional Jail and Central Regional Jail, WV |
| 2010 – 2011 | Tele-psychiatry for Prestera Center, Boone County
based at Process Strategies office |
| 2010 – 2013 | Medical Director, Assessment Unit (TPC Program), Highland Hospital
300 56 th Street, Charleston, WV 25304 |
| 2007 – 2013 | Psychiatry Consult for Cabin Creek Health Centers in Dawes, WV,
Clendenin, WV and Sissonville, WV; Tele-psychiatry for all three sites
since March 2010, based at Process Strategies office |
| 2008 – 2013 | Outpatient Psychiatry, Process Strategies
1418A MacCorkle Avenue, Charleston, WV 25303 |
| 2013 – Current | Chief Medical Officer, Highland-Clarksburg Hospital
3 Hospital Plaza, Clarksburg, WV 26301 |
| 2013 – Current | Forensic Psychiatry Unit, Highland-Clarksburg Hospital
3 Hospital Plaza, Clarksburg, WV 26301 |

Certification / Licensure

- | | |
|----------------|---|
| 1987 - 1995 | Physician Licensure, Philippines |
| 2002 - 2003 | Physician Licensure, State of Connecticut |
| 2002 - 2004 | Physician Limited Permit, New York |
| 2003 - Current | Physician Licensure, West Virginia |
| 2003 - Current | Diplomate in Psychiatry,
American Board of Psychiatry and Neurology, Inc. |
| 2005 - Current | Certification in Forensic Psychiatry
American Board of Psychiatry and Neurology, Inc. |
| 2013 - 2023 | Maintenance of Certification in Psychiatry,
American Board of Psychiatry and Neurology, Inc. |
| 2015 – 2025 | Maintenance of Certification in Forensic Psychiatry
American Board of Psychiatry and Neurology, Inc. |

Education

1983 B.S. Psychology, University of the Philippines College of Arts and Sciences
Quezon City, Philippines
1987 M.D. University of the Philippines College of Medicine
Manila, Philippines

Postdoctoral Training

1987 - 1988 Postgraduate Internship, Philippine General Hospital
Manila, Philippines
1989 - 1991 Residency Training, Psychiatry
Philippine General Hospital, Manila, Philippines
1991 - 1992 Chief Resident, Psychiatry
Philippine General Hospital, Manila, Philippines
1998 - 2002 Residency Training, Psychiatry
NYU School of Medicine, New York, NY 10016
2001 - 2002 Chief Resident, Psychiatry
Outpatient Division Chief Resident (July-December 2001)
Administrative Chief Resident (January-June 2002)
NYU School of Medicine, New York, NY 10016
2002 - 2003 Fellowship Training, Forensic Psychiatry
NYU School of Medicine, New York, NY 10016

Other Professional Positions

1993 Research Associate, Intercare Research Foundation, Inc.
Metro Manila, Philippines
1993 - 1994 Research Assistant, Research Foundation for Mental Hygiene
Research based at Kirby Forensic Psychiatric Center
Wards' Island, NY 10035
1994 - 1998 Research Scientist, Nathan S. Kline Institute
Research based at Kirby Forensic Psychiatric Center
Wards' Island, NY 10035

Awards and Honors

1983 Cum Laude, BS Psychology, University of the Philippines
1983 Phi Kappa Phi Honor Society, University of the Philippines,
1983 Pi Gamma Mu Honor Society, University of the Philippines
1992 Ciba-Geigy Fellowship Grant in Administrative Psychiatry
2002 Aventis Women Leaders Fellowship,
American Psychiatric Association Annual Meeting, Philadelphia

Membership in Professional Societies

2000 - 2010 Member, American Psychiatric Association
2010 - Current Fellow, American Psychiatric Association
2002 - Current Member, American Academy of Psychiatry and the Law
2002 - Current Member, NYU-Bellvue Psychiatric Society
2008 - Current Member, American Medical Association
2008 - Current Member, West Virginia State Medical Association

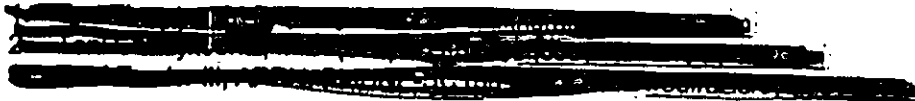
Teaching Experience

1990 - 1992	Training of Trainers in Critical Incident Stress Debriefing National Program for Mental Health, Philippines
1992 - 1993	Lectures in Psychiatry for Physical Therapy Students, University of the Philippines College of Manila, Philippines
1994 - 1998	Instructor, Management of Crisis Situations for Forensics Kirby Forensic Psychiatric Center, Wards Island, New York
2001 - 2003	Clinical Instructor, New York University School of Medicine
2004 - current	Clinical Assistant Professor, West Virginia University, CAMC Department of Behavioral Medicine and Psychiatry, Charleston, WV
2015 - current	Clinical Assistant Professor, West Virginia University School of Medicine, Morgantown, WV

Research

1. Patalinjug, M.B. and Harmon R.B. (2003) Characteristics of Defendants Charged with Stalking: Preliminary Look at Referrals to the Forensics Psychiatry Clinic Three Years After the Passage of NY State Stalking Laws, Presented at the 56th Annual Meeting of the American Association of Forensic Sciences, February 20, 2004, Dallas, TX.
2. Convit, A., Wolf, O.T., de Leon, M.J., Patalinjug, M.B., Kandil, E., Caraos, C., Scherer, A., Saint Louis, L., Cancro, R. (2001). Volumetric Analysis of the Prefrontal regions: Findings in aging and schizophrenia. *Psychiatry Research: Neuroimaging Section*, 107: 61-73.
3. Hoptman, M.J., Yates, K.F., Patalinjug, M.B., Wack, R.C., and Convit, A. (1999). Clinical Prediction of Assaultive Behavior Among Male Psychiatric Patients at a Maximum-Security Forensic Facility. *Psychiatric Services*, 50: 1461-1466.
4. Patalinjug, M.B., Convit, A., Hoptman, M.J., Yates, K.F., Dunn, D., Otis, D. (1997) Staff Assaulters vs. Patient Assaulters in a Forensic Psychiatric Facility: Is there a Difference? Poster Presentation: Tenth Annual NY State Office of Mental Health Research Conference, Albany, NY.
5. Convit, A., McHugh, P., de Leon, M., Hoptman, M., Patalinjug, M. (1997) MRI Volume of the Amygdala: A New Reliable Method. Poster Presentation: Tenth Annual NY State Office of Mental Health Research Conference, Albany, NY.
6. Hoptman, M., Convit, A., Yates, K.F., Patalinjug, M.B. (1997) Violence and Slowing of the Anterior EEG: Relationships to Impulsivity. Poster Presentation: Tenth Annual NY State Office of Mental Health Research Conference, Albany, NY.
7. Bengzon, A.R.A., Jimenez A.L., Bengzon M.A., Esquejo D.P., Torres M.R., Sison-Agullar M.A., Salazar M.C., Patalinjug M.B. (1994). Programs, Process, Politics, People: The Story of the Department of Health Under the Aquino Administration, 1986-1992. Submitted to the World Health Organization, Geneva, Switzerland.
8. Jimenez A.L., Torres M.R., Marte B.G., Patalinjug M.B., Guilergan M.L. (1992) The Establishment of a Mental Health Information System at the Philippine General Hospital Department of Psychiatry, Patient Services Section: A Preliminary Study. Paper read at the 18th Annual Convention of the Philippine Psychiatric Association, Manila, Philippines.

REFERENCES



Gabrielle Sullivan

Professional Summary

Southern New Hampshire Masters-level student in Clinical Mental Health and Addiction Counseling. Bachelors-level alumnus from Fitchburg State University with a major in Psychology and a minor in Criminal Justice. Relevant course work in psychology, criminal justice, and sociology. Experience in working with special needs students, young children in a camp and academic setting, and tutoring college students. Has experience with conflict resolution, suicide response, and sexual assault response in a dorm setting.

MASTERS OF SCIENCE | SEPTEMBER 2019 | SOUTHERN NEW HAMPSHIRE UNIVERSITY

- Major: Clinical Mental Health and Addiction Counseling
- Starting in September 2018

BACHELORS OF SCIENCE | AUGUST 2018 | FITCHBURG STATE UNIVERSITY

- Major: Psychology
- Minor: Criminal Justice
- GPA: 3.41 (dean's list/cum laude)
- Vice President of Fitchburg Activities Board 2016
- **Relevant Course Work:** Clinical Psychology, Abnormal Psychology, Adolescent Development, Developmental Psychopathology, Social Psychology, History of Psychology, Psychology of Memory, Sociology of Drugs and Alcohol, Medical Sociology, Ethics in Criminal Justice, Research Design & Analysis I/II, Criminology, & Psychology of Crime.

HIGH SCHOOL DIPLOMA | JUNE 2014 | MANCHESTER HIGH SCHOOL WEST

- Honor Roll all four years
- New Hampshire scholar

Skills/Trainings

- Conflict Resolution
- Crisis Management
- VIPR/Active Shooter
- Mediation
- Certified tutor
- Suicide Response
- Sexual Assault Response
- Time Management
- Responsible

Experience

SALES ASSOCIATE | CHARMING CHARLIE | MAY 2018-CURRENT

- Help customers find products that best fit the style they are looking for, organize product stands, and knowledge of register functions.

TUTOR | FITCHBURG STATE UNIVERSITY | SEPTEMBER 2017-MAY 2018

- Guide and assists students on understanding course material and where to find the information on their own. Focuses on study skills and enhancing communication skills with professors and other resources. Tutoring psychology, criminal justice, sociology, and human services courses.

- Certified as a CRLA level I international peer tutor

LIBRARY ASSISTANT | FITCHBURG STATE UNIVERSITY | SEPTEMBER 2016-MAY 2018

- Assist users of the library with printing, copying, research, and other library-based technology. Also help library users with loaning and returning books, and finding other campus resources. Knowledge on the Library of Congress classification system, and simple printer machine functions

RESIDENT ASSISTANT | FITCHBURG STATE UNIVERSITY | OCTOBER 2015 – DECEMBER 2017

- Supervise and advised students in a freshmen dorm, an upperclassmen dorm, and an apartment style housing. Required to work with a team of Residential staff, as well as in collaboration with campus resources such as campus police and counseling services
- Has used trainings listed above during my position as a Resident Assistant. Suicide assessment training had been used ~10 times, and the majority of the responsibilities as a Resident Assistant position required mediation and crisis management skills

CAMP COUNSELOR | FUN IN THE SUN | JULY 2015 – AUGUST 2017

- Supervised children at a day camp. Was given key holder position in July 2017.

VOULUNTEER | MANCHESTER HIGH SCHOOL WEST | OCTOBER 2013 – MAY 2016

- Assisted special needs teacher with students, both teaching and working one-one-one in math, Science, English, and life skills. Position started while in high school, and has continued throughout breaks

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Paul Lassins	Therapist, FEP Coordinator	44,990	21.25%	2,601.79
Marilou Pataling Tyner, MD	Medical Director	250,000	1.04%	9,562.48
Kristen Carey	Team Coordinator	45,500	1.45%	660.03
Gary Hooper	Supported Employment Coordinator	38,500	1.64%	629.91
Amy (Cote) Batchelor	Senior Case Manager	34,500	0.88%	305.09
Amanda (Morissette) Artz	Therapist	40,000	2.82%	1,128.14
Gabrielle Sullivan	Case Manager	31,200	1.96%	612.83
Total				15,500.27



15
max

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-9200 TDD Access: 1-800-735-2964

August 9, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend a **sole source, retroactive** agreement with Community Council of Nashua, New Hampshire, d/b/a Greater Nashua Mental Health Center at Community Council (Vendor #154112), 100 West Pearl Street, Nashua, NH 03060 for the provision of a First Episode Psychosis Pilot Program, by increasing the price limitation by \$84,000 from \$12,829,412 in the aggregate to an amount not to exceed \$12,913,412 in the aggregate, effective upon Governor and Executive Council approval with no change to the completion date of June 30, 2019. This agreement is **retroactive** to July 1, 2017. The Governor and Executive Council approved the original agreements on June 21, 2017 (Late Item #A). 100% Federal Funds.

Summary of contracted amounts by vendor:

Vendor	New Hampshire Locations	Total Current Budget Amounts	Increase/ (Decrease) Amount	Revised Budget Amounts
Northern Human Services	Conway	\$783,118	\$0	\$783,118
West Central Services/DBA West Central Behavioral Health	Lebanon	\$661,922	\$0	\$661,922
The Lakes Region Mental Health Center, Inc. DBA Genesis Behavioral Health	Laconia	\$673,770	\$0	\$673,770
Riverbend Community Mental Health, Inc.	Concord	\$853,346	\$0	\$853,346
Monadnock Family Services	Keene	\$806,720	\$0	\$806,720
Community Council of Nashua, NH/DBA Greater Nashua Mental Health Center at Community Council	Nashua	\$2,461,738	\$84,000	\$2,545,738
The Mental Health Center of Greater Manchester, Inc.	Manchester	\$3,394,980	\$0	\$3,394,980
Seacoast Mental Health Center, Inc.	Portsmouth	\$1,771,070	\$0	\$1,771,070
Behavioral Health & Developmental Svs of Strafford County, Inc., DBA Community Partners of Strafford County	Dover	\$644,626	\$0	\$644,626

Vendor	New Hampshire Locations	Total Current Budget Amounts	Increase/ (Decrease) Amount	Revised Budget Amounts
The Mental Health Center for Southern New Hampshire/DBA CLM Center for Life Management	Derry	\$778,122	\$0	\$778,122
TOTAL		\$12,829,412	\$84,000	\$12,913,412

Funds to support this request are available in State Fiscal Years 2018 and 2019, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

FISCAL DETAIL ATTACHED

EXPLANATION

The table above in the Requested Action represents a total of ten Vendors that provide mental health services statewide and were presented to Governor and Executive Council as a group in previous actions. This Requested Action only is for one of the ten Vendors.

This request to provide much needed support for First Episode Psychosis training and program implementation is **sole source** because Greater Nashua Mental Health Center at Community Council currently contracts with the Bureau of Mental Health Services through a sole source agreement and it is the most appropriate site for the implementation of a First Episode Psychosis treatment program. This vendor is the most appropriate because they (1) provide community-based mental health treatment; (2) have participated in a research study for the First Episode Psychosis program; (3) are the only New Hampshire Community Mental Health Center with the willingness and capacity to pilot the First Episode Psychosis program, and (4) have already begun the training process and this amendment will allow them to continue that process. The request is for the amendment to be **retroactive** to July 1, 2017 because the Department intended for the First Episode Psychosis treatment program to be included in the original agreement.

Greater Nashua Mental Health Center at Community Council provides community mental health services for one thousand four hundred seventy-five (1,475) individuals in the Nashua area who are suffering from severe mental illness. These individuals often seek costly services at hospital emergency departments due to the risk of harm to themselves or others. They may have increased contact with local law enforcement, who will not have the services or supports readily available to provide assistance.

Greater Nashua Mental Health Center at Community Council participated successfully in the Recovery After an Initial Schizophrenia Episode (RAISE) model of First Episode Psychosis treatment study several years ago. The success of the RAISE model in treatment of early mental illness is proven and well-documented nationally, through studies such as the one in which the vendor participated.

When the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) informed all states of the requirement to set aside ten percent (10%) of their federal Mental Health Block Grant Funds to be directed toward the treatment of early mental illness, the Department's Bureau of Mental Health Services budgeted funds for a much-needed First Episode Psychosis program. No such programs currently exist in this state.

All ten (10) Community Mental Health Centers were offered the opportunity to work with the Bureau of Mental Health Services to establish a First Episode Psychosis program. Of these, only Greater Nashua Mental Health Center at Community Council responded in the affirmative. The funds requested by this amendment are in response to a statement of need that accompanied this offer by the vendor.

The source of all funds in this amendment request is the ten percent (10%) of New Hampshire's United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration Mental Health Block Grant that is required by federal law to be "set aside" for early intervention in mental illness.

Clinicians at Greater Nashua Mental Health Center at Community Council are experienced in the treatment of individuals with severe mental illnesses and psychotic symptoms. Their First Episode Psychosis treatment program serves youth and adults in the Nashua area between the ages of fifteen (15) and thirty-five (35) who are experiencing the early symptoms of mental illness.

Greater Nashua Mental Health Center at Community Council already has an established First Episode Psychosis treatment team. They have received the initial phase of First Episode Psychosis treatment training and are poised for the next phase of the training.

For a First Episode Psychosis program to be successful, the vendor's startup tasks and costs to be reimbursed by federal Block Grant funds need to include: (1) developing program staffing, (2) facility improvements, (3) determining and approving program elements for enrollees, and (4) a billing structure to pay for enrollee services. While many of the services included in the program are Medicaid-billable, it is additionally expected that between seventy percent (70%) and eighty percent (80%) of the participants in the First Episode Psychosis program will be underinsured and unable to meet the financial burden of paying out of pocket for the full continuum of services. These costs are eligible for federal Block Grant funding.

The most important factor for First Episode Psychosis program success is the hours devoted to community education and outreach. While community outreach does promote treatment of early mental illness, time spent building community partnerships can be extensive and does not directly produce revenue. Federal funds included in this amendment will allow the vendor to devote valuable time to these efforts.

The effectiveness of First Episode Psychosis program services will be measured through use of the Child and Adolescent Needs and Strengths Assessment and the Adult Needs and Strengths Assessment. These individual-level tools measure strengths and needs at program entry and track recovery progress thereafter. Careful measurement and monitoring of individuals, and of the First Episode Psychosis program, will ensure positive and provable recovery outcomes for individuals served, and will decrease expensive psychiatric hospitalizations and law enforcement involvement.

It is the intention of this amendment to support and promote the First Episode Psychosis pilot program and provide assistance to individuals who may be experiencing early symptoms of mental illness in the Nashua area. Additionally, it will assist in preventing chronic mental illness experienced by individuals throughout the state of New Hampshire, by providing funds to be directly applied to New Hampshire's pilot of a First Episode Psychosis program, as a model to be extended statewide in response to United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration requirements.

Should Governor and Executive Council not approve this request, time-limited Mental Health Block Grant set-aside funds will not be fully utilized and will have to be returned to the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration. Preventable increases in the number of individuals waiting for emergency treatment of early onset psychosis and preventable increases in the number of individuals suffering from, and being treated long term for, chronic severe mental illness in the state of New Hampshire will in turn contribute to increased burdens on hospital emergency departments and law enforcement agencies.

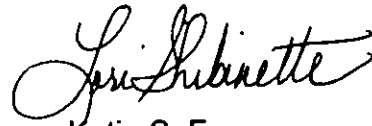
Area served: Greater Nashua Area primarily and others as referred.

Source of Funds: Amendment is 100% Federal Funds. Total contract is 7.2% Federal Funds from the Substance Abuse Mental Health Services Administration, Block Grant for Community Mental Health Services, Catalog of Federal Domestic Assistance (CFDA) #93.958, FAIN #SM010035-16 and 83.8% General Funds.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 4 of 4

In the event that Federal Funds become no longer available, no additional General Funds will be requested to support this request.

Respectfully submitted



Katja S. Fox

Director

Approved by:



Jeffrey A. Meyers

Commissioner

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

05-95-92-922010-4117, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL
HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, CMH PROGRAM SUPPORT
88.2% General Funds; 11.65% Federal Funds; .15% Other

CFDA # 93.778
FAIN 1705NH5MAP

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount	Increase/ (Decrease)	Modified Budget
2018	102/500731	Contracts for Prgrm Svcs	TBD	\$1,183,799	\$0	\$1,183,799
2019	102/500731	Contracts for Prgrm Svcs	TBD	\$1,183,799	\$0	\$1,183,799
			<i>Sub Total</i>	\$2,367,598	\$0	\$2,367,598

05-95-92-922010-4121-102-500731, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, MENTAL HEALTH DATA COLLECTION

100% Federal Funds

CFDA # N/A
FAIN N/A

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount	Increase/ (Decrease)	Modified Budget
2018	102/500731	Contracts for Prgrm Svcs	92204121	\$5,000	\$0	\$5,000
2019	102/500731	Contracts for Prgrm Svcs	92204121	\$5,000	\$0	\$5,000
			<i>Sub Total</i>	\$10,000	\$0	\$10,000

05-95-42-421010-2958, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES
DIV, CHILD PROTECTION, CHILD - FAMILY SERVICES

100% General Funds

CFDA # N/A
FAIN N/A

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount	Increase/ (Decrease)	Modified Budget
2018	550/500398	Contracts for Prgrm Svcs	42105824	\$1,770	\$0	\$1,770
2019	550/500398	Contracts for Prgrm Svcs	42105824	\$1,770	\$0	\$1,770
			<i>Sub Total</i>	\$3,540	\$0	\$3,540

05-95-42-423010-7926, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES
DIV, HOMELESS & HOUSING, PATH GRANT

100% Federal Funds

CFDA # 93.150
FAIN SM016030-14

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount	Increase/ (Decrease)	Modified Budget
2018	102/500731	Contracts for Prgrm Svcs	42307150	\$40,300	\$0	\$40,300
2019	102/500731	Contracts for Prgrm Svcs	42307150	\$40,300	\$0	\$40,300
			<i>Sub Total</i>	\$80,600	\$0	\$80,600

05-95-92-922010-4120 HEALTH AND HUMAN SERVICES, HHS: DIVISION OF BEHAVIORAL HEALTH, MENTAL HEALTH
BLOCK GRANT

100% Federal Funds

CFDA # 93.958
FAIN SM010035-16

Fiscal Year	Class/ Account	Title	Activity Code	Current Budget	Increase/ (Decrease)	Modified Budget
2018	102/500731	Contracts for Prgrm Svcs	92227143	\$0	\$84,000	\$84,000
			<i>Sub Total</i>	\$0	\$84,000	\$84,000
			<i>Total</i>	\$2,461,738	\$84,000	\$2,545,738



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

August 22, 2017

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services
State of New Hampshire
129 Pleasant Street
Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend a **sole source, retroactive** contract agreement with Community Council of Nashua, New Hampshire, d/b/a Greater Nashua Mental Health Center at Community Council, 100 West Pearl Street, Nashua, NH 03060 (Vendor # 154112) of Manchester, NH as described below and referenced as DoIT No. 2018-074A.

The requested action authorizes the Department of Health and Human Services to enter into a **sole source, retroactive** contract amendment with Greater Nashua Mental Health Center at Community Council to provide needed support for First Episode Psychosis training and program implementation. The request is for the amendment to be retroactive to July 1, 2017 because the Department intended for the First Episode Psychosis treatment program to be included in the original agreement.

The funding amount for this amendment is \$84,000.00, increasing the current contract from \$2,461,738.00 to \$2,545,738.00. The contract shall become effective upon Governor and Council with no change to the completion date of June 30, 2019. This is **retroactive** to July 1, 2017.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet", written over a faint circular stamp.

Denis Goulet

DG/kaf
DoIT #2018-074A

cc: Bruce Smith, IT Manager, DoIT



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Mental Health Services**

This 1st Amendment to the Mental Health Services contract (hereinafter referred to as "Amendment #1") dated this, July 13, 2017 is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Council of Nashua, NH d/b/a Greater Nashua Mental Health Center at Community Council (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business located at 100 West Pearl Street Nashua, NH 03060.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 21, 2017 (Late Item A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 of the Agreement, the State may amend the terms and conditions by written agreement of the parties and approval of the Governor and Executive Council; and;

WHEREAS, the parties agree to add scope of work and increase the price limitation;

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

To amend as follows:

1. Form P-37 General Provisions, Block 1.6 Account Number, add account number as follows:
05-95-92-922010-4120
2. Form P-37, General Provisions, Block 1.8, Price Limitation to read:
\$2,545,738
3. Add Exhibit A-1, Scope of Services
4. Add Exhibit B-1, Method and Conditions Precedent to Payment
5. Add Exhibit B-2, Budget

New Hampshire Department of Health and Human Services
Mental Health Services



This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/9/17
Date

Katja S. Fox
Katja S. Fox
Director, Division for Behavioral Health

Community Council of Nashua, NH
d/b/a Greater Nashua Mental Health Center
at Community Council

7/18/17
Date

Cynthia J. Whitaker
Name: Cynthia J. Whitaker, PsyD MDC
Title: Chief of Services

Acknowledgement:

State of New Hampshire County of Hillsborough on July 18, 2017, before the undersigned officer, personally appeared the person identified above or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Patricia S. Prince
Name and Title of Notary or Justice of the Peace
PATRICIA S. PRINCE

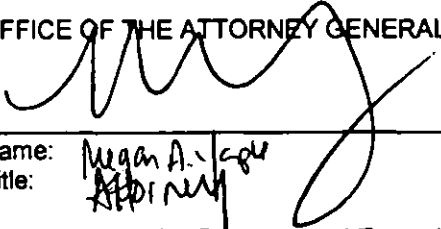
my Commission Expires: 8/8/2017



The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

8/17/17
Date

OFFICE OF THE ATTORNEY GENERAL


Name: Megan A. Cole
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Scope of Services

1. Scope of Work

- 1.1. The Contractor shall work with the Department and the Department's contracted Trainer for First Episode Psychosis (FEP) to continue to develop, implement and operationalize a First Episode Psychosis (FEP) treatment Coordinated Specialty Care (CSC) program in the Greater Nashua, New Hampshire area.
- 1.2. The Contractor agrees that the First Episode Psychosis (FEP) Coordinated Specialty Care (CSC) treatment program involves services and principles based on shared decision-making, a strengths and resiliency focus, recognition of the need for motivational enhancement, a psychoeducational approach, cognitive-behavioral therapy methods, and collaboration with natural supports.
- 1.3. The Contractor shall ensure the training, with the Department's contracted Trainer for FEP, of one FEP Team in the initial and refresher and preparation courses in FEP role-specific evidence-based CSC services for First Episode Psychosis patients.
- 1.4. The Contractor shall establish a program to provide evidence-based FEP CSC services to appropriately-screened individuals served. The Contractor agrees that the FEP CSC program phases of training and implementation shall include, but are not limited to:
 - 1.4.1. **Phase 1: Readiness preparation.** The Contractor shall ensure requirements are in place to implement the FEP-CSC program, by completing specific activities such as but not limited to:
 - 1.4.1.1. Assessing readiness for receiving training;
 - 1.4.1.2. Determining and addressing facility needs;
 - 1.4.1.3. Determining program staffing;
 - 1.4.1.4. Assessing the extent of the potential FEP-CSC population;
 - 1.4.1.5. Community outreach efforts;
 - 1.4.1.6. Mapping the FEP-CSC program services and payment structure;
 - 1.4.1.7. Supporting any current early psychosis treatment efforts; and
 - 1.4.1.8. Other plans for implementing the FEP-CSC program.
 - 1.4.2. Phase 1 costs eligible for reimbursement include:
 - 1.4.2.1. Costs associated with gaining access to program-development resources and supplies not currently available at the agency; and
 - 1.4.2.2. Program development and implementation activities that subtract from billable and current duty time (defined as billing for time providing direct FEP or other mental health services to clients



Exhibit A-1

- and/or administering said program services), including but not limited to:
- 1.4.2.2.1. Child and Adult Needs and Strengths (CANS)/ Adult Needs and Strengths Assessment (ANSA) certification requirement efforts;
 - 1.4.2.2.2. Documentation procedures implementation;
 - 1.4.2.2.3. Internal team strategizing and meeting;
 - 1.4.2.2.4. Establishment of routines for outreach and engagement; and
 - 1.4.2.2.5. Community outreach and engagement
- 1.4.3. **Phase 2: Intensive Staff Training.** The Contractor shall allow for any Department or Department's contracted Trainer for FEP required in-person training for the FEP-CSC team members.
- 1.4.3.1. Phase 2 costs eligible for reimbursement include staff hours spent in training that reduce planned billable and administrative time.
- 1.4.4. **Phase 3: Monitoring for Successful Implementation.** The Contractor shall assist the Department and/or the Department's Trainer for FEP in trouble-shooting the overall implementation of the model, and assessing FEP-CSC client outcomes.
- 1.4.4.1. Phase 3 costs eligible for reimbursement include staff hours spent on the following implementation monitoring activities such as but not limited to:
 - 1.4.4.1.1. Reviewing case presentations and reviewing random cases post implementation with the Department and the Department's Trainer for FEP.
 - 1.4.4.1.2. Consultation calls with the Department's contracted Trainer for FEP and other review activities required by the Department's Trainer for FEP.
 - 1.4.4.1.3. Assistance with case and documentation review by either the Department or the Department's Trainer for FEP.
 - 1.4.4.1.4. Other reporting requirements from the Department or Department's contracted Trainer for FEP.
- 1.5. The Contractor may be reimbursed for other costs associated with:
- 1.5.1. Specific development and implementation of FEP-CSC activities;
 - 1.5.2. FEP-CSC services not covered by public or private insurance programs.
 - 1.5.3. Other Client services defined as services that remove or reduce barriers for the client to access the FEP-CSC services.

CHJ
7/15/17



1.5.4. Program-building efforts

2. Work Plan

2.1. The Contractor shall submit for Department approval within thirty (30) days from the effective date of this Amendment, a work plan describing the process for ensuring the completion all aspects of the Scope of Services as listed in this Exhibit A-1. The Contractor shall include in the work plan:

2.1.1. Activities and plans describing how the Contractor will complete the scope of work.

2.1.2. Deliverables.

2.1.3. Due Dates.

2.2. The Contractor shall participate in project status meetings as scheduled by the Department and/or the Department's contracted FEP Trainer to discuss progress and changes to the work plan.

2.3. The Contractor shall inform the Department within five business days any issues that affect the performance of the contract. The Contractor shall recommend solutions to resolve the issues.

2.4. The Contractor shall make changes to the work plan upon Department approval.

3. Reporting

3.1. The Contractor shall report to the Department and/or the Department's contracted Trainer for FEP, the data and information requested by said parties.

3.2. The Contractor shall report quarterly changes made to the initial work plan in Section 2 above.

4. Deliverable

4.1. The Contractor shall have implemented and operationalized the First Episode Psychosis (FEP) treatment Coordinated Specialty Care (CSC) program by June 30, 2018.

CSH
11/16/17



Method and Conditions Precedent to Payment

1. The Agreement is funded by Federal funds made available under the Catalog of Federal Domestic Assistance (CFDA) #93.958, Substance Abuse Mental Health Services Administration (SAMHSA), Block Grant for Community Mental Health Services.
2. The Contractor shall apply a portion of the Block Grant Funds, federally mandated set aside for FEP, to assist them with program training and program implementation costs.
3. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8 of the Form P-37, General Provisions, in accordance with Exhibit B-2 Budget, for services provided by the Contractor pursuant to Exhibit A-1, Scope of Services.
4. Payment for said services shall be made as follows:
 - 4.1. The Contractor shall submit an invoice by the tenth (10th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month.
 - 4.2. Authorized expenses shall be those listed in the Exhibit B-2 Budget.
 - 4.3. The State shall make payment to the Contractor within thirty (30) days of receipt of each DHHS approved invoice for Contractor services provided pursuant to this Agreement.
 - 4.4. The invoice shall be submitted to:

State MHBG Planner
Bureau of Mental Health Services
Division for Behavioral Health
Department of Health and Human Services
105 Pleasant Street
Concord, NH 03301
5. A final payment request shall be submitted no later than forty (40) days from the Contract Completion Date, Block 1.7 of the Form P-37, General Provisions.
6. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
7. Notwithstanding paragraph 18 of the Form P-37, General Provisions, an amendment limited to budget line item adjustments within Exhibit B-2 Budget, within the price limitation, can be made by written agreement of both parties without obtaining further approval of the Governor and Executive Council.

CH
1/18/11

Exhibit B-2 Budget

BUDGET FORM

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder Name: Community Council of Nashua, NH

Mental Health Services - First Episode Psychosis (FEP)
Budget Request for: treatment Coordinated Specialty Care (CSC) program
Name of Program

Budget Period: SFY2018 (G&C approval through June 30, 2018).

1. Total Salary/Wages	\$ 45,109.00	\$ 15,788.15	\$ 60,897.15	
2. Employee Benefits	\$ 5,991.00	\$ 2,096.85	\$ 8,087.85	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ -	\$ -	\$ -	
Repair and Maintenance	\$ -	\$ -	\$ -	
Purchase/Depreciation	\$ 4,000.00	\$ -	\$ 4,000.00	
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
6. Travel	\$ 840.00	\$ -	\$ 840.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 1,680.00	\$ -	\$ 1,680.00	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ 1,000.00	\$ -	\$ 1,000.00	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Service Fees Not Covered By Insurance	\$ 5,495.00	\$ -	\$ 5,495.00	
Client Services	\$ 1,500.00	\$ -	\$ 1,500.00	
Translation/Interpretation	\$ 500.00	\$ -	\$ 500.00	
TOTAL	\$ 66,115.00	\$ 17,885.00	\$ 84,000.00	

Indirect As A Percent of Direct

27.1%



#A mac

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF BEHAVIORAL HEALTH

Jeffrey A. Meyers
 Commissioner

Katja S. Fox
 Director

129 PLEASANT STREET, CONCORD, NH 03301
 603-271-9422 1-800-852-3345 Ext. 9422
 Fax: 603-271-8431 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 9, 2017

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Bureau of Mental Health Services, to enter into **sole source** Contracts with the ten (10) vendors identified in the table below to provide non-Medicaid community mental health services, in an amount not to exceed \$12,829,412 in the aggregate, effective July 1, 2017, or date of Governor and Council approval through June 30, 2019. Funds are 15.51% Federal Funds, .14% Other Funds, and 84.35% General Funds.

Summary of contracted amounts by vendor:

Vendor	New Hampshire Locations	State Fiscal Year 2018	State Fiscal Year 2019	Total Amount
Northern Human Services	Conway	\$ 393,559	\$ 389,559	\$ 783,118
West Central Services DBA West Central Behavioral Health	Lebanon	\$ 328,961	\$ 332,961	\$ 661,922
The Lakes Region Mental Health Center, Inc. DBA Genesis Behavioral Health	Laconia	\$ 334,885	\$ 338,885	\$ 673,770
Riverbend Community Mental Health, Inc.	Concord	\$ 424,673	\$ 428,673	\$ 853,346
Monadnock Family Services	Keene	\$ 401,360	\$ 405,360	\$ 806,720
Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Community Council	Nashua	\$1,230,869	\$1,230,869	\$ 2,461,738
The Mental Health Center of Greater Manchester, Inc.	Manchester	\$1,699,490	\$1,695,490	\$ 3,394,980
Seacoast Mental Health Center, Inc.	Portsmouth	\$ 887,535	\$ 883,535	\$ 1,771,070
Behavioral Health & Developmental Svs of Strafford County, Inc., DBA Community Partners of Strafford County	Dover	\$ 320,313	\$ 324,313	\$ 644,626
The Mental Health Center for Southern New Hampshire DBA CLM Center for Life Management	Derry	\$ 391,061	\$ 387,061	\$ 778,122
TOTAL		\$6,412,706	\$6,416,706	\$12,829,412

Please see attached financial detail.

Funds are anticipated to be available in State Fiscal Years 2018 and 2019 upon the availability and continued appropriation of funds in the future operating budget

EXPLANATION

These ten (10) agreements are **sole source** because community mental health services are not subject to the competitive bidding requirement of NH Administrative Rule ADM 601.03. The Bureau of Mental Health Services contracts for services through the community mental health centers which are designated by the Bureau to serve the towns and cities within a designated geographic region as outlined in NH RSA 135-C and NH Administrative Rule He-M 403.

These ten (10) agreements include provisions for:

- Mental health services required per NH RSA 135-C and in accordance with State regulations applicable to the State mental health system, including NH Administrative Rules He-M 401 Eligibility Determination and Individual Service Planning, He-M 403 Approval and Operation of Community Mental Health Programs, He-M 408 Clinical Records, and He-M 426 Community Mental Health Services; and
- Compliance with and funding for the Community Mental Health Agreement (CMHA)

Approval of these ten (10) contracts will allow the Department to continue to provide community mental health services for approximately 45,000 adults, children and families in New Hampshire. The Contractors will provide community mental health services as identified above and additional services such as Emergency Services, Individual and Group Psychotherapy, Targeted Case Management, Medication Services, Functional Support Services, and Evidence Based Practices including Illness Management and Recovery, Evidence Based Supported Employment, Trauma Focused Cognitive Behavioral Therapy, and Community Residential Services.

Community mental health services are designed to build resiliency, promote recovery within a person-centered approach, promote successful access to competitive employment, reduce inpatient hospital utilization, improve community tenure, and assist individuals and families in managing the symptoms of mental illness. These agreements include new provisions to ensure individuals experiencing a psychiatric emergency in a hospital emergency department setting receive mental health services to address their acute needs while waiting for admission to a designated receiving facility. The services are within the scope of those authorized under NH Administrative Rule He-M 426, are consistent with the goals of the NH Building Capacity for Transformation, Section 1115 Waiver, and focus significantly on care coordination and collaborative relationship building with the state's acute care hospitals.

Community Mental Health Services will be provided to Medicaid clients and non-Medicaid clients for related services, including Emergency Services to adults, children and families without insurance. The Contractors will seek reimbursement for Medicaid services through an agreement with the Managed Care contractors when a client is enrolled in managed care, through Medicaid fee-for-service when a client is enrolled as a fee-for-service client, and from third party insurance payers. The Contracts do not include funding for the Medicaid dollars as they are not paid for through these contracts. The Contracts include funding for the other non-Medicaid billable community mental health services, such as Adult and Children Assertive Community Treatment teams, Projects for Assistance in Transition from Homelessness, rental housing subsidies, and emergency services.

Should Governor and Executive Council determine not to approve this Request, approximately 45,000 adults, children and families in the state may not receive community mental health services as required by NH RSA 135-C:13. Many of these individuals may experience a relapse of symptoms. They may seek costly services at hospital emergency departments due to the risk of harm to themselves or others and may be at significant risk without treatment or interventions. These individuals may also have increased contact with local law enforcement, county correctional programs and primary care physicians, none of which will have the services or supports available to provide assistance.

In conformance with RSA 135-C:7, performance standards have been included in this contract. Those standards include individual outcome measures and fiscal integrity measures. The effectiveness of services will be measured through the use of the Child and Adolescent Needs and Strengths Assessment and the Adult Needs and Strengths Assessment. The individual level outcomes tools are designed to measure improvement over time, inform the development of the treatment plan, and engage the individual and family in monitoring the effectiveness of services. In addition, follow-up in the community after discharge from New Hampshire Hospital will be measured.

The fiscal integrity measures include generally accepted performance standards to monitor the financial health of non-profit corporations on a monthly basis. Each contractor is required to provide a corrective action plan in the event of deviation from a standard. Failure to maintain fiscal integrity, or to make services available, could result in the termination of the contract and the selection of an alternate provider.

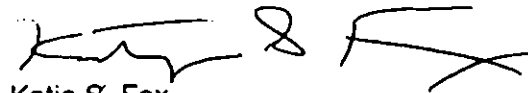
All residential and partial hospital programs are licensed/certified when required by State laws and regulations in order to provide for the life safety of the persons served in these programs. Copies of all applicable licenses/certifications are on file with the Department of Health and Human Services.

Area served: Statewide.

Source of funds: 15.51% Federal Funds from the US Department of Health and Human Services, Projects for Assistance in Transition from Homelessness, Balancing Incentive Program, Title IIIID: Preventative Health Money from the Administration for Community Living, and Substance Abuse Prevention and Treatment Block Grant, .14% Other Funds from Behavioral Health Services Information System, and 84.35% General Funds.

In the event that the Federal or Other Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted



Katja S. Fox
Director

Approved by:



Jeffrey A. Meyers
Commissioner

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

**05-95-92-922010-4117, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, CMH PROGRAM SUPPORT
88.2% General Funds; 11.65% Federal Funds; .15% Other**

**CFDA # 93.778
FAIN 1705NH5MAP
Vendor # 177222**

Northern Human Services

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	379,249
2019	102/500731	Contracts for Program Services	TBD	379,249
Sub Total				758,498

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	322,191
2019	102/500731	Contracts for Program Services	TBD	322,191
Sub Total				644,382

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	328,115
2019	102/500731	Contracts for Program Services	TBD	328,115
Sub Total				656,230

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	381,653
2019	102/500731	Contracts for Program Services	TBD	381,653
Sub Total				763,306

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	357,590
2019	102/500731	Contracts for Program Services	TBD	357,590
Sub Total				715,180

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	1,183,799
2019	102/500731	Contracts for Program Services	TBD	1,183,799
Sub Total				2,367,598

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	1,646,829
2019	102/500731	Contracts for Program Services	TBD	1,646,829
Sub Total				3,293,658

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	746,765
2019	102/500731	Contracts for Program Services	TBD	746,765
Sub Total				1,493,530

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	313,543
2019	102/500731	Contracts for Program Services	TBD	313,543
Sub Total				627,086

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	TBD	350,791
2019	102/500731	Contracts for Program Services	TBD	350,791
Sub Total				701,582
SUB TOTAL				12,021,050

05-95-92-922010-4121-102-500731, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF MENTAL HEALTH SERVICES, MENTAL HEALTH DATA COLLECTION

100% Federal Funds

CFDA #
FAIN

N/A
N/A

Northern Human Services

Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

West Central Svcs, Inc., DBA West Behavioral Health Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92204121	5,000
2019	102/500731	Contracts for Program Services	92204121	5,000
Sub Total				10,000
SUB TOTAL				100,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

**05-95-92-921010-2053-102-500731, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT
OF, HHS: BEHAVIORAL HEALTH DIV ,BUR FOR CHILDRENS BEHAVRL HLTH, SYSTEM OF CARE
100% General Funds**

**CFDA # N/A
FAIN N/A**

Northern Human Services

Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000
2019	102/500731	Contracts for Program Services	92102053	-
Sub Total				4,000

West Central Svcs, Inc., DBA West Behavioral Health

Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	-
2019	102/500731	Contracts for Program Services	92102053	4,000
Sub Total				4,000

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health

Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	-
2019	102/500731	Contracts for Program Services	92102053	4,000
Sub Total				4,000

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	-
2019	102/500731	Contracts for Program Services	92102053	4,000
Sub Total				4,000

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	-
2019	102/500731	Contracts for Program Services	92102053	4,000
Sub Total				4,000

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000
2019	102/500731	Contracts for Program Services	92102053	-
Sub Total				4,000

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	4,000
2019	102/500731	Contracts for Program Services	92102053	-
Sub Total				4,000

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92102053	-
2019	102/500731	Contracts for Program Services	92102053	4,000
Sub Total				4,000

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget
2018	102/500731	Contracts for Program Services	92102053	4,000
2019	102/500731	Contracts for Program Services	92102053	-
		Sub Total		4,000
		SUB TOTAL		36,000

05-95-42-421010-2958, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
HUMAN SERVICES DIV, CHILD PROTECTION, CHILD - FAMILY SERVICES
100% General Funds

CFDA # N/A
FAIN N/A

Northern Human Services Vendor # 177222

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	5,310
2019	550/500398	Contracts for Program Services	42105824	5,310
		Sub Total		10,620

West Central Svcs, Inc., DBA West Behavioral Health Vendor # 177654

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
		Sub Total		3,540

The Lakes Region Mental Health Center., Inc. DBA Genesis Behavioral Health Vendor # 154480

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
		Sub Total		3,540

Riverbend Community Mental Health, Inc. Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
		Sub Total		3,540

Monadnock Family Services Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
		Sub Total		3,540

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
		Sub Total		3,540

The Mental Health Center of Greater Manchester, Inc. Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	3,540
2019	550/500398	Contracts for Program Services	42105824	3,540
		Sub Total		7,080

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
Sub Total				3,540

Behavioral Health & Developmental Services of Strafford County, Inc. DBA Community

Vendor # 177278

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
Sub Total				3,540

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	550/500398	Contracts for Program Services	42105824	1,770
2019	550/500398	Contracts for Program Services	42105824	1,770
Sub Total				3,540
SUB TOTAL				46,020

**05-95-42-423010-7926, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
HUMAN SERVICES DIV, HOMELESS & HOUSING, PATH GRANT
100% Federal Funds**

CFDA #

93.150

FAIN

SM016030-14

Riverbend Community Mental Health, Inc.

Vendor # 177192

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	36,250
2019	102/500731	Contracts for Program Services	42307150	36,250
Sub Total				72,500

Monadnock Family Services

Vendor # 177510

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	37,000
2019	102/500731	Contracts for Program Services	42307150	37,000
Sub Total				74,000

Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at

Vendor # 154112

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	40,300
2019	102/500731	Contracts for Program Services	42307150	40,300
Sub Total				80,600

The Mental Health Center of Greater Manchester, Inc.

Vendor # 177184

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	40,121
2019	102/500731	Contracts for Program Services	42307150	40,121
Sub Total				80,242

**NH DHHS COMMUNITY MENTAL HEALTH CENTER CONTRACTS
SFY 2018-2019 FINANCIAL DETAIL**

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	25,000
2019	102/500731	Contracts for Program Services	42307150	25,000
Sub Total				50,000

The Mental Health Center for Southern New Hampshire DBA CLM Center for Life

Vendor # 174116

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	42307150	29,500
2019	102/500731	Contracts for Program Services	42307150	29,500
Sub Total				59,000
SUB TOTAL				416,342

**05-95-92-920510-3380, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG & ALCOHOL SVCS, PREVENTION SERVICES**

2% General Funds, 98% Federal Funds

CFDA #

93.959

FAIN

T1010035

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	92056502	70,000
2019	102/500731	Contracts for Program Services	92056502	70,000
SUB TOTAL				140,000

**05-95-48-481010-8917 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:
ELDERLY & ADULT SVCS DIV, GRANTS TO LOCALS, HEALTH PROMOTION CONTRACTS**

100% Federal Funds

CFDA #

93.043

FAIN

17AANHT3PH

Seacoast Mental Health Center, Inc.

Vendor # 174089

Fiscal Year	Class / Account	Class Title	Job Number	Amount
2018	102/500731	Contracts for Program Services	48108462	35,000
2019	102/500731	Contracts for Program Services	48108462	35,000
SUB TOTAL				70,000
TOTAL				12,829,412



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
 27 Hazen Dr., Concord, NH 03301
 Fax: 603-271-1516 TDD Access: 1-800-735-2964
 www.nh.gov/doi

Denis Goulet
 Commissioner

June 16, 2017

Jeffrey A. Meyers, Commissioner
 Department of Health and Human Services
 State of New Hampshire
 129 Pleasant Street
 Concord, NH 03301

Dear Commissioner Meyers:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into sole source contracts with the ten (10) vendors identified in the table as described below and referenced as DoIT No. 2018-074.

Vendor Name	New Hampshire Location
Northern Human Services	Conway
West Central Services DBA West Central Behavioral Health	Lebanon
The Lakes Region Mental Health Center, Inc. DBA Genesis Behavioral Health	Laconia
Riverbend Community Mental Health, Inc.	Concord
Monadnock Family Services	Keene
Community Council of Nashua, NH, DBA Greater Nashua Mental Health Center at Community Council	Nashua
The Mental Health Center of Greater Manchester, Inc.	Manchester
Seacoast Mental Health Center, Inc.	Portsmouth
Behavioral Health & Development Svs of Strafford County, Inc., DBA Community Partners of Strafford County	Dover
The Mental Health Center for Southern New Hampshire, DBA CLM Center for Life Management	Derry

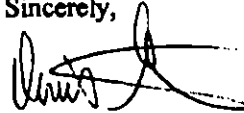
The Department of Health and Human Services requests to enter into an agreement to promote recovery from mental illness by providing non-Medicaid community mental health services for approximately 45,000 adults, children and families without insurance for eligible residents in the State of New Hampshire. Additional services such as Emergency Services, Individual and Group Psychotherapy, Targeted Case Management, Medication Services, Functional Support Services, and Evidence Based Practices including Illness Management and Recovery, Evidence Based Supported Employment,

Trauma Focused Cognitive Behavioral Therapy, and Community Residential Services will also be included as part of this agreement.

The amount of the contracts are not to exceed \$12,829,412.00 in the aggregate, and shall become effective July 1, 2017 or upon the date of Governor and Executive Council approval, whichever is later, through June 30, 2019.

A copy of this letter should accompany the Department of Health and Human Services' submission to the Governor and Executive Council for approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet", with a large, sweeping flourish extending to the right.

Denis Goulet

DG/kaf
DoIT #2018-074

Subject: Mental Health Services (SS-2018-DBH-01-MENTA-06)

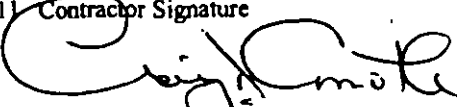

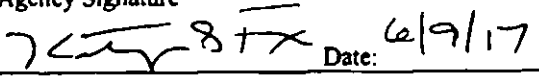
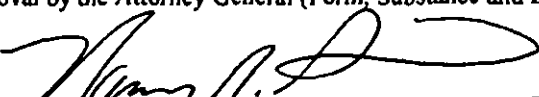
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services Division for Behavioral Health		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Community Council of Nashua, NH DBA Greater Nashua Mental Health Center at Community Council		1.4 Contractor Address 100 West Pearl Street Nashua, NH 03060	
1.5 Contractor Phone Number 603-889-6147	1.6 Account Number 05-95-92-922010-[4117, 4121]; 05-95-42-421010-2958; 05-95-42-423010-7926	1.7 Completion Date June 30, 2019	1.8 Price Limitation \$2,461,738
1.9 Contracting Officer for State Agency Jonathan V. Gallo, Esq., Interim Director		1.10 State Agency Telephone Number 603-271-9246	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory CRAIG D. AMOTH Pres & CEO	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>June 8, 2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace PATRICIA S. PRINCE, NOTARY PUBLIC			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Katelyn S. Fox, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>6/13/2017</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available; if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. **ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the

time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.



SCOPE OF SERVICES

1. PROVISIONS APPLICABLE TO ALL SERVICES

- 1.1. The Contractor shall provide behavioral health services in accordance with applicable federal and state law, including administrative rules and regulations.
- 1.2. Subject to the provisions of this Agreement and RSA 135-C:13, the Contractor shall provide services as defined in RSA 135-C and He-M 426 to persons who are eligible under RSA 135-C:13 and He-M 401. However, no person determined eligible shall be refused any of the services provided hereunder because of an inability to pay a fee.
- 1.3. The Contractor shall provide services that are intended to promote recovery from mental illness for eligible residents in the State of New Hampshire. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may impact on the services described herein, the State has the right to modify service priorities and expenditure requirements under the Agreement so as to achieve compliance therewith.
- 1.4. The Contractor acknowledges the requirements of the Community Mental Health Agreement (CMHA) and shall demonstrate progress toward meeting the following terms in the CMHA: 1.) Assertive Community Treatment Teams; 2.) Evidence-Based Supported Employment; and 3.) transition planning for individuals at New Hampshire Hospital and Glenduff Home. Further, the Contractor shall participate in annual Quality Service Reviews (QSR) conducted under the terms of the CMHA.
- 1.5. Should the Contractor fail to demonstrate progress toward meeting the CMHA's terms noted in section 1.4 above after consultation with and technical assistance from the Department of Health and Human Services (DHHS), the DHHS may terminate the contract with the Contractor under the provisions detailed in Exhibit C-1.

2. SYSTEM OF CARE FOR CHILDREN'S MENTAL HEALTH

- 2.1. The parties agree to collaborate on the implementation of RSA 135-F.

3. PROVISION OF CARE IN EMERGENCY DEPARTMENTS

- 3.1. In order to ensure that eligible consumers receive mental health services to address their acute needs while waiting in emergency departments for admission to a designated receiving facility, the Contractor shall:
 - 3.1.1. Provide Emergency Services as required by He-M 403.06 and He-M 426.09;
 - 3.1.2. If the individual is not already receiving Assertive Community Treatment (ACT), the Contractor shall assess the individual for ACT.



Exhibit A

- 3.1.3. Use best efforts to establish a collaborative relationship with the acute care hospitals in its region to address and coordinate the care for such consumers, including but not limited to medication-related services, case management and any other mental health services defined in He-M 426 that are deemed necessary to improve the mental health of the individual. The Contractor shall, upon DHHS request, provide documentation of such relationships or the Contractor's efforts to establish same.
- 3.2. The Contractor shall provide services to individuals waiting in emergency departments in a manner that is consistent with the NH Building Capacity for Transformation, Section 1115 Medicaid Waiver. This shall include the Contractor supporting achievement of the applicable DHHS approved project plan(s), as applicable to the Contractor's role and the delivery of services through an integrated care model in such plans.
- 3.3. The Contractor shall document the services it delivers within the emergency department setting as part of its Phoenix submissions, or in hard copy, in the format, content, completeness, and timelines as specified by DHHS.
- 3.4. Individuals who are deemed to meet the criteria for an Involuntary Emergency Admission may be presumed eligible for mental health services under He-M 426.

4. QUALITY IMPROVEMENT

- 4.1. The Contractor shall perform, or cooperate with the performance of, such quality improvement and/or utilization review activities as are determined to be necessary and appropriate by the DHHS within timeframes reasonably specified by DHHS in order to ensure the efficient and effective administration of services.
- 4.2. In order to document consumer strengths, needs, and outcomes, the community mental health program shall ensure that all clinicians, who provide community mental health services to individuals who are eligible for mental health services under He-M 426, are certified in the use of the New Hampshire version of the Child and Adolescent Needs and Strengths Assessment (CANS) if they are a clinician serving the children's population, and the New Hampshire version of the Adult Needs and Strengths Assessment (ANSA) if they are a clinician serving the adult population.
 - 4.2.1. Clinicians shall be certified as a result of successful completion of a test approved by the Praed Foundation.
 - 4.2.2. Ratings generated by the New Hampshire version of the CANS or ANSA assessment shall be:
 - 4.2.2.1. Employed to develop an individualized, person-centered treatment plan;
 - 4.2.2.2. Utilized to document and review progress toward goals and objectives and assess continued need for community mental health services; and
 - 4.2.2.3. Submitted to the database managed for the State that will allow client-level, regional, and statewide outcome reporting.
 - 4.2.3. Documentation of re-assessment using the New Hampshire version of the CANS or ANSA shall be conducted at least every three (3) months.



Exhibit A

- 4.2.4. The parties agree to work together to examine and evaluate alternatives to the CANS/ANSA. The goal will be to develop a methodology that will enable the Contractor and DHHS to measure whether the programs and services offered by the Contractor result in improvement in client outcomes. The parties will consult with the Managed Care Organizations (MCO) in an effort to devise a process that will also meet the MCOs' need to measure program effectiveness. Should the parties reach agreement on an alternative mechanism, the alternative may be substituted for the CANS/ANSA.
- 4.3. In order to measure Consumer and Family Satisfaction, DHHS shall contract with a vendor annually to assist the Contractor and DHHS with the completion of a consumer satisfaction survey.
- 4.3.1. The Contractor agrees to furnish (within HIPAA regulations) information the vendor shall need to sample consumers according to vendor specifications and to complete an accurate survey of consumer satisfaction;
- 4.3.2. The Contractor agrees to furnish complete and current contact information so that consumers selected can be contacted by the vendor; and
- 4.3.3. The Contractor shall support the efforts of DHHS and the vendor to conduct the survey, and shall encourage all consumers sampled to participate. The Contractor shall display posters and other materials provided by DHHS to explain the survey and otherwise support attempts by DHHS to increase participation in the survey.

5. SUBSTANCE USE SCREENING

- 5.1. In order to address the issue of substance use, and to utilize that information in implementing interventions to support recovery, the Contractor shall screen eligible consumers for substance use at the time of intake and annually thereafter. The performance standard shall be 95% of all eligible consumers screened as determined by an examination of a statistically valid sample of consumer records by the annual DHHS Quality Assurance and Compliance Review. In the event that a consumer screens positive for substance use, the Contractor shall utilize that information in the development of the individual service plan.

6. COORDINATION OF CARE WITH NEW HAMPSHIRE HOSPITAL (NHH)

- 6.1. The Contractor shall designate a member of its staff to serve as the primary liaison to NHH to assist in the coordinated discharge planning for the consumer to receive services at the contractor or community as appropriate.
- 6.2. The Contractor shall not close the case of any of its consumers admitted to NHH. Notwithstanding the aforesaid, the Contractor shall be deemed to be in compliance with all He-M 408 rules if it is noted in the record that the consumer is an inpatient at NHH. All documentation requirements as per He-M 408 will be required to resume upon re-engagement of services following the consumer's discharge from NHH. The Contractor shall participate in transitional and discharge planning.



Exhibit A

- 6.3. The Contractor shall work with DHHS, payers and guardians (if applicable) to review cases of consumers that NHH, and/or the Contractor has indicated will have difficulty returning to the community, identify barriers to discharge, and develop an appropriate plan to transition into the community.
- 6.4. The Contractor shall make a face-to-face appointment available to a consumer leaving NHH who desires to reside in the region served by the Contractor within seven (7) calendar days of receipt of notification of the consumer's discharge, or within seven (7) calendar days of the consumer's discharge, whichever is later. Persons discharged who are new to a Community Mental Health Center (CMHC) shall have an intake within seven (7) calendar days. If the consumer declines to accept the appointment, declines services, or requests an appointment to be scheduled beyond the seven (7) calendar day, the Contractor may accommodate the consumer's wishes provided such accommodation does not violate the terms of a conditional discharge.
- 6.5. Prior to referring an individual to NHH, the Contractor shall make all reasonable efforts to ensure that no appropriate bed is available at any other Designated Receiving Facility (DRF) or Adult Psychiatric Residential Treatment Program (APRTP).
- 6.6. The Contractor shall collaborate with NHH and Transitional Housing Services (THS) in the development and execution of conditional discharges from NHH to THS in order to ensure that individuals are treated in the least restrictive environment. DHHS will review the requirements of He-M 609 to ensure obligations under this section allow CMHC delegation to the THS vendors for clients who reside there.
- 6.7. The Contractor shall have available all necessary staff members to receive, evaluate, and treat patients discharged from NHH seven (7) days per week, consistent with the provisions in He-M 403 and He-M 426.

7. COORDINATION WITH PRIMARY CARE PROVIDER

- 7.1. The Contractor shall request written consent from the consumer who has a primary care provider to release information to coordinate care regarding mental health services or substance abuse services or both, with the primary care provider.
- 7.2. In the event that the consumer refuses to provide consent, the Contractor shall document the reason(s) consent was refused on the release of information form.

8. TRANSITION OF CARE

- 8.1. The role of the Contractor in providing information to consumers on the selection of a managed care plan shall be limited to linkage and referral to the managed care enrollment broker, and/or DHHS approved enrollment materials specifically developed for the selection of a managed care plan. The Contractor shall not steer, or attempt to steer, the enrollee toward a specific plan or limited number of plans or to opt out of managed care.
- 8.2. In the event that a consumer requests that the Contractor transfer the consumer's medical records to another provider, the Contractor shall transfer at least the past two (2) years of the consumer's medical records within ten (10) business days of receiving a written request from the consumer and the remainder of the consumer's medical records within thirty (30) business days.



9. APPLICATION FOR OTHER SERVICES

9.1. The Contractor shall provide assistance to eligible consumers in accordance with He-M 401, in completing applications for all sources of financial, medical, and housing assistance, including but not limited to: Medicaid, Medicare, Social Security Disability Income, Veterans Benefits, Public Housing, and Section 8 subsidy according to their respective rules, requirements and filing deadlines.

10. COMMUNITY MENTAL HEALTH PROGRAM (CMHP) STATUS

10.1. The Contractor shall be required to meet the approval requirements of He-M 403 as a governmental or non-governmental non-profit agency, or the contract requirement of RSA 135-C:3 as an individual, partnership, association, public or private, for profit or nonprofit, agency or corporation to provide services in the state mental health services system.

11. MAINTENANCE OF FISCAL INTEGRITY

11.1. In order to enable DHHS to evaluate the Contractor's fiscal integrity, the Contractor agrees to submit to DHHS monthly, the Balance Sheet, Profit and Loss Statement, and Cash Flow Statement for the Contractor and all related parties that are under the Parent Corporation of the mental health provider organization. The Profit and Loss Statement shall include a budget column allowing for budget to actual analysis. These statements shall be individualized by providers, as well as a consolidated (combined) statement that includes all subsidiary organizations. Statements shall be submitted within thirty (30) calendar days after each month end.

11.1.1. Days of Cash on Hand:

11.1.1.1. Definition: The days of operating expenses that can be covered by the unrestricted cash on hand.

11.1.1.2. Formula: Cash, cash equivalents and short term investments divided by total operating expenditures, less depreciation/amortization and in-kind plus principal payments on debt divided by days in the reporting period. The short-term investments as used above must mature within three (3) months and should not include common stock.

11.1.1.3. Performance Standard: The Contractor shall have enough cash and cash equivalents to cover expenditures for a minimum of thirty (30) calendar days with no variance allowed.

11.1.2. Current Ratio:

11.1.2.1. Definition: A measure of the Contractor's total current assets available to cover the cost of current liabilities.

11.1.2.2. Formula: Total current assets divided by total current liabilities.

11.1.2.3. Performance Standard: The Contractor shall maintain a minimum current ratio of 1.5:1 with 10% variance allowed.



Exhibit A

11.1.3. **Debt Service Coverage Ratio:**

- 11.1.3.1. **Rationale:** This ratio illustrates the Contractor's ability to cover the cost of its current portion of its long-term debt.
- 11.1.3.2. **Definition:** The ratio of Net Income to the year to date debt service.
- 11.1.3.3. **Formula:** Net Income plus Depreciation/Amortization Expense plus Interest Expense divided by year to date debt service (principal and interest) over the next twelve (12) months.
- 11.1.3.4. **Source of Data:** The Contractor's Monthly Financial Statements identifying current portion of long-term debt payments (principal and interest).
- 11.1.3.5. **Performance Standard:** The Contractor shall maintain a minimum standard of 1.2:1 with no variance allowed.

11.1.4. **Net Assets to Total Assets:**

- 11.1.4.1. **Rationale:** This ratio is an indication of the Contractor's ability to cover its liabilities.
- 11.1.4.2. **Definition:** The ratio of the Contractor's net assets to total assets.
- 11.1.4.3. **Formula:** Net assets (total assets less total liabilities) divided by total assets.
- 11.1.4.4. **Source of Data:** The Contractor's Monthly Financial Statements.
- 11.1.4.5. **Performance Standard:** The Contractor shall maintain a minimum ratio of .30:1, with a 20% variance allowed.

11.2. In the event that the Contractor does not meet either:

- 11.2.1. The standard regarding Days of Cash on Hand and the standard regarding Current Ratio for two (2) consecutive months; or
- 11.2.2. Three (3) or more of any of the Maintenance of Fiscal Integrity standards for three (3) consecutive months,

DHHS may require that the Contractor meet with DHHS staff to explain the reasons that the Contractor has not met the standards. DHHS may require the Contractor to submit a comprehensive corrective action plan within thirty (30) calendar days of notification that 11.2.1. and/or 11.2.2. has not been met. The plan shall be updated at least every thirty (30) calendar days until compliance is achieved. DHHS may request additional information to assure continued access to services. The Contractor shall provide requested information in a timeframe agreed upon by both parties.

- 11.3. The Contractor shall inform the Director of the Bureau of Mental Health Services (BMHS) by phone and by email within twenty-four (24) hours of when any key Contractor staff learn of any actual or likely litigation, investigation, complaint, claim, or transaction that may reasonably be considered to have a material financial impact on and/or materially impact or impair the ability of the Contractor to perform under this Agreement with DHHS.
- 11.4. The monthly Balance Sheet, Profit & Loss Statement, Cash Flow Statement, and all other financial reports shall be based on the accrual method of accounting and include the Contractor's total revenues and expenditures whether or not generated by or resulting from funds provided pursuant to this Agreement. These reports are due within thirty (30) calendar days after the end of each month.



Exhibit A

- 11.5. The Contractor shall provide its Revenue and Expense Budget within twenty (20) calendar days of the contract effective date.
- 11.5.1. The Contractor shall complete the Revenue and Expense Budget on the DHHS supplied form (Budget Form A, a template for which is included in Exhibit B, Appendix 1), which shall include but not be limited to, all the Contractor's cost centers. If the Contractor's cost centers are a combination of several local cost centers, the Contractor shall display them separately so long as the cost center code is unchanged.
- 11.5.2. The Contractor shall provide to DHHS quarterly Revenue and Expense Reports (Budget Form A), within thirty (30) calendar days after the end of each quarter. A quarter is defined as July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30.

12. REPORTING REQUIREMENTS

- 12.1. On a quarterly basis, the Contractor shall provide to DHHS the following:
- 12.1.1. For BMHS Eligible Clients: For clients with Medicaid or insurance other than Medicaid or for those with no insurance, the number of clients served, the type of services provided and the cost of providing those services for which no reimbursement was received.
- 12.1.2. For Non-BMHS Eligible Clients: For clients with Medicaid or insurance other than Medicaid or for those with no insurance, the number of clients served, the type of services provided and the cost of providing those services for which no reimbursement was received. Emergency services provided to these individuals must be reported separately.
- 12.2. BMHS eligible is defined as those clients who are clinically eligible under SPMI, SMI, LU, SED, and SEDIA.
- 12.3. The DHHS approved template will be used for reporting. The first report will be for the quarter ending September 30 and shall be due within thirty (30) calendar days after the respective quarter end. Quarter is defined as July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30.

13. REDUCTION OR SUSPENSION OF FUNDING

- 13.1. In the event that the State funds designated as the Price Limitation in Block 1.8. of the General Provisions are materially reduced or suspended, DHHS shall provide prompt written notification to the Contractor of such material reduction or suspension.
- 13.2. In the event that the reduction or suspension in federal or state funding allocated to the Contractor by DHHS shall prevent the Contractor from providing necessary services to consumers, the Contractor shall develop a service reduction plan, detailing which necessary services will no longer be available.
- 13.3. Any plan devised pursuant to 13.2. above, shall be submitted to DHHS for review. DHHS shall review the plan within ten (10) business days and shall approve the plan so long as the Contractor agrees to make its best efforts, with respect to eligible consumers residing in the Contractor's region, in the following areas:



Exhibit A

- 13.3.1. All new applicants for services shall receive an evaluation and, if eligible, an individual service plan. The Contractor shall notify DHHS of any necessary services which are unavailable;
- 13.3.2. The Contractor shall continue to provide emergency services to all consumers;
- 13.3.3. The Contractor shall serve individuals who meet the criteria for involuntary admission to a designated receiving facility; and
- 13.3.4. The Contractor shall provide services to persons who are on a conditional discharge pursuant to RSA 135-C:50 and He-M 609.

14. ELIMINATION OF PROGRAMS AND SERVICES BY CONTRACTOR

- 14.1. Except in situations covered by section 11., above, prior to the elimination of or a significant reduction in a program which delivers services contracted by DHHS, and paid for, in whole or in part, by State Funds, the Contractor shall provide DHHS with at least thirty (30) calendar days written notice or notice as soon as possible if the Contractor is faced with a more sudden reduction in ability to deliver said services.
- 14.2. The Contractor and DHHS will consult and collaborate prior to such elimination or reduction in order to reach a mutually agreeable solution as to the most effective way to provide necessary services.
- 14.3. In the event that DHHS is not in agreement with such elimination or reduction prior to the proposed effective date, DHHS may require the Contractor to participate in a mediation process with the Commissioner and invoke an additional thirty (30) calendar day extension to explain the decision of its Board of Directors and continue dialogue on a mutually agreeable solution. If the parties are still unable to come to a mutual agreement within the thirty (30) calendar day extension, the Contractor may proceed with its proposed program change so long as proper notification to eligible consumers has been provided.
- 14.4. The Contractor shall not redirect funds allocated in the budget for the program or service that has been eliminated or substantially reduced to another program or service without the mutual agreement of both parties. In the event that agreement cannot be reached, DHHS shall control the expenditure of the unspent funds.

15. DATA REPORTING

- 15.1. The Contractor agrees to submit to DHHS data needed by DHHS to comply with federal or other reporting requirements.
- 15.2. The Contractor shall submit consumer demographic and encounter data, including data on non-billable consumer specific services and rendering staff providers on all encounters, to the DHHS Phoenix system, or its successors, in the format, content, completeness, frequency, method and timeliness as specified by DHHS.
- 15.3. General requirements for the Phoenix system are as follows:
 - 15.3.1. All data collected in the Phoenix system is the property of DHHS to use as it deems necessary;



Exhibit A

- 15.3.2. The Contractor shall ensure that submitted Phoenix data files and records are consistent with DHHS file specification and specification of the format and content requirements of those files;
- 15.3.3. Errors in data returned by DHHS to the Contractor shall be corrected and returned to DHHS within ten (10) business days;
- 15.3.4. Data shall be kept current and updated in the Contractor's systems as required for federal reporting and other DHHS reporting requirements and as specified by DHHS to ensure submitted data is current; and
- 15.3.5. The Contractor shall implement review procedures to validate data submitted to DHHS. The review process will confirm the following:
- 15.3.5.1. All data is formatted in accordance with the file specifications;
 - 15.3.5.2. No records will reject due to illegal characters or invalid formatting; and
 - 15.3.5.3. DHHS tabular summaries of Contractor submitted data match the data in the Contractor's system.
- 15.3.6. The Contractor shall meet the following standards:
- 15.3.6.1. Timeliness: monthly data shall be submitted no later than the fifteenth (15th) of each month for the prior month's data unless otherwise agreed to by DHHS and Contractor review of DHHS tabular summaries shall occur within five (5) business days;
 - 15.3.6.2. Completeness: submitted data shall represent at least ninety-eight percent (98%) of billable services provided and consumers served by the Contractor;
 - 15.3.6.3. Accuracy: submitted service and member data shall conform to submission requirements for at least ninety-eight percent (98%) of the records, except that one-hundred percent (100%) of member identifiers shall be accurate and valid and correctly uniquely identify members. DHHS may waive accuracy requirements for fields on a case by case basis. The waiver shall specify the percentage the Contractor will meet and the expiration date of the waiver. In all circumstances waiver length shall not exceed 180 days; and

Where the Contractor fails to meet timeliness, completeness, or accuracy standards: the Contractor shall submit to DHHS a corrective action plan within thirty (30) calendar days of being notified of an issue. After approval of the plan by DHHS, the Contractor shall carry out the plan. Failure to carry out the plan may require another plan or other remedies as specified by DHHS.

16. PRE-ADMISSION SCREENING AND RESIDENT REVIEW

- 16.1. The Contractor shall assist DHHS with Pre-Admission Screening and Resident Review (PASRR) to meet the requirements of the PASRR provisions of the Omnibus Budget Reconciliation Act of 1987. Upon request by DHHS the Contractor shall provide the information necessary to determine the existence of mental illness or mental retardation in a nursing facility applicant or resident and shall conduct evaluations and examinations needed to provide the data to determine if a person being screened or reviewed requires nursing facility care and has active treatment needs.



17. EMERGENCY SERVICES

- 17.1. The Contractor shall use Emergency Services funds, if available, to offset the cost of providing Emergency Services to individuals with no insurance or to those with unmet deductibles who meet the income requirements to have been eligible for a reduced fee had they been uninsured.

18. ADULT ASSERTIVE COMMUNITY TREATMENT (ACT) TEAMS

- 18.1. The Contractor shall maintain Adult ACT teams that meet the SAMHSA Model and are available twenty-four (24) hours per day, seven (7) days per week, with on-call availability from midnight to 8:00am. At a minimum, Adult ACT teams shall deliver comprehensive, individualized, and flexible services, supports, targeted case management, treatment, and rehabilitation in a timely manner as needed, onsite in the individuals homes and in other natural environments and community settings, or alternatively, via telephone where appropriate to meet the needs of the individual. Each Adult ACT team shall be composed of a multi-disciplinary group of between seven (7) and ten (10) professionals, including, at a minimum, a psychiatrist, a nurse, a Masters-level clinician (or functional equivalent therapist), functional support worker and a peer specialist. The team also will have members who have been trained and are competent to provide substance abuse support services, housing assistance and supported employment. Caseloads for Adult ACT teams serve no more than ten (10) to twelve (12) individuals per Adult ACT team member (excluding the psychiatrist who will have no more than seventy (70) people served per 0.5 FTE psychiatrist).
- 18.2. The Contractor shall report its level of compliance with the above listed requirements on a monthly basis at the individual staff level in the format, content, completeness, and timeliness as specified by DHHS as part of the Phoenix submissions.
- 18.3. The Contractor shall ensure that all services delivered to Adult ACT consumers are identified in the Phoenix submissions as part of the Adult ACT cost center.
- 18.4. The Contractor shall report all ACT screenings, billable and non-billable, along with the outcome of the screening to indicate whether the individual is appropriate for ACT, as part of its Phoenix submissions, or in hard copy, in the format, content, completeness, and timelines as specified by DHHS.
- 18.5. In the event that DHHS does not conduct an annual fidelity audit, the Contractor shall conduct a self-assessment of fidelity to the Dartmouth model using the SAMHSA toolkit and report the results to DHHS by March 15th each year.

19. EVIDENCE-BASED SUPPORTED EMPLOYMENT (EBSE)

- 19.1. The Contractor shall provide EBSE to eligible consumers in accordance with the Dartmouth model.
- 19.2. The Contractor shall maintain the penetration rate of individuals receiving EBSE at a minimum of 18.6 percent. The penetration rate is determined by dividing the number of BMHS eligible adults (SPMI, SMI, LU) receiving EBSE by the number of BMHS eligible adults being served by the Contractor.



Exhibit A

19.3. In the event that DHHS does not conduct an annual fidelity audit, the Contractor shall conduct a self-assessment of fidelity to the Dartmouth model using the SAMHSA toolkit and report the results to DHHS by October 15th each year.

20. TRANSITION PLANNING FOR INDIVIDUALS AT NEW HAMPSHIRE HOSPITAL AND THE GLENCLIFF HOME

20.1. The Contractor shall participate in the development of plans to transition individuals at NHH and the Glenclyff Home to the community.

20.2. The Contractor shall participate in the development of plans to conduct in-reach activities with individuals at NHH, the Glenclyff Home, and Transitional Housing Services that will include, among other things, explaining the benefits of community living and facilitating visits to community settings.

21. BEHAVIORAL HEALTH SERVICES INFORMATION SYSTEM (BHSIS)

21.1. The Contractor may receive funding for data infrastructure projects or activities, depending upon the receipt of federal funds and the criteria for use of those funds as specified by the federal government

21.2. The Contractor shall seek approval from DHHS before planning to use or committing any BHSIS or federal data infrastructure funds.

21.3. Activities that may be funded:

21.3.1. Costs Associated with Phoenix Database:

21.3.1.1. Contractors performing rewrites to database and/or submittal routines;

21.3.1.2. Information Technology (IT) staff time used for re-writing, testing, validating Phoenix data (to include overtime);

21.3.1.3. Software and/or training purchased to improve Phoenix data collection; or

21.3.1.4. Staff training for collecting new data elements.

21.3.2. Costs associated with developing other BBH-requested data reporting system; and

21.3.3. The Contractor shall be reimbursed for costs as defined in Exhibit B.

21.4. Other conditions for payment:

21.4.1. Progress Reports from the Contractor shall:

21.4.1.1. Outline activities related to Phoenix database;

21.4.1.2. Include any costs for software, scheduled staff trainings; and

21.4.1.3. Include progress to meet anticipated deadlines as specified.

21.4.2. Payments:

21.4.2.1. Payments, according to need, shall be made upon receipt of progress reports from Contractor's IT department;

21.4.2.2. Final payment shall be issued upon successful submission of complete Phoenix data; and



Exhibit A

21.4.2.3. Contractor may request other payment schedule based on documented need.

22. NO WRONG DOOR (NWD) SYSTEM OF ACCESS TO LTSS FOR ALL POPULATIONS AND PAYERS OF NEW HAMPSHIRE (NHCAREPATH) MODEL

- 22.1. The Contractor shall participate as an agency under the NHCarePath model by operating as an eligibility and referral partner for individuals who may require or may benefit from community long term supports and services (LTSS). The Contractor shall ensure that individuals, accessing the system, experience the same process and receive the same information about Medicaid-funded community LTSS options whenever they enter the system;
- 22.2. The Contractor shall ensure individuals experience a streamlined eligibility determination process through standardized procedures in coordination and as specified by NH DHHS;
- 22.3. The Contractor shall ensure that individuals connect to LTSS options that will be covered out of pocket or through other community resources in close coordination with other NHCarePath Partners including but not limited to ServiceLink, Area Agencies, and DHHS Division of Client Services;
- 22.4. To the extent possible, the Contractor will participate in state and regional meetings for NHCarePath. It is expected that there will be up to four (4) local NHCarePath Partner meetings in the Contractors region and up to three (3) statewide meetings for all partners;
- 22.5. The Contractor shall operate the NHCarePath model in accordance with the Department's policies and procedures and as directed by DHHS;
- 22.6. The Contractor shall at a minimum:
 - 22.6.1. Conduct case management functions involving assessments, referral and linkage to needed Long Term Services and Supports (LTSS) through a core standardized assessment process and through monitoring and ensuring the linkage of referrals between agencies, employing a warm hand-off of individuals from one agency to another when necessary;
 - 22.6.2. Follow standardized processes established by DHHS for providing information, screening, referrals, and eligibility determinations for LTSS;
 - 22.6.3. Support individuals seeking LTSS services through the completion of applications, financial and functional assessments and eligibility determinations;
 - 22.6.4. Fulfill DHHS specified NWD partner relationship expectations; and
 - 22.6.5. Participate in NHCarePath outreach, education and awareness activities.



Exhibit A

23. PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH) SERVICES

- 23.1. Services under the Projects for Assistance in Transition from Homelessness program (PATH) shall be provided in compliance with Public Health Services Act Part C to individuals who are homeless or at imminent risk of being homeless and who are believed to have SMI, or SMI and a co-occurring substance use disorder. PATH services will include outreach, screening and diagnostic treatment, staff training and case management. PATH case management services shall include; providing assistance in obtaining and coordinating services for eligible homeless individuals, including providing assistance to the eligible individual in obtaining income support services, including housing assistance, food stamps, and supplementary security income benefits; referring the eligible homeless individual for such other services as may be appropriate including referrals for primary health care.
- 23.2. At the time of outreach, these individuals may be difficult to engage, and may or may not have been officially diagnosed with a mental illness at the time of outreach activities. The potential PATH population typically would not present themselves to a community mental health provider for services. The provision of PATH outreach services may require a lengthy engagement process.
- 23.3. The Contractor shall provide an identified PATH worker(s) to conduct outreach, early intervention, case management, housing and other services to PATH eligible clients.
- 23.4. The PATH worker shall participate in periodic Outreach Worker Training programs scheduled by the Bureau of Homeless and Housing Services (BHHS).
- 23.5. The Contractor shall comply with all reporting requirements under the PATH Grant.
- 23.6. The PATH worker shall respond with outreach efforts and ongoing engagement efforts with persons who are potentially PATH eligible who may be referred by street outreach workers, shelter staff, police and other concerned individuals. The PATH worker shall be available to team up with other outreach workers, police or other professionals in active outreach efforts to engage difficult to engage or hard to serve individuals. PATH outreach is conducted wherever PATH eligible clients may be found.
- 23.7. As part of the PATH outreach process the PATH worker shall assess for immediacy of needs, and continue to work with the individual to enhance treatment and/or housing readiness. The PATH workers' continued efforts may enhance safety, as well as treatment and, ideally, help the individual locate emergency and/or permanent housing and mental health treatment.

24. RENTAL HOUSING SUBSIDY

- 24.1. Funds will be used to provide housing subsidies to individuals with severe mental illness.

25. DEAF SERVICES

- 25.1. Deaf Services funds provide services to the hearing impaired. These funds pay for one (1) deaf services therapist, one (1) deaf services case manager, and one (1) deaf services coordinator. The coordinator is responsible for coordinating deaf services in the community, at NHH, and the Secure Psychiatric Unit at the State Prison.



Exhibit A

26. CHILDREN'S ACT TEAM WRAPAROUND

- 26.1. The Contractor shall establish/maintain a Children's ACT team providing a specialized multidisciplinary team that provides an intensive community based services for children and families living with Serious Emotional Disturbance (SED). These intensive services include multiple visits to the child and family in settings that most effectively meet their needs, and can be as frequent as daily. The services may take place at the child's school, home or other community settings. The team is responsible for directly providing a full array of services as defined in He-M 426, and delivered, within the context of a community wraparound team which places the child and the family at the center of treatment decisions. Services defined include:
- 26.1.1. Functional Support Services (FSS);
 - 26.1.2. Individual and Family Therapy;
 - 26.1.3. Medication Services; and
 - 26.1.4. Targeted Case Management (TCM) Services.
- 26.2. Children's ACT team services are intended for children and adolescents who meet State eligibility criteria for SED or SED with Interagency Involvement (SED-IA), as defined in Administrative Rule He-M 401. In addition, children and adolescents served by the ACT team can also present with difficulties successfully engaging in traditional treatment programs, and can present with challenging and complex treatment needs that have frequently not responded to prior treatment interventions. Children who are prioritized for ACT team services also have a history of multiple psychiatric hospitalizations, and/or frequent visits to hospital emergency departments for psychiatric crisis, and present with ongoing difficulties at school, and/or multiple interactions with law enforcement.
- 26.3. Children's ACT teams shall be comprised of nursing staff, a psychiatrist, case managers, functional support specialists, and master's level clinicians. Clinician ratio to individuals served is 1:10, no more than 1:15. The team has extended evening hours that are most conducive to the needs of the child and the family. The team is set up to either:
- 26.3.1. Directly provides Emergency Services on call, twenty-four (24) hours a day for individuals served by the team; or
 - 26.3.2. Has a well-articulated plan to ensure the CMHC Emergency Services team is informed of the needs of any individual served by the team, is updated on pertinent changes in status, and has available to them a well-articulated crisis plan should the family request services after hours.
- 26.4. The Contractor shall notify DHHS when not in compliance with the staffing pattern or programmatic model listed in this section, and shall submit a corrective action plan.
- 26.5. ACT Teams that also utilize the NH Wraparound Model shall ensure that staff performing the wraparound facilitation and care coordination are trained and coached in the NH Wraparound Model by the DHHS approved training and coaching vendor.

27. DIVISION FOR CHILDREN, YOUTH AND FAMILIES (DCYF)

- 27.1. DCYF funds shall be used by the Contractor to provide the following:



Exhibit A

27.1.1. Mental health consultation to staff at DCYF District Offices related to mental health assessments and/or ongoing treatment for children served by DCYF; and

27.1.2. Reimbursement for Foster Care Mental Health Assessments shall be for children and youth under the age of eighteen (18) who are entering foster care for the first time.

28. RENEW SUSTAINABILITY (Rehabilitation for Empowerment, Education, and Work)

28.1. The Contractor shall sustain activities to deliver the RENEW (Rehabilitation for Empowerment, Education and Work) intervention with fidelity to transition-aged youth who qualify for state-supported community mental health services, in accordance with the UNH-IOD model. As part of these efforts, the Contractor shall obtain support and coaching from the Institute on Disability at UNH to improve the competencies of implementation team members and agency coaches, subject to the funding limitations specified in Exhibit B. These funds may also be used for RENEW facilitator or coach training (up to 5 slots) for the purpose of maintaining recommended staffing levels. These funds shall also support travel and materials for RENEW activities.



Exhibit B

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Price Limitation, block 1.8, of the General Provisions of this Agreement, Form P-37, for the services provided by the Contractor pursuant to Exhibit A, Scope of Services.
2. Services are funded with New Hampshire General Funds and with federal funds made available by the United States Department of Health and Human Services under:

CFDA #: N/A
Federal Agency: U.S. Department of Health and Human Services
Program Title: Behavioral Health Services Information System (BHSIS)
FAIN: N/A

CFDA #: 93.150
Federal Agency: U.S. Department of Health and Human Services
Program Title: Projects for Assistance in Transition from Homelessness (PATH) PL 101-645
FAIN: SM016030-14

CFDA #: 93.778
Federal Agency: US Department of Health and Human Services, Centers for Medicare & Medicaid Services (CMS)
Program Title: Medical Assistance Program
FAIN: 1705NH5MAP

3. The Contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.
4. The Contractor shall provide a Revenue and Expense Budget, a template for which is included in Exhibit B, Appendix 1, within twenty (20) business days from the effective date of the contract, for DHHS approval.
5. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Contract may be withheld, in whole or in part, in the event of noncompliance with any State or Federal law, rule or regulation applicable to the services provided, or if the said services have not been completed in accordance with the terms and conditions of this Agreement.
6. DHHS reserves the right to recover any program funds not used, in whole or in part, for the purposes stated in this Agreement from the Contractor within one hundred and twenty (120) days of the Completion Date.
7. Mental Health Services provided by the Contractor shall be paid by the New Hampshire Department of Health and Human Services as follows:
 - 7.1. For Medicaid enrolled individuals:
 - 7.1.1. Medicaid Care Management: If enrolled with a Managed Care Organization (MCO), the Contractor shall be paid in accordance with its contract with the MCO.
 - 7.1.2. Medicaid Fee for Service: The Contractor shall bill Medicaid for services on the Fee for Service (FFS) schedule.
 - 7.2. For individuals with other insurance or payors:



Exhibit B

7.2.1. The Contractor shall directly bill the other insurance or payors.

8. For the purpose of Medicaid billing and all other reporting requirements, a Unit of Service is defined as fifteen (15) minutes. The Contractor shall report and bill in whole units. The intervals of time in the below table define how many units to report or bill.

Direct Service Time Intervals	Unit Equivalent
0-7 minutes	0 units
8-22 minutes	1 unit
23-37 minutes	2 units
38-52 minutes	3 units
53-60 minutes	4 units

9. Other Contract Programs:

9.1. The table below summarizes the other contract programs and their maximum allowable amounts.

Program To Be Funded	SFY18 Amount	SFY19 Amount
Deaf Services	\$ 326,500	\$ 326,500
Div. for Children Youth and Families (DCYF) Consultation	\$ 1,770	\$ 1,770
Emergency Services	\$ 61,910	\$ 61,910
Assertive Community Treatment Team (ACT) - Adults	\$ 450,000	\$ 450,000
Assertive Community Treatment Team (ACT) - Childrens	\$ 140,000	\$ 140,000
Behavioral Health Services Information System (BHSIS)	\$ 5,000	\$ 5,000
Housing	\$ 201,444	\$ 201,444
Rehabilitation for Empowerment, Education and Work (RENEW)	\$ 3,945	\$ 3,945
Projects For Assistance In Transition From Homelessness (PATH) Services	\$ 40,300	\$ 40,300
Total	\$1,230,869	\$1,230,869

9.2. Payment for each contracted service in the above table shall be made on a cost reimbursement basis only, for allowable expenses and in accordance with the Department approved individual program budgets.

9.2.1. The Contractor shall provide invoices on Department supplied forms.

9.2.2. The Contractor shall provide supporting documentation to support evidence of actual expenditures, in accordance with the DHHS approved Revenue and Expense budgets.

9.2.3. Allowable costs and expenses shall be determined by the Department in accordance with applicable state and federal laws and regulations.

9.3. Failure to expend Program funds as directed may, at the discretion of DHHS, result in financial penalties not greater than the amount of the directed expenditure. The Contractor shall submit an invoice for each program above by the tenth (10th) working day of each month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The State shall make payment to the Contractor within thirty (30) days of receipt of each DHHS approved invoice for Contractor services provided pursuant to this Agreement.



Exhibit B

The invoice must be submitted to:

Financial Manager
Bureau of Behavioral Health
Department of Health and Human Services
105 Pleasant Street, Main Building
Concord, NH 03301

- 9.4. Emergency Services: DHHS shall reimburse the Contractor only for those Emergency Services provided to clients defined in Exhibit A, Section 17, Emergency Services.
- 9.5. Division for Children, Youth, and Families (DCYF) Consultation: The Contractor shall be reimbursed at a rate of \$73.75 per hour for a maximum of two (2) hours per month for each of the twelve (12) months in the fiscal year.
- 9.6. RENEW Sustainability: DHHS shall reimburse the Contractor for:

ACTIVITY	# OF UNITS/YR AND COST/UNIT	TOTAL COST
Coaching for Implementation Team & agency coaches	(20) hours @ \$150/hr	\$3,000
(5) slots for Facilitator or Coach's training	\$99 per person	\$ 495
Travel and copies	Average \$450 per agency	\$ 450
		\$3,945

10. Notwithstanding paragraph 18 of the General Provisions of this Agreement P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, and within the price limitation, can be made by written agreement of both parties and may be made without obtaining approval of Governor and Executive Council.



New Hampshire Department of Health and Human Services
Mental Health Services

Exhibit B, Appendix 1

FISCAL PERIOD:		SFY _____ BUDGET		Total Agency	Total Administration	Total Programs	Maintenance	Children & Adolescents	Other Adult Services	Inpatient	Emergency Services/Assessments	EMERGENCY	Intensive Partial Hospital	Restorative Partial Hospital
		100	100	100	100	100	100	101	102	103	104	100	107	106
400	PROG. SERV. FEES													
401	Mkt. client fees	0	0	0	0	0	0	0	0	0	0	0	0	0
402	HMO'S	0	0	0	0	0	0	0	0	0	0	0	0	0
403	BCRS	0	0	0	0	0	0	0	0	0	0	0	0	0
404	Medicaid	0	0	0	0	0	0	0	0	0	0	0	0	0
405	Medicare	0	0	0	0	0	0	0	0	0	0	0	0	0
406	Other Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
411	Other program fees	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
420	PROG. SALES													
421	Production	0	0	0	0	0	0	0	0	0	0	0	0	0
422	Service	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
430	PUBLIC SUPPORT													
431	United Way	0	0	0	0	0	0	0	0	0	0	0	0	0
432	Local/County Government	0	0	0	0	0	0	0	0	0	0	0	0	0
433	Donations/Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0
434	Dev. Developmental Services	0	0	0	0	0	0	0	0	0	0	0	0	0
435	Other public support	0	0	0	0	0	0	0	0	0	0	0	0	0
436	Div. Voc. Rehab.	0	0	0	0	0	0	0	0	0	0	0	0	0
437	Div. Alcohol/Drug Abuse Prev. & Recovery	0	0	0	0	0	0	0	0	0	0	0	0	0
438	Div. for Children, Youth & Families	0	0	0	0	0	0	0	0	0	0	0	0	0
439	State Emergency Shelter Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
440	FEDERAL FUNDING													
441	Block Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
444	PLUD	0	0	0	0	0	0	0	0	0	0	0	0	0
445	Other Federal Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
446	PAATH	0	0	0	0	0	0	0	0	0	0	0	0	0
448	MS-ESP	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
450	OTHER REVENUE													
451	Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0
452	Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0
453	In-Kind Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
454	All Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
481	Div. of Behavioral Health	0	0	0	0	0	0	0	0	0	0	0	0	0
482	Other DEBH	0	0	0	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
500	General Management Allocation	0	0	0	0	0	0	0	0	0	0	0	0	0



**New Hampshire Department of Health and Human Services
Mental Health Services**

Exhibit B, Appendix 1

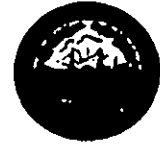
Vocational Services 100	Care Management 110	Social Club Peer Supports 111	Non-Eligibles 112	Multi-Service Team 113	ACT Team 114	Respite / Crisis 110	Crisis Unit APRTP 118	Community Residence 122	Supportive Living 123	Independent Housing 124	Community Education & Training 130	Other Mental Health 108	Other Non-BBHM 100
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0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0

New Hampshire Department of Health and Human Services
Mental Health Services

Exhibit B, Appendix 1



TOTAL PROGRAM REVENUES												
626 PERSONNEL COSTS												
601	Salary & Wages	0	0	0	0	0	0	0	0	0	0	0
602	Employee Benefits	0	0	0	0	0	0	0	0	0	0	0
603	Payroll Taxes	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL												
610	Contractors	0	0	0	0	0	0	0	0	0	0	0
626 PROFESSIONAL FEES												
621	Subcontractor Staff	0	0	0	0	0	0	0	0	0	0	0
622	Contract Evaluation/Services	0	0	0	0	0	0	0	0	0	0	0
624	Accounting	0	0	0	0	0	0	0	0	0	0	0
625	Audit Fees	0	0	0	0	0	0	0	0	0	0	0
626	Legal Fees	0	0	0	0	0	0	0	0	0	0	0
627	Other Prof. Fees/Consultants	0	0	0	0	0	0	0	0	0	0	0
626 STAFF DEV & TRAINING												
631	Materials & Publications	0	0	0	0	0	0	0	0	0	0	0
632	In-Service Training	0	0	0	0	0	0	0	0	0	0	0
633	Conferences & Conventions	0	0	0	0	0	0	0	0	0	0	0
634	Other Staff Development	0	0	0	0	0	0	0	0	0	0	0
648 OCCUPANCY COSTS												
641	Rent	0	0	0	0	0	0	0	0	0	0	0
642	Telephone (Personnel)	0	0	0	0	0	0	0	0	0	0	0
643	Printing Costs	0	0	0	0	0	0	0	0	0	0	0
644	Other Utilities	0	0	0	0	0	0	0	0	0	0	0
645	Maintenance & Repairs	0	0	0	0	0	0	0	0	0	0	0
646	Travel	0	0	0	0	0	0	0	0	0	0	0
647	Other Occupancy Costs	0	0	0	0	0	0	0	0	0	0	0
658 CONSUMABLE SUPPLIES												
651	Office	0	0	0	0	0	0	0	0	0	0	0
652	Printing/Postcard	0	0	0	0	0	0	0	0	0	0	0
653	Educational/Training	0	0	0	0	0	0	0	0	0	0	0
654	Production & Sales	0	0	0	0	0	0	0	0	0	0	0
655	Food	0	0	0	0	0	0	0	0	0	0	0
656	Handout	0	0	0	0	0	0	0	0	0	0	0
657	Other Consumable Supplies	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL PAGE												
Total Contract Forward												
700	Advertising	0	0	0	0	0	0	0	0	0	0	0
710	Printing	0	0	0	0	0	0	0	0	0	0	0
720	Telephone/Communications	0	0	0	0	0	0	0	0	0	0	0
730	Travel/Out-of-State	0	0	0	0	0	0	0	0	0	0	0
748 TRANSPORTATION												
741	Travel Expenses	0	0	0	0	0	0	0	0	0	0	0
742	Staff	0	0	0	0	0	0	0	0	0	0	0
743	Charter	0	0	0	0	0	0	0	0	0	0	0
744	Out-of-State Expenses	0	0	0	0	0	0	0	0	0	0	0
758 ASSETS TO BIDDING												



SPECIAL PROVISIONS

Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

1. **Compliance with Federal and State Laws:** If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.
2. **Time and Manner of Determination:** Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.
3. **Documentation:** In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.
4. **Fair Hearings:** The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.
5. **Gratuities or Kickbacks:** The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.
6. **Retroactive Payments:** Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.
7. **Conditions of Purchase:** Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:
 - 7.1. Renegotiate the rates for payment hereunder, in which event new rates shall be established;
 - 7.2. Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;



- 7.3. Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

8. **Maintenance of Records:** In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:
- 8.1. **Fiscal Records:** books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.
- 8.2. **Statistical Records:** Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
- 8.3. **Medical Records:** Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.
9. **Audit:** Contractor shall submit an annual audit to the Department by November 1, after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.
- 9.1. **Audit and Review:** During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.
- 9.2. **Audit Liabilities:** In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.
10. **Confidentiality of Records:** All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.



Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

11. **Reports: Fiscal and Statistical:** The Contractor agrees to submit the following reports at the following times if requested by the Department.
 - 11.1. **Interim Financial Reports:** Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.
 - 11.2. **Final Report:** A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.
12. **Completion of Services: Disallowance of Costs:** Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.
13. **Credits:** All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:
 - 13.1. The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.
14. **Prior Approval and Copyright Ownership:** All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.
15. **Operation of Facilities: Compliance with Laws and Regulations:** In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.
16. **Equal Employment Opportunity Plan (EEOP):** The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR), if it has received a single award of \$500,000 or more. If the recipient receives \$25,000 or more and has 50 or



more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For recipients receiving less than \$25,000, or public grantees with fewer than 50 employees, regardless of the amount of the award, the recipient will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. EEOP Certification Forms are available at: <http://www.ojp.usdoj/about/ocr/pdfs/cert.pdf>.

17. **Limited English Proficiency (LEP):** As clarified by Executive Order 13166, Improving Access to Services for persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, Contractors must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

18. **Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:** The following shall apply to all contracts that exceed the Simplified Acquisition Threshold as defined in 48 CFR 2.101 (currently, \$150,000)

CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

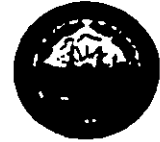
(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

19. **Subcontractors:** DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- 19.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- 19.2. Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate
- 19.3. Monitor the subcontractor's performance on an ongoing basis



- 19.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- 19.5. DHHS shall, at its discretion, review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

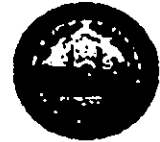
DEPARTMENT: NH Department of Health and Human Services.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.



REVISIONS TO GENERAL PROVISIONS

1. Subparagraph 4. of the General Provisions of this contract, Conditional Nature of Agreement, is replaced as follows:

4. **CONDITIONAL NATURE OF AGREEMENT**

- Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments, in whole or in part, under this Agreement are contingent upon continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability of funds affected by any state or federal legislative or executive action that reduces, eliminates, or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope of Services provided in Exhibit A, Scope of Services, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of appropriated or available funds. In the event of a reduction, termination or modification of appropriated or available funds, the State shall have the right to withhold payment until such funds become available, if ever. The State shall have the right to reduce, terminate or modify services under this Agreement immediately upon giving the Contractor notice of such reduction, termination or modification. The State shall not be required to transfer funds from any other source or account into the Account(s) identified in block 1.6. of the General Provisions, Account Number, or any other account, in the event funds are reduced or unavailable.

2. Subparagraph 10. of the General Provisions of this contract, Termination, is amended by adding the following language:

- 10.1. The State may terminate the Agreement at any time for any reason, at the sole discretion of the State, one hundred and twenty (120) days after giving the Contractor written notice that the State is exercising its option to terminate the Agreement.

- 10.2. In the event of early termination, the Contractor shall, within sixty (60) days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement, including but not limited to, identifying the present and future needs of clients receiving services under the Agreement and establishes a process to meet those needs.

- 10.3. The Contractor shall fully cooperate with the State and shall promptly provide detailed information to support the Transition Plan including, but not limited to, any information or data requested by the State related to the termination of the Agreement and Transition Plan and shall provide ongoing communication and revisions of the Transition Plan to the State as requested.

- 10.4. In the event that services under the Agreement, including but not limited to clients receiving services under the Agreement are transitioned to having services delivered by another entity including contracted providers or the State, the Contractor shall provide a process for uninterrupted delivery of services in the Transition Plan.

- 10.5. The Contractor shall establish a method of notifying clients and other affected individuals about the transition. The Contractor shall include the proposed communications in its Transition Plan submitted to the State as described above.



- 10.6. In the event of termination under Paragraph 10. of the General Provisions of this Agreement, the approval of a Termination Report by the Department of Health and Human Services (DHHS) shall entitle the Contractor to receive that portion of the Price Limitation earned to and including the date of termination. The Contractor's obligation to continue to provide services under this Agreement shall cease upon termination by DHHS.
- 10.7. In the event of termination under Paragraph 10, of the General Provisions of this Agreement, the approval of a Termination Report by DHHS shall in no event relieve the Contractor from any and all liability for damages sustained or incurred by DHHS as a result of the Contractor's breach of its obligations hereunder.
- 10.8. The Contractor shall notify DHHS if it expects to be generally unable to provide services as the result of a natural disaster, dissolution, bankruptcy, a financial crisis, or similar occurrence. In such event, or in the event that DHHS has given the Contractor written notice of its intent to terminate the Contractor under Paragraph 10. of these General Provisions on account of such circumstances, the Contractor agrees to collaborate and cooperate with the DHHS and other community mental health programs to ensure continuation of necessary services to eligible consumers during a transition period, recovery period, or until a contract with a new provider can be executed. Such cooperation and collaboration may include the development of an interim management team, the provision of direct services, and taking other actions necessary to maintain operations.
3. Add the following regarding "Contractor Name" to Paragraph 1:
- 1.3.1. The term "Contractor" includes all persons, natural or fictional, which are controlled by, under common ownership with, or are an affiliate of, or are affiliated with an affiliate of the entity identified as the Contractor in Paragraph 1.3. of the General Provisions of this Agreement whether for-profit or not-for-profit.
4. Add the following regarding "Compliance by Contractor with Laws and Regulations: Equal Employment Opportunity" to Paragraph 6.
- 6.4. The Contractor shall comply with Title II of P.L. 101-336 - the Americans with Disabilities Act of 1990 and all applicable Federal and State laws.
5. Add the following regarding "Personnel" to Paragraph 7.:
- 7.4. Personnel records and background information relating to each employee's qualifications for his or her position shall be maintained by the Contractor for a period of seven (7) years after the Completion Date and shall be made available to the Department of Health and Human Services (DHHS) upon request.
- 7.5. No officer, director or employee of the Contractor, and no representative, officer or employee of the Division for Behavioral Health (DBH) shall participate in any decision relating to this Agreement or any other activity pursuant to this Agreement which directly affects his or her personal or pecuniary interest, or the interest of any corporation, partnership or association in which he or she is directly or indirectly interested, even though the transaction may also seem to benefit any party to this Agreement, including the Contractor or DHHS. This provision does not prohibit an employee of the Contractor from engaging in negotiations with the Contractor relative to the salary and wages that he or she receives in the context of his or her employment.



Exhibit C-1

- 7.5.1. Officers and directors shall act in accord with their duty of loyalty to the organizations they represent and shall avoid self-dealing and shall participate in no financial transactions or decisions that violate their duty not to profit.
 - 7.5.2. Officers and directors shall act in accord with their fiduciary duties and shall actively participate in the affairs of their organization in carrying out the provisions of this Agreement.
 - 7.5.3. All financial transactions between board members and the organization they represent shall conform to applicable New Hampshire law.
6. Replace Subparagraphs 8.1. through 8.1.3., and add Subparagraphs 8.1.4. through 8.1.16. regarding "Event of Default, Remedies" with the following:
- 8.1. Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 8.1.1. Failure to perform the services satisfactorily or on schedule during the Agreement term;
 - 8.1.2. Failure to submit any report or data within requested timeframes or comply with any record keeping requirements as specified in this Agreement;
 - 8.1.3. Failure to impose fees, to establish collection methods for such fees, or to make a reasonable effort to collect such fees;
 - 8.1.4. Failure to either justify or correct material findings noted in a DHHS financial review;
 - 8.1.5. Failure to comply with any applicable rules of the Department;
 - 8.1.6. Failure to expend funds in accordance with the provisions of this Agreement;
 - 8.1.7. Failure to comply with any covenants or conditions in this Agreement;
 - 8.1.8. Failure to correct or justify to DHHS's satisfaction deficiencies noted in a quality assurance report;
 - 8.1.9. Failure to obtain written approval in accordance with General Provisions, Paragraph 12. before executing a subcontract or assignment;
 - 8.1.10. Failure to attain the performance standards established in Exhibit A, Section 11;
 - 8.1.11. Failure to make a face-to-face appointment available to consumers leaving New Hampshire Hospital who desire to reside in the region served by the Contractor within seven (7) calendar days of notification of the consumer's discharge, or within seven (7) calendar days of the consumer's discharge, whichever is later. New Hampshire Hospital shall notify the Contractor of discharge by speaking directly to a designated staff member of the Contractor in advance of the discharge. Leaving a voicemail message shall not constitute notice of discharge for the purposes of this provision. Persons discharged who are new to a Community Mental Health Center (CMHC) shall have an intake within seven (7) days;



Exhibit C-1

- 8.1.12. Failure to transfer at least the past two (2) years of the medical record of a consumer to another provider within ten (10) business days of receiving a written request from the consumer or failure to transfer the remainder of the medical record within thirty (30) business days;
 - 8.1.13. Failure to maintain the performance standard regarding Days of Cash on Hand (Exhibit A, 11.1.1.) and failure to maintain the performance standard regarding the Current Ratio (Exhibit A, 11.1.2.) for two (2) consecutive months during the contract period;
 - 8.1.14. Failure to maintain three (3) or more of the Maintenance of Fiscal Integrity performance standards (Exhibit A, Section 11.) for three (3) consecutive months during the contract period;
 - 8.1.15. Failure to meet the standard for Assertive Community Treatment Team infrastructure established in Exhibit A, 18.1.; and
 - 8.1.16. Failure to provide Evidence Based Supported Employment in fidelity to the Dartmouth model in accordance with Exhibit A, Section 19.
7. Add the following regarding "Event of Default, Remedies" to Subparagraph 8.2.:
- 8.2.5. Give the Contractor written notice of default in the event that the Contractor has failed to maintain Fiscal Integrity performance standards as specified in Exhibit A, Section 11.1., and Exhibit C-1, Subparagraph 8.1.13. or 8.1.14. The notice shall require the Contractor, within thirty (30) calendar days, to submit a corrective action plan which would include, as one element, additional financial reports as specified by the State. The Contractor shall have sixty (60) days from the notice of default to meet the performance standards. Upon failure to do so, the State may take one, or more, of the following actions:
 - 8.2.5.1. Require the Contractor to submit an additional corrective action plan within thirty (30) days that will result in the Contractor attaining the performance standards within thirty (30) days of submission;
 - 8.2.5.2. Conduct a financial audit of the Contractor; and/or
 - 8.2.5.3. Terminate the contract effective sixty (60) days from the date of notice unless the Contractor demonstrates to the State its ability to continue to provide services to eligible consumers.
8. Add the following regarding "Event of Default, Remedies" to Paragraph 8.:
- 8.3. Upon termination, the Contractor shall return to DHHS all unencumbered program funds in its possession. DHHS shall have no further obligation to provide additional funds under this Agreement upon termination.
9. Add the following regarding "Data: Access, Confidentiality, Preservation" to Paragraph 9.:
- 9.4. The Contractor shall maintain detailed client records, client attendance records specifying the actual services rendered, and the categorization of that service into a program/service. Except for disclosures required or authorized by law or pursuant to this Agreement, the Contractor shall maintain the confidentiality of, and shall not disclose, clinical records, data and reports maintained in connection with services performed pursuant to this Agreement, however, the Contractor may release aggregate information relating to programs generally.

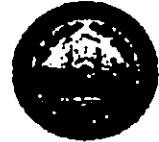


Exhibit C-1

9.5. The Contractor shall submit to DHHS all reports as requested by DHHS in electronic format by method specified by DHHS on such schedule that DHHS shall request. These submissions shall be complete, accurate, and timely. These reports shall include data from subcontractors. All submissions are due within thirty (30) days of the end of the reporting period, with the exception of the reports required by Exhibit A, 12.1.

9.5.1. The Contractor shall submit the following fiscal reports:

- 9.5.1.1. The monthly Balance Sheet, Profit & Loss Statement, Cash Flow Statement, and all other financial reports shall be based on the accrual method of accounting and include the Contractor's total revenues and expenditures whether or not generated by or resulting from funds provided pursuant to this Agreement. These reports are due within thirty (30) days after the end of each month.
- 9.5.1.2. Quarterly Revenue and Expense (Budget Form A) shall follow the same format of cost centers and line items as included in the Budget Form A attached to this Contract. However, if Contract cost centers are a combination of several local cost centers, the latter shall be displayed separately so long as the cost center code is unchanged. These reports are due quarterly within thirty (30) days after the end of each quarter.
- 9.5.1.3. The Contractor shall maintain detailed fiscal records. Fiscal records shall be retained for seven (7) years after the completion date and thereafter if audit observations have not been resolved to the State's satisfaction.
- 9.5.1.4. The Contractor shall submit to DHHS financial statements in a format in accordance with the American Institute of Certified Public Accountants Guidelines together with a management letter, if issued, by a Certified Public Accountant for any approved subcontractor, or any person, natural or fictional, which is controlled by, under common ownership with, or an affiliate of the Contractor. In the event that the said audited financial statement and management letter are unavailable or incomplete, the Contractor shall have ninety (90) days to complete and submit said statement and letter to DHHS.
- 9.5.1.5. On or before November 1st of each fiscal year, the Contractor shall submit their independent audit with cover letter and Management Letter, if issued, as defined in section 9.5.1.4. of this Exhibit to DHHS in PDF format.
- 9.5.1.6. If the federal funds expended under this or any other Agreement from any and all sources exceeds seven hundred fifty thousand, five hundred dollars (\$750,500) in the aggregate in a one (1) year period, the required audit shall be performed in accordance with the provisions of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and Chapter 2 Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.



- 9.5.2. The Contractor shall ensure that submitted Phoenix data files and records are consistent with DHHS file specification and specification of the format and content requirements of those files.
- 9.5.3. For required federal reports, the Contractor shall:
- 9.5.3.1. Cooperate with data requests from the Substance Abuse and Mental Health Services Administration (SAMHSA), US Department of Health and Human Services and adhere to the timelines required by SAMHSA;
 - 9.5.3.2. Unless the following data is collected by a DHHS contracted vendor, the Contractor shall select a statistically valid random sample of consumers including elders, adults, children/ adolescents and their families, and administer the federally standardized Consumer Satisfaction Surveys to the selected sample of consumers on or before June 30th of each fiscal year; and
 - 9.5.3.3. Submit to DHHS all reasonable additional reports and data files by method specified by DHHS as requested on such schedule and in such electronic format that DHHS shall request. These reports, similar to the reports outlined above, shall include data from subcontractors.
 - 9.5.3.4. The Contractor agrees to submit to DHHS reports on high profile and sentinel events in accordance with the Bureau of Mental Health Services policy.
11. Replace Paragraph 12. entitled "Assignment, Delegation and Subcontracts" with the following:
- ASSIGNMENTS, SUBCONTRACTS, MERGER AND SALE.**
- 12.1. The Contractor shall not delegate or transfer any or all of its interest in this Agreement or enter into any subcontract for direct services to clients in an amount exceeding ten thousand dollars (\$10,000) without the prior written consent of DHHS. As used in this Paragraph, "subcontract" includes any oral or written Agreement entered into between the Contractor and a third party that obligates any State funds provided pursuant to this Agreement to the Contractor under this Agreement. DHHS approval of the Contractor's proposed budget shall not relieve the Contractor from the obligation of obtaining DHHS's written approval where any assignment or subcontract has not been included in the Contractor's proposed budget. The Contractor shall submit the written subcontract or assignment to DHHS for approval and obtain DHHS's written approval before executing the subcontractor assignment. This approval requirement shall also apply where the Contractor's total subcontracts with an individual or entity equal, or exceed ten thousand dollars (\$10,000) in the aggregate. Failure of DHHS to respond to the approval request within thirty (30) business days shall be deemed approval.



- 12.2. The Contractor further agrees that no subcontract or assignment for direct services to clients, approved by DHHS in accordance with this Paragraph, shall relieve the Contractor of any of its obligations under this Agreement and the Contractor shall be solely responsible for ensuring, by Agreement or otherwise, the performance by any subcontractor or assignee of all the Contractor's obligations hereunder. Contractor will require at least annually a third party independent audit of all subcontractors of direct service to clients and will monitor audits to ensure that all subcontractors are meeting the service requirements established by DHHS for the Contractor in Exhibit A. The Contractor will notify DHHS within ten (10) business days of any service requirement deficiencies and provide a corrective action plan to address each deficiency.
- 12.3. The purchase of the Contractor by a third party, or the purchase of all or substantially all of the Contractor's assets by a third party, or any other substantial change in ownership, shall render DHHS's obligations under this Agreement null and void unless, prior to the sale of the Contractor, or sale of all or substantially all of the Contractor's assets, or other substantial change in ownership, DHHS approves in writing the assignment of this Agreement to the third party. In the event that, prior to the sale of the Contractor, DHHS approves the assignment of the Agreement, the third party shall be bound by all of the provisions of this Agreement to the same extent and in the same manner as was the Contractor.
- 12.4. Any merger of the Contractor with a third party shall render DHHS's obligations under this Agreement null and void unless, prior to the merger, DHHS approves in writing the assignment of this Agreement to the merged entity. In the event that, prior to the merger of the Contractor with the third party, DHHS approves the assignment of the Agreement, the merged entity shall be bound by all of the provisions of this Agreement to the same extent and in the same manner as was the Contractor.
- 12.5. In the event that through sale, merger or any other means the Contractor should become a subsidiary corporation to another corporation or other entity, DHHS's obligations under this Agreement shall become null and void unless, prior to such sale, merger or other means, DHHS shall agree in writing to maintain the Agreement with the Contractor. Should DHHS agree to maintain the Agreement, the Contractor shall continue to be bound by all of the provisions of the Agreement.
12. Renumber Paragraph 13. regarding "Indemnification" as 13.1. and add the following to Paragraph 13.:
- 13.2. The Contractor shall promptly notify the Director of the Bureau of Mental Health Services of any and all actions or claims related to services brought against the Contractor, or any subcontractor approved under Paragraph 12. of the General Provisions, or its officers or employees, on account of, based on, resulting from, arising out of, or which may be claimed to arise out of their acts or omissions.
13. Replace Paragraph 14.1.1. with the following:
- 14.1.1. Comprehensive general liability insurance against all claims of bodily injury, death, or property damage, in amounts of not less one million (\$1,000,000) per occurrence and three million (\$3,000,000) in aggregate. An Umbrella policy in the amount of three million (\$3,000,000) or more will fulfill the requirements for three million (\$3,000,000) in aggregate.



14. Add the following regarding "Insurance and Bond" to Paragraph 14.:

- 14.1.3. A fidelity bond, covering the activities of all the Contractor's employees or agents with authority to control or have access to any funds provided under this Agreement in an amount equal to 1/12th of the Price Limitation in Paragraph 1.8. of the General Provisions plus 1/12th of the Contractor's budgeted Medicaid revenue;
 - 14.1.4. Professional malpractice insurance covering all professional and/or licensed personnel engaged in the performance of the services set forth in Exhibit A; and
 - 14.1.5. Tenant's or homeowner's insurance coverage for all housing owned or operated by the Contractor for claims of personal injury or death or damage to property in reasonable amounts satisfactory to DHHS and any mortgagee.
- 14.4. The maintenance of insurance by the Contractor pursuant to this Paragraph shall not be construed in any manner as a waiver of sovereign immunity by the State, its officers and employees in any regard, nor is the existence of said insurance to be construed as conferring or intending to confer any benefit upon a third person or persons not party to this Agreement.

15. Add the following regarding "Special Provisions" to Paragraph 22.:

- 22.1. Federal funds to assist homeless mentally ill persons (PATH) shall not be used:
- 22.1.1. To provide inpatient services;
 - 22.1.2. To make cash payments to intended recipients of health services;
 - 22.1.3. To purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase any major medical equipment;
 - 22.1.4. To satisfy any requirement for the expenditure of non-Federal funds as a condition of a receipt of Federal funds; or
 - 22.1.5. To provide services to persons at local jails or any correctional facility.
- 22.2. If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with the provisions of Section 319 of the Public Law 101-121, Limitation on use of appropriated funds to influence certain Federal Contracting and financial transactions; with the provisions of Executive Order 12549 and 45 CFR Subpart A, B, C, D, and E Section 76 regarding Debarment, Suspension and Other Responsibility Matters, and shall complete and submit to the State the appropriate certificates of compliance upon approval of the Agreement by the Governor and Council.
- 22.3. In accordance with the requirements of P.L. 105-78, Section 204, none of the funds appropriated for the National Institutes of Health and the Substance Abuse and Mental Health Services Administration shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of one hundred and twenty-five thousand dollars (\$125,000) per year.
- 22.4. The Contractor agrees that prior contracts with the State have purported to impose conditions upon the use and/or disposition of real property which is presently owned by the Contractor and which was purchased with State funds, as defined in those contracts.



Exhibit C-1

- 22.5. Notwithstanding those prior contracts, DHHS agrees that the State has no interest in the Contractor's real property that has been donated to the Contractor by parties other than the State or purchased by the Contractor using funds donated exclusively by parties other than the State.
- 22.6. In the event that the Contractor hereafter proposes to dispose of any of its existing real property, other than property described in Paragraph 22.5., having a then fair market value of fifty thousand dollars (\$50,000) or more, the Contractor agrees to notify DHHS in advance. The Contractor shall provide DHHS with a written plan of disposition that includes:
- 22.6.1. The identity of the party to whom the property is to be sold or otherwise transferred;
 - 22.6.2. The consideration, if any, to be paid;
 - 22.6.3. The use to which the transferred property is to be put by the transferee;
 - 22.6.4. The use to which the proceeds of the disposition, if any, are to be put by the Contractor; and
 - 22.6.5. Any documentation of specific restrictions that may exist with respect to the use or disposition of the property in question.
- 22.7. DHHS shall evaluate the plan to determine whether the property, or the proceeds of its disposition, if any, will be used for the benefit of persons eligible for State mental health services, as defined in this Agreement. If DHHS finds that eligible persons will probably benefit, DHHS shall approve the disposition. If DHHS finds that eligible persons probably will not benefit, DHHS may disapprove the disposition. Failure by DHHS to disapprove a plan of disposition within thirty (30) days (unless extended by written agreement of the parties) shall be deemed an approval thereof.
- 22.8. In the event that DHHS does not approve of the disposition, the Contractor and DHHS shall meet in a good faith effort to reach a compromise.
- 22.9. In the event that the parties cannot resolve their differences, the Contractor shall not execute its plan of disposition unless and until it shall have secured the approval of the Probate Court for the county in which the Contractor's principal office is located. In the event that the Contractor brings an action for Probate Court approval, DHHS and the Director of the Division of Charitable Trusts shall be joined in such action as necessary parties.
- 22.10. Neither the existence of this Agreement, nor the relationship of the parties, nor the provision by the State of money to the Contractor pursuant to this Agreement or otherwise shall impose any conditions upon the use or disposition of real property acquired hereafter by the Contractor. Such conditions, if any, shall arise only by a separate, express written agreement of the parties.
- 22.11. The terms and conditions of this section shall survive the term of expiration of this Agreement.
- 22.12. The requirement of Paragraph 12.1. of this Exhibit that the Contractor or approved subcontractor shall receive the prior written approval of DHHS shall apply only to actions taken which occur subsequent to the Effective Date of this Agreement.



REVISIONS TO EXHIBIT C, SPECIAL PROVISIONS

1. Paragraph 9 of the Exhibit C of this contract, Audit, is deleted.
2. Add the following to Paragraph 17:
 - 17.1. The Contractor will submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
3. Add the following to Paragraph 1:
 - 1.1. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

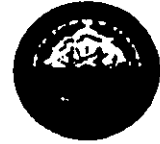
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

**US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
NH Department of Health and Human Services
129 Pleasant Street,
Concord, NH 03301-6505

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
 - 1.2.1. The dangers of drug abuse in the workplace;
 - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
 - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - 1.4.1. Abide by the terms of the statement; and
 - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency




has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- 1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted
 - 1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - 1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

Check if there are workplaces on file that are not identified here.

6/8/12
Date

Contractor Name: GNMHC

Name: Craig D. Amott
Title: Pres. & CEO



CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

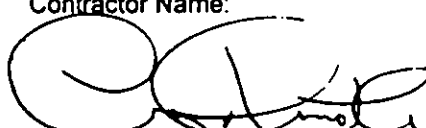
- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

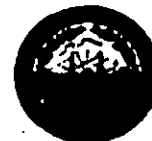
The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6/8/17
Date

Contractor Name:

Name: Charles D. Amos
Title: Pres. & CEO



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and



information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

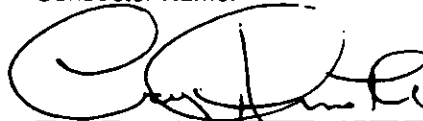
11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (11)(b) of this certification; and
 - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
 - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).
14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6/8/17
Date

Contractor Name:


Name: Cesar D. Amott
Title: Pres. & CEO



**CERTIFICATION OF COMPLIANCE WITH REQUIREMENTS PERTAINING TO
FEDERAL NONDISCRIMINATION, EQUAL TREATMENT OF FAITH-BASED ORGANIZATIONS AND
WHISTLEBLOWER PROTECTIONS**

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

Contractor will comply, and will require any subgrantees or subcontractors to comply, with any applicable federal nondiscrimination requirements, which may include:

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;
- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;
- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);
- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;
- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;
- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;
- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;
- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;
- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Exhibit G

Contractor Initials CO

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections

New Hampshire Department of Health and Human Services
Exhibit G



In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, to the applicable contracting agency or division within the Department of Health and Human Services, and to the Department of Health and Human Services Office of the Ombudsman.

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

6/8/17
Date

Contractor Name:



Name: Cesar J. Amador
Title: Pres. & CEO

Exhibit G

Contractor Initials CA

Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower protections



CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.

Contractor Name:

Name:

Title:

6/8/17
Date



Exhibit I

HEALTH INSURANCE PORTABILITY ACT
BUSINESS ASSOCIATE AGREEMENT

The Contractor identified in Section 1.3 of the General Provisions of the Agreement agrees to comply with the Health Insurance Portability and Accountability Act, Public Law 104-191 and with the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 applicable to business associates. As defined herein, "Business Associate" shall mean the Contractor and subcontractors and agents of the Contractor that receive, use or have access to protected health information under this Agreement and "Covered Entity" shall mean the State of New Hampshire, Department of Health and Human Services.

(1) **Definitions.**

- a. "**Breach**" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
- b. "**Business Associate**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- c. "**Covered Entity**" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.
- d. "**Designated Record Set**" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.
- e. "**Data Aggregation**" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.
- f. "**Health Care Operations**" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.
- g. "**HITECH Act**" means the Health Information Technology for Economic and Clinical Health Act, Title XIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.
- h. "**HIPAA**" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.
- i. "**Individual**" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).
- j. "**Privacy Rule**" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.
- k. "**Protected Health Information**" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.



Exhibit I

- i. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
- m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- n. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 164, Subpart C, and amendments thereto.
- o. "Unsecured Protected Health Information" means protected health information that is not secured by a technology standard that renders protected health information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.
- p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH Act.

(2) Business Associate Use and Disclosure of Protected Health Information.

- a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
- b. Business Associate may use or disclose PHI:
 - I. For the proper management and administration of the Business Associate;
 - II. As required by law, pursuant to the terms set forth in paragraph d. below; or
 - III. For data aggregation purposes for the health care operations of Covered Entity.
- c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.
- d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business



Exhibit I

Associate shall refrain from disclosing the PHI until Covered Entity has exhausted all remedies.

- e. If the Covered Entity notifies the Business Associate that Covered Entity has agreed to be bound by additional restrictions over and above those uses or disclosures or security safeguards of PHI pursuant to the Privacy and Security Rule, the Business Associate shall be bound by such additional restrictions and shall not disclose PHI in violation of such additional restrictions and shall abide by any additional security safeguards.

(3) Obligations and Activities of Business Associate.

- a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.
- b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:
 - o The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
 - o The unauthorized person used the protected health information or to whom the disclosure was made;
 - o Whether the protected health information was actually acquired or viewed
 - o The extent to which the risk to the protected health information has been mitigated.

The Business Associate shall complete the risk assessment within 48 hours of the breach and immediately report the findings of the risk assessment in writing to the Covered Entity.

- c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.
- d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.
- e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (I). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI



Exhibit I

pursuant to this Agreement, with rights of enforcement and indemnification from such business associates who shall be governed by standard Paragraph #13 of the standard contract provisions (P-37) of this Agreement for the purpose of use and disclosure of protected health information.

- f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.
- g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.
- h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.
- i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.
- j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.
- k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.
- l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business



Exhibit I

Associate maintains such PHI. If Covered Entity, in its sole discretion, requires that the Business Associate destroy any or all PHI, the Business Associate shall certify to Covered Entity that the PHI has been destroyed.

(4) Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.
- c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

In addition to Paragraph 10 of the standard terms and conditions (P-37) of this Agreement the Covered Entity may immediately terminate the Agreement upon Covered Entity's knowledge of a breach by Business Associate of the Business Associate Agreement set forth herein as Exhibit I. The Covered Entity may either immediately terminate the Agreement or provide an opportunity for Business Associate to cure the alleged breach within a timeframe specified by Covered Entity. If Covered Entity determines that neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

(6) Miscellaneous

- a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.
- b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.
- c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.
- d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.



Exhibit I

- e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.
- f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Exhibit I.

Department of Health and Human Services
The State

Katja S. Fox

Signature of Authorized Representative

Katja S. Fox
Name of Authorized Representative

Director
Title of Authorized Representative

6/9/17
Date

CRAIG AMETH / GNMHC
Name of the Contractor

[Signature]

Signature of Authorized Representative

CRAIG AMETH
Name of Authorized Representative

TRACER CEO
Title of Authorized Representative

6/8/17
Date



CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than \$25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of \$25,000 or more. If the initial award is below \$25,000 but subsequent grant modifications result in a total award equal to or over \$25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.

In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
 - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25M annually and
 - 10.2. Compensation information is not already available through reporting to the SEC.


Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.

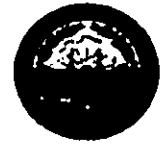
The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name: GNMHC.

6/8/17.
Date


Name: Clayton D. Amos
Title: Pres. & CEO



FORM A

As the Contractor identified in Section 1.3 of the General Provisions, I certify that the responses to the below listed questions are true and accurate.

1. The DUNS number for your entity is: 081249823
2. In your business or organization's preceding completed fiscal year, did your business or organization receive (1) 80 percent or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

NO YES

If the answer to #2 above is NO, stop here

If the answer to #2 above is YES, please answer the following:

3. Does the public have access to information about the compensation of the executives in your business or organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

NO YES

If the answer to #3 above is YES, stop here

If the answer to #3 above is NO, please answer the following:

4. The names and compensation of the five most highly compensated officers in your business or organization are as follows:

Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____
Name: _____	Amount: _____