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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

Robin H. Maddaus
Director

P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5610 FAX: 1-888-908-6609
TDD Access: 1-800-735-2964
www.nh.gov/nhdoc

April 5, 2017

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

Retroactive/sole source

REQUESTED ACTION

1. Authorize the NH Department of Corrections to amend Governor and Executive Council Item #47, approved on December 16, 2015, a sub grant made available through the NH Department of Health and Human Services, Division of Community Based Care Services, Bureau of Drug and Alcohol Services, in the amount of \$50,000.00, by reallocating funds as identified below, with no increase in funding, in support of the *Seeking Safety* Program as part of the Departments' effort to improve treatment for post-traumatic stress disorder (PTSD) and substance abuse of the female and male inmate population, effective upon Governor and Executive Council approval through June 30, 2017. 100% Agency Income.
2. Authorize the New Hampshire Department of Corrections to **retroactively** enter into a **sole-source**, contract with Treatment Innovations, LLC (VC # 204057), 28 Westborne Road, Newton Centre, MA 02459, in the amount of \$38,174.00 to continue the original scope of services for *Seeking Safety* training and professional services upon Governor and Executive Council approval, effective July 1, 2016 through June 30, 2017. 100% Agency Income.

Funds for this contract are available in account, Department of Corrections, Corrections Grants, *Seeking Safety*: 02-46-46-465010-51230000 as follows:

Seeking Safety Program

Account	Description	SFY 2017 Current	SFY 2017 Requested	SFY 2017 Revised
020-500216	Current Expense	\$ 257.61	\$ -	\$ 257.61
030-500311	Equipment	\$ 0.03	\$ -	\$ 0.03
066-500555	Training/Education	\$ 36,918.49	\$ 2,008.00	\$ 38,926.49
070-500704	In-State Travel	\$ 3,260.59	\$ (2,008.00)	\$ 1,252.59
Totals		\$ 40,436.72	\$ -	\$ 40,436.72

Source of Funds

Account	Description	SFY 2017 Current	SFY 2017 Requested	SFY 2017 Revised
009-407079	Agency Income	\$ 40,436.72	\$ -	\$ 40,436.72

EXPLANATION

The NH Department of Corrections requests authorization to reallocate funding in the Seeking Safety sub grant from the NH Department of Health and Human Services, Division of Community Based Care Services, Bureau of Drug and

Alcohol Services, approved by Governor and Executive Council on December 16, 2015, Item # 47. The reallocation from In-State Travel to Training/Education will align the class codes to more accurately reflect the needs of the program.

This contract is **retroactive** due to pre-requisite training requirements and coordination of training delays. In SFY 2016, the NH Department of Corrections entered into a **sole-source** contract with Treatment Innovations, LLC for the provision of *Seeking Safety* training and professional services with a completion date of June 30, 2016, approved by the Governor and Executive Council on January 27, 2016, Item #35. The original contract delivered the initial, pre-requisite *Seeking Safety* training, an evidence-based, present-focused, coping skills therapy model to help people with co-occurring disorders attain safety from trauma and/or substance abuse with the primary goal of reducing trauma and/or substance abuse symptoms, increase safe coping skills in relationships, thinking, behavior and emotions. This contract is **sole-source** so the Department may continue with the overall scope of the initial contract and provide additional training consisting of Theme-Based training for *Seeking Safety*, *Seeking Safety Fidelity/Rater* and *Seeking Safety Supervision* training with certification to be offered in each training category.

For those participants who received the initial *Seeking Safety* training, the Theme-Based training for *Seeking Safety* is to enhance the participants understanding of the *Seeking Safety* model and how to implement it with fidelity. This training consists of fourteen, one-hour, theme-based group conference calls. Each group conference call will discuss a different topic such as: *Getting Started with Seeking Safety*, *Conducting the Session*, *Engaging Resistant Clients*, *Focusing on Trauma*, *Focusing on Addiction*, *Adapting Seeking Safety*, *Working with Unsafe Behavior*, *Adolescents*, *Adults*, *Older Adults*, *Tough Case*, *Role-Play A Session*, *Fun Activities with Seeking Safety and Fidelity*, for example. Upon completion of the Theme-Based group conference call series, the participants progressed in their training to become certified in conducting the *Seeking Safety* model to obtain as strong fidelity to the model as possible. This certification required participants over a six month period to utilize their *Seeking Safety* training with the expectation of conducting up to two-four role-plays that obtain adequate positive ratings, as rated by the trainer. To date, out of the original sixteen participants, twelve are *Seeking Safety* certified.

The next progression to the *Seeking Safety* model is to build sustainability through the *Seeking Safety Fidelity/Rater* training which is designed to be agency-specific and focuses on quality. This six hour, two day webinar or group conference call training will train the participants to conduct fidelity monitoring (i.e., consistent with the model.) This training will be broken down into three sessions: a one-hour overview group conference call and two, dates to be determined, 2 ½ hour webinar sessions or group conference calls. This certification is based on a parallel process which will require the participants and the trainer to rate two-four pre-recorded videos of real *Seeking Safety* client interview sessions utilizing the *Seeking Safety Adherence Scale and Score Sheet*. These ratings are then compared until the participant is able to achieve at least two that are close to the trainer's rating.

To maintain sustainability of the *Seeking Safety* model, the next progression in the series is the *Seeking Safety Supervisor* training which is the highest level of training within the model and is also agency-specific. This one hour training is designed for those participants who have already completed the certification in conducting *Seeking Safety* and *Fidelity Rating* monitoring and shows how to provide positive and constructive feedback to supervisees who are to implement the *Seeking Safety* model. This certification is on a parallel process to the *Seeking Safety* sessions, integrates the use of the *Seeking Safety Adherence Form* tool and will require participants to obtain a minimum of two positive ratings rated by the trainer.

This **retroactive, sole-source** contract with Treatment Innovations, LLC will continue the original scope of services from the previous contract and will provide the additional training under the *Seeking Safety* model.

Respectfully Submitted,



William L. Wrenn
Commissioner

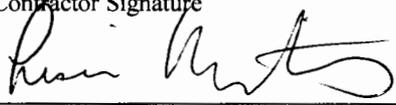
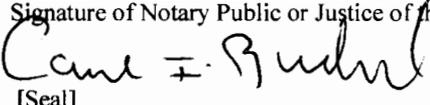
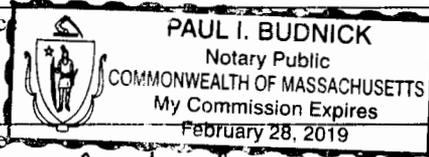
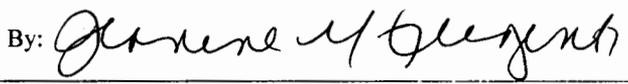
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name NH Department of Corrections		1.2 State Agency Address P.O. Box 1806, Concord, NH 03302	
1.3 Contractor Name Treatment Innovations, LLC		1.4 Contractor Address 23 Westbourne Road, Newton Centre, MA 02459	
1.5 Contractor Phone Number 603-229-1670	1.6 Account Number 02-46-46-465010-5123	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$38,174.00
1.9 Contracting Officer for State Agency William L. Wrenn, Commissioner		1.10 State Agency Telephone Number 603-271-5603	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Lisa M. Najavits, PhD, Director	
1.13 Acknowledgement: State of <u>MASS</u> , County of <u>Middlesex</u> On <u>February 15, 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 <u>Paul I. Budnick Bank Cust. Service Rep.</u>			
1.14 State Agency Signature  Date: <u>4/10/17</u>		1.15 Name and Title of State Agency Signatory <u>William L. Wrenn, Commissioner</u>	
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>4/13/2017</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

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Date 2/15/17

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.

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Date

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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.

EDUCATIONAL TRAINING AND MATERIALS AGREEMENT

This Agreement is between the State of New Hampshire, acting by and through the STATE OF NEW HAMPSHIRE, DEPARTMENT OF CORRECTIONS ("State" or "Department"), 105 Pleasant Street, Concord, NH 03301 and TREATMENT INNOVATIONS, LLC ("Contractor"), a Massachusetts Limited Liability Company (LLC) with a place of business at 28 Westbourne Road, Newton Centre, MA 02459.

WHEREAS, the State and the Contractor have agreed for the Contractor to provide *Seeking Safety Theme-Based Training*, *Seeking Safety Certification*, *Adherence Rater/Fidelity Training*, *Adherence Rater/Fidelity Certification*, *Seeking Safety Supervisor Certification* services for the NH Department of Corrections professional staff.

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

EXHIBIT A

SCOPE OF SERVICES

1. *Seeking Safety Training Overview*

Seeking Safety is an evidenced-based, present-focused counseling model and coping skills therapy to help people with co-occurring disorders attain safety from trauma and/or substance abuse with the primary goal of reducing trauma and/or substance abuse symptoms and increase safe coping skills in relationships, thinking, behavior and emotions. The *Seeking Safety* Training will teach NH Department of Corrections (NH DOC) professional staff how to implement the *Seeking Safety* curriculum to the offender population located at Shea Farm Transitional Housing Unit, Concord, NH, NH Correctional Facility for Women (NHCF-W), Northern NH Correctional Facility (NCF), Berlin, NH and the NH State Prison for Men (NHSP-M) and Secure Psychiatric Unit (SPU), Concord, NH and to help treat co-occurring disorders. The training will cover (a) background on trauma and substance abuse (rates, presentation, models and stages of treatment and clinical challenges) and (b) implementation of *Seeking Safety* (overview, evidenced-based, demonstration of the model and adaptation to various populations) e.g., adolescents, individuals with serious and persistent mental illness, veterans, frequently asked questions, fidelity monitoring, assessment tools, community resources and clinical training.

2. *Seeking Safety Theme-Based Training Overview*

Theme-Based Training for *Seeking Safety* is a series of fourteen themed-based topics that is ideal for staff who attended the *Seeking Safety* Training and/or who are implementing the *Seeking Safety* model. This training is usually performed by a series of group conference calls with one theme per call to discuss specific *Seeking Safety* topics, open-ended discussions and/or ask general questions.

3. *Seeking Safety Certification Overview*

Seeking Safety Certification is an opportunity for agencies that want to obtain as strong fidelity to the *Seeking Safety* model as possible and is required for any research trial or formal research study on *Seeking Safety*. This training will entail the participants to complete at least two or more one hour role-play sessions that obtain adequate positive ratings, as rated by a Subject Matter Expert (SME). The clinician role-play sessions can be conducted either by phone or review of video tapes of actual sessions. In either case, the SME will review a minimum of two (2) and/or up to four (4) one hour long role-play sessions and conduct a rating of the clinician's session plus provide a one hour post session review or consult of the participant's role play sessions. To aid in this process, the clinician should become familiar with the *Session Format Checklist* which will help the clinician to conduct the session that meets the basic elements of the session.

4. *Seeking Safety Adherence Fidelity/Rater Training Overview*

Seeking Safety Fidelity Rater Training focuses on quality and ensures that the participants of the *Seeking Safety Training* are conducting the *Seeking Safety* model with fidelity. This training will be agency-specific based on the agency's cliental and will consist of a six hour training session.

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5. *Seeking Safety Adherence Fidelity/Rater Certification Overview*

Seeking Safety Adherence Fidelity/Rater Certification is designed to build sustainability. For those participants who completed the *Seeking Safety Training* and the *Seeking Safety Adherence Fidelity/Rater Training*, this certification will train the participants to conduct fidelity ratings to an unlimited number of staff within their agency (and assuming they don't charge people to attend). This training is based on a parallel process which will require the Adherence Rater Participant (ARP) and the SME to rate two to four pre-recorded videos of real *Seeking Safety* client interview sessions utilizing the *Seeking Safety Adherence Scale* and the *Seeking Safety Adherence Scale Score Sheet*. These ratings are then compared until the ARP is able to achieve at least two that are close to the SME's rating.

6. *Seeking Safety Supervisor Certification* is training to aid the participants to become skilled at *Seeking Safety* supervision and maintain sustainability of the model. This training teaches participants how to provide feedback to supervisees who are implementing *Seeking Safety*. This process will mirror the *Seeking Safety* process (e.g. check-in and check-out, use of the *Seeking Safety Adherence Form*, guided role-plays and requires a minimum of two positive ratings rated by the SME) to demonstrate adequate fidelity in the supervision process. This is the highest level of training to obtain a strong fidelity to the *Seeking Safety* model.

7. *General Assumptions*

- a. Term of Agreement: The Term of this Agreement shall be for the period beginning July 1, 2016, through June 30, 2017 effective upon Governor and Executive Council approval.
- b. Invoices: All invoices for services rendered shall be received by the NH Department of Corrections for processing no later than July 14, 2017.
- c. Trainer: Authorized designated trainer by a Treatment Innovations Subject Matter Expert (SME), Treatment Innovations, LLC, 28 Westbourne Road, Newton Centre, MA 02459.
- d. Rules and Regulations: For security purposes, the Contractor agrees to comply with all rules and regulations of the NH Department of Corrections.
- f. Insurance: Contractor shall maintain 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 per aggregate and workers' compensation insurance coverage.

8. *Scope of Services*

- a. Training Preparation: Pre-training agenda development, phone consultations with NH Department of Corrections Project Manager and Treatment Innovations SME, printing, gathering and shipping of various training materials and manuals to the NH Department of Corrections, if required.
- b. Fourteen One-Hour Theme-Based *Seeking Safety* Phone Consults: Treatment Innovations SME shall provide up to a maximum of fourteen (14) one-hour, theme-based, *Seeking Safety* phone consultations for up to sixteen (16) NH Department of Corrections professional staff (participants) who participated in a prior two-day, on-site *Seeking Safety* Training located at the NH Department of Corrections, Headquarters – Fox Chapel, during the month February, 2016. The requested services will continue the original Scope of Services and provide the participant an opportunity to ask post training questions, discuss case scenarios, application of *Seeking Safety* Training and perform role-plays based on their prior *Seeking Safety* Training delivered by the Contractor. The role-plays will be conducted by phone in which the Treatment Innovations, *Seeking Safety* SME will play the client and the participant will play the clinician.
 - i. Phone consultations related to *Seeking Safety* will follow a format that mirrors the treatment itself (“parallel process”) to enhance learning.
 - ii. Phone consultation sessions will require the participant to “check-in” to discuss any or more topics of their preference, any updates on how they are doing with the model and whether they completed their “commitment” (homework related to learning) since the last phone session.
 - iii. At the end of the phone session the participant will complete a “check-out” to confirm demonstrated growth in understanding and applying the techniques of the *Seeking Safety* model.
 - iv. Phone sessions may be conducted with one participant or with a group of participants.

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- v. Phone sessions are conducted based on one (1) theme per phone session.
- c. Seeking Safety Program Consults: Phone consult(s) with Treatment Innovations SME and the NH Department of Corrections Project Manager to outline the *Seeking Safety* program, progression and outcomes for up to three (3) one-hour phone consults.
- d. Seeking Safety Certification/Consults:
- i. Required for any research trial on *Seeking Safety* (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).
 - ii. Certification for up to a maximum of twelve (12) participants to obtain as strong fidelity to the *Seeking Safety* model as possible.
 - iii. Certifying participants are required to complete a minimum of two (2) and/or up to four (4) phone consultations of their role plays that obtain adequate positive ratings. The responses of the NH Department of Corrections participant (clinician) will be assessed by the SME to determine subject matter fidelity for rating progression and certification.
 - iv. Additional phone consultations and reviews may be required per participant to acquire adequate positive ratings by the SME. Generally, up to four (4) phone consultations with reviews may be required to successfully demonstrate a forward progression of the *Seeking Safety* model. Since results will vary by participant, the Contractor understands that the services provided for the *Seeking Safety* Certification/Consultation shall be a variable amount and is determined by the forward progression of each participant. Thus ultimately, participants may require less than four (4) phone consultations to obtain certification.
- e. Supervision of Professional Services: Lisa M. Najavits, PhD, founder of Treatment Innovation, LLC, to provide advisory oversight to the project and the authorized Treatment Innovations, LLC SME.
- f. Adherence Rater/Fidelity Training Services: Deliverance of a one day (6 hour) *Adherence Rater/Fidelity* group training for approximately twelve (12) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC trainer either by the following technology: (1) Webinar or WebEx (2) similar technology or (3) group conference call.
- g. Dates of Adherence Rater/Fidelity Training: Tentative Date: February 10th, 2017.
- h. Adherence Rater/Fidelity Program Consults: Phone consult(s) with Treatment Innovations SME and the NH Department of Corrections Project Manager to outline *Adherence Rater/Fidelity* program, progression and outcomes for up to three (3) one-hour phone consults.
- i. Adherence Rater/Fidelity Training Phone Consults: Deliverance of a one (1) hour *Adherence Rater/Fidelity* group training and up to four (4) one-hour *Adherence Rater/Fidelity* phone consults per participant for up to a maximum of twelve (12) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC SME.
- j. Adherence Rater/Fidelity Training Materials: *Adherence Rater/Fidelity* DVD rentals.
- k. Seeking Safety Supervisor Certification Program Consults: Phone consultation(s) with Treatment Innovations SME and the NH Department of Corrections Project Manager to outline the *Seeking Safety Supervisor Certification* program, progression and outcomes for up to three (3) one-hour phone consults.
- l. Dates of Adherence Rater/Fidelity Training: To Be Determined.
- m. Seeking Safety Supervisor Certification Training Services: Deliverance of a one (1) hour *Seeking Safety Supervisor Certification* group training for five (5) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC trainer either by the following technology: (1) Webinar or WebEx (2) similar technology or (3) group conference call.
- n. Seeking Safety Supervisor Certification Training Phone Consults: Deliverance of up to four (4) one-hour *Safety Supervisor Certification* phone consults per participant for up to a maximum of five (5) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC SME.
- p. Training Materials: The NH Department of Corrections reserves the right to determine the quantity of training materials for the *Seeking Safety* training. Contractor shall ship training materials and/or manuals to the following address, unless they are electronically delivered (e.g., the adherence videos):
- Overnight Carrier: NH Department of Corrections, Attention: Jennifer Lind, 105 Pleasant Street, Concord, NH 03301.

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- United States Postal Service: NH Department of Corrections, Attention: Jennifer Lind, P.O. Box 1806, Concord, NH 03302.
- q. Number of Seeking Safety Participants: The NH Department of Corrections reserves the right to adjust the amount of NH Department of Corrections participants attending the telephone certification consultation contingent upon the availability and continued appropriation of funds.

EXHIBIT B

METHOD OF PAYMENT AND CONTRACT PRICE

1. The Contractor, Treatment Innovations, LLC shall provide itemized invoices, net thirty (30) days, for services provided to the applicable General Assumptions, Section two (2) and Scope of Services, Section three (3), above, to include the following:

<i>Seeking Safety, Adherence Rater/Fidelity & Supervisor Training by Treatment Innovations, LLC</i>				
Item	Service	Quantity	Unit Cost	Extended Amount
a.	<u>Fourteen One-Hour Theme-Based Seeking Safety Phone Consults</u> : Treatment Innovations SME to provide up to fourteen (14) one-hour, theme-based, <i>Seeking Safety</i> phone consultations for up to sixteen (16) participants to have an opportunity to ask post training questions, discuss case scenarios, and perform role-plays.	Fourteen (14) for up to sixteen (16) participants (max)	\$145.00/hr \$150.00/hr	\$2,030.00
b.	<u>Seeking Safety Program Consults</u> : Up to three (3) one-hour phone consult(s) with the Treatment Innovations SME and the NH Department of Corrections Project Manager to outline the requirements of the <i>Seeking Safety</i> program, progression and outcomes, if required.	Up to two (2) one-hour consults Up to one (1) one-hour consult	\$145.00/hr \$150.00/hr	\$290.00 \$150.00
c.	<p>*Seeking Safety Certification/Consults: Certification for approximately twelve (12) participants to obtain as strong fidelity to the <i>Seeking Safety</i> model as possible and is required for any research trial or formal research study on <i>Seeking Safety</i>.</p> <p>i. SME preparatory and forward progression review services per participant for up to twelve (12) participants. Each participant will be allotted up to four (4) sessions plus one-hour phone consultation per participant for up to four (4) sessions.</p> <p>ii. Phone consultations can be varied:</p> <ul style="list-style-type: none"> • Option 1: participant acts as the clinician and the SME acts as the client. • Option 2: one participant acting as a client and the second participant acting as the clinician. <p>*Actual Expenses TBD</p>	Up to sixteen (12) participants (max)	\$150.00/hr x 1.25 hours x (4) sessions x (12) plus \$150.00/hr x (1) hour x (4) sessions x (12)	\$9,000.00 \$7,200.00
d.	<u>Supervision of Professional Services</u> : Lisa M. Najavits, PhD to provide advisory oversight to the project and the authorized Treatment Innovations, LLC trainer.	Two (2) hours	\$150.00/hr x (2) hours	\$300.00
e.	<u>Adherence Rater/Fidelity Training Services</u> : Delivery of <i>Adherence Rater/Fidelity</i> Training for approximately twelve (12) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC trainer. This group based training will be conducted via Webinar or similar technology with the training date to be determined (TBD).	<i>Adherence Rater/Fidelity</i> Training	\$2,500.00	\$2,500.00
	<p>i. Option 1: one day (6 hours)</p> <p>ii. Option 2: three days (2 hours/day)</p>			

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Item	Service	Quantity	Unit Cost	Extended Amount
f.	<u>Adherence Rater/Fidelity Program Consults</u> : Up to three (3) one-hour phone consult(s) with the Treatment Innovations SME and the NH DOC Project Manager to outline <u>Adherence Rater/Fidelity program</u> , progression and outcomes, if required.	Up to three (3) one-hour consults	\$150.00/hr	\$450.00
g.	<u>*Adherence Rater/Fidelity Training Phone Consults</u> : Deliverance of <u>Adherence Rater/Fidelity</u> one (1) hour group training and up to four (4) phone consultations per participant for up to twelve (12) participants by an authorized Treatment Innovations, LLC SME. <u>Adherence Rater/Fidelity</u> : DVD rental or video access. four/person. <u>*Actual Expenses TBD</u>	Up to twelve (12) participants (max)	\$150.00/hr x (1) hour plus \$150.00/hr x 1.25 hours x (4) sessions x (12)	\$150.00 \$9,000.00
		Twelve (12)	\$21.00/ea. x (4) x (12)	\$1,008.00
h.	<u>Seeking Safety Supervisor Certification Program Consults</u> : Up to three (3) one-hour phone consult(s) with the Treatment Innovations SME and the NH DOC Project Manager to outline <u>Seeking Safety Supervisor Certification</u> program, progression and outcomes, if required.	Up to three (3) one-hour consults	\$150.00	\$450.00
i.	<u>*Seeking Safety Supervisor Certification Training Phone Consults</u> : Deliverance of <u>Seeking Safety Supervisor Certification</u> one (1) hour group training and up to four (4) phone consultations per participant for up to five (5) participants with an authorized Treatment Innovations, LLC SME. <u>*[note this is 1 hour not 1.25 as there is no fidelity form filled out by the SME]</u> <u>*Actual Expenses TBD</u>	One (1) hour group training plus up to four (4) phone consults for up to five (5) participants	\$150.00/hr x (1) hour plus \$150.00/hr x 1 hour x (4) sessions x (5)	\$150.00 \$3,000.00
j.	<u>*Training Materials: Adherence Rater/Fidelity.</u> a. Set of All Four Seeking Safety DVD's b. <u>Seeking Safety</u> - English Manual c. <u>Seeking Safety</u> - Spanish Manual d. Wall Posters of Safe Coping Skills (4) English e. Wall Posters of Safe Coping Skills (4) Spanish f. <u>Seeking Safety #4 DVD Adherence Rater/Fidelity</u> g. Card Deck of Safe Coping Skills h. Teaching Guide to Introduce <u>Seeking Safety</u> i. <u>Seeking Safety</u> in Spanish/Client j. Estimated Shipping & Handling <u>*Actual Expenses TBD (material pricing subject to change)</u>	1 15 1 4 4 3 12 2 6 1	\$349.00 \$60.00 \$60.00 \$18.50 \$18.50 \$67.00 \$18.50 \$80.00 \$30.00 \$200.00	\$350.00 \$900.00 \$60.00 \$74.00 \$74.00 \$201.00 \$222.00 \$160.00 \$180.00 \$275.00
	<u>*Estimated Seeking Safety, Adherence Rater Fidelity and Seeking Safety Supervisor Certification Training Cost</u> <u>*Actual Expenses TBD</u>			*\$38,174.00

EXHIBIT C

SPECIAL PROVISIONS

- Amend section 14, Insurance, by modifying 14.3 by changing the last sentence of the clause to: Cancellation notice by the Insurer to the Certificate Holder will be delivered in accordance with the policy provisions.

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Seeking Safety Adherence Fidelity/Rater Training Overview

Training: *Seeking Safety Adherence Fidelity/Rater:* Focuses on quality and is designed to build sustainability. This training is to ensure that participants of the *Seeking Safety* training are conducting the *Seeking Safety* model with fidelity.

Facilitator: Brenda Underhill, MS

Location: Training will be conducted via teleconference, Webinar, WebEx or similar technology with participants participating from their home institution: NHCF-W, Goffstown; NH, NHSP-M and Shea Farm, Concord, NH and NHCF, Berlin, NH.

Sponsors: NH Department of Corrections through the NH Department of Health & Human Services, Division of Community Based Care Services, Bureau of Drug and Alcohol Services.

Overview: This training is agency-specific based on the agency's cliental and will consist of a six-hour group training session. This training will utilize the *Seeking Safety Adherence Scale – Expert Rating* teaching tool for use with the video *Session for Adherence Rating*.

Date: Day One: February 10th, 2017 • 11:00am – 12:00pm; one (1) hour overview

Date: Tentative Day Two & Three: To Be Determined (TBD): two (2) 2.5 hour training sessions

Objectives:

1. To train agency staff on how to conduct fidelity ratings and obtain certification so they may rate an unlimited number of other agency staff. However, this training is not designed to allow the certified staff to then teach others how to conduct fidelity ratings, nor charge anyone outside the agency.

Method of Instructions:

1. Lecture;
2. Discuss exercises (e.g., role-play); and
3. Questions/answers, discussion with participants.

Attendance: Attendance shall be mandatory for those NHDOC professional staff partaking in the *Seeking Safety* model.

Prerequisite: *Seeking Safety* Training, *Seeking Safety* Theme-Based training and the *Seeking Safety* Certification.

Seeking Safety Adherence Fidelity/Rater Training Agenda

February 10th, 2017

One Hour: General Review of Implementation of *Seeking Safety Adherence Fidelity/Rater*

- | | | |
|------|---|-------------------|
| I. | Welcome Ms. Brenda Underhill, MS and attendance | 11:00am – 11:05am |
| II. | Overview of <i>Seeking Safety Adherence Fidelity/Rater</i> training | 11:05am – 11:25am |
| | A. Part 1: Discussion: Structure | |
| | a. Conducting Adherence Rating | |
| | i. Seeking Safety Adherence Scale | |
| | b. Adherence Rating Process using pre-recorded sessions | |
| III. | Morning Break | 11:25am – 11:35am |
| IV. | Overview of <i>Seeking Safety Adherence Fidelity/Rater</i> training | 11:35am – 11:55am |
| | B. Part 2: Discussion: Structure | |
| | a. Role Play | |
| | b. Procedures for Follow-up Ratings | |
| V. | Final Questions and Answers | 11:55am – 12:00pm |

Seeking Safety Adherence Fidelity/Rater Training Agenda

Date: TBD

Day Two (2.5 Hours): Implementation of *Seeking Safety Adherence Fidelity/Rater*

- I. Welcome Ms. Brenda Underhill, MS and attendance 9:00am – 9:10am
- II. Overview of *Seeking Safety Adherence Fidelity/Rater* training 9:10am – 10:10am
 - A. Part 1: Structure
 - a. Check-In
 - b. Quotation
 - c. Review Handouts (YACS II Article, pre-downloaded)
 - d. Check-out
 - B. Part 2: Content
 - a. Focus on Trauma/PTSD
 - b. Focus on Substance Abuse
 - c. Safe Coping
- III. Mid-Morning Break 10:10am – 10:20am
- IV. Overview of *Seeking Safety Adherence Scale – Expert Rating* 10:20am – 11:20am
 - B. Part 2: Content continued
 - a. Topic Discussion and Rehearsal
 - b. Focus on current, Specific and Important Patient Problems
 - c. Balance of Support and Accountability
 - d. Case Management
 - e. Absence of Graphic Details of Trauma or Substance Abuse
- V. Questions & Answers 11:20am – 11:30am

Seeking Safety Adherence Fidelity/Rater Training Agenda

Date: TBD

Day Three (2.5 Hours): Implementation of *Seeking Safety Adherence Fidelity/Rater*

- I. Welcome Ms. Brenda Underhill, MS and attendance 12:00pm – 12:10pm
- II. Overview of *Seeking Safety Adherence Scale – Expert Rating* 12:10pm – 1:10pm
 - C. Part 3: Process
 - a. Warmth and Caring
 - b. Depth
 - c. Management of Crises and Extreme Emotion
 - d. Power Dynamics
- III. Afternoon Break 1:10pm – 1:20pm
- IV. Overview of *Seeking Safety Adherence Scale – Expert Rating* 1:20pm – 2:20pm
 - C. Part 3: Process continued
 - a. Listening
 - b. Level of Engagement
 - c. Absence of Interventions that Conflict with the Manual
 - d. Building Group Cohesion
 - e. Overall Performance
- V. Questions & Answers 2:20pm – 2:30pm

Seeking Safety Supervisor Certification Training Overview

Training: *Seeking Safety Supervisor Certification:* Focuses on maintaining sustainability of the *Seeking Safety* model and will teach the participants how to provide proper feedback to supervisees who are implementing the *Seeking Safety* model.

Facilitator: Brenda Underhill, MS

Tentative Date: To Be Determined

Location: Training will be conducted via teleconference, Webinar, WebEx or similar technology with participants participating from their home institution: NHCF-W, Goffstown; NH, NHSP-M and Shea Farm, Concord, NH and NHCF, Berlin, NH.

Sponsors: NH Department of Corrections through the NH Department of Health & Human Services, Division of Community Based Care Services, Bureau of Drug and Alcohol Services.

Overview: This training will consist of a one-hour group training session and will mirror the *Seeking Safety* process. This training will utilize the *Seeking Safety Adherence Form* teaching tool.

Objectives:

1. To learn procedures to help maintain sustainability of the *Seeking Safety* model within the NHDOC agency and fidelity monitoring;
2. To review the *Seeking Safety* supervision format;
3. To explore constructive feedback to supervisees and identify optimal supervisor characteristics.

Method of Instructions:

1. Lecture;
2. Discuss exercises (e.g., role-play); and
3. Questions/answers, discussion with participants.

Attendance: Attendance shall be mandatory for those NHDOC professional staff partaking in the *Seeking Safety* model.

Prerequisite: *Seeking Safety* Training, *Seeking Safety* Theme-Based training, *Seeking Safety* Certification and *Seeking Safety Adherence Fidelity/Rater* training.

Seeking Safety Supervisor Certification Training Agenda

Date: To Be Determined

One Hour: Implementation of *Seeking Safety* Certification

- | | | |
|------|--|-------------------|
| I. | Welcome Ms. Brenda Underhill, MS and attendance | 10:00am – 10:05am |
| II. | Key Principles in supervision of Seeking Safety | 10:05am – 10:20am |
| III. | Description of supervisory procedures: | 10:20am – 10:40am |
| | a. Adherence Scale Form | |
| | b. Parallel Process | |
| | c. Format | |
| | d. Group vs. Individual Supervision | |
| III. | Role-plays and discussion | 10:40am – 10:55am |
| IV. | Post training questions and answers and discussion | 10:55am – 11:00am |

Reference Material:

1. Najavits, L. M. (2002). *Seeking Safety: A Treatment Manual for PTSD and Substance Abuse*. New York: The Guildford Press
2. *Seeking Safety Adherence Scale – Brief Version* © Najavits, L. M., Liese, B.S., and Health, N. (2007). Adapted version of the Seeking Safety Adherence Scale, based on the original version: Najavits, L. M., Liese, B.S., and Health, N. (1996). *Seeking Safety Adherence Scale*. Unpublished scale. McLean Hospital/Harvard Medical School.
3. *Seeking Safety: An Evidence-Based Model for Substance Abuse and Trauma/PTSD* © Najavits, L. M. (2007). In K.A. Witkiewitz & G.A. Marlatt (Eds.). *Therapist's guide to evidence based relapse prevention: Practical resources for the mental health professional* (pp. 141-167). San Diego: Elsevier Press
4. Najavits, L. M. (2011, Issue 2). *Seeking Safety: Coping Skills*. National Council Magazine.
5. Developing a Trauma-Informed Organizations: A Tool Kit. Institute for Health and Recovery, unpublished manuscript, Cambridge, MA.
6. Najavits, L., Ph.D., Weiss, R., M.D. & Shaw, S., B.A. (1997) *The Link Between Substance Abuse and Posttraumatic Stress Disorder in Women*. *The American Journal on Addictions*, 6(4) 273-283.
7. Najavits, L., Ph.D., (1999) *Seeking Safety: A New Cognitive-Behavioral Therapy for PTSD and Substance Abuse*. *Clinical Quarterly, National Center for Post-Traumatic Stress Disorder*, Vol. 8, Issue 3, ISSN-1052-7168.

2/14 version

Brenda L. Underhill, MS

Brenda L. Underhill, MS, has been a professional in the substance abuse field for over 35 years, and has worked with Lisa Najavits and Treatment Innovations since 2011. As a policy advisor for the state of California and for the federal government she advocated for the expansion and funding of services for women. She has been an organizational consultant in management, planning, training, supervision and program design for trauma-informed and trauma specific substance abuse treatment services. In the 1990's Ms. Underhill evaluated over 70 innovative federally funded comprehensive treatment programs for women and children sponsored by CSAT. Further she served as Recovery Consultant for the Substance Abuse and Mental Health Services Administration's (SAMHSA) initiative, Women with Alcohol, Drug Abuse and Mental Health Disorders who have Histories of Violence Study (WCDVS). She continues as a consultant, evaluator and grant reviewer for the Substance Abuse and Mental Health Services Administration (SAMHSA). In addition, she was a consensus panel member and work group leader for Treatment Improvement Protocol (TIP) Series 51, Substance abuse treatment: Addressing the specific needs of women. She is the recipient of the National Association of State Alcohol and Drug Abuse Directors Career Achievement Award and has authored and edited numerous publications on substance abuse treatment for women including, Chemical dependency: Women at risk. She is based in San Rafael, CA.

PROFESSIONAL EXPERIENCE

2011 – present **Senior Associate, Treatment Innovations**, Newton Centre, Massachusetts. Provides training and supervision nationally to clinical staff and site supervisors implementing *Seeking Safety: Treatment for posttraumatic stress disorder and substance abuse* by Lisa M. Najavitis, Ph.D., Professor of Psychiatry, Boston University School of Medicine, Lecturer, Harvard Medical School, and founder of *Treatment Innovations*.

1998 – present **President, Underhill & Associates**, San Rafael, California. Private consulting firm specializing in training, management, planning, program design, qualitative evaluation and organizational development services to public and private nonprofits, government agencies and educational institutions in substance abuse, trauma and related mental health issues.

2007 - 2011 **Coordinator of Trauma Recovery Services, Marin Services for Women**, Greenbrae, California. Responsible for the design and implementation of trauma services for the agency. Provided trauma/PTSD education, training and direct clinical services to ensure professional trauma-specific services are provided

throughout the agency. Provided clients in both the Residential and Outpatient programs with trauma and PTSD counseling and psycho-educational groups utilizing the evidence-based curricula *Seeking Safety: A Treatment Manual for PTSD and Substance Abuse* and *Beyond Trauma: A Healing Journey for Women*. Conducted ongoing trauma in-service trainings and consultations for all clinical staff. Co-facilitated supervision groups for MFT Interns. Conducted community and media education/presentations on integrated substance abuse and trauma treatment. Provided clinical assessment and crisis management services to agency clients.

2002 – 2004 **Perinatal Consultant, Liaison to Child Welfare and Social Services, Contra Costa County, Health Services Department of Alcohol and Other Drug Services Division**, Martinez, California. Provided organizational consultation and clinical supervision to Contra Costa perinatal and women and children's programs including training, education, and program evaluation. Served as Co-Chair of the Contra Costa County Substance Abuse and Child Welfare Collaborative. Acted as liaison between Alcohol and Other Drug Services and the Department of Social Services, Family and Child Services to create and coordinate effective multi-disciplinary systems design, policy development, treatment, cross training and multidisciplinary case conferences. Designed and implemented county wide trainings for providers of substance abuse, mental health and domestic violence services.

2001 - 2002 **Project Director, Federal Drug Treatment Court Evaluation, Children and Family Futures**, Irvine, California. Provided technical assistance and training related to systems collaboration, evaluation, policy development, and clinical practice among substance abuse, child welfare, and dependency court systems.

1998 - 2001 **Program Manager, Perinatal Specialist, Contra Costa County, Health Services Department Community Substance Abuse Division**, Martinez, California. Provided consultation and clinical supervision to perinatal and women and children's programs. Served as liaison between Community Substance Services and other County and Community agencies including the Department of Social Services, Family and Child Services and Domestic Violence Services. Coordinated the activities of the interdisciplinary Alcohol Drug Abuse Perinatal Task Force. Designed and implemented county wide trainings for substance abuse, mental health and domestic violence.

1994 - 1998 **Senior Associate, Policy Research Incorporated**, Bethesda, Maryland. Coordinated a five-year evaluation project for the Substance Abuse and

Mental Health Services Administration, Center for Substance Abuse Treatment (CSAT), Clinical Interventions Branch's Women and Children's Programs. Responsible for the design and implementation of a formative evaluation tool (Diagnostic Assessment) and implemented over 70 assessments of federally funded women and children residential substance abuse programs. Provided planning of and delivery of technical assistance to grantees in management, treatment services and systems collaboration. Reviewed and commented on reports prepared by Policy Research Incorporated related to substance abuse treatment for women and children, health care policy and women and violence.

1981 - 1994 **Executive Director, Alcoholism Center for Women, Inc.,** Los Angeles, California. Responsible for organizational strategic planning and management of organization including oversight of all programs and departments, program implementation, fiscal accountability for federal, state, county, city and privately funded grants, proposal writing, policy analysis, contract negotiation, fundraising, staff supervision, public and community relations. Directed and implemented a statewide training and technical assistance project for the State of California. Conducted regional trainings. Participated in national and statewide leadership and organizing activities to improve services for women, children and their families affected by alcohol and drug related problems.

1984 - 1994 **Faculty, Chemical Dependency Studies Program, California Family Study Center,** Burbank, California. Assisted in the founding and implementation of a Chemical Dependencies Certification Studies Program to provide graduate and postgraduate level education and training for therapists, counselors, nurses, employee assistance workers, teachers and mental health professionals. Developed and taught core curriculum classes in Intervention, Treatment and Recovery, Group Treatment and Family Dynamics and electives in Diagnosis and Treatment of Adolescents, Gender Issues, and Relapse Prevention. Developed a curriculum and taught MA level courses in chemical dependency. Developed and implemented a course fulfilling BBSE and Board of Psychology requirements for substance abuse continuing education requirements.

1980 - 1981 **Director of Recovery Services, Alcoholism Center for Women, Inc.,** Los Angeles, California. Responsible for the planning, implementation, coordination and evaluation of all aspects of the Recovery Services Program. Employed, supervised and evaluated all Recovery Services personnel. Participated in the formulation of agency-wide policies, procedures and fiscal operations. Responsible for staff training and development. Conducted outreach and community education through presentations, media outreach, and public relations

activities. Organized conferences, gatekeeper trainings, forums and community events.

1980 **Interim Director/Clinical Coordinator, Youthful Alcohol Abuse Program**, Buffalo, New York. Planned, developed, managed and supervised a program for young people with alcohol related problems. Established and assured implementation of internal administrative procedures. Assured quality and continuity of services. Trained and supervised all program staff. Responsible for managing and refunding of program's grant. Procured subcontract work consistent with program objectives and assured proper and timely integration of all subcontracting relations. Established a full range of community referral agreements.

1979 - 1980 **Assistant Director/Clinical Coordinator, Youthful Alcohol Abuse Program**, Buffalo, New York. Planned, developed and managed all clinical services to adolescents. Provided in-services training in general counseling skills and alcohol abuse assessment to the program's clinical staff. Developed and implemented service entry and exit criteria, service reporting guidelines, procedures and record system, consistent with regulatory funding guidelines. Assured annual program budget reflected the needs of the clinical operations of the program and staff training. Conducted training workshops of professionals of youth agencies in identification, intervention and referral of youth with alcohol abuse problems.

1978 – 1979 **Alcoholism Rehabilitation Specialist, Alcoholism Services of Erie County**, Buffalo, New York. Supervised clinical services of a 31-bed in-patient rehabilitation program designed to provide detoxification and substance abuse treatment services chronic debilitated alcoholic men and women. Provided clinical and administrative supervision to residential services staff. Responsible for the development and implementation of program activities, curriculum development, in-service trainings and staff assignments. Supervised the service delivery of all client services, assuring consistency with established service plans, time lines and appropriateness of services. Participated in interviewing and selecting staff agency-wide and in determining promotion readiness of current staff.

1977 - 1978 **Alcoholism Rehabilitation Technician, Alcoholism Services of Erie County**, Buffalo, New York.

1977 **Alcoholism Counselor, Fairview Information and Referral Center**, Binghamton, New York.

PUBLICATIONS

Drabble, L. & Underhill, B. (2002). "Effective interventions and treatment for lesbians." In S.L. Straussner & S. Brown (Eds.), Handbook for addiction treatment for women: Theory and practice. New York: Jossey-Bass.

Drabble, L., & Underhill, B. (2002, August). Alcohol and drug training in the field of child welfare: Summary of a needs assessment in Northern California. Davis, California: The Center for Human Services, University of California, Davis.

Underhill, B. L. and Finnegan, D. (Eds.). (1996). Chemical dependency: Women at risk. Binghamton, New York: Haworth Press.

Underhill, B. L. and Finnegan, D. (Eds.). (1996). Journal of Chemical Dependency Treatment, 6 (1:2).

Underhill, B. L. (1993). Creating visibility. Los Angeles: Alcoholism Center for Women.

Underhill, B. L. (1991). "Recovery needs of lesbian alcoholics in treatment." In N. Van Den Berg (Ed.), Feminist perspectives on addiction. New York: Springer Publishing Company.

Underhill, B. L. and Ostermann, S.E. (1991) "The pain of invisibility: Issues for lesbians." In P. Roth. (Ed.) Alcohol and drugs are women's issues - Volume One. (pp. 85-97). Metuchen, New Jersey: Women's Action Alliance and Scarecrow Press, Inc.

Underhill, B. L. (1988, June 16). "Alcoholism treatment for undeserved populations: Barriers to effective services and recommendations for change." In Causes and Consequences of Alcohol Abuse", Hearings before the Committee on Governmental Affairs, United States Senate, Washington, D.C., 204217.

Underhill, B. L. (1986). "Driving under the influence of gender discrimination," Alcoholism Treatment Quarterly. 3(2), 115215.

Underhill, B. L. (1986). "Issues relevant to women's aftercare needs," Alcohol Health and Research World. 11(1), 4647.

AWARDS

2001 **Commitment and Collaboration Service Award**, Contra Costa County Children and Family Services Department, Martinez, California

2001 **Excellence in Service to Women and Children Award**, Contra Costa County Community Substance Abuse Services, Martinez, California

1994 **Career Achievement Award**, National Association of State Alcohol and Drug Abuse Directors, San Diego, California

1994 **Leadership Recognition Award**, California Legislative Assembly, Los Angeles, California

1994 **Commendation for Service**, Los Angeles City Council, Los Angeles, CA California

1994 **Pioneer Award**, California Women's Commission on Alcohol and Drug Dependencies, Los Angeles, California

1988 **Leadership Appreciation Award**, Los Angeles County Commission for Women, Los Angeles, California

1974 **Rehabilitation Counseling Traineeship**, Rehabilitation Services, Department of Health, Education and Welfare, Buffalo, New York

RELATED PROFESSIONAL EXPERIENCE

1998 - Present **Consultant, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.**

2006 **Grant Reviewer, "Residential Treatment for Pregnant and Postpartum Women" Review Committee, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.**

2006 **Grant Reviewer, "Prevention of Methamphetamine Abuse" Review Committee, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.**

2004 **Member, Steering Committee, Contra Costa County Child Welfare Redesign, Children and Family Services, Martinez, CA.**

2004 - 2005 **Member, Women's Constituent Committee, Department of Alcohol and Drug Programs, Sacramento, CA.**

2004 Member, Self-Assessment Team, Contra Costa Child Welfare Redesign, Children and Family Services, Martinez, CA.

1999 – 2001 Co-Chair, Contra Costa County Alcohol and Other Drug Services and Contra Costa County Children and Family Services Collaborative, Martinez, CA.

2001 - 2002 Consensus Panel Member and Facilitator, Treatment Improvement Protocol (TIP) Series 51, “Substance Abuse Treatment: Addressing the Specific Needs of Women”, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.

1997 - 2001 Chair, Alcohol and Drug Perinatal Task Force, Contra Costa County Community Substance Abuse Services, Martinez, CA

1998 Grant Reviewer, “Targeted Capacity Expansion” Review Committee, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.

1995 - 1998 Member Technical Expert Group, National Women's Resource Center for the Prevention of Alcohol, Tobacco and Other Drug Abuse and Mental Illness, Alexandria, VA.

1988 Invited Testimony, Hearings Before the Committee on Governmental Affairs, United States Senate: “Alcoholism Treatment”, June 16, 1988, Washington, DC.

1987 - 1996 Member, National Advisory Board, Women's Action Alliance, New York, N Y.

1988 - 1996 Member, Board of Directors, National Association of Lesbian and Gay Addiction Professionals, Los Angeles, CA.

1994 Guest Reviewer, Alcohol Health and Research World. Issue on Women and Alcohol 8, (3).

1993 - 1994 Member, Social Model Consensus Committee, State Department of Alcohol and Drug Programs, Sacramento, CA.

1993 - 1994 Member, Working Group on Gay and Lesbian Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment, Rockville, MD.

1992 - 1994 Vice Chair, Lesbian and Gay Constituent Committee, State Department of Alcohol and Drug Programs, Sacramento, CA.

1991 - 1992 Member, Steering Committee, Women's Leadership Development Project, State Department of Alcohol and Drugs, Sacramento, CA.

1990 - 1991 Member, Board of Directors, California Association of Alcohol and Drug Program Executives, Los Angeles, CA.

1990 – 1991 Chair, Ad Hoc Women's Services Committee, California Association of Alcohol and Drug Program Executives, Los Angeles, CA.

1989 - 1994 Member, California Association of Alcohol and Drug Program Executives, Los Angeles, CA.

1989 - 1992 Member, Treatment Committee, Governor's Council on Drug and Alcohol Abuse, Sacramento, CA.

1987 - 1988 Member, Joint Audit Committee, State of California Department of Alcohol and Drug Programs, Sacramento, CA.

1983 - 1989 Co-Chair, Women's Alcohol and Drug Services Task Force of Los Angeles County, Los Angeles, CA.

1986 Technical Expert, Hazelden, "Spirit to Spirit: Women, Empowered in Recovery" (video production), 1990.

1985 - 1992 Member, Licensing and Certification Committee, State of California Department of Alcohol and Drug Programs, Sacramento, CA

1985 - 1986 Member, Women's Initiative Committee, State of California Department of Alcohol & Drug Programs, Sacramento, CA.

1984 - 1985 Member, Women's Initiative Steering Committee, State of California Department of Alcohol and Drug Programs, Sacramento, CA.

1982 - 1983 **Treasurer, Board of Directors, California Women's Commission on Alcoholism**, Los Angeles Chapter, Los Angeles, CA.

1982 - 1985 **Member, Lesbian and Gay Alcoholism Task Force of Los Angeles County**, Los Angeles, CA.

1981 - 1982 **Co-Chair, Alcoholism Alliance for Action**, Los Angeles, CA.

1976 - 1977 **Member, Board of Directors, Opportunities for Broome**, Binghamton, NY.

1976 - 1977 **Member, Board of Directors, Binghamton Women's Center**, Binghamton, NY.

1975 - 1976 **Member, Drug Abuse Advisory Board, Serving the New York State Assembly, Standing Committee on Mental Hygiene**, Albany, NY.

EDUCATION

M.S.Rehabilitation Counseling, State University of New York at Buffalo, New York

B.A.Psychology, State University of New York at Buffalo, New York



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION**

William L. Wrenn
Commissioner

Robin H. Maddaus
Director

P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5610 FAX: 1-888-908-6609
TDD Access: 1-800-735-2964
www.nh.gov/nhoc

SFY 2017 Seeking Safety Workshop Budget				
Class Description	Class/Object	Balance Forward	Line Item Budget	Class Budget
Current Expense	020			
1. Postage		\$80.61	\$177.00	
Subtotal Current Expense	020-500216			\$257.61
Equipment	030			
Subtotal Current Expense	030-500311	\$.03	\$0.00	\$.03
Training/Education – Professional Services	066			
1. Professional Services		\$2,030.00	\$2,800.00	\$4,830.00
2. Telephone Consultation		\$0.00	\$1,340.00	\$1,340.00
3. Certification Consultation		\$11,600.00	\$16,600.00	\$28,200.00
4. Professional Supervision Services		\$0.00	\$300.00	\$300.00
5. *Travel Expenses – Facilitator		\$307.15	(\$307.15)	\$0.00
6. Training Materials		\$33.28	\$3,470.72	\$3,504.00
Subtotal Training/Ed. – Professional Services	066-500555			\$38,174.00
Program Training Expenses				
1. Training Material – Meeting Supplies		\$261.06	\$101.43	\$362.49
2. Training Material – Meeting Food		\$0.00	\$390.00	\$390.00
Subtotal Training Material	066-500556			\$752.49
*In-State Travel	070			
1. Mileage – Participant	070-500704	\$710.85	\$89.15	\$800.00
2. Hotel – Participant	070-500703	\$361.74	\$38.26	\$400.00
3. Meals – Participant	070-500708	\$52.00	\$.59	\$52.59
Subtotal In-State Travel				\$1,252.59
Estimated Budget Total by Line Item and Class		\$15,436.72	\$ 25,000.00	\$ 40,436.72

* It is anticipated that the training & certification services will be performed via telephone conferencing, webinar and/or WebEx technology and that the facilitator will not be traveling to perform services on site. Funding for In-State Travel is reserved for those participants who may be traveling from their home institution to another correctional facility or DOC Headquarters to receive training.

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

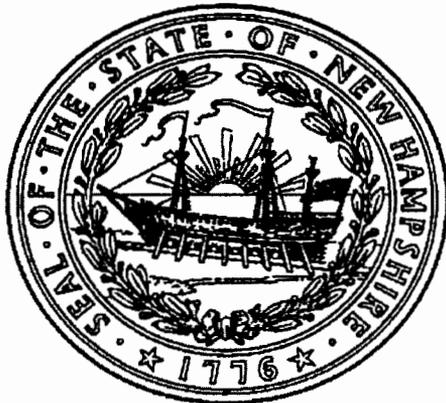
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TREATMENT INNOVATIONS, LLC is a Massachusetts Limited Liability Company registered to transact business in New Hampshire on December 31, 2015. 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: 736589



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 3rd day of March A.D. 2017.

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

William M. Gardner
Secretary of State



State of New Hampshire

Department of State

2017 ANNUAL REPORT

Filed
Date Filed: 2/18/2017
Effective Date: 2/18/2017
Business ID: 736589
William M. Gardner Secretary of State

BUSINESS NAME: TREATMENT INNOVATIONS, LLC
BUSINESS TYPE: Foreign Limited Liability Company
BUSINESS ID: 736589
CITIZENSHIP: Foreign
STATE OF FORMATION: Massachusetts

CURRENT PRINCIPAL OFFICE ADDRESS	CURRENT MAILING ADDRESS
28 Westbourne Rd Newton Center, MA, 02459 - 1616, USA	28 Westbourne Rd Newton Center, MA, 02459 - 1616, USA

REGISTERED AGENT AND OFFICE
REGISTERED AGENT: Registered Agent Solutions, Inc
REGISTERED AGENT OFFICE ADDRESS: 159 Main Street S100 Nashua, NH, 03060, USA

PRINCIPAL PURPOSE(S)	
NAICS CODE	NAICS SUB CODE
OTHER / Educational Services: Professional and Management Development Training	

MANAGER / MEMBER INFORMATION		
NAME	BUSINESS ADDRESS	TITLE
Lisa Najavits	28 Westbourne Rd, Newton Centre, MA, 02459 - 1616, USA	Manager

I, the undersigned, do hereby certify that the statements on this report are true to the best of my information, knowledge and belief.		
Lisa Najavits <hr style="width: 80%; margin: 0 auto;"/> SIGNATURE	Manager <hr style="width: 80%; margin: 0 auto;"/> TITLE	

Certificate of Authority # 4

(Limited partnership or LLC with Manager)

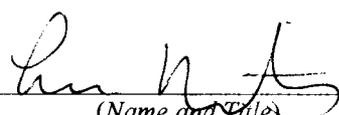
Limited Partnership or LLC Certification of Authority

I, Lisa M. Najavits, PhD, hereby certify that I am a Partner, Member or Manager
(Name)
of Treatment Innovations, LLC a limited liability partnership under RSA 304-B or a
(Name of Partnership or LLC)
limited liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC and that this authorization has not expired.

DATED: 2/15/17

ATTEST: 
(Name and Title)

Lisa Najavits PhD
Director

