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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS

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Helen E. Hanks
Commissioner
Robin H. Maddaus
Director

December 27, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Christina Shea 2/20/18
Approved by Fiscal Committee Date

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the NH Department of Corrections to accept and expend funds in the amount of \$900,000.00 received from the NH Department of Health and Human Services, which will provide funding for substance use disorder case management services to the residents of the Shea Farm Transitional House and funding will also provide any individual reentering the community from a New Hampshire Department of Corrections facility the accessibility to and instruction on administering Naloxone, upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019. 100% Transfer From Other Agency (DHHS)
2. Pursuant to RSA 124:15, and contingent on the approval of request action number one, authorize the NH Department of Corrections to establish (1) full-time temporary Program Coordinator, Labor Grade 26, in class 059, for the purpose of Re-Entry Care for the NH Department of Corrections, Division of Community Corrections in support of the federally funded State Targeted Response to the Opioid Crisis sub-grant, upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019. 100% Transfer From Other Agency (DHHS).

Funds are to be budgeted in an account, State Targeted Response, Accounting Unit 02-46-46-460010-196500000 as follows:

Grant Title:	State Targeted Response	SFY 2018	REQUESTED	SFY 2018
Account:	Description:	CURRENT	ACTION	ADJUSTED
020-500200	Current Expense	0.00	300,000.00	300,000.00
059-500116	Salary Temporary Employees	0.00	81,100.00	81,100.00
060-500611	Benefits	0.00	68,900.00	68,900.00
Appropriations		0.00	450,000.00	450,000.00
Source of Funds:				
001-484995	Transfer From Other Agency	-	(450,000.00)	(450,000.00)
Total Funds		-	(450,000.00)	(450,000.00)

Grant Title: State Targeted Response		SFY 2019	REQUESTED	SFY 2019
Account:	Description:	CURRENT	ACTION	ADJUSTED
020-500200	Current Expense	0.00	300,000.00	300,000.00
059-500116	Salary Temporary Employees	0.00	81,100.00	81,100.00
060-500611	Benefits	0.00	68,900.00	68,900.00
Appropriations		0.00	450,000.00	450,000.00
Source of Funds:				
001-484995	Transfer From Other Agency	-	(450,000.00)	(450,000.00)
Total Funds		-	(450,000.00)	(450,000.00)

EXPLANATION

The Department of Corrections is requesting permission to accept funds from the State Targeted Response grant being administered through the Department of Health and Human Services. Funds in this agreement will be utilized for a two prong approach, 1. to provide opioid use disorder case management services to the residents of the Shea Farm Transitional Housing Unit (hereinafter Shea Farm) and to provide continued support for up to twelve (12) months after release, and 2. to make Naloxone kits, and related instruction on administration, available to individuals with an opioid use disorder re-entering the community from NH Department of Corrections facilities. The female residents of Shea Farm who have an opioid use disorder and are being released into the community will benefit from case management that will provide assistance with establishing support services and treatment appointments and will also provide more long-term support to assist the released individuals in maintaining sobriety. Individuals, both male and female, that are re-entering the community from a NH Department of Corrections facility housing unit and have an opioid use disorder will be provided the opportunity to obtain a Naloxone kit and training on its use in order to reduce the number of opioid-related deaths that occur in this population upon re-entry into the community.

The goal of this collaboration is to provide case management services for the women re-entering the community from Shea Farm with a substance use disorder who may be more likely to relapse due to the lack of support, as well as provide individuals re-entering the community from a NH Department of Corrections facility, who have an opioid use disorder, with Naloxone kits and the necessary training on its use with the goal of preventing the number of deaths due to overdose.

The requested revised appropriations are to be expended as follows:

- Class 020 – Supplies Purchase of Naloxone kits
- Class 059 – Salary Temporary Employees Salary for a Full-Time Temporary Program Coordinator, Position #9T2889, LG 26.
- Class 060-Benefits Benefits for the Full-Time Temporary position.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) List of personnel involved: One (1) full-time temporary Re-Entry Care Program Coordinator.
- 2) Nature, Need, and Duration: This grant would be in effect for SFY18 and SFY19. There is an option to extend for up to one (1) additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.
- 3) Relationship to existing agency programs: This funding will enhance the current case management services by providing extended support for an additional up to twelve (12) months after release for individuals being released from Shea Farm. The NH Department of Corrections will be able to purchase Naloxone kits which could potentially reduce the rate of overdose fatalities post release.
- 4) Has a similar program been requested of the legislature and denied? No.
- 5) Why wasn't funding included in the agency's budget request? The grant funds to support the position were unanticipated at the time the budget was created.

6) Can portions of the grant funds be utilized? Grant funds are being utilized for this position.

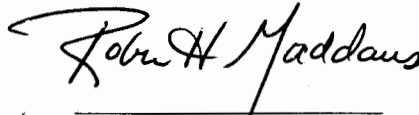
7) Estimate the funds required to continue the position: If grant funds are not made available, the position will not continue.

The State Targeted Response grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDHHS) to include Audit Fee Set Aside as part of their agency's budget.

This Agreement includes an option to extend for up to one (1) additional year upon mutual agreement of parties, contingent upon satisfactory delivery of services, available funding, and Governor and Executive Council approval.

In the event that these grant funds no longer become available additional state general funds will not be requested to support this program.

Respectfully Submitted,



for : Helen E. Hanks
Commissioner

**PROJECT SHARING AGREEMENT BETWEEN
STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND
HUMAN SERVICES
AND
STATE OF NEW HAMPSHIRE DEPARTMENT OF
CORRECTIONS
FOR
STATE TARGETED RESPONSE TO THE OPIOID CRISIS GRANT PROJECTS
DHHS PROJECT SHARING AGREEMENT No. 2017-001**

1. PURPOSE, LEGAL AUTHORITY, AND DEFINITIONS

1.1 Purpose

- 1.1.1 This Project Sharing Agreement, hereinafter the "Agreement," establishes the terms, conditions, safeguards, and procedures under which the State of New Hampshire Department of Health and Human Services (DHHS) will receive (upon request and subject to the provisions of this Agreement and applicable law) aggregate data, as well as, to outline how the State of New Hampshire Department of Corrections (DOC) and its Agents will provide substance use disorder case management services to the residents of the Shea Farm Transitional Housing Unit (hereinafter "Shea Farm") by providing referrals and enhancing the successful transition of clients to community resources. The DOC shall also make Naloxone kits, and related instruction on administration, available to individuals re-entering the community from any correctional facility or State-run transitional housing.
- 1.1.2 On July 28, 2017, DOC and DHHS entered into a Master Memorandum of Understanding, the purpose of which is, in part, to provide services to the parties shared population. This Agreement is intended to be in accord with and carry out the purposes of the Master Memorandum of Understanding, which is hereby incorporated by reference.
- 1.1.3 Furthermore, DOC is contractually limited to providing DHHS with Data received under this agreement for achieving outcomes as defined by the States Targeted Response to the Opioid Crisis (STR) grant which include, but are not limited to:
- 1.1.3.1 **Goal:** Re-integration of women being released from Shea Farm into the community.
- 1.1.3.1.1 **Objective 1:** At six (6) and twelve (12) month post-release, eighty percent (80%) of women will remain in the community.
- 1.1.3.1.2 **Objective 2:** At six (6) and twelve (12) month post-release, eighty percent (80%) of women will demonstrate increased recovery capital which may include, but is not limited to involvement with recovery supports, safe sober housing, and improved family connections.

1.1.3.2 **Goal:** Prevention of overdose deaths of people released from New Hampshire Correctional Facilities during the high-risk initial weeks post release.

1.1.3.2.1 **Objective 1:** By May, 2018, 100% of individuals re-entering the community from Correctional Facilities or State-run transitional housing identified as at-risk for overdose will be offered one naloxone kit.

1.1.3.2.2 **Objective 2:** By May, 2018, 100% of individuals re-entering the community from Correctional Facilities or State-run transitional housing identified as at-risk for overdose who accept a naloxone kit will be offered instruction on the administration of naloxone.

1.2 Legal Authority

This Agreement supports the responsibilities of DHHS and DOC and is permissible pursuant to NH RSA 21-H:8, XI and NH RSA 318-B:15. This Agreement shall be established so as to ensure compliance with all applicable state and federal confidentiality and privacy laws.

1.3 Definitions

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

1.3.1 "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, benefits and personal information including without limitation, Substance Abuse Treatment Records, Protected Health Information and Personally Identifiable Information.

2. DESCRIPTION OF THE DATA TO BE DISCLOSED

2.1 DOC shall utilize data provided by DHHS only for the following purposes:

2.1.1 To assist incarcerated women residing at Shea Farm by providing certain re-entry services through care coordination.

2.1.2 To provide one (1) Naloxone kit, along with instruction on its use, to individuals released from Correctional Facilities or State-run transitional housing to the community.

2.1.3 The target populations are individuals with a history of opioid use disorder (OUD) or other substance use disorders (SUD) who are at high risk of substance use, OUD, overdose events and/or fatalities.

2.1.4 DHHS data that is being requested is the minimum necessary to carry out the stated use of the data, as defined in the Privacy Rule and in accordance with all applicable confidentiality laws.

2.1.5 The referral process for distributing naloxone kits will be as follows:

2.1.5.1 The individual with an OUD will be identified by staff which may include medical, behavioral health, program, or security staff. The individual may also self-identify themselves and request a Naloxone kit.

2.1.5.2 All referrals will be forwarded to Correctional staff or subcontractors assigned to the individual.

2.1.5.3 DOC Correctional staff or subcontractor will arrange to meet with the individual and their community support person, if the individual chooses, to provide education on how to use the Naloxone kit as well as how to obtain additional kits if needed.

2.1.5.4 Upon discharge, the Correctional staff or subcontractor will provide the Naloxone kit.

2.1.5.5 Distribution of the kits will be documented in the Corrections Information System (CORIS system).

2.2 Systems of Records

2.2.1 DHHS will not be providing data to DOC.

2.2.2 DOC will provide data to DHHS from the following systems of records:

2.2.2.1 CORIS

2.2.2.2 Techcare Electronic Health Record

2.2.3 Number of Records Involved and Operational Time Factors: The approximate number of records is one thousand (1,000) per year for two (2) years.

2.3 Data Elements Involved

2.3.1 DOC general demographic non-identifiable data elements of individuals served include, but are not limited to:

2.3.1.1 Age

2.3.1.2 Race*

2.3.1.3 Ethnicity*

2.3.1.4 Gender (M, F, Trans)

2.3.1.5 Number of naloxone kits distributed

2.3.1.6 Number of naloxone administration trainings provided

*Race and Ethnicity may be reported as one data element if DOC is unable to differentiate each category separately without significant systems changes.

3. REPORTING

Near-real time aggregate reports on the data elements identified in Section 2.3 will be submitted to DHHS by DOC on a quarterly basis.

4. REIMBURSEMENT

No funds, other than specified in Sections 5, Obligations of DHHS, and 6, Obligations of DOC, will be exchanged under this Agreement for any work to be performed by the DOC to carry out the requirements of this Agreement. The parties agree to absorb their respective costs associated with this Agreement.

5. OBLIGATIONS OF DHHS

- 5.1 Provide funding to DOC in the amount of \$300,000 for the Re-entry Care Coordinator position as outlined in this project sharing agreement.
- 5.2 Provide funding to DOC in the amount of \$600,000 in order for DOC to purchase, disseminate, and educate regarding Naloxone kits.
- 5.3 Provide completed data reports to SAMHSA on a semi-annual basis.
- 5.4 Manage the STR grant under the terms and conditions of the grant as approved by SAMHSA.
- 5.5 Provide technical assistance on clinical programming and reporting requirements to DOC.

6. OBLIGATIONS OF DOC

- 6.1 Create a full-time (37.5 hour) Re-entry Care Coordinator position to be hired and managed by the DOC for the two (2) year term of this funding. Funding available for this purpose is \$150,000 per year for two (2) years beginning in SFY18 for a total funding of \$300,000. If federal funding becomes unavailable for this grant or if this contract is terminated before the two (2) year time period, DHHS will not be required to provide funding to sustain this position.
- 6.1.1 The Re-entry Care Coordinator shall assist women leaving incarceration by establishing support services and treatment appointments and by helping the women to overcome barriers to accessing those services.
- 6.1.2 The Re-entry Care Coordinator shall continue to support the re-entry efforts of the women for twelve (12) months following release from Shea Farm through face-to-face or telephone contact, including providing follow up at three (3) and six (6) months following release.
- 6.2 Hire and train the Re-entry Care Coordinator to accomplish the goals outlined in the STR proposal, Section 1.1.3.1.
- 6.3 Determine residents of Shea Farm who have an SUD or OUD, and are therefore eligible for services funded through the STR grant.
- 6.4 Assist eligible justice-involved individuals by distributing Naloxone and providing education on how to use Naloxone upon release from a New Hampshire Correctional Facility or transitional housing. Funding available for this purpose is \$300,000 per year for two (2) years beginning in SFY18 for a total funding of \$600,000.
- 6.5 Train and educate correctional staff and subcontractors regarding providing instructions to individuals on the administration of Naloxone.
- 6.6 Collect and submit aggregate data and reports as identified by DHHS on a quarterly basis within time requirements.

7. APPROVAL AND DURATION OF AGREEMENT

- 7.1 **Effective Date:** This Project Sharing Agreement is effective upon Governor and Executive Council approval.
- 7.2 **Duration:** The duration of this Agreement is from the date of approval by the Governor and Executive Council through June 30, 2019. Parties to this Agreement may execute a new agreement prior to the end date of this Agreement.
- 7.3 **Modification and Extension:** The parties may modify or extend this Agreement for up to one (1) year at any time by a written modification, agreed upon by both parties, as approved by the Governor and Executive Council, subject to the continued availability of funds and satisfactory performance of services.
- 7.4 **Termination:** Either party may unilaterally terminate this Agreement upon written notice to the other party, in which case the termination shall be effective thirty (30) days after the date of that notice or at a later date specified in the notice.

8. PERSONS TO CONTACT

8.1 DHHS contact program and policy:

Division for Behavioral Health
Senior Policy Analyst, Substance Use Services
DHHS-Contracts@dhhs.nh.gov

8.2 DHHS contact for Data Management or Data Exchange issues:

DHHSChiefInformationOfficer@dhhs.nh.gov

8.3 DHHS contacts for Privacy issues:

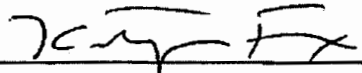
DHHSPrivacy.Officer@dhhs.nh.gov

8.4 DHHS contact for Information Security issues:

DHHSInformationSecurityOffice@dhhs.nh.gov

8.5 The contact person for the State Agency/Partner can be found on the State Agency/Partner's signature page.

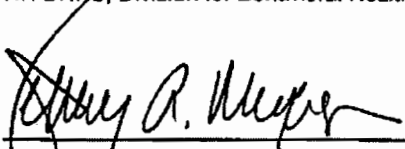
9. APPROVALS



Katja Fox
Director
NH DHHS, Division for Behavioral Health

12/5/17

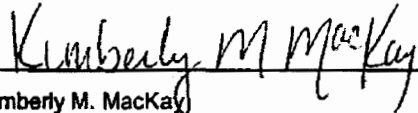
Date



Jeffrey A. Meyers, Commissioner
New Hampshire Department of Health and Human Services

12/7/17

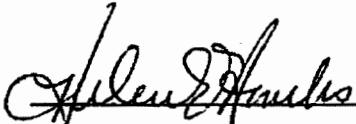
Date



Kimberly M. MacKay
Director
NH DOC, Division of Community Corrections

11/21/2017

Date



Helen Hanks, Commissioner
New Hampshire Department of Corrections

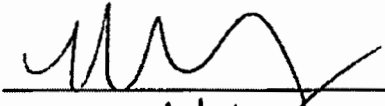
11/21/17

Date

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

OFFICE OF THE ATTORNEY GENERAL

12/7/17
Date


Name: Megan A. York
Title: Attorney

I hereby certify that the foregoing Project Sharing Agreement 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:



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director
(603) 271-3261

July 14, 2017

Ella Fredette
Human Resources Administrator
Department of Corrections
P.O. Box 1806
Concord, NH 03302-1806

Regarding: Request to establish a full-time temporary Program Coordinator, labor grade 26

Dear Ms. Fredette:

The Division of Personnel approves of your request dated July 10, 2017 to establish a full-time temporary Program Coordinator (Re-Entry Care), labor grade 26 in the Division of Community Corrections, and have assigned the position number of 9T2889 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Coordinator Function Code: 7119-046

POSITION TITLE: Correctional Line Program Coordinator- Re-Entry Care Date Established: _____

Position Number: _____ Date of Last Amendment: _____

SCOPE OF WORK: Responsible for developing, coordinating and facilitating Service programs on behalf of the Division of Community Corrections. This includes coordinating, supervising, monitoring, and delivering evidence based direct services throughout the NH Department of Corrections' facilities and establishing linkages with community based treatment programs for offenders; while working in close and immediate contact with individuals under departmental control and individuals being supervised by parole on a daily basis while maintaining security.

ACCOUNTABILITIES:

- Oversees and manages program services to ensure a smooth transition for identified women with Substance Use Disorders (SUD) releasing from the State Prison and Transitional Housing Unit with focus on getting those identified individual's resources and connections in the community that will reduce their risk of overdose and recidivism.
- Works in collaboration with DHHS toward the goals of the "State Targeted Response to the Opioid Crisis (STR)" grant and assists in the facilitation of the education of naloxone distribution for all clients identified with an opioid substance use disorder who are preparing for release into the community.
- Maintains statistics and documentation related to SUD population to track individual outcomes associated with opioid overdoses, recidivism rates and other factors in meeting grants goals and objectives.
- Identifies at risk individuals and provides and coordinates education around overdose and naloxone to those individuals who are being released into the community with SUD.
- Provide targeted case management for women transitioning into the community with substance use disorders (SUD) and assists individuals with aftercare planning and makes recommendations for identified service needs for successful re-entry into the community.
- Monitors and provides continued coordination of identified services for up to 12 months post release, to maintain on-going support for individuals with SUD.
- Develops connections with outside resources, services and programs in order to create partnerships with the Department of Corrections and help facilitate better access to outside programs, services and employment.
- Consults with various Divisions i.e. Community Corrections, Mental Health Unit of the Division of Medical & Forensic Services, Classification, Field Services, and the Parole Board to assure continuity of care and a seamless case plan.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in psychology, social services, education, nursing, public administration, and human services or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' clinical or professional experience working in social services, corrections administration, involved with substance abuse treatment, education and prevention with responsibility for program implementation, direct service delivery, planning or program implementation, two years of which must have been in a supervisory, administrative or coordinating position or equivalent experience.

License/Certifications: Must possess a valid driver's license.

Special Requirements: Successful completion of the Corrections Academy and continuing Certification as correctional line personnel as established by the certifying authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name and Title: Administrator I #19564 (proposed)

The above job description accurately measures this employee's job.

Supervisor's Signature

Date Reviewed

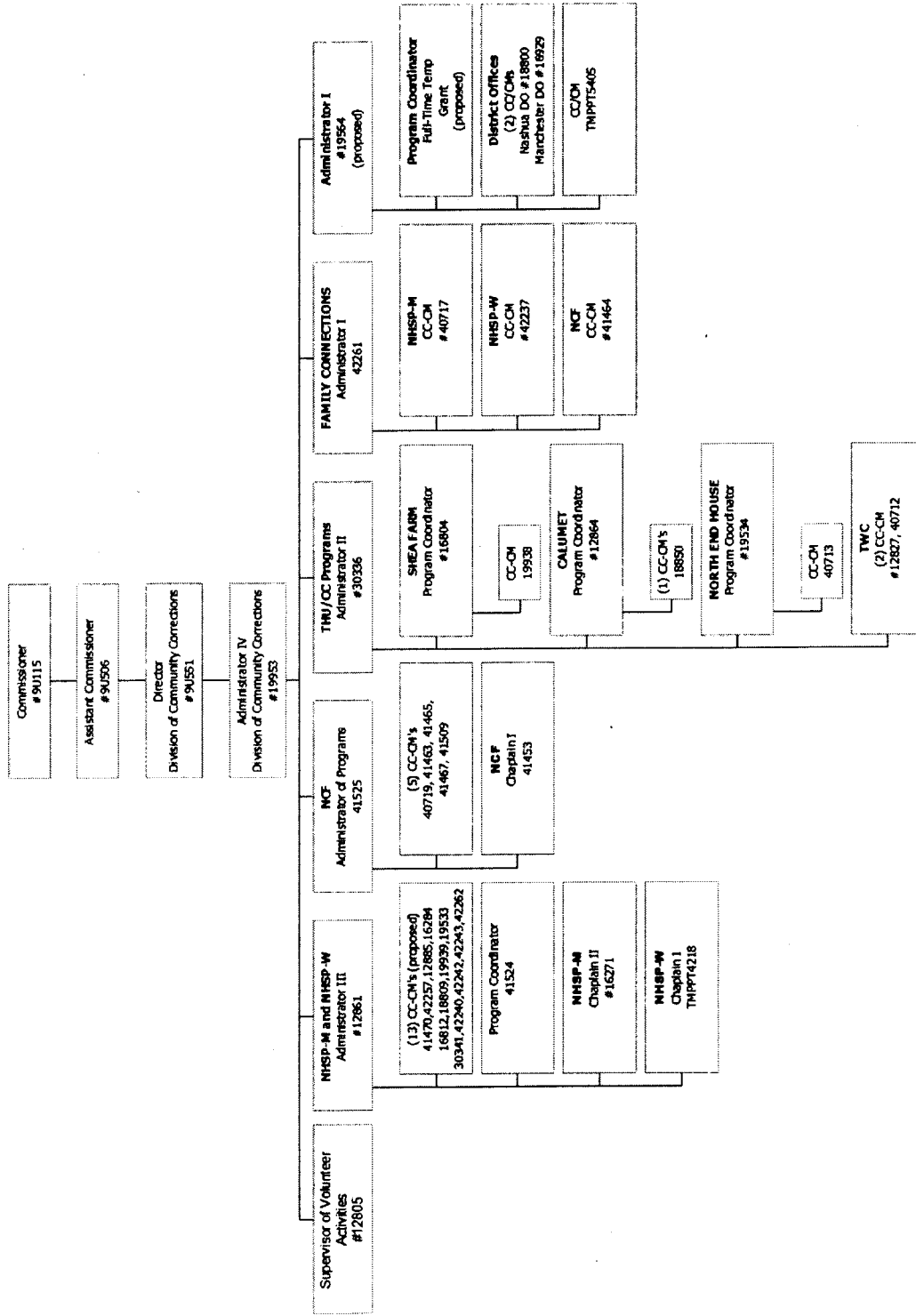
Division of Personnel

Date Approved

Ella Fredette
Human Resource Administrator

Date

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CONNECTIONS



Div. Of Comm. Corrections
proposed July 2017