



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION

William L. Wrenn
 Commissioner

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January 13, 2016

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the New Hampshire Department of Corrections (NHDOC) to hold a two-day on-site educational workshop, "Seeking Safety," in the amount not to exceed \$25,000, for up to eighteen (18) NHDOC professional staff, at no charge to the participants, on February 4th & 5th, 2016 at the Fox Chapel, 105 Pleasant Street, Concord, NH 03301, effective upon Governor and Executive Council approval. 100% Agency Income.
2. Authorize the New Hampshire Department of Corrections to enter into a **sole-source** contract with Treatment Innovations, LLC (VC # 204057), 28 Westborne Road, Newton Centre, MA 02459, in the amount of \$21,466.00 for *Seeking Safety* training and professional services effective upon Governor and Executive Council approval through June 30, 2016. 100% Agency Income.

Funds for this educational workshop and contract are available in account, *Seeking Safety*: 02-46-46-465010-51230000 as follows:

<i>Seeking Safety</i> Workshop		
Account	Description	SFY 2016
020-500216	Current Expense	\$ 228.00
030-500311	Equipment - General	\$ 350.00
066-500543	Continuing Professional Ed.	\$ 150.00
066-500555	Training/Education Consultant	\$ 21,466.00
066-500556	Training Refreshments/Materials	\$ 825.00
070-500704	In-State Travel	\$ 1,981.00
Total <i>Seeking Safety</i> Workshop Budget		\$ 25,000.00

EXPLANATION

This contract is **sole-source** because the *Seeking Safety* training and manual is copyrighted as evidence-based practice for the treatment of trauma and/or substance abuse. The manual, *Seeking Safety*, was published in 2002 by Guilford Press and owns the copyright.¹ Guilford Press has given permission to the developer, Dr. Lisa M. Najavits, and her consulting organization, Treatment Innovations, LLC, to conduct proprietary training to professionals on the model to teach the model, ensure fidelity, quality assurance and consistency. In addition, *Seeking Safety* is also trademarked by

the U.S. Patent and Trademark Office. Only trainings conducted by Dr. Najavits and her trained associates and consultants can be considered model-adherence and consistent in information and approach with the model.

The *Seeking Safety* workshop will provide training to a variety of NH Department of Corrections professionals in the area of treatment modalities for Post-Traumatic Stress Disorder (PTSD) and substance abuse for the female population at Shea Farm. *Seeking Safety* is 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.

Particularly in women, PTSD and substance abuse co-occur with dual diagnosis of the disorders and is two (2) to three (3) times more common in women than in men¹ (Brown & Wolfe, 1994; Najavits et al., 1998c). Individuals with PTSD and substance abuse will tend to abuse “hard drugs” (cocaine and opiates), prescription drugs, marijuana and alcohol. Substance abuse is often viewed as “self-medication” to cope with the overwhelming emotional pain of PTSD. Individuals of PTSD and substance abuse are susceptible to repeated trauma and suffer a variety of life problems that may complicate their clinical profile.

Seeking Safety is a psychotherapy model that integrates treating both disorders at the same time with the same clinician and contrasts with the Sequential Model (individual is treated for one disorder, followed by treatment for the other disorder); the Parallel Model (individual receives treatment for both disorders but with different clinicians) and the Single Model (individual receives treatment for only one disorder). The ultimate outcome of integration is not only an intrapsychic goal for the individual but a systems goal as well, where the individual can discover the connections between the two disorders – what order they arose and why, how each affects healing from the other, and their origins in respect to life problems. This connection can help individuals with PTSD and substance abuse free themselves from such typical behaviors of the disorders and free themselves from trauma, continued substance abuse and new traumas which can lead to new substance abuse, thus controlling the “downward spiral.”

The two-day *Seeking Safety* training will provide an overview of the model, how to implement the model, demonstrate a typical therapy session and role-play practice of a session by an authorized Treatment Innovations, LLC designated trainer, Ms. Brenda L. Underhill, MS. At the conclusion of the training, participants will receive contact hours/continuing educational units (CEU’s) applicable for the professional licensure. Post training, fourteen (14) one-hour Theme-Based phone consults conducted by a Treatment Innovations, LLC associate or subject matter expert (SME) will be offered to participants to enhance their understanding of the model and to provide a forum for participants to answer post training questions, discuss case scenarios and role-plays. Typically conducted as a series of group phone consults or individually, each Theme-Based phone consult will cover topics such as (e.g., “Getting Started with *Seeking Safety*,” “*Conducting a Session*,” “*Focusing on Trauma*,” “*Focusing on Addiction*,” and “*Fidelity*,” etc.). To ensure that participants are conducting the *Seeking Safety* model with a strong fidelity, certification will be offered for up to sixteen (16) participants, post training. The *Seeking Safety* certification will entail each participant to conduct a fifteen (15) minute mock case scenario/role-play via video and forward it to a Treatment Innovations, LLC SME for review. Upon review, the participant will engage in a one-hour Certification phone consult with the SME to discuss the video and obtain adequate positive ratings, as rated by the SME. To receive certification, each participant must submit, at a minimum, two (2) distinct mock case scenarios/role-play videos. Additional videos, reviews and phone consults may be required per participant to acquire adequate positive ratings by the SME. Typically, up to four (4) videos, four (4) video reviews and four (4) one-hour phone consults per participant may be required to successfully demonstrate a forward progression of the *Seeking Safety* model for certification. To enhance the understanding of the *Seeking Safety* model, each participant will receive a copyrighted *Seeking Safety, A Treatment Manual for PTSD and Substance Abuse* manual. This manual provides an overview of the *Seeking Safety* model, a step by step approach to conduct the treatment and a comprehensive explanation of the treatment topics for case management. To ensure success of the overall *Seeking Safety* training, SME consultation and certification, Lisa M. Najavits, PhD, founder of the *Seeking Safety* model will provide advisory oversight to the project.

The two-day *Seeking Safety* training will be held at a free venue with light morning refreshments, bagged lunch and snack served to each participant and will be located at the Fox Chapel of the Governor Hugh J. Gallen State Office Park South, Main Building, 2 ½ Floor, 105 Pleasant Street, Concord, NH. This venue was chosen not only for its no cost to the State, but for its central location to the three (3) main NH Department of Corrections facilities: Northern Correctional Facility (NCF), Berlin, NH; NH State Prison for Men (NHSP-M), Concord, NH and NH State Prison for Women

¹Njavits, L. (2002). *Seeking Safety*. New York: The Guilford Press

(NHSP-W), Goffstown, NH. A financial comparison of like menus from three (3) local catering services, In-A-Pinch Cafe-Bakery, Washington Street Café and First Impressions, was performed with In-A-Pinch Café-Bakery being the lowest. Participants are not required to pay a registration fee, though participants will be offered mileage reimbursement from their official headquarters to the venue site if a State vehicle can't be reserved. Up to four (4) participants, who are traveling from our geographically distant facility, NCF, will be offered a two-night stay at a local hotel with a corresponding evening meal stipend and mileage reimbursement if a State vehicle can't be reserved.

Related training expenses, as outlined in the work shop budget above, include training materials (two-pocket folders, note pads, writing instruments, name tags, tableware, utensils, assorted function supplies and etc.); training manuals shipped by Treatment Innovations, LLC plus shipping and handling; training equipment and accessories to be purchased post training (camcorder and secure digital high-capacity (SDHC) memory cards to film and record the role-plays of the participants); postage expended post training (if memory cards are mailed to Contractor); application fee to offer CEU's from the NH Chapter of the National Association of Social Workers; application fee to offer CEU's from the NH Board of Licensing for Alcohol and Other Drug Use Professionals at no cost to the State; participant mileage, hotel and meal stipend reimbursement with an estimated cost of \$3,534.00.

Expenses for Treatment Innovations, LLC, as outlined in Exhibit B of the Contract, include professional services for the authorized trainer, Ms. Brenda L. Underhill, MS, plus travel expenses; fourteen (14) one-hour Theme-Based phone consults; *Seeking Safety* certification for up to sixteen (16) participants; professional supervision by the founder of *Seeking Safety*, Dr. Lisa M. Najavits, PhD; manuals and shipping and handling. Itemized travel receipts and invoice is required by the Contractor post training for services rendered with an estimated contract price limitation of \$21,466.00.

To measure the success of the two-day workshop and as a condition to receive CEU's upon completion of the workshop, participants will be required to complete and submit an evaluation of the workshop to determine if the expectations and stated goals of the workshop were met.

Source of Funds: 100% Agency Income.

Respectfully Submitted,



William L. Wrenn
Commissioner

Seeking Safety Overview

Training: *Seeking Safety*: An evidence-based model for trauma and/or substance abuse

Facilitator: Brenda Underhill

Date: February 4th & 5th, 2016 • 8:30am – 4pm

Location: NH Department of Corrections,
Fox Chapel, 2 ½ Floor
105 Pleasant Street, Concord, 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: The goal of this training is to describe Seeking Safety, an evidence-based treatment for trauma and/or substance abuse. The training will cover (a) background on trauma and substance abuse (rates, presentation, models and stages of treatment, clinical challenges); and (b) implementation of *Seeking Safety* overview, evidence-based, demonstration of the model, adaptation to various populations (e.g., adolescents, individuals with serious and persistent mental illness, veterans), frequently asked questions, fidelity monitoring and clinical training. Assessment tools and community resources are also described. By the end of the training, participants can implement *Seeking Safety* in their environment. Learning methods include power-point, video, group exercises, and discussion.

Objectives:

1. To review clinical issues in treating trauma and substance abuse
2. To increase empathy and understanding of trauma and substance abuse
3. To describe *Seeking Safety*, an evidence-based model for trauma and/or substance abuse
4. To provide assessment and treatment resources

Method of Instructions:

1. Lecture
2. Video segments related to treatment issues
3. Experimental exercises (e.g., role-play)
4. Question/answer discussion with participants

Attendance: Attendance shall be mandatory for both days to receive full Continuing Education Units (CEU's). Any participant attending less than 80 % of the total two-day sessions will not be eligible to receive CEU's, no exceptions. Participants shall be expected to sign-in and sign-out for each session and complete the evaluation form at the end of the second session. The completed evaluation form must be returned prior to receiving a certificate of attendance for CEU's.

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.

Seeking Safety Agenda

February 4th, 2016

Day 1: Trauma, Substance Abuse and *Seeking Safety*

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|-------|--|-------------------|
| I. | Welcome Ms. Brenda Underhill, MS | 8:30am – 9:00am |
| | A. Light continental breakfast & coffee | |
| | B. Networking with peers and facilitator | |
| II. | Trauma, substance abuse, and <i>Seeking Safety</i> | 9:00am – 10:30am |
| | A. Rates of trauma and substance abuse | |
| | B. Treatment challenges | |
| | C. Stages of treatment | |
| | D. Introduction to <i>Seeking Safety</i> | |
| III. | Morning Break | 10:30am – 10:45am |
| IV. | Treatment | 10:45pm – 12:00pm |
| | A. Overview of Seeking Safety, including experimental exercises
(e.g., grounding, taking good care of self) | |
| | B. Assessment and community resources | |
| V. | Mid-Day Lunch | 12:00pm – 1:00pm |
| | A. Sandwiches, chips, cookies, fruit & beverage | |
| VI. | Clients' Experience | 1:00pm – 1:45pm |
| | A. Half-hour video on trauma and substance abuse with discussion | |
| VII. | Mid-Afternoon Break | 1:45pm – 2:00pm |
| VIII. | Clinical Demonstration | 2:00pm – 4:00pm |
| | A. "Walk Through" one sample <i>Seeking Safety</i> topic | |
| | B. Excerpts from video demonstration of <i>Seeking Safety</i> topic,
"Asking for Help" | |
| | C. Experimental role-play of <i>Seeking Safety</i> session | |
| | 1. Break into small groups and practice session check-in | |
| | 2. Continue in small groups and practice use of handouts
check-out | |
| | 3. Discussion and questions | |

Seeking Safety Agenda

February 5th, 2016

Day 2: Implementation of *Seeking Safety*

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|-------|--|-------------------|
| I. | Networking with peers and facilitator | 8:30am – 9:00am |
| | A. Light continental breakfast & coffee | |
| II. | More on <i>Seeking Safety</i> | 9:00am – 10:30am |
| | A. Evidence base | |
| | B. FAQ | |
| | C. Special populations | |
| III. | Morning Break | 10:30am – 10:45am |
| IV. | Trauma and Addiction Toolkit Exercise | 10:45pm – 12:00pm |
| V. | Mid-Day Lunch | 12:00pm – 1:00pm |
| | A. Sandwiches, chips, cookies, fruit & beverage | |
| VI. | Clients' Experience | 1:00pm – 1:45pm |
| | A. Half-hour video on trauma related symptoms | |
| VII. | Mid-Afternoon Break | 1:45pm – 2:00pm |
| VIII. | Challenging Scenarios | 2:00pm – 2:45pm |
| | A. "Tough Cases" group brainstorming in relation to clinical scenarios | |
| | B. Optional mini-role-plays with a participant playing a client and trainer playing the clinician to demonstrate enhanced treatment strategies | |
| | C. How to make <i>Seeking Safety</i> most effective | |
| VIII. | Special Implementation Topics | 2:45pm – 4:00pm |
| | A. Group role-play of another <i>Seeking Safety</i> topic or discussion of use of <i>Seeking Safety</i> fidelity scale and practice rating a session | |
| | B. Additional implementation topics as may be relevant, including Clinician processes and training, readiness for use of exposure-based treatment for PTSD | |
| | C. Next steps and wrap-up | |
| IX. | Evaluation | |

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
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William L. Wrenn
Commissioner

Doreen Wittenberg
Director

SFY 2016 Seeking Safety Workshop Budget				
		Class/Object	Line Item Budget	Class Budget
Current Expense		020		
1.	Postage		75.00	
2.	SDHC Memory Cards		153.00	
Subtotal Current Expense		020-500216		228.00
Equipment		030		
1.	Camcorder	030-500311	350.00	350.00
Training/Education – Professional Services		066		
1.	Professional Services		4,600.00	
2.	Telephone Consultation		2,030.00	
3.	Certification Consultation		11,600.00	
4.	Professional Supervision Services		290.00	
5.	Travel Expenses – Facilitator		1,986.00	
6.	Manuals plus S&H		960.00	
Subtotal Training/Education – Professional Services		066-500555		21,466.00
1.	Training Material – Meeting Supplies		125.00	
2.	Training Material – Meeting Food (20 Participants)		700.00	
Subtotal Training Material		066-500556		825.00
CEU Application				
1.	NH Chapter National Association of Social Workers	066-500543	150.00	150.00
In-State Travel		070		
1.	Mileage – Participant	070-500704	1,096.50	
2.	Hotel – Participant	070-500703	676.50	
3.	Meals – Participant	070-500708	208.00	
Subtotal In-State Travel				1,981.00
Estimated Budget Total by Line Item and Class			\$ 25,000.00	\$ 25,000.00

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

NH Department of Corrections
 MOU NH Department of Health and Human Services
 Bureau of Drug and Alcohol Services
 Seeking Safety Program - Shea Farm Transitional Housing Unit
 Food Catering Estimates

In a Pinch, Concord, NH 603-226-2272		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$4.59	\$ 91.80	\$ 91.80	
		Not included	Not included	
	\$0.00	\$ 91.80	\$ 91.80	
Subtotal: Continental Breakfast				\$ 183.60
Total Two Day Continental Breakfast				\$ 239.60

Washington Street Cafeteria, Concord, NH 603-228-2000		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$5.99	\$ 119.80	\$ 119.80	
		Included	Included	
	\$0.00	\$ 119.80	\$ 119.80	
Subtotal: Continental Breakfast				\$ 239.60
Total Two Day Continental Breakfast				\$ 428.20

Eagle Square, First Impressions, Concord, NH 603-228-4795		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$4.45	\$ 89.00	\$ 89.00	
	\$1.50	\$ 30.00	\$ 30.00	
		\$ 119.00	\$ 119.00	
Subtotal: Continental Breakfast				\$ 238.00
Total Two Day Continental Breakfast				\$ 666.80

Lunch		Day One	Day Two	Total
Quantity	Unit Cost			
2	\$3.50	\$ 7.00	\$ 7.00	
2	\$2.95	\$ 5.90	\$ 5.90	
2	\$0.50	\$ 1.00	\$ 1.00	
	\$0.00	\$ -	\$ -	
		\$ 13.90	\$ 13.90	
Subtotal: Specialty Lunch (2) Participants Bagged Salad				\$ 27.80
Total Two Day Specialty Lunch (2) Participants Bagged Salad				\$ 42.80

Lunch		Day One	Day Two	Total
Quantity	Unit Cost			
2	\$9.95	\$ 19.90	\$ 19.90	
		Not Available	Not Available	
	\$0.00	\$ 0.00	\$ 0.00	
	\$0.75	\$ 1.50	\$ 1.50	
		\$ 21.40	\$ 21.40	
Subtotal: Specialty Lunch (2) Participants Bagged Salad				\$ 42.80
Total Two Day Specialty Lunch (2) Participants Bagged Salad				\$ 85.60

Lunch		Day One	Day Two	Total
Quantity	Unit Cost			
2	\$6.49	\$ 12.98	\$ 12.98	
		Not Available	Not Available	
	\$0.00	\$ 0.00	\$ 0.00	
	\$10.00	\$ 10.00	\$ 10.00	
		\$ 22.98	\$ 22.98	
Subtotal: Specialty Lunch (2) Participants Bagged Salad				\$ 45.96
Total Two Day Specialty Lunch (2) Participants Bagged Salad				\$ 91.92

B. Bagged Lunch (Half): (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$8.45	\$ 169.00	\$ 169.00	
20	\$1.00	\$ 20.00	\$ 20.00	
20	\$0.00	Included	Included	
	\$0.00	Included	Included	
	\$0.00	\$ -	\$ -	
		\$ 189.00	\$ 189.00	
Subtotal: Bagged Lunch: (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 378.00
Total Two Day Bagged Lunch: (5) Roast Beef (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 756.00

B. Bagged Lunch (Half): (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$9.95	\$ 199.00	\$ 199.00	
20	\$0.00	Included	Included	
20	\$0.00	Included	Included	
	\$0.00	Not Included	Not Included	
	\$0.75	\$ 3.75	\$ 3.75	
		\$ 202.75	\$ 202.75	
Subtotal: Bagged Lunch: (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 405.50
Total Two Day Bagged Lunch: (5) Roast Beef (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 811.00

B. Bagged Lunch (Half): (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$8.95	\$ 179.00	\$ 179.00	
		Included	Included	
	\$0.00	\$ 0.00	\$ 0.00	
	\$0.00	Not Included	Not Included	
	\$0.00	\$ -	\$ -	
		\$ 179.00	\$ 179.00	
Subtotal: Bagged Lunch: (5) Roast Beef, (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 358.00
Total Two Day Bagged Lunch: (5) Roast Beef (5) Ham, (5) Turkey, (3) Tuna & (2) Veggie				\$ 716.00

Snack		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$1.00	\$ 20.00	\$ 20.00	
Subtotal: Breakfast, Lunch & Snack				\$ 629.40
Gratuity @ 10% (if applicable)				\$ 62.94
Total: Meals & Gratuity				\$ 692.34

Snack		Day One	Day Two	Total
Quantity	Unit Cost			
20	\$1.25	\$ 25.00	\$ 25.00	
Subtotal: Breakfast, Lunch & Snack				\$ 737.90
Gratuity @ 10% (if applicable)				\$ 73.79
Total: Meals & Gratuity				\$ 811.69

Snack		Day One	Day Two	Total
Quantity	Unit Cost			
1	\$55.00	\$ 55.00	\$ 55.00	
Subtotal: Breakfast, Lunch & Snack				\$ 751.96
Gratuity @ 10% (if applicable)				\$ 75.20
Total: Meals & Gratuity				\$ 827.16

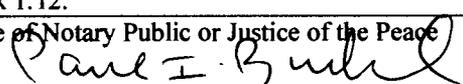
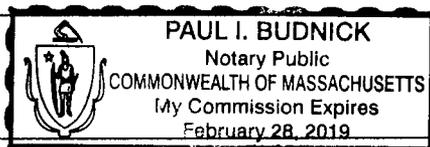
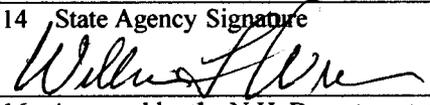
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Corrections		1.2 State Agency Address 105 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Treatment Innovations, LLC		1.4 Contractor Address 28 Westbourne Road, Newton Centre, MA 02459	
1.5 Contractor Phone Number 617-229-1610	1.6 Account Number 02-46-46-465010-5123	1.7 Completion Date June 30, 2016	1.8 Price Limitation \$20,966.00 \$21,466. ⁰⁰ <i>EW</i>
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 <i>MA</i> , County of <i>Middlesex</i> On <i>12-30-2015</i> , 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			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory William L. Wrenn, Commissioner	
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: <i>1/14/16</i>			
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

Contractor Initials *[Signature]*
Date 12-30-15

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

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

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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



Contractor Initials
Date 12-30-15

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 a two (2) day on-site *Seeking Safety* training, through lectures and skill-building, for approximately ten (10) to sixteen (16) 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

- ***Seeking Safety* Training Overview**
Seeking Safety is an evidenced-based, present-focused counseling model, 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 professional staff how to implement the *Seeking Safety* curriculum to the female offender population located at Shea Farm Transitional Housing Unit, Concord, NH to help treat co-occurring disorders. The training will cover (a) background on trauma and substance abuse (rates, presentation, models and stages of treatment, clinical challenges) and (b) implementation of *Seeking Safety* (overview, evidenced-based, demonstration of the model, adaptation to various populations) e.g., adolescents, individuals with serious and persistent mental illness, veterans, frequently asked questions, fidelity monitoring and clinical training. Assessment tools and community resources will also be described.
- **General Assumptions**
 - **Term of Agreement**: The Term of this Agreement shall be for the period beginning January 1, 2016, or upon Governor and Executive Council approval, whichever is later, through June 30, 2016.
 - **Trainer**: Authorized designated trainer by Lisa M. Najavits, Treatment Innovations, LLC, 28 Westbourne Road, Newton Centre, MA 02459.
 - **Incidentals**: Contractor shall prepay and invoice the NH Department of Corrections for the following travel expenses upon completion of the initial two (2) day *Seeking Safety* training: airfare, hotel, receipt or per diem meals & mileage, transportation (taxi, rental vehicle & gas, and/or bus) and tips.
 - **Rules and Regulations**: For security purposes, the Contractor agrees to comply with all rules and regulations of the NH Department of Corrections.
 - e. **Insurance**: Contractor shall maintain comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$2,000,000 per occurrence and \$2,000,000 per aggregate and workers’ compensation insurance coverage.

JN 12/30/15

3. **Scope of Services (*Seeking Safety* Training)**

- **Training Preparation:** Pre-training agenda development, printing, gathering and shipping of various training materials and manuals to the NH Department of Corrections, if required.
- **Two-Day *Seeking Safety* Training:** Deliverance of a two (2) day on-site *Seeking Safety* Training for approximately ten (10) to eighteen (18) NH Department of Corrections professional staff by

an authorized Treatment Innovations, LLC trainer, plus travel expenses.

- **Dates of *Seeking Safety* Training:** Thursday, February 4th and Friday, February 5th, 2016.
- **One-Hour Theme-Based Phone Consultations:** Treatment Innovations subject matter expert (SME) to provide up to a maximum of fourteen (14) one-hour, theme-based, *Seeking Safety* phone consultations for up to eighteen (18) participants to provide an opportunity to ask post training questions, discuss case scenarios, and perform role-plays. The role-plays by phone are conducted in which the Treatment Innovations, *Seeking Safety* SME will play the client and the NH Department of Corrections participant will play the clinician.
 - Phone consultations related to *Seeking Safety* will follow a format for the phone sessions that mirrors the treatment itself (“parallel process”) to enhance learning.
 - 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.
 - 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.
 - Phone sessions may be conducted with one participant or with a group of participants.
 - Phone sessions are conducted based on one (1) theme per phone session.
- ***Seeking Safety* Certification/Consultation:**
 - Required for any research trial on *Seeking Safety* (e.g., a randomized controlled trial or other funded, formal outcome study that will be published).
 - Certification for up to a maximum of sixteen (16) participants to obtain as strong fidelity to the *Seeking Safety* model as possible.
 - Certifying participants are required to complete a minimum of two (2) fifteen (15) minute video tapes of their role plays to obtain adequate positive ratings. These videos are reviewed by a *Seeking Safety* SME followed by a one (1) hour phone session per participant to discuss their rating progression.
 - Additional videos, reviews and phones sessions may be required per participant to acquire adequate positive ratings by the SME. Generally, up to four (4) videos, (4) video reviews and (4) one-hour phone consultation sessions 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) videos, (4) video reviews

fn 12/30/15

- and (4) one-hour phone consultation sessions to obtain certification.
- f. **Supervision of Professional Services:** Lisa M. Najavits, PhD to provide advisory oversight to the project and the authorized Treatment Innovations, LLC trainer.
- g. **Training Materials:** The NH Department of Corrections reserves the right to determine the quantity of training manuals of up to fifteen (15) manuals or less. Contractor shall ship training materials and/or manuals to the following address:
- Overnight Carrier: NH Department of Corrections, Attention: Jennifer Lind, 105 Pleasant Street, Concord, NH 03301.
 - United States Postal Service: NH Department of Corrections, Attention Jennifer Lind, P.O. Box 1806, Concord, NH 03302.
- h. **Number of Seeking Safety Participants:** The NH Department of Corrections reserves the right to adjust the amount of participants attending the training, telephone training consultation, certification consultation and training manuals contingent upon the availability and continued appropriation of funds.

EXHIBIT B

METHOD OF PAYMENT AND CONTRACT PRICE

- 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 Training by Treatment Innovations, LLC</i>				
Item	Service	Quantity	Unit Cost	Amount
1.	Professional Services: Deliverance of a two (2) day on-site <i>Seeking Safety Training</i> for approximately ten (10) to eighteen (18) NH Department of Corrections professional staff by an authorized Treatment Innovations, LLC trainer, February 4 th & 5 th , 2016, plus travel expenses. <ul style="list-style-type: none"> • *Estimated travel expenses to include: <ul style="list-style-type: none"> • Airfare; • (3) night hotel stay; • (3) day vehicle rental + gas; • Meals; • Taxi to and from originating airport or mileage (private car) + parking to and from originating airport • Incidentals <small>*Actual Expenses TBD</small>	Two (2) Days	\$2,300.00	\$4,600.00 *\$1,986.00
2.	One-Hour Theme-Based Phone Consultation: Treatment Innovations subject matter expert (SME) to provide up to fourteen (14) one-hour, theme-based, <i>Seeking Safety</i> phone consultations for up to eighteen (18) participants to have an opportunity to ask post training questions, discuss case scenarios, and perform role-plays.	Fourteen (14) for up to 18 participants (max)	\$145.00/hr	\$2,030.00

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3.	<u>Seeking Safety Certification/Consultation:</u> Certification for up to sixteen (16) participants to obtain as strong fidelity to the <i>Seeking Safety</i> model as possible. <ul style="list-style-type: none"> Review of sixteen (16) fifteen (15) minute video tapes plus one-hour phone consultation per participant for up to four (4) sessions. 	up to 16 participants (max)	\$145.00/hr x 1.25 hours x (4) sessions	\$11,600.00
4.	<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	\$145.00/hr X (2) hours	\$290.00
5.	<u>*Manuals:</u> Seeking Safety, A Treatment Manual for PTSD and Substance Abuse by Lisa M. Najavits. © 2002 The Guilford Press, New York, ISBN 1-57230-639-4. <ul style="list-style-type: none"> Estimated Shipping & Handling (if applicable) *Actual Expenses TBD	up to 15 manuals	\$60.00	\$900.00 *\$60.00
6.	*Estimated Two-Day Seeking Safety Training Cost *Actual Expenses TBD			*\$21,466.00

2. Travel Expenses for Professional Services: Actual cost shall be determined post training and may require itemized receipts; a budget of up to \$1,986.00 has been allocated for reimbursement.
3. Manuals for Participants: If shipping and handling (S&H) is not included in the unit price, the Contractor shall itemize the cost of the S&H on the invoice, if applicable; an estimated \$60.00 budget has been allocated for reimbursement.
4. The Contractors' authorized trainer shall exercise sound business judgments when coordinating travel arrangements for the *Seeking Safety* training on behalf of the NH Department of Corrections.
 - The cost of travel for spouses, other family members and friends are prohibited.
 - Air travel should be coach class only, unless the Contractor bears the cost of the difference between coach and first class. If the NH Department of Corrections requires the date of the training to be changed, a reasonable exchange fee may be claimed. Manchester-Boston Regional Airport, Manchester, NH is the nearest airport to Concord, NH and is highly recommended.
 - Public transportation is limited to this geographic area and a vehicle (no larger than a mid-size vehicle) rental and gas allowance should be considered. Airport limousine services may be used in lieu of a vehicle rental. If an airport limousine is utilized to the hotel from the receiving airport and return, taxicabs can be used as a mode of transportation from the hotel to the training site and restaurant locations. Reimbursement for taxicab fares will be accepted with an appropriate receipt.
 - Mode of transportation from home to designated airport and return may be either of the following but not a combination of:
 - Taxi to and from originating airport; or
 - Private vehicle to and from originating airport with corresponding allowance for mileage at the current federal rate of .54/mile and airport parking for four (4) days at an economy rate.
 - Lodging should be reasonable but not extravagant accommodations.
 - Alcohol beverages, entertainment and personnel expenses are non-reimbursable.
 - At the option of the trainer, the cost of meals can be reimbursed by either receipts or by per diem. The standard per diem rates are as follows: Breakfast (\$8.00), Lunch (\$12.00) and Dinner (\$26.00) for a total of \$46.00 per day. Reimbursement for meals will follow

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the State of New Hampshire's per diem reimbursement policies to include (1) no allowance for breakfast on the first day of travel and (2) no allowance for dinner on the last day of travel, unless the trainer travels past 8:00pm on the last day of travel. Meals should not be overly extravagant.

- Customary tips will be allowed within reason.
- The NH Department of Corrections reserves the right to request a copy of all itemized receipts from the Contractor claimed by the authorized *Seeking Safety* trainer to support the requested reimbursement of the trainers' travel expenses prior to payment to the Contractor.

EXHIBIT C

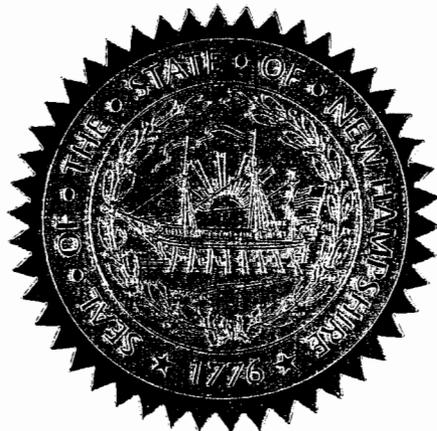
SPECIAL PROVISIONS

- 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.

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 a(n) Massachusetts limited liability company registered to do business in New Hampshire on December 31, 2015. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 5th day of January, A.D. 2016

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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

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[Name Availability](#)
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Date: 1/4/2016

Filed Documents

(Annual Report History, View Images, etc.)

For a blank Annual Registration Report, click here.**Business Name History**

Name	Name Type
TREATMENT INNOVATIONS, LLC	Legal
TREATMENT INNOVATIONS, LLC	Home State

Limited Liability Company - Foreign - Information

Business ID:	736589
Status:	Good Standing
Entity Creation Date:	12/31/2015
State of Business.:	MA
Principal Office Address:	28 Westbourne Rd Newton Center MA 02459-1616
Principal Mailing Address:	28 Westbourne Rd Newton Center MA 02459-1616
Last Annual Report Filed Date:	
Last Annual Report Filed:	0

Registered Agent

Agent Name:	Resident Agents
Office Address:	159 Main Street S100 Nashua NH 03060
Mailing Address:	

NEW! File Annual Report Online.

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

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: 12/30/15

ATTEST:


Lisa M. Najavits, PhD
Lisa M. Najavits, PhD, Director



CERTIFICATE OF LIABILITY INSURANCE

VAK
R045DATE (MM/DD/YYYY)
1/6/2016

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

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

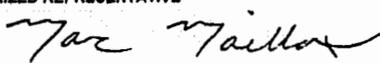
PRODUCER LOUGHLIN INSURANCE AGENCY INC/PHS 087742 P:(866) 467-8730 F:(888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	
INSURED TREATMENT INNOVATIONS 28 WESTBOURNE RD NEWTON CENTRE MA 02459		INSURER(S) AFFORDING COVERAGE INSURER A: Rated by multiple companies NAIC# 00914 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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

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

INSR LTR	TYPE OF INSURANCE	ADDE INSR	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		08 WEC CI8682	02/20/2015	02/20/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Those usual to the Insured's Operations.

CERTIFICATE HOLDER State of New Hampshire, NH Department of Correction PO BOX 1806 CONCORD, NH 03302	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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