

Contract Code 1715XP-12 Peer Mentoring

Statement of Work.

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

- a. The Contractor shall assign Peer Mentors to provide Peer mentoring to Clients and their families as directed in the Client's Service Plan.
- b. Providers shall review and follow DDA Administrative Policies hereby incorporated and attached as Exhibit A.
- c. The Contractor shall work in partnership with the Case Manager to create or strengthen each family's connections to community organizations and activities. The Contractor, through its Peer Mentors, shall:
 - (1) Upon receiving a referral from the Case Manager, meet with the Client and the Client's family to provide assistance in accomplishing goals stated in the service plan developed by the Case Manager.
 - (2) Develop, with the family, strategies to connect the Client and the Client's family with community resources, based on their interests and needs;
 - (3) Bring the Client and the Client's family together with local community members, who are not paid for their involvement with the family, for mutual benefit and activities.
 - (4) Gather information needed to enhance the participation of client and the Client's family in their community, providing them with information that is in written format, such as literature or pamphlets, for future reference.
 - (5) Refer the Client and family back to the Case Manager if community resources cannot be developed.
 - (6) Upon completion of services, provide a report to the Case Manager describing the process and the outcome of services.
- d. Progress Report Requirements:
 - (1) The Contractor shall provide a written report regarding client progress and services to the DDA Case Manager at least quarterly (every ninety (90) days) or more frequently if deemed necessary by DDA.
 - (2) Progress Reports shall include the following information, at a minimum:
 - (a) Identified service goals and objectives;
 - (b) Summary of the Client's progress towards achieving the service goals and objectives in measurable terms;
 - (c) Description of the types of service provided;
 - (d) Specific service dates and times during the previous ninety (90) days; and
 - (e) Total number of service hours provided.
- e. When requested, the Contractor and DSHS shall meet to discuss services to Clients and to share and present information regarding Client needs.
- f. The Contractor shall, at no additional cost, provide information as requested by DSHS to evaluators regarding the services provided by the Contractor.

Consideration.

Total consideration payable to Contractor for satisfactory performance of the work under this Contract shall be based on the following:

- a. Services. DSHS shall pay the Contractor \$20 per hour (\$5 per ¼ hour unit) for Peer Mentoring.
- b. Transportation Services. If needed, as part of the peer mentoring service, mileage shall be paid at current State of Washington rates, as published by the Office of Financial Management, for miles driven while transporting client from one location to another. The contractor shall request and receive approval for mileage in advance.
- c. Mileage for travel by the Peer Mentor only to or from the location where services shall be provided shall be paid at current State of Washington rates, as published by the Office of Financial Management. The Contractor shall request and receive approval for mileage in advance. Mileage shall not include the first thirty miles of any trip. This travel mileage is independent of mileage incurred in providing Transportation Services.
- d. Meetings. DSHS shall not pay the Contractor when a Peer Mentor attends assessment meetings with DDA.
- e. IFS Waiver Participants. If Client is an IFS waiver participant, he or she is subject to an annual allocation that limits the amount of peer mentoring service s/he is authorized to receive. Contractor shall not provide services that cause this allocation to be exceeded.