

Contract Code 1724 Community Guide and Engagement Services

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 provide Community Guide Services or Community Engagement Services to Clients as directed in the Client's Service Plan.

b. The Contractor shall work in partnership with the Case Manager to create or strengthen each individual's connections to community organizations and activities. The Contractor shall:

(1) Upon receiving a referral from the Case Manager, meet with the client to provide assistance in accomplishing goals stated in the service plan developed by the Case Manager, the client and their family.

(2) Develop, with the family, strategies to connect the client with community resources, based on their interests and needs.

(3) Bring the client 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 client participation in their community, providing the client with information that is in written format, such as literature or pamphlets, for future reference.

(5) Refer the Client 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.

c. Progress Report Requirements:

(1) The Contractor shall provide a written report regarding client progress and services to the DDA Case Manager at least quarterly 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 services provided;

(d) Specific service dates and times during the previous ninety (90) days; and

(e) Total number of service hours provided.

d. When requested, the Contractor and DSHS shall meet to discuss services to Clients and to share and present information regarding Client needs.

e. The Contractor shall, at no additional cost, provide information as requested by DSHS to evaluators regarding the services provided by the Contractor.

f. Contractors providing Community Guide and Engagement services do not pay for the following costs:

- (1) Membership fees or dues;
- (2) Equipment related to activities; and/or
- (3) The costs of any activities.

Consideration.

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

a. DSHS shall pay the Contractor for Community Guide and Community Engagement services at the published rate for services (not to exceed the contracted rate). The Contractor hereby waives written notice of subsequent rate changes. Subsequent rate changes will not require a revised Contract and are not disputable. Current rates are published at: <https://www.dshs.wa.gov/altsa/management-services-division/office-rates-management>.

b. Transportation Services. If needed, 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.

c. Administrative functions associated with service delivery (for example travel) are not billable as separate services but will be included in the established rate schedule.

d. Meetings. DSHS shall not pay the Contractor for attendance at assessment meetings with DDA.

e. DSHS shall not pay the Contractor for the cost of other expenses, such as telephone calls.

f. Contractor out-of-pocket expenses incurred while providing the service, such as bus fare to accompany the client or parking fees, may be reimbursed as pre-authorized.

g. If Client is an IFS Waiver participant, he or she is subject to an annual allocation that limits the amount of Community Engagement Service s/he is authorized to receive. Contractor shall not provide services that cause this allocation to be exceeded.

h. The rate established in this Contract is subject to change and does not require a contract amendment. The rates will be adjusted accordingly and incorporated into this Contract on the date the rate(s) become effective. DSHS will provide written notification of the rate increases to the Contractor.