

# **NORTH SOUND REGIONAL SUPPORT NETWORK BOARD OF DIRECTORS MEETING**

**North Sound Regional Support Network  
Conference Room  
117 North First Street, Suite 8  
Mt. Vernon, WA  
November 14, 2002**

**1:30 PM**

## **Agenda**

**Call to Order; Introductions – Chair**

**Revisions to the Agenda – Chair**

**Approval of October Minutes – Chair**

**Comments & Announcements from the Chair**

**Reports from Board Members**

**Comments from the Public**

**Report from the Advisory Board – Eileen Rosman, Chair**

**Report from Executive/Personnel Committee – Dave Gossett, Chair**

**Report from the Planning Committee – Dave Gossett, Chair**

**Report from the QMOC – Andy Byrne, Chair**

**Report from the Executive Director – Chuck Benjamin, Executive Director**

**Report from the Finance Officer – Bill Whitlock**

**Report from the Finance Committee – Mike Shelton**

**Consent Agenda – Chair**

<p>All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.</p>
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**Motion 02-067** To review and approve NSRSN claims paid from October 1, 2002 to October 31, 2002. Total dollar amount of warrants paid in October (unavailable). Total October payroll of (unavailable) and associated benefits in the amount of (unavailable).

**Motion 02-068** To approve supplemental appropriations for the 2002 budget in the amount of \$4,469,625.

*It is estimated that the revenues and expenditures will be greater than the original budget by \$4,469,625. This board motion will enable the NSRSN to pay contracted providers the amount due to them in a timely manner. The increase in expenditures category is classified as Agency, County, and other Services. This will not increase the NSRSN Staff Operating Budget. Please see the detailed list of revenues, attached.*

**Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager**

**Motion 02-054** To authorize the Executive Director to enter into Contract # NSRSN-PSC-UBH-01Amendment (1) between the NSRSN and United Behavioral Health for Medical Director and Consultation Services effective November 1, 2001 through December 31, 2003. Maximum consideration of this amendment is \$28,000. Total maximum consideration shall not exceed \$58,000.

*Please refer to the attached Draft Amendment which extends the current contract through December 31, 2003 . modifies the payment process and updates Exhibit A-1 Medical Director Consultation Services.*

**Motion 02-055**To authorize the Executive Director to enter into Contract # CONTRACT NO. NSRSN-Raintree-02, Amendment (1) between the NSRSN and Raintree Systems Inc. This amendment extends the sunset date to December 31, 2003 and purchases 2003 Concurrent User Licenses; Software Upgrades, Maintenance, and Technical Support; and ASP services. Maximum consideration of this Amendment is \$17,875. Total maximum consideration shall not exceed \$90,920.

*Please refer to attached Amendment and Exhibit D-1.*

**Motion 02-056** To authorize the Executive Director to enter into contract # NSRSN-ISLAND-02, Amendment 1 between the NSRSN and Island County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$10,000. Total maximum consideration shall not exceed \$122,805.

**Motion 02-057** To authorize the Executive Director to enter into contract # NSRSN-SAN JUAN-02, Amendment 1 between the NSRSN and San Juan County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$5,000. Total maximum consideration shall not exceed \$107,517.

**Motion 02-058** To authorize the Executive Director to enter into contract # NSRSN-SKAGIT, Amendment 1 between the NSRSN and Skagit County for Consumer Oriented Projects and reduction in PHP Carveout as a result of bringing Quality Specialist currently housed at Skagit County Human Services to the NSRSN Office. Total maximum consideration of this amendment shall not exceed \$16,287. Total Maximum consideration of this contract shall not exceed \$175,312.

**Motion 02-059** To authorize the Executive Director to enter into contract # NSRSN-SNOHOMISH-02, Amendment 2 between the NSRSN and Snohomish County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$95,060. Total maximum consideration shall not exceed \$2,717,607.

**Motion 02-060** To authorize the Executive Director to enter into contract #NSRSN-Whatcom-02, Amendment 2 between the NSRSN and Whatcom County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$36,068. Total maximum consideration shall not exceed \$311,271.

*Per Board Action, the NSRSN 2002 Operating Budget represents 4.75 % of the net PHP Payment. During calendar year 2002, funding increases have resulted in revenues in this category greater than the adopted 2002 Operating Budget. It is estimated that by year-end this will equate to \$172,000. NSRSN staff recommends distributing these funds to each county for consumer oriented projects. The goal of these funds being "To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery "The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning"."*

**Motion 02-061** To authorize an exception to NSRSN Financial Policy 22. Reimbursement for Travel NSRSN Staff 22.2 B. Meals. by approving an expenditure of \$144.30 for the Consumer Poster contest Awards Luncheon at Calico Cupboard.

*Per NSRSN Financial Policy, the meal allowance for lunch is \$10.00 per person, including taxes and gratuity. On September 26, 2002 the NSRSN hosted the second annual Poster Contest Awards Luncheon for the three winners and their families. Ten individuals participated. The average price of each luncheon item was \$9.87. After adding beverages (soft drinks, iced tea, coffee), tax and gratuity the total bill exceeded NSRSN \$10 per person for lunch policy.*

**Motion 02-062** To authorize the NSRSN Reserve Reduction Implementation Allocation Plan.

**Motion 02-063** To authorize the Executive Director to enter into contract #0269-09037, Amendment 1 Between the State of Washington Mental Health Division and NSRSN for Federal Block Grant funds in order to implement Expanded Community Services- Phase V. Maximum consideration for this amendment is \$21,000. Total maximum consideration shall not exceed \$301,000.

**Motion 02-064** To authorize the Executive Director to enter into Contract #-169-00339, amendment 5 between the State of Washington Mental Health Division and NSRSN for Expanded Community Services-Phase V Services. Maximum consideration for this amendment is \$64,617.

**Motion 02-065** To authorize the Executive Director to enter into Contract #NSRSN-APN-02-03, Amendment 3 between the NSRSN and Associated Provider Network. Maximum consideration for this amendment is \$85,617.

*MHD has informed the NSRSN that we have been allocated 3 ECS-PALS slots. The funding and service provision will be contracted to APN. The anticipated effective dates of these amendments is 10/15/02 – 6/30/03.*

**Motion 02-066** To authorize the Executive Director to enter into Contract # NSRSN-TULALIP-CP-00, Amendment (2) between the North Sound Regional Support Network and Tulalip Tribes, extending the sunset date to December 31, 2002. Maximum consideration remains unchanged at \$30,000.

*The Tulalip Tribes has requested that the effective date of this contract be extended in order that the invoicing for services provided can be processed and submitted.*

**Motion 02-069** To establish a Capital Fund. Any unexpended dollars at year-end reconciliation shall roll over into the Capital Fund. Capital Fund Projects may include, but are not limited to:

- Purchase of hardware and/or software for the development and implementation of regional on-line clinical records;
- Building or acquiring increased residential and/or E&T capacity;
- Building or acquiring regional triage center(s);
- Building or acquiring increased Activity Center capacity; and/or
- NSRSN Evaluation & Treatment Facility Loan and/or Lease payments

Any and all expenditures from the Capital Fund shall require approval from the NSRSN Board of Directors.

### **Emergency Action Items**

**Motion 02-074** To authorize the Executive Director to enter into Contract between Whatcom County and North Sound Regional Support Network for 2002 NSRSN Recovery: Vision of Hope Conference. Maximum consideration remains unchanged at \$2,000.

*This contract will enable Whatcom County to pay the NSRSN \$2,000 towards the costs associated with Whatcom County consumers, advocates and advisory board members attending this conference on December 4, 2002.*

### **Introduction Items – Chair**

**Motion IN-030** To introduce the NSRSN Recommended 2003 Operating Budget.

The NSRSN presented to the Board of Directors on October 24, 2002 the Preliminary Proposed 2003 Operating Budget. The Recommended Budget will be available on November 14, 2002 for final board adoption on December 5, 2002.

**Motion IN-044** To introduce a request to surplus woodworking equipment repossessed after the closure of “Skagit Woodshop”, a consumer-run business funded by NSRSN Consumer Oriented Projects dollars and dispose of said items at public auction.

*Please refer to attached list of repossessed equipment.*

**Motion IN-045** To introduce a request to allocate all revenue collected as a result of disposing of the wood working equipment at public auction to consumer oriented projects.

**Motion IN-046** To introduce the revised NSRSN Mission Statement: “We join together to enhance our community’s mental health and support recovery for people with mental illness served in the North Sound region, through high quality culturally competent services”

This statement was developed by the workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

**Motion IN-047** To introduce the proposed name change for the North Sound Regional Support Network: “North Sound Mental Health Administration”.

This proposed name change was developed by a workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

**Motion IN-048** To introduce contract # NSRSN-BTTG-02 between the North Sound Regional Support Network and Behavioral Technology Transfer Group for Children’s DBT professional clinical training for up to 150 clinicians and supervisors, effective December 15, 2002 through June 30, 2003. Maximum consideration shall not exceed \$13,000.

This is a 2-day training provided by the organization from Seattle who first implemented DBT Training nation-wide.

**Executive Session - Chair**

**Reconvene - Chair**

**Adjournment – Chair**

**NOTE: The next Board of Directors meeting is scheduled for Thursday, December 5, 2002 at the CottonTree Convention Center, Mount Vernon, WA at 1:30 PM.**

**NORTH SOUND REGIONAL SUPPORT NETWORK  
BOARD OF DIRECTORS MEETING**

**North Sound Regional Support Network  
Conference Room  
117 North First Street, Suite 8  
Mt. Vernon, WA  
October 24, 2002  
1:30 PM**

**MINUTES**

**Present:**

Ward Nelson, Chair, Whatcom County Council  
Maile Acoba, Alternate for Kenneth Dahlstedt, Skagit County Commissioner  
Andy Byrne, Alternate for Pete Kremen, Whatcom County Executive  
Julia Gibb, Alternate for John Koster, Snohomish County Council  
Dave Gossett, Snohomish County Council  
Joe Johnson, Nooksack Tribe  
Marie Jubie, NSRSN Advisory Board  
Mike Shelton, Island County Commissioner  
Rhea Miller, San Juan County Commissioner  
Sharrie Freemantle, Alternate for Kirke Sievers, Snohomish County Council  
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

**NSRSN Staff Members:**

Beckie Bacon, Chuck Benjamin, Melinda Bouldin, Sharri Dempsey, Marcia Gunning, Wendy Klamp, Greg Long, Linda Vaughan, Michael White, Bill Whitlock, Gary Williams

**Guests:**

Mary Good, Tom MacIntyre, Jim King, Jere LaFollette, Jane Relin, Jess Jamieson

**1. Call to Order; Introductions – Chair**

Chair Nelson convened the meeting at 1:30. Introductions were made of all present.

**2. Revisions to the Agenda – Chair**

None.

**3. Approval of Minutes – Chair**

It was moved, seconded and approved to accept the September minutes.

**4. Comments & Announcements from the Chair**

Chair Nelson announced Melinda Bouldin as Employee of the Quarter. He presented her with a certificate and perpetual plaque.

Chair Nelson reminded all present that the Recovery Conference will be December 4<sup>th</sup> at the CottonTree Convention Center followed by the Board Retreat and Board Meeting. Mr. Benjamin reiterated that the Recovery Conference was being held at the CottonTree in an effort to save money.

The Tribal/RSN meeting will take place on November 4<sup>th</sup>, at which time the 7.01 Plan will be reviewed and revised if needed.

Chair Nelson reminded the group that the November Board of Directors meeting would be earlier in the month than usual, taking place on the 14<sup>th</sup>.

## **5. Reports from Board Members**

Rhea Miller reported that she had attended the CMH stakeholders meeting at the CottonTree. It was well attended by a wide range of stakeholders from the justice system, alcohol recovery, mental health, etc. Truly wraparound attendance. All groups were greatly concerned about budget cuts. There is a great need for trauma screening; many people in jail that shouldn't be there. How do we perform triage without adequate money?

Mike Shelton also attended the same conference. Dennis Braddock will be hosting a meeting on December 6<sup>th</sup> looking for input on the budget. Mr. Shelton stated that although the state budget is "headed for a train wreck" we must all remain diligent in our efforts. Island County is moving forward with building their new mental health facility.

Jim Teverbaugh stated concern about multiple layers of administration and lack of consistency in goals regarding providing uniform services statewide. He is disturbed that there is a perception that services have improved since the RSNs were established.

Joe Johnson reported that RSNs for the first time attended the statewide IPAC meeting. There remains great need amongst the Tribes.

Chair Nelson reported that the D.C. sniper suspects had no history with our mental health system. Both lived briefly at the Lighthouse Mission. An advocacy group around general healthcare is being developed. A conference will take place in November. Senator Murray will meet with Mr. Nelson to put together a statewide group to address healthcare in general. He is excited about this venture.

Ms. Jubie reported that she attended the Partners in Crisis meeting in Olympia. There was a wide range of people in attendance, all coming away energized.

## **6. Comments from the Public – Chair**

Beckie Bacon distributed a sample of the 2003 CMHS calendars on sale now. The calendars feature artwork by Michelle Shoher, and all proceeds benefit consumers at CMHS.

Wendy Klamp invited everyone to remain after the meeting to hear a presentation on the Telesage pilot project.

Jess Jamieson thanked members Miller and Shelton for attending the stakeholder meeting. Work accomplished there will be synthesized into position points, which will be sent to legislators with the list of participants. This is a community of people. He invited all to sign on as supporters.

## **7. Report from the Advisory Board – Eileen Rosman, Chair**

Marie Jubie represented Ms. Rosman who was unable to attend. She reported that the Advisory Board had heard a presentation on HIPAA offered by Wendy Klamp. The Advisory Board approved their 2003 recommended budget structure, approved the Housing Plan, Homelessness Plan, and the Anti-Retaliation Policy.

## **8. Report from Executive/Personnel Committee – Dave Gossett, Chair**

Mr. Gossett reported that the group had discussed the results of the Board survey regarding meeting dates for 2003. It appears that the best date is the second Thursday of the month. If this causes anyone great hardship, they are to let someone on the Committee know.

The MHD Audit report was discussed.

**8.a.** Mr. Benjamin offered a brief PowerPoint presentation outlining the MHD audit report. His presentation illustrated the numerous strengths identified by the audit team, as well as findings and areas of concern. The NSRSN has 60 days to submit a corrective action plan.

Mr. Teverbaugh asked for clarification of the “retaliation” mentioned as an area of concern. Mr. Benjamin clarified that a recent complaint of retaliation was investigated by the MHD and determined to be unfounded. The MHD, however, recommended the RSN clearly spell out protocols for Anti-Retaliation. Staff has written the policy and procedure, which is on the Action Item agenda.

Mr. Gossett summarized the Committee’s discussion of the report. Although the MHD has told us over time that this RSN is the best, many findings and areas of concern in this audit are serious and repeated.

Therefore, the Committee brought forth this motion:

In light of the MHD Integrated Audit and taking into consideration potential fiscal hardships that lie ahead, the Executive Committee recommends that the NSRSN Executive Director working with the Executive Committee perform an NSRSN system review to include:

- Historical clinical review
- Assessment of administrative structure
- Assessment of quality management oversight

This system review will include input from stakeholders, consumers, and advocates. The NSRSN Executive Director will work with the Executive Committee and will report back to the NSRSN Board at their March 2003



meeting with his recommendation for the most efficient and effective method to deliver high quality culturally competent services.

Ms. Miller feels the audit report contains some very serious issues. We need to consider whether or not we want to continue our contract with the APN. The NSRSN continues to get blamed for lacking services. Are we at another turning point?

Ms. Jubie stated she is furious about the finding related to consumers not being informed of prescription side effects. She feels there is no excuse for this.

Mr. Benjamin agrees that we need to investigate the issue more.

Mr. Shelton reminded the group that it is very easy to overlook the good things in the audit. Many times when we get overwhelmed we leave out paperwork – maybe we're doing our job properly, just not documenting. Overall the audit is a good one.

Chair Nelson clarified the motion. It received a second.

Chair Nelson stated that we need to use the audit as a tool for Quality Improvement. Consumer care is major concern for us all. Elected officials have a responsibility to take this seriously.

Ms. Gibb asked why the deadline for this review is March? Mr. Gossett answered that it will take that long to do a thorough study.

Jere LaFollette read the audit and felt it was very positive. It contained a plethora of system-wide kudos. He assured the group that concerns about clinical documentation is very much of concern to the APN and providers. He hopes they will be able to work more closely with the RSN to make improvements. As resources are whittled away, we need to work on duplication of efforts, and examine roles and responsibilities to increase efficiency and effectiveness.

Chair Nelson called for the vote. The motion passed unanimously.

## **9. Report from the Planning Committee – Dave Gossett, Chair**

The Planning Committee met on October 10<sup>th</sup>. Mr. Gossett reported the Mission Statement / Name Change group met and accomplished their goal in one meeting! Their recommendation will come to the full Board for approval. Two more groups are in progress, the Criminal Justice Workgroup, and Special Population Workgroup.

Mr. Gossett brought forth a motion from the Committee's meeting on October 10<sup>th</sup>:

To introduce the establishment of a Capital Fund. Any unexpended dollars at year-end reconciliation shall roll over into the Capital Fund. Capital Fund Projects may include, but are not limited to:

- Purchase of hardware and/or software for the development and implementation of regional on-line clinical records;
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- NSRSN Evaluation & Treatment Facility Loan and/or Lease payments

The motion received a second, and was passed unanimously.

#### **10. Report from QMOC Committee – Andy Byrne, Chair**

Mr. Byrne reported the QMOC met on October 16<sup>th</sup>. The meeting was well attended. The group heard several reports, including:

- MHD audit
- Inpatient capacity data
- Concurrent Reviews
- HIPAA update

#### **11. Report from the Executive Director – Chuck Benjamin, Executive Director**

In lieu of his regular report, Mr. Benjamin offered a brief visual presentation outlining the 2003 Proposed Operating Budget.

#### **12. Report from the Finance Officer – Bill Whitlock**

Mr. Whitlock offered his report, summarizing variances in revenues and expenditures.

#### **13. Report from the Finance Committee – Mike Shelton**

Mr. Shelton reported that the Committee reviewed bills and expenditures, and recommends approval of the entire Consent Agenda.

#### **14. Consent Agenda – Chair**

It was moved and seconded to approve Motions 02-052, 02-048, 02-049. The motions were unanimously approved.

#### **15. Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager**

It was moved and seconded to approve Motion 02-045, the NSRSN Housing Plan.

It was moved and seconded to approve Motion 02-046, the NSRSN Homelessness Plan.

It was moved and seconded to approve Motion 02-047, the NSRSN Anti-Retaliation Policy and Procedure.

**16. Emergency Action Item – Marcia Gunning, Contracts Compliance/Financial Services Manager**

There were none.

**17. Motions Not Yet Reviewed by the Advisory Board – Ward Nelson, Chair**

Chair Nelson directed the group to review Introduction Items 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42 and 43.

**18. Executive Session - Chair**

There was none

**19. Reconvene - Chair**

**20. Adjournment – Chair**

The meeting adjourned at 3:02

Respectfully submitted,

Melinda Bouldin

# MEMORANDUM

## Revised

DATE: November 5, 2002

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: November 14, 2002 NSRSN Board of Director's Agenda

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Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the November 14, 2002 NSRSN Board Meeting.

### **CONSENT AGENDA**

1. To approve supplemental appropriations for the 2002 budget in the amount of \$4,469,625.

*It is estimated that the revenues and expenditures will be greater than the original budget by \$4,469,625. This board motion will enable the NSRSN to pay contracted providers the amount due to them in a timely manner. The increase in expenditures category is classified as Agency, County, and other Services. This will not increase the NSRSN Staff Operating Budget. Please see the detailed list of revenues, attached.*

### **ACTION ITEMS**

1. To authorize the Executive Director to enter into Contract # NSRSN-PSC-UBH-01Amendment (1) between the NSRSN and United Behavioral Health for Medical Director and Consultation Services effective November 1, 2001 through December 31, 2003. Maximum consideration of this amendment is \$28,000. Total maximum consideration shall not exceed \$58,000.

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this amendment is \$10,000. Total maximum consideration shall not exceed \$122,805.

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6. To authorize the Executive Director to enter into contract # NSRSN-SNOHOMISH-02, Amendment 2 between the NSRSN and Snohomish County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$95,060. Total maximum consideration shall not exceed \$2,717,607.
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9. To authorize the following NSRSN Reserve Reduction Implementation Allocation Plan.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
STATE FUNDING RESERVE REDUCTION IMPLEMENTATION PLAN**

Maximum State reduction to NSRSN Reserves for FY 2003 (7/1/02-6/30/03) \$486,331  
**Effective 7/1/02 thru 6/30/03 MHD is collecting these reserves by reducing NSRSN monthly State Funds/PHP payment**

Total NSRSN Reserves as of 12/31/01 \$845,833

1. One time payment transfer from NSRSN Reserves to 5.9% Risk Reserve. <b>Current Risk Reserve = \$2,299,836. Based on PHP Revenues for FY 2002, \$2,644,692.21 is required.</b>	\$344,856
2. Payment from NSRSN Reserves to APN <b>These dollars offset PHP monthly reduction &amp; Interest earned allocation reduction caused By Legislative MHD Reserve Reductions.</b> <b>These funds to be paid to APN in 11 payments of \$35,026.4 1 and 1 payment of \$35,026.49, effective 7/1/02.</b>	\$420,317
3. Payment from NSRSN Reserves to Advisory Board 2002 Budget <b>As approved in NSRSN 2002 Operating Budget</b>	\$30,000
4. Payment from NSRSN Reserves to Previously contracted Consumer Projects <b>Funds required to pay for those consumer oriented projects contracts from 2000, whose sunset date and final billings occurred in 2002.</b>	\$50,660
<b>TOTAL NSRSN 2001 RESERVES ALLOCATED</b>	<b>\$845,833</b>

10. To authorize the Executive Director to enter into contract #0269-09037, Amendment 1 Between the State of Washington Mental Health Division and NSRSN for Federal Block Grant funds in order to implement Expanded Community Services- Phase V. Maximum consideration for this amendment is \$21,000. Total maximum consideration shall not exceed \$301,000.

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12. To authorize the Executive Director to enter into Contract #NSRSN-APN-02-03, Amendment 3 between the NSRSN and Associated Provider Network. Maximum consideration for this amendment is \$85,617.

*The contract amendments referenced in # 11, 12 and 13 above are placeholders. MHD has informed the NSRSN that we have been allocated 3 ECS-PALS slots. The funding and service provision will be contracted to APN. The anticipated effective dates of these amendments is 10/15/02 – 6/30/03.*

13. To authorize the Executive Director to enter into Contract # NSRSN-TULALIP-CP-00, Amendment (2) between the North Sound Regional Support Network and Tulalip Tribes, extending the sunset date to December 31, 2002. Maximum consideration remains unchanged at \$30,000.

*The Tulalip Tribes has requested that the effective date of this contract be extended in order that the invoicing for services provided can be processed and submitted.*

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15. Any and all expenditures from the Capital Fund shall require approval from the NSRSN Board of Directors.

### **EMERGENCY ACTION ITEMS**

1. *To authorize the Executive Director to enter into Contract between Whatcom County and North Sound Regional Support Network for 2002 NSRSN Recovery: Vision of Hope Conference. Maximum consideration remains unchanged at \$2,000.*

*This contract will enable Whatcom County to pay the NSRSN \$2,000 towards the costs associated with Whatcom County consumers, advocates and advisory board members attending this conference on December 4, 2002.*

### **ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD**

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*This is a 2-day training provided by the organization from Seattle who first implemented DBT Training nation-wide.*

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

cc: NSRSN Board of Directors  
Charles R. Benjamin  
County Coordinators  
NSRSN Management Team



Federal Block Grants

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02-004	Additional FBG for Providers 6 Proposals	86,989
	Subtotal	<u>86,989</u>

State Grants

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01-091	Expanding Community Service Phase 1	69,000
01-070	DD Crisis Services	357,724
02-014	Expanding Community Service Phase 2	564,655
	Mixed State and FBG Funds	
02-021	Reserve Reduction and \$1.98 Federal Increase	1,166,257
02-050	Incentive Funds for Protocols	25,000
	Increased PHP Payment	<u>2,200,000</u>
	Subtotal	<u>4,382,636</u>

Total Revenue      \$4,469,625

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Total Expenditures Agency County & other Services      \$4,469,625

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**NORTH SOUND REGIONAL SUPPORT NETWORK  
PROFESSIONAL SERVICES AGREEMENT Amendment  
CONTRACT # NSRSN-PSC-UBH-01  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and United Behavioral Health (UBH) is hereby amended as follows:

**I. Terms and Conditions**

- A. Term. This Agreement shall take effect November 1, 2001 and shall continue in full force and effect through December 31, 2003.

**II. Compensation**

- A. Consideration: Cost reimbursement shall be made only if the NSRSN has a fully executed contract on file.

Effective November 1 2002, the NSRSN shall pay to Contractor \$1,755 per month for Medical Director Consultation Services, as described in Exhibit A-1 Attached.

Maximum consideration of this Amendment shall not exceed \$28,000. Maximum consideration in Calendar Year 2002 shall not exceed \$30,000. Maximum consideration in Calendar Year 2003 shall not exceed \$28,000. Total maximum consideration shall not exceed \$58,000.

- B. Payment Procedures. Contractor shall submit a monthly invoice by the 10<sup>th</sup> of the month requesting \$1,755 for Medical Director Services.
- C. Reporting Requirements and Reconciling monthly payments: On a quarterly basis Contractor shall submit a detailed quarterly (3 month) report by the 10<sup>th</sup> of the month after the quarter in which services were provided. (February 10, 2003; May 10, 2003; August 10, 2003; October 10, 2003 and January 10, 2004) Contractor will document actual hours worked by date and type of Medical Director Service provided. (refer to Exhibit A-1) The monthly payment equates to an average of 13 hours per month of Medical Director Services (at \$135.00 per hour).

*If after NSRSN reconciliation of the quarterly report(s), the actual hours of Medical Director time are less than an average of 13 hours per month, the unused hours shall be rolled over into the preceding months. If at the end of 6 months the actual Medical Director service hours are at least 30% below the 13 hours per month, the NSRSN and Contractor shall renegotiate the contracted service hours, which may result in a reduction of monthly payment.*

*If the actual hours of Medical Director time for any given month is greater than 13 hours and if there are no unused hours from prior months, the NSRSN shall reimburse Contractor for each additional hour at a rate of \$135 per hour.*

Failure to submit the Quarterly Report by the 10<sup>th</sup> of the month may result in a delay in the next monthly payment. Failure to submit the quarterly detailed report may result in the NSRSN withholding the monthly payment(s) until received by Contractor.

Invoices for services completed but contractually authorized in a retroactive manner must be submitted within fifteen (15) days after the execution of the appropriate contract.

Until notified otherwise, Contractor shall submit all requests for reimbursement and quarterly reports to:

North Sound Regional Support Network  
Attn.: Finance Manager  
117 North 1<sup>st</sup> Street, Suite 8  
Mount Vernon, WA 98273-3806

D. **Reimbursed Expenses**. Contractor shall be reimbursed for mileage when using personal car on NSRSN business at the standard NSRSN reimbursement rate which shall conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service for all business related travel. Mileage usage documentation shall be attached to the monthly invoice when applicable. The reimbursement request shall be itemized on the monthly invoice.

III. **Service Expectations, B** shall be modified to read as follows:

B. Contractor shall provide services as set forth in **Exhibit A-1** attached.

**Exhibits** - *Exhibit A shall be replaced by Exhibit A-1, North Sound Regional Support Network Medical Director Consultation Services, attached.*

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-PSC-UBH-01 THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

UNITED BEHAVIORAL HEALTH

Charles R. Benjamin, Executive Director Date

FOR CONTRACTOR

Date

\_\_\_\_\_  
Print Name & Title

Approved as to Form for NSRSN:

Basic Form approved by Brad Furlong 10/2/01

Attorney at Law

Date

**EXHIBIT A-1**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**MEDICAL DIRECTOR CONSULTATION SERVICES**

**PURPOSE:**

To provide timely medical consultation services for the NSRSN including clinical and contracting staff communications, doctor to doctor communications, medical necessity review and recommendations, service denial review, grievance issues, medication review, medical practice guidelines, and staff in-service trainings.

**DUTIES AND RESPONSIBILITIES:**

1. Provide medical consultation to NSRSN clinical staff and contracting clinical staff as requested by NSRSN;
2. Consult directly with other physicians as required to represent the NSRSN in clinical disputes, and provide liaison with NSRSN Service Area physicians and agencies as requested;
3. Facilitate medical director's meeting between NSRSN and NSRSN provider agencies on a regularly scheduled basis. These meetings shall discuss policy and procedural issues, clinical standards and best practices, provide feedback and consultation to the NSRSN and to the providers on said issues, and be a forum for debating important clinical and policy issues as the field of psychiatry and managed care evolves;
4. Provide consultation to NSRSN Quality Assurance/Quality Improvement Department and to the Quality Management Oversight Committee (QMOC). Attend QMOC meetings, as scheduled;
5. Establish criteria and procedure for Medical Director review of Critical Incidents, and consult with NSRSN staff regarding Critical Incident Reviews and Urgent Reviews;
6. Establish criteria and procedure for Medical Director review of clinical cases;
7. Provide Professional Testimony as requested by NSRSN in judicial proceedings and clinical consultations in NSRSN grievance proceedings;
8. Provide consultation to the NSRSN Executive Director and staff, regarding such issues as clinical standards, policies, procedures and best practices;

9. Assist the NSRSN with reviewing and assessing the NSRSN Level of Care Manual and clinical questions regarding medical necessity, inpatient admissions, length of stay questions and determinations, service type, duration, service limitations, exceptional needs cases, quality assurance and outcomes, etc., and make recommendations;
10. Provide in-service training for staff on managed care and general clinical issues in order for staff to understand direct service versus care management in a managed care world and to remain current on managed care issues,
11. Provide brief phone consultations within one hour of initial request made via phone/fax by NSRSN staff with extended conversations, if necessary, the same day. Phone consultations shall be available 24 hours per day, 7 days per week.
12. Conduct clinical reviews of contracted provider clinical records as requested.

**AVAILABILITY:**

**Monday through Friday 8 a.m. to 5:00 p.m., except phone consultations which shall be provided on an as need basis 24 hours per day, 7 days per week.**

**MINIMUM QUALIFICATIONS:**

1. Board certified MD in psychiatry
2. Current Washington State Medical License

**KNOWLEDGE SKILLS AND ABILITIES:**

1. Working knowledge of adult and child mental health clinical issues
2. Working knowledge of State of Washington Publicly Funded Mental Health System
3. Familiarity of the of North Sound Regional Support Network.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-Raintree-02  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Raintree Systems Inc. (Raintree) is hereby amended as follows:

1. The effective date of this Agreement shall be modified as follows: January 1, 2002 through December 31, 2003.
2. **Exhibit D, Fee and Payment Schedule shall be replaced by attached Exhibit D-1, Fee and Payment Schedule.**
3. **Maximum consideration of this amendment is \$17,875. Total Maximum Consideration shall not exceed \$90,920.**

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-RAINTREE-02 THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

RAINTREE SYSTEMS, INC.

\_\_\_\_\_  
Charles R. Benjamin, Executive Director Date  
Director Date

Mark Russell, Chief Executive

## **Exhibit D-1 Fee and Payment Schedule**

*RAINTREE shall be reimbursed for services and other expenses as described below. RAINTREE shall submit an invoice detailing each service on a monthly basis.*

The invoice shall be submitted by the tenth (10<sup>th</sup>) day of the month following the month during which service required to be performed under this Agreement and/or expenses incurred as approved by NSRSN were provided.

### **1. Raintree Professional Concurrent User Pricing for the Sound Data Systems Purchasing Consortium:**

Concurrent Users = 15

Total: \$30,000.00

The NORTH SOUND REGIONAL SUPPORT NETWORK'S effective purchasing rate is \$1,000.00 per concurrent user per year. Additional concurrent users may be added by separate contract and/or amendment at \$1,000 per concurrent user.

#### **Payment terms for Raintree Professional Users:**

100% due within 30 days of the date of signature of the contract/purchase agreement.

#### **Payment terms for Additional Raintree Professional Concurrent Users:**

Payment Terms: 100% due within 30 days of the date of signature of the purchase agreement.

### **2. Payment rate and terms for Software Upgrades, Maintenance, and Technical Support:**

Payment Rate: \$2,875.00 per year (15 concurrent users)

Total: \$5,750.00

#### **Payment Terms: Fee for Service Basis.**

### **3. Payment rate and terms for 200 Software Customization Hours:**

Payment Rate: \$125.00 per hour

Total: \$25,000.00

Payment Terms: Fee for Service Basis.

### **3. Payment rate and terms for 122 Software Implementation Management and Consultation Services Hours:**

Payment Rate: \$85.00 per hour

Total: \$10,370.00

Payment Terms: Fee for Service Basis.

### **4. Payment rate and terms for 40 Software Training Hours:**

Payment Rate: \$85.00 per hour

Total: \$3,400.00

Payment Terms: Fee for Service Basis.

**5. Payment rate and terms for 3 on-site Software Training Days:**

Payment Rate: \$800.00 per day plus expenses Total: \$2,400.00

Payment Terms: Fee for Service Basis.

**6. Software Data Transfer:**

Complete data transfers will be billed at a rate of \$5,000.00 per database. A separate data transfer document will be submitted before work begins.

Payment Terms: Fee for Service Basis. Total: \$5,000.00

**7. Monthly ASP Services – Hosting the NSRSN Database:**

Payment Rate: \$50 month per concurrent user x 15 Users  
\$750 month beginning at anticipated go-live date of 1/1/03 Total:  
\$9,000.00

Payment Terms: Fee for Service Basis

**Total Maximum Consideration, as set forth above  
(1/1/02 – 12/31/03):  
\$90,920.00**



DESCRIPTION	FEE PAID FOR:	AMOUNT OF FEE	PAYMENT DUE
<b>License Fee</b> Indicate number and type of license	Non-exclusive, perpetual license to use Licensed Materials and install on servers not maintained by RAINTREE.	15 Raintree Professional Concurrent User License per year.  \$30,000.00	100% due 30 days following contract execution.
<b>Software Upgrades, Maintenance and Technical Support</b>	Platinum Level Support and Service. NORTH SOUND REGIONAL SUPPORT NETWORK will receive software upgrades as they are released, plus software maintenance and technical support in accordance with the Agreement.	This price is based on the initial 15 users. As users are added the pricing rate will be adjusted.  \$5,750	Fee for Service Basis.
<b>Custom Programming – Compliance with Regulatory Requirements</b>	Programming required to bring Raintree Software Products into compliance with regulatory requirements of the State of Washington.	Contracted rate of \$125.00 per hour.  200 hours = \$25,000.00	Fee for Service Basis.
<b>Custom Programming (Non contract Rates)</b>	Programming by RAINTREE in accordance with NORTH SOUND REGIONAL SUPPORT NETWORK specifications from NORTH SOUND REGIONAL SUPPORT NETWORK AUTHORIZED AGENTS.	Project Implementation Manager. Contracted rate of \$85.00 per hour.  122 hours = \$10,370	Fee for Service Basis.
<b>User Training</b>	On-Site Training of NORTH SOUND REGIONAL SUPPORT NETWORK Authorized Users.  On-Line Training of NORTH SOUND REGIONAL SUPPORT NETWORK Authorized Users.	On Site Training – 3 days x \$800 = \$2,400.00  On-Line Training Modem Only Per Hour Training Fees: Initial Training = 40 hours = \$3,400.00	Fee for Service Basis.
Monthly ASP Services	<b>Hosting the NSRSN Database-Application Service Provider</b>	Payment Rate: \$50.00 month per concurrent user x 15 Users = \$750.00 month = \$9,000.00 per year. Effective when system is “live”.	Fee for Service Basis
Data Conversion	Conversion of NSRSN Data in BDS to Raintree Professional	5,000.00 per database	Fee for Service Basis.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-Island-02  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Island County is hereby amended as follows:

1. Effective December 1, 2002, Exhibit G Consumer Oriented Projects Funding Requirements Guidelines shall be added.
2. Maximum consideration of this amendment shall not exceed \$10,000.
3. Total maximum consideration shall not exceed \$122,085.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-ISLAND THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

ISLAND COUNTY

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\_\_\_\_\_  
Charles R. Benjamin, Executive Director    Date    Signature    Title    Date

Approved as to form for NSRSN

Approved as to form for County

Brad Furlong,                      10/02/01  
Attorney at Law                      Date

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\_\_\_\_\_  
Date

**EXHIBIT G**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**Consumer Oriented Projects Funding Requirements**

Purpose:

To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery  
***“The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning”.***

Requirements:

- Project is consumer driven, that clients of services, their family members, and/or community advocates are directly involved in proposal design, project implementation, ongoing operation and oversight.
- Projects should result in direct, tangible changes in the lives of individuals with severe/chronic mental illness or in community/system changes that will result in future increased inclusion/acceptance of persons with severe/chronic mental illness.
- Funded projects shall:
  - Empower and Involve Consumers, and/or
  - Decrease Stigma, and/or
  - Increase Consumer Job Opportunities, and/or
  - Demonstrate New or Unavailable Services that will assist consumers in realizing their Vision of Hope – Path to Recovery.
- Funded projects shall embrace the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001
- Funded projects shall provide services targeted to individuals (children, adolescents, adults and older adults) with severe/chronic mental illness residing within the NSRSN Service Area.
- Funded projects should be able to demonstrate their effectiveness through measurable outcomes.
- Proposals that strengthen Consumer voice, choice and ownership; show collaboration; community-based partnerships; and multi-system partnerships are encouraged.
- Funds cannot be used to provide or enhance services that NSRSN contracted providers are obligated or required to provide.
- Counties are required to submit quarterly fiscal and project status reports to the NSRSN.

## **NORTH SOUND REGIONAL SUPPORT NETWORK**

### *2002 Consumer Oriented Projects Request Questionnaire*

1. Clearly describe your project, the people you intend to serve and how the services will empower and involve consumers, assist consumers in realizing their Vision of Hope – Path to Recovery, decreased stigma and/or increase job opportunities, Include the number of consumers involved in receiving services and providing the service(s).
2. Identify which of the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001 the proposed project will address. Specify how the project will do so. (Be as specific and inclusive as possible).
3. Who will be responsible for planning, implementing and monitoring the project? Please describe any/all experience in delivering this kind of service?
4. Create a timeline for implementing the activity/services, achieving project objectives/outcomes, and expending awarded funds.
5. How will you market this project? Please provide a business or marketing plan for proposals employing persons and/or selling services/goods.
6. Clearly describe your project’s goals, expected outcomes and how you are going to measure your success.
7. Describe how the project will strengthen consumer voice, choice and ownership.
8. Detail the collaborative, community-based partnerships supporting this project. Please distinguish between those who are working partners/contributing resources) and those who are non-working supporters of your project.
9. Detail your plans for future funding support and/or collaborative funding.

## PROJECT BUDGET SUMMARY

**Project Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Budget Time Frame:** From \_\_\_\_\_, 2002 to \_\_\_\_\_

**Expenditures:**

**Revenues:**

Description	NSRSN Funding	County Funding	Other Funding (Identify Source)	Total Revenues
Salaries/Wages and Benefits				
Supplies				
Minor Equipment/Tools				
Professional Services				
Communications/Telephone				
Transportation				
Advertising				
Rentals				
Insurance				
Public Utilities				
Repairs/Maintenance				
Machinery & Equipment				
Administration				
Other, please specify:				
<b>TOTAL REVENUES</b>	\$	\$	\$	\$

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-San Juan-02  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and San Juan County is hereby amended as follows:

1. Effective December 1, 2002, Exhibit G Consumer Oriented Projects Funding Requirements Guidelines shall be added.
2. Maximum consideration of this amendment shall not exceed \$5,000.
3. Total maximum consideration shall not exceed \$107,517.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-SAN JUAN THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

SAN JUAN COUNTY

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Charles R. Benjamin, Executive Director	Date	Signature	Title	Date
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Approved as to form for NSRSN

Approved as to form for County

Brad Furlong 10/02/01  
Attorney at Law Date

\_\_\_\_\_  
Date

**EXHIBIT G**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**Consumer Oriented Projects Funding Requirements**

Purpose:

To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery  
***“The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning”.***

Requirements:

- Project is consumer driven, that clients of services, their family members, and/or community advocates are directly involved in proposal design, project implementation, ongoing operation and oversight.
- Projects should result in direct, tangible changes in the lives of individuals with severe/chronic mental illness or in community/system changes that will result in future increased inclusion/acceptance of persons with severe/chronic mental illness.
- Funded projects shall:
  - Empower and Involve Consumers, and/or
  - Decrease Stigma, and/or
  - Increase Consumer Job Opportunities, and/or
  - Demonstrate New or Unavailable Services that will assist consumers in realizing their Vision of Hope – Path to Recovery.
- Funded projects shall embrace the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001
- Funded projects shall provide services targeted to individuals (children, adolescents, adults and older adults) with severe/chronic mental illness residing within the NSRSN Service Area.
- Funded projects should be able to demonstrate their effectiveness through measurable outcomes.
- Proposals that strengthen Consumer voice, choice and ownership; show collaboration; community-based partnerships; and multi-system partnerships are encouraged.
- Funds cannot be used to provide or enhance services that NSRSN contracted providers are obligated or required to provide.
- Counties are required to submit quarterly fiscal and project status reports to the NSRSN.

## **NORTH SOUND REGIONAL SUPPORT NETWORK**

### *2002 Consumer Oriented Projects Request Questionnaire*

1. Clearly describe your project, the people you intend to serve and how the services will empower and involve consumers, assist consumers in realizing their Vision of Hope – Path to Recovery, decreased stigma and/or increase job opportunities, Include the number of consumers involved in receiving services and providing the service(s).
2. Identify which of the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001 the proposed project will address. Specify how the project will do so. (Be as specific and inclusive as possible).
3. Who will be responsible for planning, implementing and monitoring the project? Please describe any/all experience in delivering this kind of service?
4. Create a timeline for implementing the activity/services, achieving project objectives/outcomes, and expending awarded funds.
5. How will you market this project? Please provide a business or marketing plan for proposals employing persons and/or selling services/goods.
6. Clearly describe your project’s goals, expected outcomes and how you are going to measure your success.
7. Describe how the project will strengthen consumer voice, choice and ownership.
8. Detail the collaborative, community-based partnerships supporting this project. Please distinguish between those who are working partners/contributing resources) and those who are non-working supporters of your project.
9. Detail your plans for future funding support and/or collaborative funding.



## PROJECT BUDGET SUMMARY

**Project Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Budget Time Frame:** From \_\_\_\_\_, 2002 to \_\_\_\_\_

**Expenditures:**

**Revenues:**

Description	NSRSN Funding	County Funding	Other Funding (Identify Source)	Total Revenues
Salaries/Wages and Benefits				
Supplies				
Minor Equipment/Tools				
Professional Services				
Communications/Telephone				
Transportation				
Advertising				
Rentals				
Insurance				
Public Utilities				
Repairs/Maintenance				
Machinery & Equipment				
Administration				
Other, please specify:				
<b>TOTAL REVENUES</b>	\$	\$	\$	\$

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-Skagit-02  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Skagit County is hereby amended as follows:

- 1. Effective December 1, 2002, Exhibit G, Consumer Oriented Projects Funding Requirements Guidelines shall be added.
- 2. Maximum consideration for Consumer Oriented Projects, Exhibit G, shall not exceed \$25,872.
- 3. Effective January 1, 2003, Exhibit A, Skagit County Budget shall be replaced with Exhibit A-1, Skagit County Budget, attached.
- 4. PHP Carveout shall be reduced by \$9,585. this reduction is a result of moving the Quality Specialist currently housed within Skagit County Human Services to the NSRSN.
- 5. Total maximum consideration shall not exceed \$175,312.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-SKAGIT-02 THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT NETWORK

SKAGIT COUNTY

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<u>Charles R. Benjamin, Executive Director</u> Date	Signature	Title	Date
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Approved as to form for NSRSN

Approved as to form for County

Brad Furlong, 10/02/01  
Attorney at Law Date

\_\_\_\_\_  
Date

## EXHIBIT G

### NORTH SOUND REGIONAL SUPPORT NETWORK

#### Consumer Oriented Projects Funding Requirements

##### Purpose:

To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery  
***“The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning”.***

##### Requirements:

- Project is consumer driven, that clients of services, their family members, and/or community advocates are directly involved in proposal design, project implementation, ongoing operation and oversight.
- Projects should result in direct, tangible changes in the lives of individuals with severe/chronic mental illness or in community/system changes that will result in future increased inclusion/acceptance of persons with severe/chronic mental illness.
- Funded projects shall:
  - Empower and Involve Consumers, and/or
  - Decrease Stigma, and/or
  - Increase Consumer Job Opportunities, and/or
  - Demonstrate New or Unavailable Services that will assist consumers in realizing their Vision of Hope – Path to Recovery.
- Funded projects shall embrace the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001
- Funded projects shall provide services targeted to individuals (children, adolescents, adults and older adults) with severe/chronic mental illness residing within the NSRSN Service Area.
- Funded projects should be able to demonstrate their effectiveness through measurable outcomes.
- Proposals that strengthen Consumer voice, choice and ownership; show collaboration; community-based partnerships; and multi-system partnerships are encouraged.
- Funds cannot be used to provide or enhance services that NSRSN contracted providers are obligated or required to provide.
- Counties are required to submit quarterly fiscal and project status reports to the NSRSN.

## **NORTH SOUND REGIONAL SUPPORT NETWORK**

### *2002 Consumer Oriented Projects Request Questionnaire*

1. Clearly describe your project, the people you intend to serve and how the services will empower and involve consumers, assist consumers in realizing their Vision of Hope – Path to Recovery, decreased stigma and/or increase job opportunities, Include the number of consumers involved in receiving services and providing the service(s).
2. Identify which of the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001 the proposed project will address. Specify how the project will do so. (Be as specific and inclusive as possible).
3. Who will be responsible for planning, implementing and monitoring the project? Please describe any/all experience in delivering this kind of service?
4. Create a timeline for implementing the activity/services, achieving project objectives/outcomes, and expending awarded funds.
5. How will you market this project? Please provide a business or marketing plan for proposals employing persons and/or selling services/goods.
6. Clearly describe your project’s goals, expected outcomes and how you are going to measure your success.
7. Describe how the project will strengthen consumer voice, choice and ownership.
8. Detail the collaborative, community-based partnerships supporting this project. Please distinguish between those who are working partners/contributing resources) and those who are non-working supporters of your project.
9. Detail your plans for future funding support and/or collaborative funding.

## PROJECT BUDGET SUMMARY

Project Name: \_\_\_\_\_

County: \_\_\_\_\_

Budget Time Frame: From \_\_\_\_\_, 2002 to \_\_\_\_\_

**Expenditures:**

**Revenues:**

Description	NSRSN Funding	County Funding	Other Funding (Identify Source	Total Revenues
Salaries/Wages and Benefits				
Supplies				
Minor Equipment/Tools				
Professional Services				
Communications/Telephone				
Transportation				
Advertising				
Rentals				
Insurance				
Public Utilities				
Repairs/Maintenance				
Machinery & Equipment				
Administration				
Other, please specify:				
<b>TOTAL REVENUES</b>	\$	\$	\$	\$

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-SNOHOMISH-02  
Amendment (2)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Snohomish County is hereby amended as follows:

1. Effective December 1, 2002, Exhibit J, Consumer Oriented Projects Funding Requirements Guidelines shall be added.
2. Maximum consideration of this amendment shall not exceed \$95,020.
3. Total maximum consideration shall not exceed \$2,717,607.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-SNOHOMISH-02 THROUGH AMENDMENT TWO ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

SNOHOMISH COUNTY

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Charles R. Benjamin, Executive Director Date Robert Drewel, County Executive Date

Approved as to form for NSRSN

Approved as to form for County

Brad Furlong, 10/02/01

\_\_\_\_\_

Attorney at Law

Date

Date

**EXHIBIT J**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**2002 Consumer Oriented Projects Funding Requirements**

Purpose:

To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery  
***“The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning”.***

Requirements:

- Project is consumer driven, that clients of services, their family members, and/or community advocates are directly involved in proposal design, project implementation, ongoing operation and oversight.
- Projects should result in direct, tangible changes in the lives of individuals with severe/chronic mental illness or in community/system changes that will result in future increased inclusion/acceptance of persons with severe/chronic mental illness.
- Funded projects shall:
  - Empower and Involve Consumers, and/or
  - Decrease Stigma, and/or
  - Increase Consumer Job Opportunities, and/or
  - Demonstrate New or Unavailable Services that will assist consumers in realizing their Vision of Hope – Path to Recovery.
- Funded projects shall embrace the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001
- Funded projects shall provide services targeted to individuals (children, adolescents, adults and older adults) with severe/chronic mental illness residing within the NSRSN Service Area.
- Funded projects should be able to demonstrate their effectiveness through measurable outcomes.
- Proposals that strengthen Consumer voice, choice and ownership; show collaboration; community-based partnerships; and multi-system partnerships are encouraged.
- Funds cannot be used to provide or enhance services that NSRSN contracted providers are obligated or required to provide.
- Counties are required to submit quarterly fiscal and project status reports to the NSRSN.

## **NORTH SOUND REGIONAL SUPPORT NETWORK**

### *2002 Consumer Oriented Projects Request Questionnaire*

1. Clearly describe your project, the people you intend to serve and how the services will empower and involve consumers, assist consumers in realizing their Vision of Hope – Path to Recovery, decreased stigma and/or increase job opportunities, Include the number of consumers involved in receiving services and providing the service(s).
2. Identify which of the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001 the proposed project will address. Specify how the project will do so. (Be as specific and inclusive as possible).
3. Who will be responsible for planning, implementing and monitoring the project? Please describe any/all experience in delivering this kind of service?
4. Create a timeline for implementing the activity/services, achieving project objectives/outcomes, and expending awarded funds.
5. How will you market this project? Please provide a business or marketing plan for proposals employing persons and/or selling services/goods.
6. Clearly describe your project’s goals, expected outcomes and how you are going to measure your success.
7. Describe how the project will strengthen consumer voice, choice and ownership.
8. Detail the collaborative, community-based partnerships supporting this project. Please distinguish between those who are working partners/contributing resources) and those who are non-working supporters of your project.
9. Detail your plans for future funding support and/or collaborative funding.



## PROJECT BUDGET SUMMARY

**Project Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Budget Time Frame:** From \_\_\_\_\_, 2002 to \_\_\_\_\_

**Expenditures:**

**Revenues:**

Description	NSRSN Funding	County Funding	Other Funding (Identify Source)	Total Revenues
Salaries/Wages and Benefits				
Supplies				
Minor Equipment/Tools				
Professional Services				
Communications/Telephone				
Transportation				
Advertising				
Rentals				
Insurance				
Public Utilities				
Repairs/Maintenance				
Machinery & Equipment				
Administration				
Other, please specify:				
<b>TOTAL REVENUES</b>	\$	\$	\$	\$

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-Whatcom-02  
Amendment (2)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Whatcom County is hereby amended as follows:

1. Effective December 1, 2002, Exhibit G Consumer Oriented Projects Funding Requirements Guidelines shall be added.
2. Maximum consideration of this amendment shall not exceed \$36,068.
3. Total maximum consideration shall not exceed \$311,271.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-WHATCOM-02 THROUGH AMENDMENT TWO ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

WHATCOM COUNTY

\_\_\_\_\_  
Charles R. Benjamin, Executive Director Date Pete Kremen, County Executive Date

Approved as to form for NSRSN

Approved as to form for County

Brad Furlong, 10/02/01

\_\_\_\_\_

Attorney at Law

Date

Date

## **EXHIBIT G**

### **NORTH SOUND REGIONAL SUPPORT NETWORK**

#### **Consumer Oriented Projects Funding Requirements**

Purpose:

To assist NSRSN Consumers realize their Vision of Hope – Path to Recovery  
***“The process by which an individual with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity and life meaning”.***

Requirements:

- Project is consumer driven, that clients of services, their family members, and/or community advocates are directly involved in proposal design, project implementation, ongoing operation and oversight.
- Projects should result in direct, tangible changes in the lives of individuals with severe/chronic mental illness or in community/system changes that will result in future increased inclusion/acceptance of persons with severe/chronic mental illness.
- Funded projects shall:
  - Empower and Involve Consumers, and/or
  - Decrease Stigma, and/or
  - Increase Consumer Job Opportunities, and/or
  - Demonstrate New or Unavailable Services that will assist consumers in realizing their Vision of Hope – Path to Recovery.
- Funded projects shall embrace the “Framework for all NSRSN Activities”, adopted by the NSRSN Board of Directors on October 25, 2001
- Funded projects shall provide services targeted to individuals (children, adolescents, adults and older adults) with severe/chronic mental illness residing within the NSRSN Service Area.
- Funded projects should be able to demonstrate their effectiveness through measurable outcomes.
- Proposals that strengthen Consumer voice, choice and ownership; show collaboration; community-based partnerships; and multi-system partnerships are encouraged.
- Funds cannot be used to provide or enhance services that NSRSN contracted providers are obligated or required to provide.
- Counties are required to submit quarterly fiscal and project status reports to the NSRSN.

## **NORTH SOUND REGIONAL SUPPORT NETWORK**

### *2002 Consumer Oriented Projects Request Questionnaire*

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## PROJECT BUDGET SUMMARY

**Project Name:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Budget Time Frame:** From \_\_\_\_\_, 2002 to \_\_\_\_\_

**Expenditures:**

**Revenues:**

Description	NSRSN Funding	County Funding	Other Funding (Identify Source)	Total Revenues
Salaries/Wages and Benefits				
Supplies				
Minor Equipment/Tools				
Professional Services				
Communications/Telephone				
Transportation				
Advertising				
Rentals				
Insurance				
Public Utilities				
Repairs/Maintenance				
Machinery & Equipment				
Administration				
Other, please specify:				
<b>TOTAL REVENUES</b>	\$	\$	\$	\$

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**TULALIP TRIBES  
CONTRACT # NSRSN-TULALIP-CP-00**

**Amendment (2)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and the Tulalip Tribes is hereby amended as follows:

1. Terms and Conditions  
The effective dates shall be March 1, 2000 and shall continue in full force and effect through December 31, 2002.
2. Maximum Consideration  
Maximum consideration shall remain unchanged, not to exceed \$30,000.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-TULALIP-CP-00 THROUGH AMENDMENT ONE ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

TULALIP TRIBES

\_\_\_\_\_  
Charles R. Benjamin, Executive Director    Date    Stanley Jones, Tribal Chair    Date

\_\_\_\_\_  
(Name of Authorized Signature Above – print or type)

## *AGREEMENT FOR PROFESSIONAL SERVICES*

### *Agreement #NSRSN-BTTG-02*

Whereas, North Sound Regional Support Network (hereinafter "NSRSN") wishes to engage Behavioral Technology Transfer Group ("contractor") to render specialized professional clinical training to clinicians and supervisors within the North Sound Regional Support Network provider system, the following agreement professional services agreement is hereby made:

1. This Agreement shall take effect December 15, 2002 and shall continue in full force and effect through June 30, 2003.
2. Contractor agrees to provide two days of training on the theory and technology of Dialectical Behavioral Therapy (DBT) focusing on children to up to 150 clinicians and supervisors within the NSRSN service area.

Training Objectives and Outcomes are:

- To increase knowledge about the DBT treatment for children and youth.
  - To increase skills to intervene with children and families to prevent escalation of outbursts and teach/develop self-management skills in children and youth.
  - To decrease the number of children/adolescents who are being hospitalized due to difficult to manage behaviors.
3. NSRSN agrees to reimburse contractor per the following:
    - Contractor shall be paid only if NSRSN has a fully executed contract on file.
    - Contractor shall submit an invoice by the tenth (10th) of the month after the month in which services were provided. Invoice shall document name and date of training and actual travel expenses (mileage, meals with receipts, lodging receipt if applicable).
    - Travel expenses will be reimbursed per the following:
      1. Meal Limits – Breakfast \$8; Lunch \$10; Dinner \$18.
      2. Mileage when using personal car at \$.365 per mile.
      3. Lodging – Actual expense at single room rate.
    - Failure to submit an invoice by the tenth (10th) may delay payment for one (1) month.

- Contractor shall submit all requests for reimbursement to:  
 North Sound Regional Support Network  
 Attn.: Finance Manager  
 117 North 1<sup>st</sup> Street, Suite 8  
 Mount Vernon, WA 98273-3806

4. Maximum Consideration for the term of this Agreement shall be:	
2 days of DBT Training with 2 trainers	\$12,500.
Travel and Meals	<u>500.</u>
MAXIMUM CONSIDERATION SHALL NOT EXCEED	\$13,000.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
 CHARLES R. BENJAMIN, Executive Director  
 North Sound Regional Support Network  
 117 North 1<sup>st</sup> Street, Suite 8  
 Mount Vernon, WA 98273

\_\_\_\_\_  
 Steve Cranfill, CEO  
 Behavioral Technology Transfer Group  
 4556 University Way NE, Suite 222  
 Seattle, WA 98105

Approved as to form: 1/24/01  
 Bradford E. Furlong, Attorney At Law

hbest@behavioraltech.com  
 (Tax ID 91-185145)