

**EXHIBIT A(Sub-Exhibit A)-SCOPE OF WORK (SOW):
PRIMARY PREVENTION – OLDER ADULT**

Contractor Name	Account NameContractor Legal Name
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See Applicable Exhibit A Documents. Any additional specifications or variations in contracted service requirements applicable to this Exhibit A-SOW shall be contained herein.

I. PROGRAM NAME

Primary Prevention – Older Adult

Additional Specifications Program Name - Add Specs
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II. CONTRACTED SERVICES

Substance Use Primary Prevention Services

Additional Specifications Contracted Services - Add Specs

III. PROGRAM INFORMATION AND REQUIREMENTS

A. Program Goals

Contractor shall provide services to accomplish the following goals:

- i. Reduce alcohol and/or drug use among older adults;
- ii. Promote positive and healthy lifestyles for older adults; and
- iii. Increase knowledge and awareness of tools and practices for optimal functioning.

Contractor shall provide services that contribute toward the accomplishment of the goals and objectives from the current Alameda County Behavioral Health Department (ACBHD) Strategic Plan for Alcohol and Other Drug (AOD) Primary Prevention Services.

Additional Specifications Program Goals - Add Specs

B. Target Population

Contractor shall provide services to the following populations:

1. Service Groups

Contractor shall provide services to older adults who are at risk for substance use or misuse. Contractor shall make it a priority to serve individuals from diverse ethnic and cultural backgrounds corresponding with the diversity of the city or region of Alameda County in which the program is located.

Additional Specifications
Service Groups - Add Specs

2. Referral Process to Program

Contractor shall receive and generate referrals through community presentations and collaborative partnerships with other community-based organizations and gatekeeper groups, including paratransit, senior centers, senior housing communities, churches, Meals on Wheels, healthcare providers, social workers, and others. Contractor shall accept self-referrals and referrals from family members and/or other partners.

Additional Specifications
Referral Process to Program - Add Specs

3. Program Eligibility

Contractor shall only serve individuals who:

- i. Are Alameda County residents;
- ii. Are 60 years of age and older; and
- iii. Are at risk for substance use or misuse, but who do not require substance use treatment.

Contractor shall serve individuals who fall within one or more of the following Institute of Medicine (IOM) Substance Abuse Prevention Intervention Categories:

- i. Universal: Targets the general population with messages and programs aimed at preventing or delaying the use and/or misuse of alcohol or other drugs. All members of the population share the same general risk for use and/or misuse, although the risk may vary among individuals.
- ii. Selective: Targets subsets of the population at risk for substance misuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group.
- iii. Indicated: Targets individuals who do not meet current Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria for misuse or dependence, but who are showing early danger signs of substance misuse.

In all cases, these prevention services shall be directed at individuals who have never received nor required treatment services, and who are not expected to meet the criteria for a substance use disorder (SUD) according to the DSM.

Additional Specifications
Program Eligibility - Add Specs

4. Limitations of Service

Not applicable.

Additional Specifications
Limitations of Service - Add Specs

C. Program Description

Contractor shall maintain programmatic services at or above the following minimum levels:

1. Program Design

Contractor shall conduct a variety of activities under the six prevention strategies as defined by the Center for Substance Abuse Prevention (CSAP):

- i. Information Dissemination;
- ii. Education;
- iii. Alternative;
- iv. Problem Identification and Referral;
- v. Community-Based Process; and
- vi. Environmental.

Contractor's activities shall clearly align to the efforts that directly contribute to the ACBHD Strategic Plan for AOD Primary Prevention Services Plan, the IOM intervention categories, and the CSAP prevention strategies.

Contractor shall ensure that direct program staff are trained in understanding and effectively implementing CSAP strategies through participation in County and State-wide trainings, workshops, and webinars.

In coordination with ACBHD, Contractor shall participate and coordinate annual evaluation activities, including but not limited to: arranging focus groups, setting up key information interviews, and proctoring survey questionnaires with clients, their families, school administrators, and community members.

Additional Specifications

Program Design - Add Specs

2. Discharge Criteria and Process

Not applicable.

Additional Specifications

Discharge Criteria and Proc - Add Specs

3. Hours of Operation

Contractor shall maintain the following hours of operation:

Hours of Operation - Add Specs

4. Service Delivery Sites

Contractor shall provide services in at the following location(s) and at other locations accessible for individuals participating in the services:¹

¹ These other locations shall include senior living facilities, senior centers, community-based organizations, community centers, or a client's home.

Service Delivery Sites - Add Specs

D. Minimum Staffing Qualifications

Contractor shall maintain the following minimum direct service positions:²

Minimum Staffing Qual - Add Specs

IV. CONTRACT DELIVERABLES AND REQUIREMENTS

A. Process Objectives

On an annual basis, Contractor shall deliver the following services/deliverables unique to their program that shall be separate and distinct from any other services/deliverables that may be purchased from Contractor through other sources of funding:

Process Objectives - Add Specs

B. Quality Objectives

Contractor shall work with ACBHD to develop performance objectives around the quality of services.

Additional Specifications
Quality Objectives - Add Specs

C. Impact Objectives

Contractor shall work with ACBHD to develop performance objectives around the impact of services.

Additional Specifications
Impact Objectives - Add Specs

V. REPORTING AND EVALUATION REQUIREMENTS

Contractor shall input programmatic data into the Department of Health Care Services (DHCS) data entry system, ECCO, by the 10th of the following month. An extension may be granted in writing to ACBHD Primary Prevention Coordinator or their designee, at least ten days prior to the due date. Contractor shall ensure at least two key staff to be trained on the data system and shall be responsible to train any new staff who will enter data on an ongoing basis. In accordance with the current DHCS data quality standards, data entry shall be valid timely, accurate, unique, thorough, auditable and represent what is being delivered per the Exhibit A-SOW.

Contractor shall develop and submit a plan that outlines how the Contractor proposes to address each of the specific Tier 1 activities in the areas of EP or CBP, Tier 2 activities in the areas of ED or ALT, and Tier 3 activities in the areas of ID or PIR. Contractor shall also develop performance objectives around the quality and impact of services. The plan shall be

² The positions shall be maintained at the specified level or higher of direct FTE staff.

submitted to the ACBHD Contract Manager and ACBHD Operational Lead or their designee by January 31st of each fiscal year. ACBHD shall review the plan and shall make recommended program modifications and refinements, as needed.

Contractor shall complete an Annual Program Report on an ACBHD-provided template that describes Contractor's progress and performance in achieving Contract Deliverables and Requirements, including the stated Process, Quality, and Impact Objectives. Reports shall be labeled in accordance with the established naming convention and shall be uploaded to the ACBHD ShareFile within 30 days from the end of each fiscal year.

Additional Specifications Reporting And Eval Req - Add Specs
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VI. ADDITIONAL REQUIREMENTS

No additional requirements.

Additional Specifications Additional Requirements - Add Specs
