

**EXHIBIT A(x)-SCOPE OF WORK (SOW):
PERMANENT SUPPORTIVE HOUSING (PSH)**

Contractor Name	Account NameContractor Legal Name
------------------------	-----------------------------------

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

Permanent Supportive Housing (PSH)

Additional Specifications Program Name - Add Specs
--

II. CONTRACTED SERVICES

PSH

Additional Specifications Contracted Services - Add Specs

III. PROGRAM INFORMATION AND REQUIREMENTS

A. Program Goals

Contractor shall provide services to accomplish the following goals:

- i. Improve the ability of clients in designated permanent supportive housing units to retain safe and supportive living situations (homes);
- ii. Ensure that clients obtain and maintain health insurance coverage;
- iii. Improve clients' overall health by connecting them with quality health care services, including physical, mental, and substance use disorder services, through direct service provision and linking clients with other health care providers;
- iv. Reduce client hospitalizations and utilization of emergency health care services for mental health and physical health issues;
- v. Improve client mental health status by reducing distressing mental health symptoms and improving daily functioning through direct mental health services provision and connections with appropriate mental health treatment and support;
- vi. Help clients increase their monthly income and financial assets;
- vii. Increase employment among clients;
- viii. Increase educational and/or vocational attainment among clients;
- ix. Help clients achieve personal goals and expand their participation in personally-meaningful activities; and
- x. Help clients expand their community social support networks outside of the professional health and human service system.

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 individuals who were formerly homeless and now living in PSH units designated for individuals who meet eligibility requirements for specialty mental health services.

Additional Specifications

Service Groups - Add Specs

2. Referral Process to Program

Contractor shall only take referrals of clients living in the designated PSH units. Referrals can come from outreach, self-referral, property owners or managers, and the Home Stretch Unit within the Alameda County Health Care Services Agency (Home Stretch).

Additional Specifications

Referral Process to Program - Add Specs

3. Program Eligibility

Contractor shall serve all clients living in designated PSH slots and buildings who:

- i. Meet service necessity for specialty mental health services as defined by the California Department of Health Care Services (DHCS); and
- ii. Have accepted services that are offered.

Additional Specifications

Program Eligibility - Add Specs

4. Limitations of Service

Contractor shall retain the option not to serve individuals who significantly threaten violence, are violent, and/or require physical restraint.

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 offer PSH Services to tenants living in designated PSH slots or buildings. Contractor shall provide PSH Services in accordance with the published Alameda County Behavioral Health Care Services (ACBH) Core Tasks Checklists located on the ACBH website at: <http://www.acbhcs.org/providers/network/cbos.htm>.

Contractor's PSH staff shall utilize the federal Substance Abuse and Mental Health Services Administration (SAMHSA) Evidence-Based Practice (EBP) Toolkit¹ as a program design and implementation guide for their services program.

Additional Specifications
Program Design - Add Specs

2. Discharge Criteria and Process

Whenever possible, Contractor shall engage in discharge planning with clients who are exiting the PSH site, either voluntarily or involuntarily. Contractor shall notify Home Stretch about any upcoming and/or unplanned discharges. At the time of discharge, the reasons for discharge and client exit information shall be recorded in the Homeless Management Information System (HMIS).

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 at the following location(s):

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 annual basis, Contractor shall deliver the following services/deliverables:

Process Objectives - Add Specs

¹ Available online at <https://store.samhsa.gov/product/Permanent-Supportive-Housing-Evidence-Based-Practices-EBP-KIT-/SMA10-4510>

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

B. Quality Objectives

Contractor shall provide services toward achieving the following quality objectives:

Quality Measures	Quality Objectives
Percent of clients with entry/exit information entered into HMIS the day of entry/exit	At least 80%
Percent of clients with income information recorded in HMIS at entry and at update, annual, or exit assessments	At least 80%
Frequency of client contact recorded in HMIS	At least one contact per client per month

Contractor shall ensure that staff providing PSH for at least six months have attended at least two trainings per year in one or more of the following areas: Motivational Interviewing, Mental Health First Aid, harm reduction, crisis intervention, positive behavioral support, Coordinated Entry System, trauma-informed care, HMIS, staff self-care/burnout intervention, public benefits and health insurance advocacy, and/or culturally-affirmative practices.

Additional Specifications Quality Objectives - Add Specs
--

C. Impact Objectives

Contractor shall provide services toward achieving the following impact objectives:

Impact Measures	Impact Objectives
Percent of clients with increased cash income from entry to their most recent update, annual, or exit assessment, among clients who have been in the program for six months or longer	At least 70%
Percent of clients who obtain or maintain one or more of the following non-cash benefits at their most recent update, annual, or exit assessment: SNAP, WIC, CalFresh, CalWORKs childcare and transportation benefits (excludes health insurance)	At least 65%
Percent of clients accessing health insurance at their most recent update, annual, or exit assessment	At least 75%
Percent of clients who retain housing for one year or more	At least 90%
Percent of clients who exit PSH to the streets or places not meant for human habitation (excludes exits to higher level of medical care and death)	Less than 10%

Additional Specifications Impact Objectives - Add Specs

V. REPORTING AND EVALUATION REQUIREMENTS

Contractor shall input client status related to housing, income, and other related demographics at episode opening, closing, and in between as changes occur but at least annually in HMIS. Contractor shall also input client discharge status at closing. Contractor shall complete timely input of all required data into HMIS.

Contractor shall submit a Quarterly Program Report that includes the following:

- i. Housing and Urban Development (HUD) Annual Performance Report (from HMIS);
- ii. Program Outcomes Report (from HMIS); and
- iii. Narrative report that highlights Contractor's progress in meeting the Contract Deliverables and Requirements.

Reports shall be labeled in accordance with the established naming convention and shall be uploaded to the ACBH Citrix ShareFile according to the following schedule:

Quarter	Dates Covered in Report	Due Date
1 st	July 1 – September 30	October 31
2 nd	October 1 – December 31	January 31
3 rd	January 1 – March 31	April 30
4 th	April 1 – June 30	July 31

The Fourth Quarter Report shall be cumulative and shall serve as an Annual Program Report.

Additional Specifications

Reporting And Eval Req - Add Specs

VI. ADDITIONAL REQUIREMENTS

No additional requirements.

Additional Specifications

Additional Requirements - Add Specs
