

## WORK STATEMENT

- A. The Department has adopted a comprehensive strategy to deal with drug and alcohol use and abuse problems. The Grantee shall provide services that include programs for prevention, intervention and treatment, as well as case management according to the definitions incorporated herein as Attachment 1 to this Appendix A.
- B. The Grantee shall employ a full time drug and alcohol administrator.
- C. The Grantee shall perform the following duties:
- (1) Develop and implement written policies and procedures governing the manner in which business is conducted which shall not conflict with any terms of this Grant Agreement.
  - (2) Review and assess the need for drug and alcohol treatment and prevention services through a community-wide process in accordance with guidelines issued by the Department.
  - (3) Prepare the Single County Authority (SCA) Prevention Plan and Treatment Plan in accordance with guidelines contained in the Department's Prevention Manual and Treatment Manual and submit the plans to the Department for approval. Approval of the Prevention Plan and Treatment Plan does not constitute approval by the Department of any service provider's compliance with any applicable licensure requirements nor guarantee of an amount or certain level of funding by the Department.
  - (4) Provide for a full array of drug and alcohol prevention, intervention, treatment and case management services as defined by this Agreement and make them accessible based on the availability of funding.
  - (5) Contract with approved prevention providers and licensed treatment providers to include approved methadone providers and ensure that out-of-state providers are licensed or approved by the appropriate governmental agency.
  - (6) Assess compliance and performance of the Grantee-funded service providers in accordance with the provisions of the Grantee's subcontract and Program Monitoring guidelines issued by the Department.
  - (7) Comply with all Departmental-reporting requirements as defined in this Grant Agreement.
  - (8) Comply with all applicable state and federal regulations and laws.
  - (9) Comply with all requirements defined in the Personnel Agreement between the Department of Health, the Grantee and the Pennsylvania State Civil Service Commission. This Paragraph is not applicable to Counties of the first class.

- (10) Ensure that contracted drug and alcohol service providers make continuing education available to employees of the provider.
- (11) Provide Student Assistance Program services according to the requirements in Appendix I.
- (12) Ensure that all requirements related to the State Health Improvement Plan (SHIP) Initiative are implemented as described in Section E of this Appendix.
- (13) Comply with all administrative requirements tied to On-Site Training Requests as identified in Section D of this Appendix.
- (14) Ensure the delivery of prevention services according to the Grantee's Bureau of Drug and Alcohol Program's (BDAP) approved Prevention Plan and the BDAP Prevention Manual.
- (15) Ensure delivery of all treatment and case management services according to the BDAP Treatment Manual.
- (16) Ensure delivery of all fiscal management requirements as per the BDAP Fiscal Manual.
- (17) Ensure the availability of key staff for Quality Assurance Assessment Reviews and follow-up visits as required by the Department.

D. On-Site Training Request Requirements:

- (1) "On-Site Training" refers to those training events requested by or through the SCA for trainers directly reimbursed by the Department. The Department does not directly assume any costs other than those associated with the trainer.
- (2) The Grantee shall establish dates, times, and locations for all training events, ensure that a minimum of 15 people are registered for the training event, submit a written training request at least thirty (30) days prior to the training date and acknowledge the Department as a co-sponsor on all training recruitment notices.
- (3) The Grantee shall limit the number of training attendees to twenty-five (25) on all Pennsylvania Client Placement Criteria (PCPC) and Performance Based Prevention System (PBPS) trainings.
- (4) If the Grantee is interested in receiving approval for Pennsylvania Certification Board (PCB) training credits, the Grantee shall make the request directly to the PCB.
- (5) The Grantee shall use only BDAP approved and selected trainers to conduct all Department sponsored trainings.

E. State Health Improvement Plan (SHIP) Initiative:

- (1) In conjunction with the Community Health Improvement Partnership(s), the Grantee shall partner and develop a work plan including the following:

- (a) A description of contacts, meetings and working relationships involving the Grantee and the local SHIP partnership.
  - (b) A description of plans to share initiatives with the SHIP partner.
  - (c) A description of plans to link, coordinate and integrate services.
  - (d) A description of the integration of the local health improvement priorities into the Grantee's activities.
- (2) The Grantee shall submit an annual work plan signed by the Grantee and the representative of the Community Health Improvement Partnership(s).