



# CONTRACT AMENDMENT FYSPT

DSHS CONTRACT NUMBER:  
1669-60664

Amendment No. 01

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number  
[Click here to enter text.](#)  
Contractor Contract Number

|   |                      |  |                                 |
|---|----------------------|--|---------------------------------|
| CONTRACTOR NAME                                 |                      | CONTRACTOR doing business as (DBA)           |                                 |
| North Sound Behavioral Health Organization, LLC |                      | North Sound Behavioral Health Organization   |                                 |
| CONTRACTOR ADDRESS                              |                      | WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) | DSHS INDEX NUMBER               |
| 301 Valley Mall Way Ste 110                     |                      | 603-583-336                                  | 1553                            |
| Mount Vernon, WA 98273-5462                     |                      |  |                                 |
| CONTRACTOR CONTACT                              | CONTRACTOR TELEPHONE | CONTRACTOR FAX                               | CONTRACTOR E-MAIL ADDRESS       |
| Joe Valentine                                   | (360) 416-7013       | (360) 416-7017                               | joe_valentine@northsoundbho.org |

|   |   |                                 |
|---|---|---------------------------------|
| DSHS ADMINISTRATION<br>Behavioral Health Administration | DSHS DIVISION<br>Division of Behavioral Health and Recovery | DSHS CONTRACT CODE<br>1693LS-69 |
|---|---|---------------------------------|

|                                  |                                     |
|----------------------------------|-------------------------------------|
| DSHS CONTACT NAME AND TITLE      | DSHS CONTACT ADDRESS                |
| Kristen Royal<br>Program Manager | 4500 10th Ave SE<br>Lacey, WA 98503 |

|   |                  |  |
|---|------------------|--|
| DSHS CONTACT TELEPHONE<br>(360)725-3810 | DSHS CONTACT FAX | DSHS CONTACT E-MAIL ADDRESS<br>royalkl@dshs.wa.gov |
|---|------------------|--|

|   |              |
|---|--------------|
| IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?<br>No | CFDA NUMBERS |
|---|--------------|

|                                    |                                 |
|------------------------------------|---------------------------------|
| AMENDMENT START DATE<br>07/01/2017 | CONTRACT END DATE<br>06/30/2018 |
|------------------------------------|---------------------------------|

|  |   |   |
|--|---|---|
| PRIOR MAXIMUM CONTRACT AMOUNT<br>\$93,750.00 | AMOUNT OF INCREASE OR DECREASE<br>\$75,000.00 | TOTAL MAXIMUM CONTRACT AMOUNT<br>\$168,750.00 |
|--|---|---|

REASON FOR AMENDMENT;  
CHANGE OR CORRECT OTHER: SEE PAGE TWO

**ATTACHMENTS.** When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:  
 Additional Exhibits (specify):

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

|                      |   |             |
|----------------------|---|-------------|
| CONTRACTOR SIGNATURE | PRINTED NAME AND TITLE<br>Joe Valentine, Executive Director | DATE SIGNED |
|----------------------|---|-------------|

|                |   |             |
|----------------|---|-------------|
| DSHS SIGNATURE | PRINTED NAME AND TITLE<br>BHA Contracts | DATE SIGNED |
|----------------|---|-------------|

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

1. Amend the Contract by extending the end date from June 30, 2017 to June 30, 2018.
2. Amend the Contract by adding \$75,000 to July 1, 2017 to June 30, 2018, therefore increasing the maximum consideration from \$93,750 to \$168,750.
3. Amend the entire Special Terms and Conditions by deleting and replacing with the following for July 1, 2017 to June 30, 2018:
  1. **Definitions Specific to Special Terms.** The words and phrases listed below, as used in this Contract, shall each have the following definitions:
    - a. "Data Universal Numbering System" or "DUNS" means a unique identifier for businesses. DUNS numbers are assigned and maintained by Dun and Bradstreet (D&B) and are used for a variety of purposes, including applying for government contracting opportunities.
    - b. "Division of Behavioral Health and Recovery" or "DBHR" means the DSHS-designated state mental health authority to administer the state and Medicaid funded mental health programs authorized by Chapters 71.05, 71.24, and 71.34 RCW.
    - c. "Family" means a family member who can demonstrate lived experience as a parent or primary caregiver who has raised a child and navigated multiple child serving systems on behalf of their child or children with social, emotional, and/or behavioral healthcare needs.
    - d. "FYSPRT" means Family Youth and System Partner Round Tables.
    - e. "Family/Youth Run Organizations" means an organization in which the board is made up of at least 51% family/youth members with lived experience, that are dedicated to supporting youth with mental, emotional, behavioral, or substance abuse needs and their families.
    - f. "Federally Recognized Tribes (or Tribal Government)" means self-governing American Indian and Alaska Native governments recognized under applicable federal and common law. Because of their unique sovereign status, Federally Recognized Tribes have the inherent power to make and enforce laws on their lands, and to create governmental entities.
    - g. "Full partners" means persons or entities who play an active role in the development and implementation of activities under the T.R. v. Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement. Full partners have the same access to data and equal rights in the decision-making processes as other members of the Governance Structure.
    - h. "Governance Structure" means the inter-agency members on an Executive Team of state administrators, the Statewide Family, Youth, System Partner Round Table (FYSPRT), Regional FYSPRTs, an advisory team, and various policy workgroups who collaborate to inform and provide oversight for high-level policy-making, program planning, and decision-making in the design, development, and oversight of behavioral health care services and for the implementation of the T.R. v. Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement.
    - i. "Indian Policy Advisory Committee (IPAC)" means DSHS advisory committee comprised of representatives from Federally Recognized Tribes of Washington State and the Recognized

American Indian Organizations. It guides the implementation of the Centennial Accord and the DSHS American Indian Policy. The Office of Indian Policy (OIP), along with the Department tribal liaisons, provides technical support to IPAC in its ongoing communications through meeting, planning and consultation activities. According to Article XI of the IPAC by-laws, IPAC does not have the authority or power to infringe upon or jeopardize the sovereignty of any Federally Recognized Tribe or non-member Tribe.

- j. "Recognized American Indian Organizations (RAIO)" means organizations, as recognized in accordance to Indian Policy Advisory Committee (IPAC) by-laws.
- k. "Regional Family Youth System Partner Round Table" or "Regional FYSPRT" means an essential part of the Governance Structure that meaningfully engages families and youth, system partners, governmental partners, tribal governments, tribal organizations and others who are interested in and committed to the success of youth and families in an equitable forum to identify regional needs, review regional data, problem-solve and address issues at the regional levels to improve outcomes, and bring unresolved needs forward to the Statewide FYSPRT with recommendations about how to meet those needs. Regional FYSPRTs are grounded in the Washington State Children's Behavioral Health Principles. One of their primary responsibilities is to meaningfully engage youth and families in the implementation of the T.R. v Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement.
- l. "Tri-Lead" means a role developed to create equal partnership, among a family, a transition age youth and/or youth partner, and a system partner representative who share leadership in organizing and facilitating Regional FYSPRT meetings and action items.
- m. "T.R. v Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement" means the legal document stating objectives to develop and successfully implement a five-year plan that delivers Wraparound with Intensive Services (WISe) and supports statewide, consistent with Washington State Children's Behavioral Health Principles.
- n. "Transition Age Youth" means individuals between the ages of 15 and 25 years of age with lived experience in receiving services within child serving systems.
- o. "Washington Behavioral Health Statewide Family Network" means a consortium of Washington State Family leaders, related to Children's Behavioral Health, who work to enhance state capacity and infrastructure by providing technical assistance around family engagement and leadership promotion, to create a mechanism for families to participate in state and regional behavioral health services planning and policy development.
- p. "Washington State Children's Behavioral Health Principles" means a set of standards, grounded in the system of care values and principles, which guide how the children's behavioral health system delivers services to youth and families. The Washington State Children's Behavioral Health Principles are:
  - (1) Family and Youth Voice and Choice
  - (2) Team Based
  - (3) Natural Supports
  - (4) Collaboration
  - (5) Home and Community-based

(6) Culturally Relevant

(7) Individualized

(8) Strengths Based

(9) Outcome-based

(10) Unconditional

- q. "Work plan" means the annual plan as referenced in the Regional FYSPRT Manual.
- r. "Wraparound with Intensive Services" or "WISe" means a program model that provides intensive mental health services and supports, in home and community settings, for Medicaid eligible individuals, up to 21 years of age, with complex behavioral health needs and their families, in compliance with the T.R. v Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement.
- s. "Youth Partners" means young adults over the age of 18 with lived experience as a youth in the behavioral health system, and who are providing peer support and/or coordinating services with youth.

**2. Purpose.** The purpose of this contract is for the contractor to continue to develop, promote and support the Regional FYSPRT to fulfill their functions within the Governance Structure, in alignment with Washington State's Children's Behavioral Health Principles and the FYSPRT Manual.

**3. Performance Work Statement.** In alignment with Washington State Children's Behavioral Health Principles and consistent with the FYSPRT Manual, the Contractor shall continue to develop, promote and support a Regional FYSPRT by providing administrative and staff support for the performance of work as set forth below in Subsections a. – m.

Promotion and support of the Regional FYSPRT includes, but is not limited to, the following activities: community outreach and engagement efforts to publicize the work of the FYSPRTs and recruit members, fiscal management, arranging meeting space, and other administrative supports necessary for the operation of the Regional FYSPRT.

The Contractor shall:

- a. Include youth, family, and system partner representation in all aspects of the development, promotion, and support of the Regional FYSPRT.
- b. Engage Federally Recognized Tribes and Recognized American Indian Organizations to promote, participate in, and aid in the continued development of the Regional FYSPRT. Identify date(s) and type(s) of outreach in progress reports.
- c. Expand recruitment and engagement of families and youth with diverse perspectives and document efforts to implement the Contractor's Regional FYSPRT Outreach Strategy, which will be modified over time.
- d. Engage with youth, families, and system partners to build and maintain a Regional FYSPRT membership that includes:

(1) At least 51% Youth and Family membership. If not at 51%, note this in the quarterly report and

- identify strategies to come into compliance
- (2) BHO Representation, including key administrators connected to the WISe implementation
  - (3) Representatives from Family and Youth Run Organizations and other relevant stakeholder groups within the region
  - (4) Community System Partners and Community Members, such as:
    - (a) Suggested Participants listed in the FYSPRT Manual
    - (b) Behavioral Health Provider(s) (i.e. Mental Health and Substance Use Disorder Treatment Providers)
    - (c) Children's Administration
    - (d) Developmental Disabilities Administration
    - (e) School District/Educational Service Districts
    - (f) Faith Community Leaders
    - (g) Federally Recognized Tribes (or Tribal Governments)
    - (h) Foster Care Provider(s)
    - (i) Juvenile Justice
    - (j) Law enforcement
    - (k) Regional Advocacy Groups
    - (l) Physical health care/public health
    - (m) Recognized American Indian Organizations
    - (n) Other interested community stakeholders
  - e. Ensure that all members of the Regional FYSPRT are engaged as full partners within the work of the Regional FYSPRT and are included in all aspects of the development, implementation, and evaluation of the Regional FYSPRT.
  - f. Follow the current version of the FYSPRT Manual located at the following link:  
[https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Mental%20Health/FYSPRT%20Manual\\_FIN\\_AL\\_10%2030%2015.pdf](https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Mental%20Health/FYSPRT%20Manual_FIN_AL_10%2030%2015.pdf)
  - g. Convene regular Regional FYSPRT meetings, a minimum of once per month. Meeting materials must be made publicly available prior to the meeting. Meetings must:
    - (1) Follow the Regional FYSPRT Meeting protocol, set forth in the FYSPRT Manual
    - (2) Be open to the public and publicized to stakeholders via outreach and other strategies

- (3) Provide for and publicize to stakeholders a process for obtaining travel and support to attend meetings, such as childcare assistance/reimbursement
  - (4) Be planned and facilitated by the Regional Tri-Leads, with input from all Tri - Leads in the development of meeting agendas, identification of issues for follow up and other items as needed
  - (5) Allocate time at two meetings annually to review quality improvement reports provided by DBHR regarding regional service processes, including WISe quarterly reports
  - (6) Allocate time at two meetings annually to plan, review, and interpret regional data on strengths and needs of the regional service delivery system for children, youth and families
- h. Continue to implement the Regional FYSPRT five year strategic plan, developed in 2016, adding updates as needed based on the results of:
- (1) An annual needs assessment completed between July 1, 2017 and September 30, 2017, using the region's tool of choice and,
  - (2) FYSPRT meetings and,
  - (3) FYSPRT evaluations and,
  - (4) Identified community needs from groups and/or contacts within the Region
- i. Between October 1, 2017 and December 31, 2017, develop and begin implementing a work plan, specific to the Regional FYSPRT, using the strategic plan and the results of the annual needs assessment. As part of the work plan, identify at least three priority areas of focus and include for each priority area:
- (1) Goal(s)
  - (2) Actions steps
  - (3) Those assigned
  - (4) Timeline for completion
- j. By June 30, 2018, complete goals and action steps as outlined in the work plan. Identify in quarterly reports progress on goals and actions steps, including barriers and plans to address barriers.
- k. Maintain a Regional FYSPRT webpage that includes:
- (1) Point of Contact, name, email, phone number, and mailing address
  - (2) Date, location and times of upcoming meetings, including agendas and information on travel reimbursement, child care and other meeting supports
  - (3) Regional FYSPRT Meeting Notes, including date, location and time of past meetings
  - (4) A Regional Charter

- (5) Policies and procedures
- (6) Results of the needs assessment
- (7) The Strategic Plan
- (8) The Work Plan, once developed
- (9) Links to relevant regional/statewide resources and information.

I. Participate in State-level activities, to include:

- (1) Identifying Regional FYSPRT Tri-Leads to participate as members of the Statewide FYSPRT.
- (2) Offering support for all Regional Tri-Leads to attend each in-person Statewide FYSPRT meeting with the requirement that at least two of the three Tri-Leads attend each Statewide FYSPRT meeting, and ensuring that no Tri-Lead attends less than one Statewide FYSPRT meeting each year.
- (3) Supporting Regional FYSPRT members to attend FYSPRT-related training and technical assistance meetings or events, as requested by DBHR.
- (4) Supporting Regional FYSPRT Youth Tri-Lead(s) to attend Youth Run Organizations or Programs events and activities, as determined by the regional needs or as requested by DBHR.
- (5) Supporting Regional FYSPRT Family Tri-Lead(s) to participate as members of the Washington Behavioral Health Statewide Family Network and other Family Run Organizations or Programs events and activities, as determined by regional needs or as requested by DBHR.
- (6) Identifying Regional Tri-Leads and Regional FYSPRT members to participate on identified subgroups of the Statewide FYSPRT.

m. At a minimum, utilize the identified FYSPRT Evaluation Tool and FYSPRT Evaluation – Narrative Team Effectiveness Questionnaire, (found in the FYSPRT Manual) to evaluate the effectiveness of Regional meetings on at least a quarterly basis. Identify in progress reports how the information gathered from the evaluation tools have informed future meetings.

**4. Consideration.**

a. Total consideration payable to the Contractor for satisfactory performance of the work under this Contract for July 1, 2017 to June 30, 2018 is \$75,000 including any and all expenses, and shall be based on the following Deliverables Table. Deliverables are due by the dates in this table unless otherwise negotiated with DBHR:

| <b>Deliverables Table</b>  |   |   |
|--|---|---|
| <b>7/1/2017 – 6/30/2018</b>  |   |   |
| <b>Description</b>   | <b>Due Date</b>                                   | <b>Payment</b>  |
| Payment to be delivered upon a complete and successful delivery, and acceptance/approval by the DBHR Contract Contact or designee, of all items listed below: <ul style="list-style-type: none"> <li>• Submit a report summarizing the progress or completion of Performance Work Statement Items Section 3.a. – m., identifying any barriers and plans regarding next steps.</li> <li>• Submit the Regional FYSPRT Strategic Plan in any quarter in which updates have been made to the plan.</li> <li>• Submit the Regional FYSPRT Work Plan by 1/10/2018.</li> <li>• Submit sign-in sheets, with percentage of youth and family in attendance, role/organization represented (if applicable), and meeting notes from each Regional FYSPRT meeting to the DBHR Contract Contact or designee.</li> <li>• Submit an updated membership roster to the DBHR Contract Contact or designee. Membership roster shall include the name and affiliation(s) of members (family, youth, system partner), percentage of youth and family membership, and also include the name, affiliation, email address and phone number for Regional FYSPRT Tri-Leads.</li> <li>• Provide DBHR Contract Contact or designee with a link to the required Regional FYSPRT materials per Performance Work Statement item Section 3.k.</li> <li>• Regional FYSPRT Tri-Lead attendance at Statewide FYSPRT meetings.</li> </ul> | 10/10/2017<br>1/10/2018<br>4/10/2018<br>6/30/2018 | \$15,000<br>each quarter<br>for four (4)<br>quarters.<br><br>Totaling<br>\$60,000 |
| Up to \$3,750 for FYSPRT member travel and meeting support, including activities that support strategic plan and/or work plan goals, in alignment with Contractor policies, shall be billed at a minimum of quarterly. Documentation of travel and meeting support shall be submitted to the DBHR Contract Contact or designee and include the date of travel, name of the participant, the purpose of the expense and the amount paid.  | 10/10/2017<br>1/10/2018<br>4/10/2018<br>6/30/2018 | \$3,750<br>each quarter<br>for four (4)<br>quarters.<br><br>Totaling<br>\$15,000  |

- b. The Contractor may bill for up to 10% more than is budgeted for each deliverable without prior DBHR approval, as long as the overall expenditures do not exceed \$75,000 for this agreement.
- c. The source of funding for this contract is T.R. v Quigley and Teeter (formerly Dreyfus and Porter) Settlement Agreement Funds, State Fiscal Year 2018.

**5. Billing and Payment.**

- a. Invoice System. The Contractor shall submit invoices using State Form A-19 Invoice Voucher, or such other form as designated by DSHS. Consideration for services rendered shall be payable



upon receipt of properly completed invoices which shall be submitted to: DSHS Contract Manager listed on page one (1), by the Contractor not more often than monthly. The invoices shall describe and document to DSHS' satisfaction a description of the work performed, activities accomplished, the progress of the project, and fees. The rates shall be in accordance with those set forth in Section 6, Consideration, of this Contract.

- b. Payment. Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by DSHS of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

**6. DUNS Number.**

- a. The Contractor's DUNS Number is: 958386666. The Zip Code + 4 is: 98273-5462.

All other terms and conditions of this Contract remain in full force and effect.