

**Whatcom County Jail Coordination  
Statement of Work**

**A. PURPOSE STATEMENT**

Jail Services funding is provided by the Washington Legislature to provide mental health services for offenders with mental illness while confined in a county or city jail. These services are intended to facilitate access to programs that offer mental health services upon release from confinement. This includes efforts to expedite applications for new or re-instated Medicaid benefits.

Primary responsibility for direct mental health services and medications for individuals while they are in jail is the responsibility of the county or local jail. Services provided with this funding are intended to facilitate safe transition into community services. To that end, the funding provided through this Contract shall supplement, and not supplant, local or other funding or in-kind resources being used for these purposes that were in effect in April 2005. This restriction does not apply to services previously provided by BHO savings, which can no longer be used to provide non-Medicaid services.

**B. TARGET POPULATION**

Identify individuals within the jail community and provide transition services to those individuals with mental illness to expedite, facilitate and coordinate their return to the community.

Identify and accept referrals for intake of individuals for jail transition services who are not enrolled in community mental health services but who meet priority populations as defined in RCW 71.24.035(5)(b). Contractor shall conduct mental health needs assessments for these individuals and provide transition services prior to, and when necessary, upon their release from jail.

Develop an MOU with local Community Service Offices (CSO) toward the facilitation of expedited application or reinstatement of medical assistance for individuals in jails, prisons, or Institute for Mental Diseases (IMD). Contractor shall assist individuals with mental illness in completing and submitting applications for medical assistance to the local in person assistor prior to release from jail.

Individual's chart must contain notes of services provided through jail services programming. Individual's chart must make note, in a clearly recognizable manner, of when Jail Services began and when they ended.

**C. SERVICES**

Coordinate with local law enforcement and jail personnel including development or maintenance of Memoranda of Understandings (MOU) with local county and city jails in Contractor's service area which detail a referral process for individuals with mental illness who are incarcerated and need mental health services.

MOU must identify the process and procedures to be implemented when the local jails contract the placement of offenders in other jurisdictions, such as, tribal jails or those in other counties. MOU must detail a referral process for persons who are incarcerated and have been diagnosed with a mental illness or identified as in need of mental health services. It must also include a process to include services to offenders placed out of jurisdiction contract facilities.

Pre-release services shall include within the available resources:

- a. Mental health screening for individuals who display behavior consistent with a need for such screening or who have been referred by jail staff or officers of the court;
- b. Mental health intake assessments for persons identified during the mental health screening as a member of the priority populations as defined in Chapter 71.24 RCW;
- c. Facilitation of expedited medical and financial eligibility determination with the goal of immediate access to benefits upon release from incarceration;
- d. Other prudent pre-release (including pre-trial) case management and transition planning.

Provision of direct mental health services will be given to individuals who are in jails that have no mental health staff.

Implement intensive post-release outreach to ensure best possible outcome and appointments for mental health and other services (i.e., substance abuse) engagement with mental health services to stabilize individual in the community.

If Contractor has provided the jail services above, Contractor may use the Jail Coordination Services funds provided to facilitate any of the following activities if there are sufficient resources:

- a. Daily cross-reference between new bookings and BHO database to identify newly booked persons known to the BHO.
- b. Development of individual alternative service plans (alternative to the jail) for submission to the courts.
- c. Inter-local Agreements with juvenile detention facilities.
- d. Provision of up to a seven (7) day supply of medications prescribed for the treatment of mental health symptoms following the release from jail.
- e. Training to local law enforcement and jail services personnel.

#### **D. ENCOUNTER DATA REPORTING**

Services provided under this contract must be reported in accordance with North Sound BHO's data dictionary. Each encounter must be described as an item that is found in North Sound BHO's data dictionary. Also, an individual record is established for each individual receiving service and the elements contained in the client record include all of the elements contained in a client record in North Sound BHO's CIS system.

**E. FINANCIAL PROVISIONS – REIMBURSEMENT REQUIREMENTS**

The consideration to be paid by North Sound BHO for the work to be provided by Contractor pursuant to this Contract shall consist of the available amount from primary funding sources as described in Exhibit Q of this Contract.

- a. Consideration by North Sound BHO to Contractor pursuant to this Contract shall be paid monthly within 10 working days of North Sound BHO's receipt of payment by DSHS/HRSA;
- b. Payment Methodology: North Sound BHO shall pay to Contractor all allowable and allocable costs incurred as evidenced by proper invoice of Contractor as submitted on a monthly basis to the extent those costs do not exceed each funding source maximum as set forth in Exhibit Q.

Funds for July 1, 2017 through March 31, 2018, following the end of the annual legislative session, North Sound BHO shall offer an amendment with the proposed funds for the next fiscal year. If for any reason the Contractor does not agree to continue to provide services using the proposed funds, Contractor must provide the appropriate notice to North Sound BHO under the termination requirements of Section D.