

**SARASOTA COUNTY GOVERNMENT
STRATEGIC INITIATIVES AND OPPORTUNITIES FUND
CONTRACT**

ATTACHMENT A

SCOPE OF SERVICES

The VIP-ER Program is operated as a collaborative partnership involving seven community service providers, each of whom will contribute in their respective areas of expertise. The following are the core services to be offered by the program:

The Salvation Army will provide room and board and two full-time case managers who will provide program case management and aftercare case management for program graduates. The case managers will conduct initial interviews, determine eligibility as a team member, oversee the development of an Individual Service Plan, refer participants to other resources as appropriate, participate in staffings and team meetings, meet with participants weekly and provide weekly case manager reports, monitor and coordinate attendance at primary health care appointments, coordinate psychiatric appointments, ensure proper storage of medications and ensure access to medications, and facilitate groups and teach classes as assigned.

Aftercare case management will be available to participants for a maximum of one year following graduation and will include: follow-up with all VIP-ER graduates, completion of tracking reports specific to VIP-ER graduates' sobriety, housing, and employment status, coordination with transitional housing providers, TDP, and VIP-ER Program employment services, provide referrals to graduates as appropriate, and provide aftercare reports.

A Program Operations Manager will be provided (.3 fte) to oversee the operations of the VIP-ER Program and act as a liaison with the Project Management Team and Operational Management Team.

- **First Step of Sarasota** will provide two full-time therapists and one part-time therapist (.4 fte) to provide a substance abuse treatment program for the VIP-ER program. The treatment program will be licensed by the State of Florida as a Day Treatment Program, and will meet or exceed all requirements for that level of care as stated in Florida Statute 65D-30. A comprehensive 15-hour per week curriculum will be utilized for the 10-week treatment cycle. Therapy services will be delivered primarily in a group therapy format with individual contact as required and available.

Each of the two full-time therapists will be assigned a caseload of 15 active clients. First Step will provide clinical and administrative supervision for the two therapists. The assigned Clinical Supervisor will be a licensed therapist. The Clinical Supervisor will approve all staff who participate in the Day Treatment Program. The Clinical Supervisor will ensure that all required paperwork is completed. The two full-time therapists will coordinate and communicate with other program staff, and participate in team meetings and staffings.

Four full-time case managers will provide program case management and aftercare case management for program graduates. The case managers will conduct initial interviews, determine eligibility as a team member, oversee the development of an Individual Service Plan, refer participants to other resources as appropriate, participate in staffings and team meetings, meet with participants weekly and provide weekly case manager reports, monitor and coordinate attendance at primary health care appointments, coordinate psychiatric appointments, ensure proper storage of medications and ensure access to medications, and facilitate groups and teach classes as assigned.

Aftercare case management will be available to participants for a maximum of one year following graduation and will include: follow-up with all VIP-ER graduates, completion of tracking reports specific

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to VIP-ER graduates' sobriety, housing, and employment status, coordination with transitional housing providers, TDP, and VIP-ER Program employment services, provide referrals to graduates as appropriate, and provide aftercare reports.

One of the four case managers will serve as the lead case manager. The lead case manager will provide program case management and aftercare case management as described above as well as provide oversight for the case managers, monitor activities and schedules, ensure that all participants are receiving quality case management, and oversee the development of a quality service plan.

One part-time Administrative Clerk will provide administrative assistance (.5 fte) to the VIP-ER Program team as instructed and needed by the program team.

- **Coastal Behavioral Healthcare** will provide psychiatric evaluations one time per week for VIP-ER Program participants who are referred by the clinical supervisor. This service will be provided by a licensed psychiatrist who will conduct co-occurring mental health screenings and assess program participants for medications. This service will include one staff person who will coordinate the appointments with program case management staff, complete required paperwork and patient assistance forms for participants, transport prescriptions to the pharmacy, and pick up and deliver medications prescribed by the psychiatrist to the case management staff as needed. This service will be available to participants for a maximum of one year following graduation.
- **Jewish Family and Children's Service** will provide one full time family therapist who will provide family reunification services to participants and/or their family members. The family therapist will provide initial interviews and complete psychosocial evaluations for participants seeking family counseling. The family therapist will participate in staffings and team meetings and provide clinical and program reports as required. The family therapist may facilitate groups and teach classes as assigned. The family therapist may conduct a family support group once a month.
- **Jobs ETC** will provide two job counselors once per week for six hours per week who will provide job referrals and job counseling at the Jobs ETC/SWB Mobile Career Opportunity Center and one full-time employment placement specialist who will utilize the EmployFlorida Marketplace system to assist participants in developing a resume, to provide job matching, to compare the participants job skills with current jobs available in the area, and to review current job opportunities. This system will also be utilized for job development and to offer information to employers on bonding and tax credits for those participants with a felony.

The job counselors and employment placement specialist will coordinate with SCTI's work readiness counselor to eliminate duplication of services and to develop individual employment plans for each participant with an employment goal. One week prior to the start of the 10-week class schedule the employment placement specialist will meet with and assess each participant jointly with the SCTI work readiness counselor to determine level of need and skill level and to develop an employment plan. The employment placement specialist will continue to work with all participants deemed appropriate for employment services at whatever level needed according to the employment plan for a maximum of one year following graduation.

- **Sarasota County Technical Institute** will provide an employment counselor to provide work readiness classes one time per week for one hour for each class. The SCTI employment counselor will coordinate with the Jobs ETC employment placement specialist to eliminate duplication of services. One week prior to the start of the 10-week class schedule, the SCTI job counselors will meet with and assess each participant jointly with employment placement specialist to determine level of need and skill level to develop an employment plan.

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- **Sarasota County Health Department** will provide primary health care to all participants who are referred by VIP-ER Program case managers. The Sarasota County Health Department will provide initial medical assessments, subsequent primary health care services when needed, and ongoing medical management to VIP-ER Program participants. The Sarasota County Health Department will also provide eligibility screening for program participants requesting primary health care services.

The seven partnering agencies will comprise a Project Management Team that will oversee and administer the VIP-ER Program with First Step of Sarasota serving as the fiscal agent and The Salvation Army providing a liaison with the Project Management Team and Operational Management Team.

Representatives designated by the seven partnering agencies will comprise an Operational Management Team that will oversee the daily operations of the program and report to the Project Management Team through the liaison.

First Step of Sarasota will subcontract with the partnering agencies for specific services to be delivered to the VIP-ER Program, as described above and not to exceed the following amounts:

○ First Step	\$346,276
○ The Salvation Army	\$339,882
○ Coastal Behavioral	\$154,500
○ Jewish Family and Children's Service	\$60,086
○ Jobs ETC	\$51,385
○ SCTI	\$14,103

The **Addictions Receiving Facility** is a secure, acute care, residential facility that receives, screens, and assesses persons found to be substance abuse impaired, in need of emergency treatment for substance abuse impairment, or impaired by substance abuse to such an extent as to meet the criteria for involuntary admission, and to provide detoxification and stabilization. The core services to be offered at the Addictions Receiving Facility will include:

- Screening, triage, and referral
- Stabilization and medically supervised detoxification
- Close medical observation
- Clinical assessment
- Counseling and other therapeutic services