

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: Operation, Management and Purchase of Correctional Facilities

CONTRACT NUMBER: CSP901412-3

EFFECTIVE DATES: 8/31/11 TO 6/30/13

*Renewal through 06/30/17

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP901412 that opened on July 1, 2011. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

The agency listed herein is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Rehabilitation and Correction as applicable.

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This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

* Indicates that the Contract Analyst contact information was removed.

ATTACHMENT SEVEN
COST SUMMARY FORM

Title: Operation, Management, and Purchase of Correctional Complexes

Lake Erie Correctional Complex
 Corrections Corporation America (CCA)

OAKS ID Number: 19546

Correctional Complexes	Designated Bed Capacity	Description of Cost	Cost Amounts
Lake Erie Correctional Institution (LaECI) /Lake Erie Correctional Complex	1,798	Operation and Management per Contract requirements, in Per Diem dollars:	\$ 45.57
		Annual Ownership Fee (AOF) per Contract requirements, in annual dollars:	\$ 3,800,000.00
		Purchase Price (One-time payment)	\$ 72,770,260.00

North Central Correctional Complex
 Management and Training Corporation (MTC)

OAKS ID Number: 19545

Correctional Complexes	Designated Bed Capacity	Description of Cost	Cost Amount
North Central Correctional Institution (NCCI) and North Central Correctional Institution Camp (NCCI Camp)/ North Central Correctional Complex	2,706	Operation and Management per Contract requirements, in Per Diem dollars:	\$ 42.92 *
North Central Correctional Institution (NCCI) And North Central Correctional Institution Camp (NCCI Camp)/North Central Correctional Complex	2707 to 2906	Operation and Management per Contract requirements, in Per Diem dollars:	\$ 21.96

* Indicates the corrected per diem rate as agreed upon in amendment 16 effective 09/09/16.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO: CSP901412- 5 (06/30/32)

□ 213928
Corrections Corporation of America (CCA)
10 Burton Hills Boulevard
Nashville, TN 37215

Remit to Address:

Corrections Corporation of America (CCA)
Attn: Amy Fuqua
Director, Treasury
10 Burton Hills Boulevard
Nashville, TN 37215

Net 30 Day

CONTRACTOR'S CONTACT : Michelle Barker

Telephone (615) 263-3076
Fax (615) 263-3090
Email Michelle.Barker@cca.com

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO: CSP901412-3 (06/30/17)

69506
Management and Training Corporation
500 North Marketplace Drive
Centerville, UT 84014

Remit to Address:

Net 30 Day

Electronic Wire Transfer Payment
Management and Training Corporation
500 North Marketplace Drive
Centerville, UT 84014

**CONTRACTOR'S CONTACT : Virleen Ferre

Telephone (801) 693-2751
Fax (801) 693-2900
Email Virleen.Ferre@mtctrains.com

* Renewal of contract for MTC through 6/30/17.

*AMENDMENT 3- CHANGES AND CLARIFICATIONS
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

This amendment for the Corrections Corporations of America contract CSP901412-1 provides for the following:

1. INSTITUTION ACCESS - Amend the contract to include language from the LAECI purchase agreement regarding law enforcement access and access to the MARCS equipment as granted in the executed license agreement:

6.4 INSTITUTION ACCESS

Without notice from the ODRC, the Contractor shall permit unlimited access to the Institution by ODRC staff for inspections, internal management audits, clear-outs, critical incident management and other official purposes. The Contractor shall participate in all inspections and audits of the Institution deemed necessary by the ODRC.

The Contractor shall permit unlimited access to regulatory officials, the Governor, members of the Ohio General Assembly, including the Correctional Institution Inspection Committee, and other elected officials for inspections and other official purposes.

Corrections Corporation of America (CCA), with standing to consent or object; shall and hereby do consent to and authorize, and in all aspects otherwise permit, access, at all times and on all days, for law enforcement purposes. Said access shall be granted to all authorized law enforcement, to –wit: Conneaut Police Department, as well as its agents or assigns, including the Ohio State Highway Patrol; and said access shall pertain to all premises, property, personnel, inmates, and information contained in or on documents, records and electronic devices, including but not limited to computers, communications and surveillance devices, owned or controlled by said owners. Access for the law enforcement purposes granted to Ohio State Highway patrol shall in all ways continue in the same manner as provided prior to the purchase or acquisition of the Lake Erie Correctional Institution by CCA.

CCA shall grant to State a permanent right of entry to access and maintain the Multi-Agency Radio Communications System equipment located on the Property pursuant to the attached and herein incorporated license.

2. INMATE WORK PROGRAM ASSIGNMENTS – Amend the contract to provide clarification of language:

6.37.1 The Contractor shall be responsible for paying all eligible inmate workers according to rules of the OAC and ODRC policies. The ODRC shall reimburse the Contractor for these payments.

3. WAIVER REQUESTS –list of waivers at release of the RFP along with addition waivers provided for contractor.

Since the inception of the contract, CCA has submitted requests for waivers in accordance with Section 6.3 Waiver Requests of the contract. The requests have been reviewed and either approved or denied by the appropriate subject matter expert within DRC. In order to track the approved waivers and the date of approval, we would like to attach a document to the contract on the DAS website so it is accessible to all parties for audit purposes. The state has attached an updated version of Attachment Twelve which includes the policies and rules that were waived at release of the RFP along with the additional waivers approved for CCA.

Attachment Twelve - Updated versions

- a. [CCA Approved Waivers](#) (click on names to see document)
- b. [CCA Exemption Request \(2\)](#)
- c. [MARCS License Agreement](#)
- d. [CCA Policy Waivers Attach 12 Rev 030612](#)

*This page is added for additional information purposes effective 12/3/12.

*AMENDMENT 3- CHANGES AND CLARIFICATIONS
MANAGEMENT AND TRAINING CORPORATION (MTC)
CSP901412-3

This amendment is to the Management and Training Corporation (MTC) contract CSP901412-3 provides required clarification and revisions:

1. INMATE WORK PROGRAM ASSIGNMENTS -Clarification of language in the original RFP CSP901412 Section 6.37.1 page 42. The section should read as follows:

6.37.1 - The Contractor shall be responsible for paying all eligible inmate workers according to rules of the OAC and ODRC policies. *The ODRC shall reimburse the Contractor for these payments.*

2. MANDATORY MINIMUM STAFFING REQUIREMENTS/ UNIT MANAGEMENT - Updates and clarifications to the approved institution staffing plan in the CSP901412 RFP Section 6.8.1. (page 23) and Section 6.18.2 (page 26).

Based on the population of the facility, Management & Training Corporation (MTC) is required to add .412 FTE of a Unit Manager and .412 of a Unit Clerk to be in compliance with the required ratio of Unit Managers and clerical support to not exceed 500 inmates per caseload. The parties have agreed to combine these positions into .824 Unit Manager. The attached staffing plan which is Appendix D Staffing Plans of the MTC proposal, has been updated to reflect this additional position as Unit Manager 5.

Attachment – Appendix D. Staff Plans – NCCC Staffing Plan--[Click here to view.](#)

3. TRANSPORTATION OF INMATES – Address how administrative transfer will be transported. Change will be effective 12/3/2012.

6.16.1 - The ODRC shall transport newly assigned reception inmates and inmates assigned from other institutions to the Institution. The Contractor shall be required to transport inmates to necessary appointments (e.g., medical, dental, court, etc.). The Contractor shall be required to transport inmates who are subject to administrative transfer to the Lorain Correctional Institution Franklin Medical Center (FMC) except as indicated in Section 6.31.2. The Contractor has agreed to pick up administrative transfers from other institutions scheduled for placement at North Central Correctional Complex from FMC. ODRC has agreed to schedule the NCCC transfers on Wednesdays unless there is operational need for transfer on a different day or through a different method. The Contractor shall provide transportation of inmates' incidental to release and any other transportation of inmates as directed in Section 6.50.

6.16.2 - The Contractor agrees that, if an inmate is scheduled to be transferred to one of the two ODRC prisons closest in distance to Contractor's Institution Marion Correctional Institution then they shall transport the inmate directly to that prison without utilizing Franklin Medical Center the Lorain Correctional Institution or Correctional Reception Center.

*This page is added for additional information purposes effective 12/3/12.

*AMENDMENT 4- CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

This amendment for the Corrections Corporations of America contract CSP901412-1 reflects revisions to Section Six (6) Contract Staffing Patterns of the original proposals.

HEALTH SERVICES STAFFING PLAN (page 3) - Amend the contract to reflect changes:

- a. Mental Health Coordinator – part-time (0.3) change to Mental Health Specialist – part-time (0.3)
- b. Nursing Assignments change to 12-hour shifts to which some of the Facility's Nurses are assigned.
- c. Medical Records Staff – change shift staffing from 2 -1 to 3-0
- d. Days covered changes for the following: CMA from 5 to 4, Dental Hygienist from 5 to 2, and Psychologist position from 5 to 4.

* Revised LECI Staffing Plan--[Click here to view](#)

* Correct the label on the link on page 6 from "Revised NCCC Staffing Plan" to "Revised LECI St

*AMENDMENT 8 - CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
MANAGEMENT AND TRAINING CORPORATION (MTC)

This amendment is issued to insert the language required for the Prison Rape Elimination Act (PREA), National Standards to Prevent, Detect and Respond to Prison Rape (28 C.F.R. Part 115) into both the Corrections Corporation of America (CCA) CSP901412-5 and Management and Training Corporation (MTC) CSP901412-3 contracts. The Section 6.1 should read as follows:

6.1 COMPLIANCE WITH LAWS, RULES, POLICIES, PROTOCOLS, PROCEDURES, AND STANDARDS

The ODRC intends for the Contractor to implement and comply with all Federal and Ohio laws, rules of the Ohio Administrative Code (OAC), and ODRC policies, Protocols and Standard Operating Procedures (SOP) of the ODRC, ODRC internal management audit standards, American Correctional Association standards pertaining to the O&M of its institutions, as required by ORC Section 9.06 (B)(3), as those laws, rules, policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted. In order of precedence, the controlling authority is 1) federal law, 2) the ORC and Ohio court decisions, 3) rules of the OAC, 4) ODRC policy, 5) ODRC protocols and SOPs, 6) the ODRC audit standards, and 7) the ACA standards. In the event of any conflict of authorities at the same level of precedence, the Contractor shall submit a written request for clarification to the ODRC director or designee who shall provide written direction. In the event of any conflict of authorities, at different levels of precedence, the higher standards shall prevail. All Proposals must contain the following paragraph in order to be considered for an award of the Contract:

“The Offeror will provide services that comply with the requirements of all rules of the Ohio Administrative Code (OAC) and ODRC policies applicable to an ODRC-operated correctional Institution, except those identified as not applicable in Attachment Twelve which is incorporated herein and hereby made a part hereof. In the event that the Offeror is awarded the Contract, the Offeror agrees that the Federal and Ohio laws, rules of the OAC and ODRC policies, Protocols and Standard Operating Procedures of the ODRC Office of Correctional Healthcare, ODRC management audit standards, ACA standards pertaining to the O&M of the ODRC institutions shall be complied with and controlling in the event of any conflict between the same and any provision in the Proposal, the Contract, or the Contractor’s operational manual, policy, practice or procedure at Institution. Any law, rule or policy applicable to an ODRC-operated correctional Institution shall not be exempted unless such exemption is expressed in writing, citing and identifying the specific law, rule or policy to be exempted, and stating the express intent of the ODRC to exempt the applicability of the cited law, rule or policy.”

Updated ODRC policies may be accessed on-line at http://www.drc.ohio.gov/web/drc_policies/drc_policies.htm.

- * The Contractor shall adopt and comply with the Prison Rape Elimination Act, National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. Part 115). The ODRC shall monitor that Contractor to ensure such compliance. The ODRC shall ensure that Contractor has been trained on their responsibilities under ODRC’s Policy on sexual abuse and sexual harassment prevention, detection and response.

*insert language required for the PREA.

AMENDMENT 9 - CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

This amendment for the Corrections Corporations of America contract CSP901412-1 reflects revisions to Section Six (6) Contract Staffing Patterns of the original proposals.

SECURITY/OPERATIONS (page 1) - Amend the contract to reflect change the designation of SCO-STG to:

- SCO-STG/K9

Revised LECI Staffing Plan—[Click here to view](#)

AMENDMENT 10 - CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

This amendment for the Corrections Corporation of America contract CSP901412-1 reflects revisions to Section Six (6) Contract Staffing Patterns of the original proposals.

This is not a request to change the total staffing number; however, the changes will reassign some staff members to different post and some staff from an 8 hour shift to a 12 hour shift or vice versa, as appropriate. This amendment is not a request to change the total staffing number; but to provide staffing allocations that is better suited for this facility

* Revised LECI Staffing Plan – [Click here to view](#)

AMENDMENT 11- CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

This amendment for the Corrections Corporation of America contract CSP901412-1 reflects revisions to Section 6.29.9 Ancillary Services of the original proposal by mutual agreement between the agency and the Contractor. The revised section 6.29.9.3 will now read:

6.29.9.3 The Contractor shall supply an Ohio licensed technician with AART certification for x-ray service. Inmates requiring emergent (stat) x-rays, as indicated on the physician's order, will be sent off site to have x-rays taken. Non-emergent x-rays, as indicated in the physician's order, will be scheduled for and taken on the next on-site x-ray date, not to exceed one week after the date of the order. For most non-emergency situations, interpretation should be complete within two working days. All radiological examinations must be interpreted by an Ohio licensed, Board Certified Radiologist.

A report dictated by the interpreting radiologist must be on file in each patient's chart. X-ray films taken at the institution will remain the property of DRC. If x-ray examinations are performed at another health care institution or by a mobile x-ray service a clear notation must be made in the patient's chart indicating the company name, address and business telephone number where those films can be accessed.

AMENDMENT 13 – CHANGES
MANAGEMENT TRAINING CORPORATION
CSP901412 – 3

This amendment is issued to insert the following language regarding Transitional Control (TC) into the Management and Training contract CSP901412-3.

f.31.5 Transitional Control (TC)

The Contractor agrees to provide mental health services to the offenders in the three (3) month Transition Control (TC) program based on the following terms and price:

- a. Offenders diagnosed with mental health needs, will be given 90 days of psychotropic medication.

All medical costs will be the responsibility of ODRC. If available, psychotropic medication will be procured through the ODRC central pharmacy. In the event medication is not available through the central pharmacy, MTC will provide the medication through other sources. In this event, ODRC will reimburse MTC for all actual medication costs which may include pharmacy fees, packaging and shipping costs.

- b. MTC will write scripts and refills.

- c. Each TC offender will receive up to three Psychiatrist consultations during the three month period. Each consultation will be 30 minutes in duration.

Each 30 minute visit will be billed at a rate of \$125.00. Additional consultation time will be billed at a pro rata basis for time in excess of 30 minutes (i.e. a 35 minute visit would be reimbursed at \$125.00 plus \$20.83 for the additional 5 minutes).

- d. This agreement can be terminated by either party with a 30 days written notice.

- e. MTC agrees to accept back inmates should the inmate be terminated from TC status and returned to prison, in order to maintain continuity of care.

AMENDMENT 14- CHANGES

CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

and

MANAGEMENT AND TRAINING CORPORATION
CSP901412-3

This amendment for the Corrections Corporation of America contract CSP901412-1 and Management Training Corporation CSP901412-3 reflects revisions to Section 6.29.3 Sick Call of the original proposal by mutual agreement between the agency and the Contractor(s). The revised section 6.29.3.3 will now read:

6.29.3.3 A physician or licensed physician extender (Physician Assistant or Nurse Practitioner) shall be on site at Institution through the completion of sick call and treatments and be on-call 24 hours a day, seven days a week. The Contractor shall provide physician and extender services sufficient to meet Doctor's Sick Call demand without incurring a backlog exceeding *five (5) days. If an inmate's custody status precludes attendance at a sick call session, arrangements must be made to provide sick call services at the place of the inmate's confinement. If the Contractor utilizes physician extenders, the medical director must provide on-site services at least once a week or as required by any supervision plans approved by the Ohio Medical Board.

* Change of language on Doctor's Sick Call from two working days to five (5) days.

AMENDMENT 16- CHANGES

CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1

and

MANAGEMENT AND TRAINING CORPORATION (MTC)

CSP901412-3

The following amendment items for the both the Corrections Corporation of America contract CSP901412-1 and Management Training Corporation CSP901412-3 reflects revisions to following sections:

1. Section 6.9.7 titled Pre-Service Training. (see the additional language on page 14 of this amendment).
2. Section 6.32 titled Recovery Services (see changes and revision on page 15)
3. Section 6.33 titled Alcohol and Other Drug Treatment Services (see changes and revisions on page 15 – 17)

Additionally, the amendment reflects the following: a per diem rate increase to MTC to cover the additional staffing requested by the state for five (5) security offices and two (2) mental health workers and a per diem rate increase to CCA to cover the additional staffing requested by the state for two (2) registered nurses (RN) and one (1) nurse practitioner.

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- 6.9.4 Upon successful completion of pre-service, all non-custody staff must complete a minimum of forty hours of classification-specific on-the-job training (OJT) prior to performing job assignments. Activities for non-custody staff may include: policy study and review, report writing, observation, consultation with other staff or completion of assessments/tests. Department heads will document OJT activities and forward documentation to the Training Officer for inclusion in the employee's training file.
- 6.9.5 On-the-job training (OJT) for custody staff shall consist of eighty hours of training. The person responsible for training delivery will develop course materials that address major topic areas appropriate to the officer's post or assignment. OJT course materials need not consist of written lesson plans, but will be designed to give a job-specific and post-specific context to the materials first introduced during orientation training.
- 6.9.6 Initial firearms qualification will be conducted under the supervision of a firearms instructor certified by a licensing agency. At no time will anyone who is under firearms disability, participate in any aspect of firearms training.
- 6.9.7 When the Contractor's employee transitions to state service within six (6) months of their hiring date, the state will reduce the cost of the NEO training for the next new employee sent to NEO by fifty percent. This reduction will be on a one for one basis and have prior approval by the State.*
- 6.10 IN-SERVICE TRAINING
- 6.10.1 The Contractor shall provide a minimum of forty hours of annual in-service training to all staff. In-service curriculum shall conform to ACA standards as well as any training that is mandated by law or ODRC Policy.
- 6.10.2 The Contractor will develop and submit to the Corrections Training Academy for approval an Annual In-Service Training Plan. The training year will conform to ODRC policy and be designated as July 1 through June 30. This plan will include complete outlines (including dates and times) and will be formulated according to the identified training needs and interests of staff as determined through a needs assessment process. Revision of the In-Service Training Plan will be subject to approval of the Corrections Training Academy. The annual training plan will be submitted for final approval by June 1 of each year. Annual in-service training shall not commence until an approved plan has been confirmed by the Corrections Training Academy.
- 6.10.3 The Contractor will establish a Training Committee that will meet not less than bi-annually to evaluate the adequacy of the in-service training curriculum and recommend revisions. Multi-disciplinary in nature, it should include at least the staff member responsible for training delivery, the Warden or Assistant Warden, at least one corrections officer, at least one program counselor, at least one representative from each of the identified subcontractors, and other members appointed as needed to reflect the full employee population.
- 6.10.4 The Contractor is responsible for obtaining instructors to fulfill pre-service and in-service training program requirements. The Corrections Training Academy must approve all instructors.
- 6.11 SPECIAL SKILLS TRAINING
- 6.11.1 The following is a list of all training for which specially, skilled trainers are required: firearms, unarmed self-defense, transportation, CPR and first aid, Oleoresin Capsicum (OC) spray/chemical munitions, hostage negotiation, incident command system, and special response teams. Subject matter experts shall be used to instruct topics based upon specialized areas to include victim awareness, medical and mental health. The Contractor shall ensure that trainers selected have documented proficiency necessary to conduct the specialized training.
- 6.11.2 Skills requiring re-certification by a process of annual in-service training will include unarmed self-defense, firearms proficiency for any staff who issue or are issued firearms, OC spray, CPR and First Aid using an approved program from the American Safety and Health Institute, or the American Heart Association or the American Red Cross or the ODRC.
- 6.11.3 All unarmed self defense training provided shall be based upon a recognized response continuum and approved by the Corrections Training Academy. The curriculum shall prepare an employee to subdue an unruly inmate and/or defend him/herself against attack while minimizing the risk of injury to him/herself, the inmate and in accordance with Rule 5120-9-01 of the OAC. All staff with inmate/client contact will be required to complete unarmed self-defense training and demonstrate proficiency annually.
- 6.11.4 Minimally, custody staff who issue or are issued firearms shall complete firearms training and demonstrate proficiency annually. Firearms and related use-of-force training will utilize only those weapons, equipment and ammunition authorized by the Deputy Director.
- 6.11.5 The Contractor shall designate someone to be responsible for coordinating training delivery. He/she shall, at a minimum, be responsible for the following: maintain lesson plans for all training sessions, maintain training files for each employee, submit monthly reports to the warden regarding training attendance, documents failure to pass written or proficiency tests and certification criteria, schedules, coordinates, monitors classroom instruction and submits annual training reports to Warden. * Addition of language regarding NEO Training Cost reductions.

6.32 RECOVERY SERVICES

6.32.1 General Requirements

The Contractor shall provide a full range of Alcohol and Other Drug (AOD) treatment services with weekly schedules and staffing plans. Services shall be delivered on weekdays between 8:00 a.m. and 9:00 p.m. and, if needed, on weekends between 8:00 a.m. and 4:00 p.m. The Contractor shall ensure that the delivery of the service is consistent with scheduling at the Institution. The Contractor will adhere to all OhioMHAS Bureau of Correctional Recovery Services standards, programming directives, and guidelines.

6.32.2 Staffing Requirements

The Alcohol and other Drug Treatment (AOD) Services described in section 6.33 below will be staffed in accordance with the following complement of appropriately credentialed and licensed staff:

- a. Addictions Treatment Manager/Recovery Services Supervisor - One (1) (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC or LICDC-CS). *** Note: Position title is interchangeable and may differ at facilities, but essentially is an independently licensed person who is legally able to provide supervision for overseeing the onsite staff and advising clinical work. Must be onsite for the fulfillment of this role.*
- b. Counselors - Four (4) for LaECI site and Four (4) for NCCC site (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC, LICDC-CS, LPC, LSW, LCDCII OR LCDC-III), and
- c. Support Fellowship Volunteer Staff - Not a hired position. Contractor(s) should work with volunteers from organizations such as Alcoholics Anonymous and Narcotics Anonymous to come in and help facilitate those type of support groups.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES

The Proposal shall provide a plan to meet the following AOD Treatment Services:

- a. An Intensive Outpatient Program (IOP) The Contractor will provide an Intensive Outpatient Program (IOP) cognitive-behavioral based program utilizing and centered around the six (6) designated Change Companies RDAP Journals as the primary curriculum for the IOP program for Recovery Level 2 and 3 inmates. This 208-hour program will assist the inmate in exploring and changing their patterns of thinking and other criminogenic risk factors that have led to their maladaptive patterns of criminal behavior and associated drug and alcohol use. The IOP will be conducted in an area designated by the facility which will be conducive to the holding and conducting of AOD programming with consideration for maintaining confidentiality. A minimum of 10 hours per week will be specifically devoted to cognitive behavioral treatment. The IOP program will be staffed at a ratio of 1:15 inmates per staff member. The IOP program must follow OhioMHAS and DRC policy guidelines. Additionally, the program may be subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

The Contractor will operate the IOP consistent with OAC section 5120-2-06, earned credit for productive program participation, and ensure that the program is earned credit approved. Additionally, the Contractor will operate the IOP consistent with the ODRC Ohio Plan for Productive Offender Reentry and Recidivism Reduction guidelines, and ensure the program is reentry approved.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

The goal of the program is to provide cognitive behavioral therapy in an Intensive Outpatient Model; utilizing six (6) journals from "The Change Companies, Inc. RDAP Series" as the primary curriculum and the interactive journaling process. At the conclusion of the IOP the inmate will have completed the following six (6) Interactive Journals from The Change Companies:

- Orientation,
- Rational Thinking,
- Criminal Lifestyles,
- Living with Others,
- Recovery Maintenance, and
- RDAP Follow-up.

**** Note:** These are subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

Participants will work independently and in small groups with staff assigned Journal sections followed by staff led process groups where personal insights and a deeper level of motivation are promoted. The knowledge and attitude gains will be translated into practical application in the participants' daily lives within the facility. Thinking and behavior changes learned in the IOP will then be transferred for practical application into their lives post release. This is an intensive program, covering a significant quantity of materials in a relatively short timeframe. Group members will be required to do work outside of group and counselors will use interactive activities, role play, and use of triads, etc. in order to cover the assigned material in each workbook. The program will use the "Trans-theoretical Model of Change" theory, which is woven throughout the RDAP Journals, as a means for participants to recognize the necessary thinking and behavioral changes needed in order to live a successful life after incarceration. Key motivational tasks for each stage of change in assisting participants throughout the RDAP curriculum include:

- Pre-contemplation:** Increase awareness of continuing high risk behavior;
 - Contemplation:** Resolve ambivalence to choose change over status quo;
 - Preparation:** Identify change strategies and choose the best one(s);
 - Action:** Carry out change strategies with new behavior; and
 - Maintenance:** Develop/strengthen skills to maintain new lifestyle. If lapse occurs, recover and re-enter the change process.
- b. Individual Counseling - IOP counselors, in addition to normally anticipated clinical and group counseling provision functions, will provide individual counseling in conjunction with the IOP. Individual sessions will increase the intensity of treatment, reinforce the journal work being done and look ahead to the challenges facing each client in reentry. Individual sessions will be provided on a regularly scheduled basis and as often as appropriate when a participant need arises. Individual counseling will be documented in the progress notes section of each participant's clinical file.
- c. Continuing Care Services - For inmates who have successfully completed the 208-hour IOP, the treatment gains they will have made will be supported and reinforced through Continuing Care Services. Our hope is that those successfully completing IOP will continue in an ongoing program of support and recovery to help prevent the tendency for regression and return to old and familiar criminal thinking and behavior patterns once they are returned to general population. The contractor/vendor will set a standard for as many of our addictions and behavioral programs as possible to keep program completers involved in continuing care services.

As part of the treatment in IOP, inmates will be introduced and encouraged to develop a long-term plan that will include IOP, Continuing Care Services while incarcerated and post-release reentry services upon return to the free-world community. Immediately upon successful completion of the IOP, inmates will be given the opportunity to enter Continuing Care Services.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

The Continuing Care Services will follow the parameters outlined in ODRC and OhioMHAS policies. There will be a minimum of one, two-hour group meeting per week. The weekly group meetings will be professionally facilitated.

- d. AOD Education Programming – Activity is no longer performed by the State and is not required of the Contractor.
- e. Support/Fellowship Meetings - For inmates who are committed to long-term avoidance of AOD abuse, the contractor will plan to facilitate numerous weekly opportunities for participation in recovery support programs. These recovery support programs will include, but not be limited to, 12-Step model and recovery-oriented organizations such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA) and other meetings of that type. Likewise, secular recovery-oriented alternatives such as Smart Recovery, Rational Recovery, Celebrate Recovery, etc. will be facilitated and encouraged for those who choose this alternative for recovery maintenance and community support. Support Fellowship Meetings will be led by volunteers representing community fellowship groups and will be coordinated by Unit Management or counseling staff.
- f. Contractor's Documentation Process – The Contractor will meet all documentation and file standards as required by ACA, ODRC, and the OhioMHAS Bureau Correctional Recovery Services. The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), will set up inmate files, via DRC's designated and required Electronic Healthcare Record (EHR), to include the sections listed below (per 3793:2-1-06, Client Records) and will conduct regularly scheduled file audits to maintain compliance with all state, ACA, ODRC, and OhioMHAS Bureau of Correctional Recovery Services guidelines, policies, and regulations.

(F) Components of client records shall include, but not be limited to, the following:

- (1) Identification of client (name of client and/or client identification number).
- (2) Assessment.
- (3) Consent for alcohol and other drug treatment services.
- (4) Client fee agreement.
- (5) Documentation to reflect that the client was given a copy of the following:
 - (a) Program rules or expectations of clients.
 - (b) Client rights and grievance procedures.
 - (c) Written summary of the federal laws and regulations that indicate the confidentiality of client records is protected as required by 42 CFR Part B, paragraph 2.22.
- (6) Diagnosis.
- (7) Treatment plans.
- (8) Progress notes.
- (9) Disclosure of client information forms, when applicable.
- (10) Termination summary/discharge plan.

The Contractor will be required to implement and use the Electronic Healthcare Record (EHR) system utilized by ODRC and the OhioMHAS Bureau of Correctional Recovery Services.

- g. Contractor's Quality Assurance plan - The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), with assistance from the facility compliance coordinator, will assure the compliance of ODRC regulations and quality assurance standards as well as quality assurance regulations required by the OhioMHAS Bureau of Correctional Recovery Services.

In addition, on a monthly basis, a percentage of inmate files will be reviewed to maintain quality assurance standards. Files will be reviewed for completeness and proper documentation. Plans of action for deficiencies will be implemented by the Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor) and copies will be forwarded to the facility warden, contract monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

The Contractor will implement all quality assurance standards and practices regulated by ODRC into the vendor's existing quality assurance program and self-monitoring plans for the Institution. Quality assurance practices will monitor areas that include, but are not limited to clinical reviews, utilization reviews, monthly peer reviews of file completeness, and a process for notification to the facility warden, facility compliance coordinator, on-site monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

- h. Weekly Schedule – The Contractor will maintain an appropriate schedule for Recovery Services, and it's available services, at the institution.

AMENDMENT 18- CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1
and
MANAGEMENT AND TRAINING CORPORATION (MTC)
CSP901412-3

The following amendment items for both the Corrections Corporation of America contract CSP901412-1 and Management Training Corporation CSP901412-3 reflects revisions to following sections:

1. Section 6.32 titled Recovery Services (see revisions on page 19)
2. Section 6.33 titled Alcohol and Other Drug Treatment Services (see revisions on pages 19 – 21)

As well as, the per diem rate for Lake Erie was corrected as agreed upon in amendment 16 effective 09/09/16.

6.32 RECOVERY SERVICES

6.32.1 General Requirements

The Contractor shall provide a full range of Alcohol and Other Drug (AOD) treatment services with weekly schedules and staffing plans. Services shall be delivered on weekdays between 8:00 a.m. and 9:00 p.m. and, if needed, on weekends between 8:00 a.m. and 4:00 p.m. The Contractor shall ensure that the delivery of the service is consistent with scheduling at the Institution. The Contractor will adhere to all OhioMHAS Bureau of Correctional Recovery Services standards, programming directives, and guidelines. Changes to these standards, programming directives and guidelines that result in scope changes and/or that increase the Contractor's cost will be managed in accordance with Section 10.14 Changes.

6.32.2 Staffing Requirements

The Alcohol and other Drug Treatment (AOD) Services described in section 6.33 below will be staffed in accordance with the following complement of appropriately credentialed and licensed staff:

- a. Addictions Treatment Manager/Recovery Services Supervisor - One (1) (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC or LICDC-CS). *** Note: Position title is interchangeable and may differ at facilities, but essentially is an independently licensed person who is legally able to provide supervision for overseeing the onsite staff and advising clinical work. Must be onsite for the fulfillment of this role.*
- b. Counselors - Four (4) for LaECI site and Four (4) for NCCC site (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC, LICDC-CS, LPC, LSW, LCDCII OR LCDC-III), and
- c. Support Fellowship Volunteer Staff - Not a hired position. Contractor(s) should work with volunteers from organizations such as Alcoholics Anonymous and Narcotics Anonymous to come in and help facilitate those type of support groups.
- d. Currently employed counselors who hold a CDCa license may retain their Counselor positions through November 1, 2017, provided they are actively pursuing one of the licenses designated in subparagraph b. above.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES

The Proposal shall provide a plan to meet the following AOD Treatment Services:

- a. An Intensive Outpatient Program (IOP) The Contractor will provide an Intensive Outpatient Program (IOP) cognitive-behavioral based program utilizing and centered around the six (6) designated Change Companies RDAP Journals as the primary curriculum for the IOP program for Recovery Level 2 and 3 inmates. This 208-hour program will assist the inmate in exploring and changing their patterns of thinking and other criminogenic risk factors that have led to their maladaptive patterns of criminal behavior and associated drug and alcohol use. The IOP will be conducted in an area designated by the facility which will be conducive to the holding and conducting of AOD programming with consideration for maintaining confidentiality. A minimum of 10 hours per week will be specifically devoted to cognitive behavioral treatment. The IOP program will be staffed at a ratio of no more than 15 inmates per staff member. The IOP program must follow OhioMHAS and DRC policy guidelines. Additionally, the program may be subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

The Contractor will operate the IOP consistent with OAC section 5120-2-06, earned credit for productive program participation, and ensure that the program is earned credit approved. Additionally, the Contractor will operate the IOP consistent with the ODRC Ohio Plan for Productive Offender Reentry and Recidivism Reduction guidelines, and ensure the program is reentry approved.

The goal of the program is to provide cognitive behavioral therapy in an Intensive Outpatient Model; utilizing six (6) journals from "The Change Companies, Inc. RDAP Series" as the primary curriculum and the interactive journaling process. At the conclusion of the IOP the inmate will have completed the following six (6) Interactive Journals from The Change Companies:

- Orientation,
- Rational Thinking,
- Criminal Lifestyles,
- Living with Others,
- Recovery Maintenance, and
- RDAP Follow-up.

**** Note:** These are subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

* Page includes approved language changes.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

Participants will work independently and in small groups with staff assigned Journal sections followed by staff led process groups where personal insights and a deeper level of motivation are promoted. The knowledge and attitude gains will be translated into practical application in the participants' daily lives within the facility. Thinking and behavior changes learned in the IOP will then be transferred for practical application into their lives post release. This is an intensive program, covering a significant quantity of materials in a relatively short timeframe. Group members will be required to do work outside of group and counselors will use interactive activities, role play, and use of triads, etc. in order to cover the assigned material in each workbook. The program will use the "Trans-theoretical Model of Change" theory, which is woven throughout the RDAP Journals, as a means for participants to recognize the necessary thinking and behavioral changes needed in order to live a successful life after incarceration. Key motivational tasks for each stage of change in assisting participants throughout the RDAP curriculum include:

- Pre-contemplation:** Increase awareness of continuing high risk behavior;
 - Contemplation:** Resolve ambivalence to choose change over status quo;
 - Preparation:** Identify change strategies and choose the best one(s);
 - Action:** Carry out change strategies with new behavior; and
 - Maintenance:** Develop/strengthen skills to maintain new lifestyle. If lapse occurs, recover and re-enter the change process.
- b. Individual Counseling - IOP counselors, in addition to normally anticipated clinical and group counseling provision functions, will provide individual counseling in conjunction with the IOP. Individual sessions will increase the intensity of treatment, reinforce the journal work being done and look ahead to the challenges facing each client in reentry. Individual sessions will be provided on a regularly scheduled basis and as often as appropriate when a participant need arises. Individual counseling will be documented in the progress notes section of each participant's clinical file.
- c. Continuing Care Services - For inmates who have successfully completed the 208-hour IOP, the treatment gains they will have made will be supported and reinforced through Continuing Care Services. Our hope is that those successfully completing IOP will continue in an ongoing program of support and recovery to help prevent the tendency for regression and return to old and familiar criminal thinking and behavior patterns once they are returned to general population. The contractor/vendor will set a standard for as many of our addictions and behavioral programs as possible to keep program completers involved in continuing care services.
- As part of the treatment in IOP, inmates will be introduced and encouraged to develop a long-term plan that will include IOP, Continuing Care Services while incarcerated and post-release reentry services upon return to the free-world community. Immediately upon successful completion of the IOP, inmates will be given the opportunity to enter Continuing Care Services.
- The Continuing Care Services will follow the parameters outlined in ODRC and OhioMHAS policies. There will be a minimum of one, two-hour group meeting per week. The weekly group meetings will be professionally facilitated.
- d. AOD Education Programming – Activity is no longer performed by the State and is not required of the Contractor.
- e. Support/Fellowship Meetings - For inmates who are committed to long-term avoidance of AOD abuse, the contractor will plan to facilitate numerous weekly opportunities for participation in recovery support programs. These recovery support programs will include, but not be limited to, 12-Step model and recovery-oriented organizations such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA) and other meetings of that type. Likewise, secular recovery-oriented alternatives such as Smart Recovery, Rational Recovery, Celebrate Recovery, etc. will be facilitated and encouraged for those who choose this alternative for recovery maintenance and community support. Support Fellowship Meetings will be led by volunteers representing community fellowship groups and will be coordinated by Unit Management or counseling staff

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

- f. Contractor's Documentation Process – The Contractor will meet all documentation and file standards as required by ACA, ODRC, and the OhioMHAS Bureau Correctional Recovery Services. The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), will set up inmate files, via DRC's designated and required Electronic Healthcare Record (EHR), to include the sections listed below (per 3793:2-1-06, Client Records) and will conduct regularly scheduled file audits to maintain compliance with all state, ACA, ODRC, and OhioMHAS Bureau of Correctional Recovery Services guidelines, policies, and regulations.

Components of client records shall include, but not be limited to, the following:

- (1) Identification of client (name of client and/or client identification number).
- (2) Assessment.
- (3) Consent for alcohol and other drug treatment services.
- (4) Documentation to reflect that the client was given a copy of the following:
 - (a) Program rules or expectations of clients.
 - (b) Client rights and grievance procedures.
 - (c) Written summary of the federal laws and regulations that indicate the confidentiality of client records is protected as required by 42 CFR Part B, paragraph 2.22.
- (5) Diagnosis.
- (6) Treatment plans.
- (7) Progress notes.
- (8) Disclosure of client information forms, when applicable.
- (9) Termination summary/discharge plan.

The Contractor will be required to implement and use the Electronic Healthcare Record (EHR) system utilized by ODRC and the OhioMHAS Bureau of Correctional Recovery Services.

- g. Contractor's Quality Assurance plan - The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), with assistance from the facility compliance coordinator, will assure the compliance of ODRC regulations and quality assurance standards as well as quality assurance regulations required by the OhioMHAS Bureau of Correctional Recovery Services.

In addition, on a monthly basis, a percentage of inmate files will be reviewed to maintain quality assurance standards. Files will be reviewed for completeness and proper documentation. Plans of action for deficiencies will be implemented by the Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor) and copies will be forwarded to the facility warden, contract monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

The Contractor will implement all quality assurance standards and practices regulated by ODRC into the vendor's existing quality assurance program and self-monitoring plans for the Institution. Quality assurance practices will monitor areas that include, but are not limited to clinical reviews, utilization reviews, monthly peer reviews of file completeness, and a process for notification to the facility warden, facility compliance coordinator, on-site monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

- h. Weekly Schedule – The Contractor will maintain an appropriate schedule for Recovery Services, and it's available services, at the institution.

AMENDMENT 19- CHANGES
CORRECTIONS CORPORATION OF AMERICA (CCA)
CSP901412-1
and
MANAGEMENT AND TRAINING CORPORATION (MTC)
CSP901412-3

The following amendment items for both the Corrections Corporation of America contract CSP901412-1 and Management Training Corporation CSP901412-3 reflects revisions to following sections:

1. Section 6.32 titled Recovery Services (see formatting revisions on page 23)
2. Section 6.33 titled Alcohol and Other Drug Treatment Services (see formatting revisions on pages 23-25)
3. The Contract Staffing Patterns for CCA and MTC were added via the following links:

[CCA Contract Staffing Pattern](#)

[MTC Contract Staffing Pattern](#)

As well as, the per diem rate for MTC was corrected as agreed upon in amendment 16 effective 09/09/16.

6.32 RECOVERY SERVICES

6.32.1 General Requirements

The Contractor shall provide a full range of Alcohol and Other Drug (AOD) treatment services with weekly schedules and staffing plans. Services shall be delivered on weekdays between 8:00 a.m. and 9:00 p.m. and, if needed, on weekends between 8:00 a.m. and 4:00 p.m. The Contractor shall ensure that the delivery of the service is consistent with scheduling at the Institution. The Contractor will adhere to all OhioMHAS Bureau of Correctional Recovery Services standards, programming directives, and guidelines. Changes to these standards, programming directives and guidelines that result in scope changes and/or that increase the Contractor's cost will be managed in accordance with Section 10.14 Changes.

6.32.2 Staffing Requirements

The Alcohol and other Drug Treatment (AOD) Services described in section 6.33 below will be staffed in accordance with the following complement of appropriately credentialed and licensed staff:

- a. Addictions Treatment Manager/Recovery Services Supervisor - One (1) (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC or LICDC-CS). *** Note: Position title is interchangeable and may differ at facilities, but essentially is an independently licensed person who is legally able to provide supervision for overseeing the onsite staff and advising clinical work. Must be onsite for the fulfillment of this role.*
- b. Counselors - Four (4) for LaECI site and Four (4) for NCCC site (Any of the following: LISW, LISW-S, LPCC, LPCC-S, LICDC, LICDC-CS, LPC, LSW, LCDCII OR LCDC-III), and
- c. Support Fellowship Volunteer Staff - Not a hired position. Contractor(s) should work with volunteers from organizations such as Alcoholics Anonymous and Narcotics Anonymous to come in and help facilitate those type of support groups.
- d. Currently employed counselors who hold a CDCa license may retain their Counselor positions through November 1, 2017, provided they are actively pursuing one of the licenses designated in subparagraph b. above.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES

The Proposal shall provide a plan to meet the following AOD Treatment Services:

- a. An Intensive Outpatient Program (IOP) The Contractor will provide an Intensive Outpatient Program (IOP) cognitive-behavioral based program utilizing and centered around the six (6) designated Change Companies RDAP Journals as the primary curriculum for the IOP program for Recovery Level 2 and 3 inmates. This 208-hour program will assist the inmate in exploring and changing their patterns of thinking and other criminogenic risk factors that have led to their maladaptive patterns of criminal behavior and associated drug and alcohol use. The IOP will be conducted in an area designated by the facility which will be conducive to the holding and conducting of AOD programming with consideration for maintaining confidentiality. A minimum of 10 hours per week will be specifically devoted to cognitive behavioral treatment. The IOP program will be staffed at a ratio of no more than 15 inmates per staff member. The IOP program must follow OhioMHAS and DRC policy guidelines. Additionally, the program may be subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

The Contractor will operate the IOP consistent with OAC section 5120-2-06, earned credit for productive program participation, and ensure that the program is earned credit approved. Additionally, the Contractor will operate the IOP consistent with the ODRC Ohio Plan for Productive Offender Reentry and Recidivism Reduction guidelines, and ensure the program is reentry approved.

The goal of the program is to provide cognitive behavioral therapy in an Intensive Outpatient Model; utilizing six (6) journals from "The Change Companies, Inc. RDAP Series" as the primary curriculum and the interactive journaling process. At the conclusion of the IOP the inmate will have completed the following six (6) Interactive Journals from The Change Companies:

- Orientation,
- Rational Thinking,
- Criminal Lifestyles,
- Living with Others,
- Recovery Maintenance, and
- RDAP Follow-up.

**** Note:** These are subject to change as the needs of the correctional population changes and/or with direction of the OhioMHAS Bureau of Correctional Recovery Services Chief.

* Page includes formatting revisions and repagination.

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

Participants will work independently and in small groups with staff assigned Journal sections followed by staff led process groups where personal insights and a deeper level of motivation are promoted. The knowledge and attitude gains will be translated into practical application in the participants' daily lives within the facility. Thinking and behavior changes learned in the IOP will then be transferred for practical application into their lives post release. This is an intensive program, covering a significant quantity of materials in a relatively short timeframe. Group members will be required to do work outside of group and counselors will use interactive activities, role play, and use of triads, etc. in order to cover the assigned material in each workbook. The program will use the "Trans-theoretical Model of Change" theory, which is woven throughout the RDAP Journals, as a means for participants to recognize the necessary thinking and behavioral changes needed in order to live a successful life after incarceration. Key motivational tasks for each stage of change in assisting participants throughout the RDAP curriculum include:

- Pre-contemplation:** Increase awareness of continuing high risk behavior;
 - Contemplation:** Resolve ambivalence to choose change over status quo;
 - Preparation:** Identify change strategies and choose the best one(s);
 - Action:** Carry out change strategies with new behavior; and
 - Maintenance:** Develop/strengthen skills to maintain new lifestyle. If lapse occurs, recover and re-enter the change process.
- b. Individual Counseling - IOP counselors, in addition to normally anticipated clinical and group counseling provision functions, will provide individual counseling in conjunction with the IOP. Individual sessions will increase the intensity of treatment, reinforce the journal work being done and look ahead to the challenges facing each client in reentry. Individual sessions will be provided on a regularly scheduled basis and as often as appropriate when a participant need arises. Individual counseling will be documented in the progress notes section of each participant's clinical file.
- c. Continuing Care Services - For inmates who have successfully completed the 208-hour IOP, the treatment gains they will have made will be supported and reinforced through Continuing Care Services. Our hope is that those successfully completing IOP will continue in an ongoing program of support and recovery to help prevent the tendency for regression and return to old and familiar criminal thinking and behavior patterns once they are returned to general population. The contractor/vendor will set a standard for as many of our addictions and behavioral programs as possible to keep program completers involved in continuing care services.

As part of the treatment in IOP, inmates will be introduced and encouraged to develop a long-term plan that will include IOP, Continuing Care Services while incarcerated and post-release reentry services upon return to the free-world community. Immediately upon successful completion of the IOP, inmates will be given the opportunity to enter Continuing Care Services.

The Continuing Care Services will follow the parameters outlined in ODRC and OhioMHAS policies. There will be a minimum of one, two-hour group meeting per week. The weekly group meetings will be professionally facilitated.

- d. AOD Education Programming – Activity is no longer performed by the State and is not required of the Contractor.
- e. Support/Fellowship Meetings - For inmates who are committed to long-term avoidance of AOD abuse, the contractor will plan to facilitate numerous weekly opportunities for participation in recovery support programs. These recovery support programs will include, but not be limited to, 12-Step model and recovery-oriented organizations such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA) and other meetings of that type. Likewise, secular recovery-oriented alternatives such as Smart Recovery, Rational Recovery, Celebrate Recovery, etc. will be facilitated and encouraged for those who choose this alternative for recovery maintenance and community support. Support Fellowship Meetings will be led by volunteers representing community fellowship groups and will be coordinated by Unit Management or counseling staff

6.33 ALCOHOL AND OTHER DRUG TREATMENT SERVICES (contd.)

- f. Contractor's Documentation Process – The Contractor will meet all documentation and file standards as required by ACA, ODRC, and the OhioMHAS Bureau Correctional Recovery Services. The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), will set up inmate files, via DRC's designated and required Electronic Healthcare Record (EHR), to include the sections listed below (per 3793:2-1-06, Client Records) and will conduct regularly scheduled file audits to maintain compliance with all state, ACA, ODRC, and OhioMHAS Bureau of Correctional Recovery Services guidelines, policies, and regulations.

Components of client records shall include, but not be limited to, the following:

- (1) Identification of client (name of client and/or client identification number).
- (2) Assessment.
- (3) Consent for alcohol and other drug treatment services.
- (4) Documentation to reflect that the client was given a copy of the following:
 - (a) Program rules or expectations of clients.
 - (b) Client rights and grievance procedures.
 - (c) Written summary of the federal laws and regulations that indicate the confidentiality of client records is protected as required by 42 CFR Part B, paragraph 2.22.
- (5) Diagnosis.
- (6) Treatment plans.
- (7) Progress notes.
- (8) Disclosure of client information forms, when applicable.
- (9) Termination summary/discharge plan.

The Contractor will be required to implement and use the Electronic Healthcare Record (EHR) system utilized by ODRC and the OhioMHAS Bureau of Correctional Recovery Services.

- g. Contractor's Quality Assurance plan - The Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor), with assistance from the facility compliance coordinator, will assure the compliance of ODRC regulations and quality assurance standards as well as quality assurance regulations required by the OhioMHAS Bureau of Correctional Recovery Services.

In addition, on a monthly basis, a percentage of inmate files will be reviewed to maintain quality assurance standards. Files will be reviewed for completeness and proper documentation. Plans of action for deficiencies will be implemented by the Addictions Treatment Manager or Recovery Services Supervisor (whichever term is used by the contractor) and copies will be forwarded to the facility warden, contract monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

The Contractor will implement all quality assurance standards and practices regulated by ODRC into the vendor's existing quality assurance program and self-monitoring plans for the Institution. Quality assurance practices will monitor areas that include, but are not limited to clinical reviews, utilization reviews, monthly peer reviews of file completeness, and a process for notification to the facility warden, facility compliance coordinator, on-site monitor, and OhioMHAS Bureau of Correctional Recovery Services representatives.

- h. Weekly Schedule – The Contractor will maintain an appropriate schedule for Recovery Services, and it's available services, at the institution.

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
19	12/16/16	This amendment is issued to correct the formatting in Section 6.32 titled Recovery Services and Section 6.33 titled Alcohol and Other Drug Treatment Services, as well as, the per diem rate for MTC as agreed upon in amendment 16 effective 09/09/16. Additionally, the updated Contract Staffing Patterns for CCA and MTC were included in the Contract and the Contract Analyst contact information was removed.
18	10/31/16	This amendment is issued to reflect the revision of the original RFP Section 6.32 titled Recovery Services and Section 6.33 titled Alcohol and Other Drug Treatment Services for both contractors, as well as, the per diem rate for Lake Erie as agreed upon in amendment 16 effective 09/09/16.
17	09/20/16	This amendment is issued reflect an addition of a \$.23 per rate to cover the state-requested staffing of two (2) mental health workers.
16	09/09/16	This amendment is issued to reflect the revision of the original RFP Sections 6.9.7 titled Pre-Service Training, Section 6.32 titled Recovery Services and Section 6.33 titled Alcohol and Other Drug Treatment Services for both contractors. Additionally, the amendment reflects the following: a per diem rate increase to MTC to cover the additional staffing requested by the state for (five (5) security offices and two (2) mental health workers and a per diem rate increase to CCA to cover the additional staffing requested by the state for two (2) registered nurses (RN) and one (1) nurse practitioner.
15	04/01/16	This amendment is issued to reflect the addition of 200 beds for the North Central Correctional Institution effective 04/01/2016.
14	10/09/15	This amendment is issued to update the Corrections Corporation of America's and the Management and Training Corporation contract(s) to reflect revisions to Section 6.29.3.3 Sick Call.
13	08/01/15	This amendment is issued to update the Management and Training Corporation's contract inserting Section 6.31.5 Transitional Control, increasing the MTC per diem rate and repaginating last page of document.
12	07/01/15	This amendment is issued to extend the contract by mutual agreement between the State and Management and Training Corporation (MTC) for an additional twenty four (24) months. In addition, the amendment will reflect an increase in the contract Per Diem Rate for Correction Corporation of America (CCA) effective with all orders on or after 07/01/15.
11	02/23/15	This amendment is issued to update the Corrections Corporation of America's contract to reflect revisions to Section 6.29.9.3 Ancillary Services and repaginate last page of document.
10	01/23/15	This amendment is issued to revise the Lake Erie Correctional Institution's Staffing Plan, by mutual agreement between the agency and the Contractor, effective 01/23/15; and, repaginate last page.
9	01/15/14	This amendment is issued revise the Lake Erie Correctional Institutional Health Services Staffing Plan by mutual agreement between the agency and the Contractor effective immediately and repaginate last page.
8	09/27/13	This amendment is issued to reflect a change in Corrections Corporation of America (CCA) OAKS ID Number and Contract Number, to change the contact name and phone number for MTC and to insert the language required for the PREA, National Standards to Prevent, Detect and Respond to Prison Rape (28 C.F.R. Part 115)..
7	06/05/13	This amendment is issued to correct the OAK Vendor ID Number for the contractor (Management and Training Corporation) to reflect the Centerville, Utah address.
6	07/01/13	This amendment is issued to renew the contract by mutual agreement between the state of Ohio and the contractor (Management and Training Corporation) for an additional 24 months effective 07/01/13 through 06/30/15.
5	04/12/13	This amendment is issued to correct the label on the link on page 6 from "Revised NCCC Staffing Plan" to "Revised LAECI Staffing Plan.

* Repagination

SUMMARY OF AMENDMENTS (continued)

Amendment Number	Effective Date	Description
4	03/28/13	This amendment is issued to revise the Lake Erie Correctional Institutional Health Services Staffing Plan by mutual agreement between the agency and the Contractor effective immediately and repaginate last page.
3	12/03/12	This amendment is issued to include language from the Lake Erie Correctional Institution (LAECI) purchase agreement regarding institution access, inmate work program assignments and waiver request. Additionally, the amendment will clarify language for the Management and Training Corporation (MTC) contract and to address inmate work program assignments, unit management staffing and transportation of inmates. Finally, the amendment will reflect the reassignment of the contract to a new analyst, Geraldine Berry, CPPB.
2	1/13/12	Change the Contract expiration date for Corrections Corporation of America to be in accordance with the Request for Proposal, page 2 paragraph 3, from 6/30/2013 to 6/30/2032.
1	12/28/11	Change Contract number for Management and Training Corporation from CSP901412-2 to CSP901412-3.

* Repagination