

**HEALTH AND HUMAN SERVICES COMMISSION  
CONTRACT No. HHS000556100001  
AMENDMENT No. 1**

The Health and Human Services Commission (“System Agency”) and The University of Texas Health Science Center at San Antonio (“Performing Agency”), collectively the “Parties” to that certain Centralized Training Infrastructure for Evidence-Based Practices (CTI-EBP) services Contract effective September 1, 2019, and denominated HHSC Contract No. HHS000556100001 (“Contract”), want to amend the Contract.

Whereas, the Parties want to revise Attachment A, Statement of Work to include additional deliverables (Coordination Report, Training Report and Website Report), in Fiscal Years 2020 and 2021; and

Whereas, the Parties want to increase the maximum funding amounts for Fiscal Years 2020 and 2021.

The Parties therefore agree as follows:


1. The maximum funding allocation for fiscal year 2020 is hereby increased from \$154,000.00 to \$528,000.00.
2. The maximum funding allocation for fiscal year 2021 is hereby increased from \$154,000.00 to \$554,000.00.
3. Attachment A, Statement of Work, is hereby deleted in its entirety and replaced with Attachment A, as Amended and Restated-June 2020.
4. Except as modified by this Amendment, all terms and conditions of the Contract shall remain in full effect.
5. Any further revisions to the Contract shall be by written agreement of the Parties.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR AMENDMENT NO. 1  
HHSC CONTRACT NO. HHS000556100001**

**HEALTH AND HUMAN SERVICES  
COMMISSION**

**THE UNIVERSITY OF TEXAS HEALTH  
SCIENCE CENTER AT SAN ANTONIO**

By:  \_\_\_\_\_  
DocuSigned by:  
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Name: Sonja Gaines

By:  \_\_\_\_\_  
DocuSigned by:  
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Name: Natalie Maples

Title: Assoc. Commissioner IDD/BH

Title: Senior Director, Sponsored Programs

Date of Signature: August 16, 2020

Date of Signature: August 14, 2020

THE FOLLOWING ATTACHMENT IS INCORPORATED AS PART OF THE CONTRACT:

**Attachment A-Statement of Work, as Amended and Restated**

**ATTACHMENT A**  
**STATEMENT OF WORK, AS AMENDED AND RESTATED-JUNE 2020**

**I. PURPOSE**

The goal of the Centralized Training Infrastructure for Evidence-Based Practices (“CTI-EBP”) initiative is to increase educational opportunities for state funded substance abuse providers through regional coordinated trainings. The CTI-EBP initiative will also plan, coordinate, and provide statewide transportation and lodging for System Agency’s funded contractors and individuals in recovery to attend the Big Texas Rally for Recovery (“Rally”).

**II. PERFORMING AGENCY’S RESPONSIBILITIES**

Parties agree that Performing Agency will comply with all obligations and timeframes specified in Attachment A, Statement of Work, as Amended and Restated-June 2020.

Task 1: Transportation Planning and Coordination

Performing Agency is responsible for appointing a lead person to ensure accomplishment of all tasks stated in this Attachment. Performing Agency will:

- A. Establish meetings with stakeholders of the Rally.  
The Rally Committee will consist of:
  - 1. Performing Agency designated lead;
  - 2. System Agency, Subject Matter Expert (“SME”) staff; and
  - 3. Recovery Support Services statewide provider representation.
  
- B. Host and facilitate quarterly meetings of the Rally Committee (either in-person or via teleconference).
  - 1. Quarter 1 – by September 15<sup>th</sup> provide final information on the Rally, disseminate final changes for transportation, accommodations, speakers/presenters, and other information as requested by Rally Committee, for a successful Rally.
  - 2. Quarter 2 – By December 15<sup>th</sup>, provide report on the prior Rally, suggest improvements, determine location of the next Rally, initiate logistics of projected number of attendees, travel, and other information as needed. Initiate any subcommittees required, and other information as requested by Rally Committee.
  - 3. Quarter 3 – By March 15<sup>th</sup>, provide a draft plan for travel and accommodations to the Rally stakeholders, disseminate information on location, speakers/presenters, and other items as requested by Rally Committee.
  - 4. Quarter 4 – Between June 1<sup>st</sup> and July 15<sup>th</sup>, disperse draft plan for travel and accommodations, disseminate information on location, speakers/presenters, and other items as requested by Rally Committee.

- C. Provide guidance on a venue to ensure that the size, safety, and location is suitable for participants of the Rally
- D. Develop a plan for, and receive approval from the Rally Committee, for the transportation and lodging of individuals travelling by bus to the Rally.
- E. Provide logistics for coordinating pick up and drop off sites with times of departure from each site and receive approval from the Rally Committee.
- F. Create a webpage to market and provide up to date information on the Rally.

Task 2: Rally Venue

- A. Assist the Rally Committee in securing a venue in the area approved by the Rally Committee and make every effort to ensure venue will:
  - 1. be appropriate for projected attendance;
  - 2. provide adequate shelter during inclement weather;
  - 3. coordinate with county/city officials on security; and
  - 4. have concessions or eateries/grocery stores within walking distance.

Task 3: Transportation Reservations

- A. Coordinate and secure transportation for the participants identified in Task 1 D.
- B. Pay transportation costs for transporting participants.
- C. Verify that inspections, operating statuses, licensing, and insurance of the buses are current.
- D. Ensure transportation is comfortable, safe, and reliable for transporting passengers and that the number of passengers does not exceed the vehicle's capacity according to the vehicle's handbook.
- E. Ensure any deposits and payments are made in a timely fashion.

Task 4: Travel Expenses

- A. Coordinate and ensure lodging is provided and paid for travelers requiring overnight stay.
- B. Determine whether overnight stay is required for participants.
- C. Coordinate and pay for overnight lodging for travelers and bus driver(s), if determined to be the most cost-effective? Most convenient? option.

Task 5: Speaker Coordination

Performing Agency will coordinate speaker/presenter requirements for Rally.

- A. Reimburse eligible expenses and/or speakers' fees within 30 days of receipt of invoice. Speakers must provide adequate documentation to receive a reimbursement.

- B. Ensure written contracts with speakers are in place before the Rally. And that the contracts include a space where speakers can request any equipment and/or audio/visual needs to conduct the training.
- C. Ensure contracts with speakers include a cancellation clause for cancellations received by Performing Agency within 30 days of the Rally date.
- D. Coordinate facility arrangements, including general set-up and assistance, audio/visual equipment, computer equipment, and internet access,

Task 6: Coordination Report for all activities in Tasks 1-5

- A. Submit a Coordination Report after each Rally Committee meeting to include:
  - 1. Coordination Report 1:
    - a. Rally Committee attendance and meeting minutes;
    - b. update(s) on Rally planning;
    - c. final count of travelers;
    - d. list of bus companies secured;
    - e. total dollar denomination of deposits made to support coordination; and
    - f. other activities associated with supporting the Rally.
  - 2. Coordination Report 2:
    - a. Rally Committee attendance and meeting minutes;
    - b. total Rally attendance
    - c. total number of people transported;
    - d. total number of buses utilized;
    - e. number of people staying overnight (subset of item 1);
    - f. number of buses utilized for overnight stay (subset of item 2);
    - g. self-assessment of Rally transportation coordination;
    - h. plan for improvement; and
    - i. other activities associated with supporting the Rally.
  - 3. Coordination Report 3:
    - a. Rally Committee attendance and meeting minutes;
    - b. projected individuals travelling to Rally;
    - c. projected number of buses required;
    - d. location of Rally; and
    - e. other activities associated with supporting the Rally.
  - 4. Coordination Report 4:
    - a. Rally Committee attendance and meeting minutes;
    - b. update on projected individuals travelling to Rally;
    - c. update on projected number of buses required;
    - d. speaker/presenters confirmation update; and
    - e. other activities associated with supporting the Rally.

Task 7: Needs Assessment

- A. Performing Agency will provide training to the System Agency's target population, defined as System Agency-funded substance abuse services providers (including intervention, treatment, and recovery support services contractors).
- B. System Agency will provide a System Agency-funded contractors list and Outreach, Screening, Assessment, and Referral ("OSAR") contractors list by the end of the first quarter of each contract fiscal term.
- C. Performing Agency will perform a Needs Assessment to aid in developing the Training Plan for the target population. Performing Agency will:
  1. Use the list of contractors provided by System Agency to email a survey tool to complete a Needs Assessment for System Agency-funded provider in the fourth quarter Training Report each contract fiscal term;
  2. Through the training needs assessment, the target population will be asked to prioritize training needs, including evidence based in-person trainings from the following topics:
    - a. Motivational Interviewing
    - b. Trauma Informed Care
    - c. Street and Community Outreach to People Who Use Substances
    - d. Case Management with People who use Substances
    - e. Stigma, Health Disparity and Advocacy with High Risk Populations
    - f. Harm and Risk Reduction for People Who Use Substances
    - g. Peer Support
    - h. Self-Care and Burnout
    - i. Return to Use Prevention and Early Recovery Support
    - j. Opioid Overdose Prevention Training Education
    - k. Overview of Substances and Substance Use Disorders
    - l. Cultural Competency with Diverse Populations
    - m. HIV, HCV, Sexually Transmitted Infections
    - n. Ethics
    - o. Other topics approved by System Agency

Task 8: Training Plan

- A. Performing Agency will provide statewide trainings to System Agency-funded contractors in accordance with the Training Plan. The Training Plan and all revisions will be submitted in the Training Report. Exceptions to the Training Plan must be authorized in writing by the System Agency.
- B. A Training Plan will be developed for each contract fiscal term to reflect a regionalized training for the state. Training Plan will include:
  1. Number of trainings for each region;
  2. Number of participants expected;
  3. Topic(s) per training;
  4. Physical location of training event;
  5. Number of CE training hours at each training event and/or location as applicable; and

- 6. Speaker Costs (as indicated).
- C. Collaborate with System Agency to develop a final Training Plan.
- D. Email training notices to contractors on the contractor list.
- E. Coordinate and market the training through contractor list.

Task 9: Training

Performing Agency will provide statewide trainings in accordance with the System Agency's approved Training Plan.

- A. Trainings will be administered face-to-face, or online as applicable and approved by System Agency.
- B. Work with System Agency-funded OSARs and System Agency-funded service providers to locate facilities within the regions, which are available at no or minimum cost.
- C. Trainings conducted in facilities will be handicap accessible and accommodate the enrolled number of training participants.
- D. Trainings will include a minimum of 20 participants unless System Agency approves otherwise. Trainings with less than the minimum number of participants will require written approval from System Agency prior to conducting the training.
- E. Ensure each training event provides continuing education ("CE") credits applicable to the attendees of the trainings.
- F. Pay any required fees for CE certification for the training as required by the certifying boards.
- G. Obtain a list of attendees, collect evaluations from sessions, and prepare and distribute electronic CE certificates to all attendees who met the criteria for attendance.
- H. Offer a course evaluation at the conclusion of each training . Performing Agency will:
  - 1. make every effort to ensure training participants complete an evaluation of the training at the conclusion of each training; and
  - 2. summarize evaluations by training event and trainer.
- I. Track training and training participation by:
  - 1. Developing a method for tracking attendance and participation in trainings electronically in a manner that allows the participants to view a training transcript, track the number of CEs acquired, and view acquired certifications;

2. Ensure there are a minimum number of participants registered at a capacity established by System Agency;
3. Maintain CEs as required by licensing boards.

J. Provide training materials:

1. Minimize the use of hard copy training materials;
2. Utilize electronic materials for each training; and
3. Ensure the training materials are electronically available to participants prior to the scheduled training.

Task 10: Trainers

Performing Agency will:

- A. Provide or subcontract with qualified experts as approved by System Agency to deliver training(s) in the System Agency-identified evidence-based protocols to training participants.
- B. Ensure trainers are knowledgeable and experienced in the evidence-based protocol and utilize certified/approved trainers when applicable.
- C. Ensure trainers include the following elements, when applicable, in their trainings:
  1. Didactic information;
  2. Question and answer
  3. Role Play
  4. Modeling of skills; and
  5. Exam and/or certification.
- D. Use best efforts to secure the same identified expert for each evidence-based protocol training to ensure continuity and standardized delivery of trainings.
- E. Collaborate with System Agency staff to identify an expert to provide training.

Task 11: Speaker Coordination

Performing Agency will coordinate with System Agency to determine if a speaker is needed at the training event. If a speaker is required, Performing Agency will:

- A. On System Agency request, contact and contract with speaker(s) for the training event.
- B. Reimburse, System Agency approved, eligible expenses or speaker's fees within 30 days of receipt of invoice with required accompanying documentation from speakers.
- C. Ensure all contracts include a place for speakers to indicate equipment and audio/visual needs for the training.
- D. Ensure written Purchase Orders or Prior Approvals with speakers or their respective agencies are in place before the training event.



- E. Ensure that legal documents with speakers include a cancellation clause when registration for workshops does not reach the minimum of registered participants and System Agency will not approve the training.
- F. Coordinate the facility arrangements, including general and workshop room set-up and assignments, audio/visual equipment, computer equipment, internet access, and any other necessities relating to the facility and speaker's specifications.

Task 12: Training Report for all activities in Tasks 7-11

Submit a Training Report each quarter to include:

- 1. Needs Assessment, when applicable;
- 2. Training Plan, when applicable;
- 3. Training Event total trainee attendance and licenses, when applicable;
- 4. Summary of training survey results, when applicable; and
- 5. Other items as directed by the System Agency.

Task 13: Training Website

Performing Agency will utilize a training website and ensure the following information:

- A. A current calendar of scheduled trainings, downloadable training materials for each delivered training, and include links to additional resources that augment the trainings provided.
- B. Establish a database of participant registrations and confirmations of attendees;
- C. Archive continuing education certificates earned by trainees.
- D. On-line training modules will be located on or launched from the training website.
- E. Submit a quarterly Website report to include:
  - 1. Work performed on website in quarter being reported;
  - 2. Significant delays, issues, or items to be resolved;
  - 3. Website analytics to include:
    - i. Page performance
    - ii. Speed test
    - iii. Visitor demographics
  - 4. Other items as directed by System Agency.

Task 14: Miscellaneous Meetings, Conference Calls, and Other items

Performing Agency will:

- A. Participate in all System Agency scheduled training infrastructure meetings.
- B. Participate in face-to-face meetings as requested by System Agency.

- C. Notify System Agency within one business day of receipt of request of inability to participate in non-routine calls and activities.
- D. Ensure training materials, training in development, the contract budget, and contractual relationships (contractor list) are confidential and will not be disclosed without System Agency consent.

**Task 15: Substance Use Disorder Training and Report**

Performing Agency will:

- A. Provide services as stated in Task 9, 10, and 11 with the following additions:
  - 1. Trainings may occur in fiscal year 2021, but all planning and expenditures, to include prepaid expenditures, will occur in fiscal year 2020.
  - 2. Costs occurring in fiscal year 2021 will be accounted for in Task 12 Training Report.
  - 3. Training will be consistent with list in Task 7, C, 2. with the following additions:
    - a. 42 CFR Compliance;
    - b. American Society of Addiction Medicine (“ASAM”) Levels of Care;
    - c. Seeking Safety;
    - d. Person-Centered Planning;
    - e. Community Health Worker (“CHW”) Trainings;
    - f. Documenting in Electronic Health Records (“EHR”); and
    - g. Other technical assistance and training agreed in writing by System Agency.
- B. Provide training to System Agency-funded substance use disorder providers or System Agency employees.
- C. Submit to System Agency a report with the following:
  - 1. Number of trainings delivered or planned;
  - 2. Cost associated with each training;
  - 3. If applicable, cost for information resource planning and development; and
  - 4. Other items as requested by System Agency for clarity on Deliverable.

**III. DELIVERABLE REQUIREMENTS**

System Agency will monitor Performing Agency’s performance of the Contract’s requirements and compliance with the terms and conditions. Performing Agency will:

- A. Submit all documents identified below to the System Agency designated substance use disorder mailbox [SubstanceAbuse.Contracts@hhsc.state.tx.us](mailto:SubstanceAbuse.Contracts@hhsc.state.tx.us), assigned contract manager and to [Substance Use Disorder@hhsc.state.tx.us](mailto:Substance Use Disorder@hhsc.state.tx.us).
- B. Submit all deliverables by the Due Date stated in the Deliverable Table in this section of this contract.