AGREEMENT FOR
PROFESSIONAL SERVICES

This Agreement ("Agreement") for residential substance use treatment services is made as of the Agreement date set forth below by and between the County of Yuba, a political subdivision of the State of California ("COUNTY"), on behalf of its Health and Human Services Department (YCHHSD), and Progress House ("CONTRACTOR").

In consideration of the Services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

OPERATIVE PROVISIONS

1. SERVICES.

The CONTRACTOR shall provide those services described in Attachment "A", Provision A-2 through A-4. CONTRACTOR shall provide said services at the time, place and in the manner specified in Attachment "A", Provisions A-5 through A-6.

2. TERM.

Commencement Date: September 1, 2025

Termination Date: June 30, 2028

The term of this Agreement shall become effective on September 1, 2025, and shall continue in full force and effect for a period of two (2) years and ten (10) months, unless sooner terminated in accordance with the terms of this Agreement. The term also has two (2) one-year extension options.

Notwithstanding the term set forth above, and unless this contract is terminated by either party prior to its termination date, the term of the Agreement may be automatically extended up to ninety (90) days. Any Notice of Termination during this automatic extension period shall be effective upon a ten (10) day written notice to the other party. The purpose of this automatic extension is to allow for continuation of services, and to allow County time in which to complete a novation or renewal contract for CONTRACTOR and COUNTY approval.

CONTRACTOR understands and agrees that there is no representation, implication, or understanding that the services provided by CONTRACTOR pursuant to this Agreement will be purchased by COUNTY under a new agreement following expiration or termination of this Agreement, and CONTRACTOR waives all rights or claims to notice or hearing respecting any failure to continue purchase of all or any such services from CONTRACTOR.

3. PAYMENT.

COUNTY shall pay CONTRACTOR for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CONTRACTOR shall submit all billings for said services to COUNTY in the manner specified in Attachment "B".

4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF COUNTY.

CONTRACTOR shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement, unless an exception to this requirement is provided in Attachment "A", Provision A-7.

5. ADDITIONAL PROVISIONS.

Those additional provisions unique to this Agreement are set forth in Attachment "C".

6. GENERAL PROVISIONS.

The general provisions set forth in Attachment "D" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES.

The Director of the Health and Human Services Department is the representative of the COUNTY and will administer this Agreement for the COUNTY. The Chief Executive Officer is the authorized representative for CONTRACTOR. Changes in designated representatives shall occur only by advance written notice to the other party.

8. ATTACHMENTS.

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

Attachment A – Services
Attachment B – Payment
Attachment C – Additional Provisions
Attachment D – General Provisions
Attachment E – Insurance Provisions
Attachment F – Confidentiality Provisions and Statements
Attachment G – Referral for Residential Admission

Attachment H – Invoice Format
Attachment I – YCHHSD 452-1 Client Release of Information-PHI/PII/Other
Attachment J – Vendor Assurance of Compliance (CR50)
Attachment K – Monthly Caseload Summary
Attachment L – Discharge Summary Report

9. TERMINATION

COUNTY and CONTRACTOR shall each have the right to terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on _____, 2025.

"COUNTY"
COUNTY OF YUBA

_____
, Chair
Board of Supervisors

"CONTRACTOR"
PROGRESS HOUSE, INC.

_____
Cindy Carlson
Chief Executive Officer

INSURANCE PROVISIONS APPROVED:

_____
Tiffany Manuel,
Human Resource Director & Risk Manager

APPROVED AS TO FORM:

_____ FOR
Janet E. Bender
County Counsel

RECOMMENDED FOR APPROVAL:

_____
Jennifer Vasquez, Director
Yuba County Health and
Human Services Department

ATTACHMENT A

SERVICES

A.1 YCHHSD SCOPE OF RESPONSIBILITIES AND DUTIES. YCHHSD staff shall:

A.1.1 Identify and refer YCHHSD clients to CONTRACTOR when they are in need of a residential facility due to alcohol and/or drug use. Both parties understand and agree that only those clients who are Yuba County residents and are referred to CONTRACTOR by COUNTY for residential treatment shall be eligible to receive services from CONTRACTOR under this Agreement.

A.1.2 Use Attachment I – YCHHSD 452-1 Client Release of Information - PHI/PII/OTHER form to ensure that a valid authorization for release of Protected Health information (PHI) and Personally Identifiable Information (PII) and other client/patient case related information is received and signed before the client's/patient's PHI/PII is used or disclosed.

A.1.3 Participate in collaborative case staffing meetings that may include CONTRACTOR, Public Health, California Work Opportunity and Responsibility to Kids ("CalWORKs") and Child and Adult Protective Services ("CAPS") Social Worker staff,, behavioral health staff, and staff from other agencies whenever necessary to determine the appropriate course of treatment for the clients who have disclosed substance use problems, including discharge planning. These meetings are to be conducted in compliance with all state and federal confidentiality laws.

A.1.4 Develop a plan to substantiate the client's participation and eligibility for services in the substance use residential treatment program at the facility.

A.1.5 Make contact with the facility to monitor the client's progress in meeting the objectives of both their plan and CONTRACTOR's substance use residential treatment program.

A.2 CONTRACTOR'S SCOPE OF SERVICES AND DUTIES. The services to be provided by CONTRACTOR and the scope of CONTRACTOR's duties include the following:

A.2.1 Provide American Society of Addiction Medicine ("ASAM") level 3.1 and/or 3.5 Residential Levels of Care for alcohol and drug dependent Yuba County residents. The services will be provided in accordance with State of California Licensing and Certification of Drug and Alcohol Treatment Facilities. They will also be provided in accordance with the Commission on Accreditation of Rehabilitation Facilities ("CARF") standards.

A.2.2 Operate a residential facility for persons suffering from alcohol and/or drug use. Such facility will comply with all laws and regulations governing operation of such facility and will be licensed by appropriate State, County and Federal agencies as required. The services will be provided in accordance with State of California Licensing and Certification of Drug and Alcohol Treatment Facilities.

A.2.3 Process the Referral for Residential Admission (Attachment G) and communicate the client's admittance date and time to referring staff.

A.2.4 Provide a community-based, social model, peer group-oriented, residential treatment facility that provides assessment, treatment and discharge planning, housing, treatment (individual and/or group counseling), collateral, case management and certain other services in the supportive, substance use free environment for ambulatory, mentally competent, recovering substance users. Said facility will meet all standards imposed by the Department of Health Care Services and the County of Yuba.

A.2.5 Provide the services to all residents of Yuba County who are referred to the CONTRACTOR by YCHHSD on behalf of the COUNTY. The referral shall specify the kind, quality, and amount of services and criteria for determining the persons to be served. Yuba County residents who are not referred by the COUNTY will not be covered under this Agreement and services will be provided to them by CONTRACTOR at CONTRACTOR's risk.

A.2.6 Provide the services to pregnant women and their minor children through the age of eleven (11) years if approved for admission by CONTRACTOR, based on availability of proper accommodations. Residential accommodations provided to women and children through the age of eleven (11) years must be provided in a separate facility.

A.2.7 Use Attachment I – YCHHSD 452-1 Client Release of Information - PHI/PII/OTHER form when sharing client's/patient's PHI/PII with COUNTY.

A.2.8 Place the client in the CONTRACTOR's facility, develop and share a problem list for the client ensuring that any and all problem lists will remain confidential pursuant to this agreement.

A.2.9 Participate in collaborative case staffing meetings that may include Public Health, CalWORKs and/or CAPS Social Worker staff, behavioral health staff, and staff from other agencies whenever necessary, to develop recommendations which are appropriate for the participating client and designed to meet the objectives of the substance use residential treatment

program. These meetings are to be conducted in compliance with all state and federal confidentiality laws.

A.2.10 Monitor the participating client's attendance and compliance with the residential treatment program and notify the referring staff via email within two (2) working days if the client fails to comply with the requirements of the residential treatment program.

A.2.11 Provide a progress update to the referring staff via email by the 5th of the month following the month of treatment for each client in treatment.

A.2.12 Provide COUNTY with monthly caseload summaries (Attachment K) identifying the number of persons referred by COUNTY to the CONTRACTOR'S program, the number of persons who completed intake assessments, the number of persons who completed the program, and the total number of persons served during the month.

A.2.13 Participate in collaborative case staffing meetings with COUNTY staff and/or staff from other relevant agencies to develop a discharge plan including continuing care, and housing if necessary, no more than ten (10) days after the client enters treatment. Discharge plans shall include, but are not limited to, recommendations for continued care, outpatient treatment, and safe & sober living environment such as transitional housing. Discharge planning for persons experiencing homelessness should occur at the time of entry into treatment. Discharge plans should be provided to the client and COUNTY at the same time.

A.2.14 For clients receiving medication assisted treatment at the time of admission, support the continuation of medication assisted treatment upon discharge through a "warm hand-off" to an outpatient heath care facility, with an identified post-discharge follow-up appointment scheduled.

A.2.15 At least five (5) days prior to the end of a 30-day stay, coordinate discharge and communicate plans to COUNTY and/or designee ensuring plans are in place for continuing care, including referrals for outpatient and/or transitional housing placement. For clients requiring transitional treatment, coordinate and communicate plans to COUNTY and/or designee at least five (5) days prior to the end of their stay.

A.3 CONTRACTOR'S RESPONSIBILITIES. The CONTRACTOR shall:

A.3.1 Make available to the public a written statement of its admission policies which shall include a provision that persons are accepted for service without discrimination on the basis of race, color, religion, national origin, sex, age, ancestry or handicap or any other protected status.

A.3.2 Not employ unlawful discriminatory practices in the admission of clients, employment of personnel, or any other aspect of its operation on the basis of race, color, religion, national origin, sex, age, ancestry or handicap or any other protected status.

A.3.3 Bill clients for services according to standards as may be promulgated by the Department of Health Care Services.

A.3.4 Notify referring staff within one (1) working day if client:

- Commits a serious violation of rules at the drug treatment program;
- Has repeatedly committed violations of the program rules;
- Asks to leave the program on a temporary basis such as for a weekend furlough from the facility;
- Asks to be removed from the program;
- Is being asked to leave the program; or
- Leaves the program before the treatment plan is complete.

A.3.5 Conduct drug testing for each participating client on a random and as needed basis and notify referring staff of both negative and positive tests results within one (1) working day of receipt of the results.

A.3.6 Discuss progress with referring staff at least five (5) days prior to the end of a 30-day stay to determine if additional treatment is authorized, including but not limited to extended residential or outpatient treatment.

A.3.7 Provide the referring staff with a copy of the discharge summary report (Attachment L) within five (5) business days upon client leaving the facility.

A.4 RECORDS AND AUDIT. The CONTRACTOR shall:

A.4.1 Maintain accurate books and accounting records as required by the COUNTY. Such books and accounting records shall be open to inspection by State, Federal and local auditors at any reasonable time. CONTRACTOR further agrees to maintain and prepare reports as required by the COUNTY. CONTRACTOR shall retain financial records for at least three (3) years and make them available to audit upon request of either, or both, the COUNTY or the State of California.

A.4.2 Maintain financial records that clearly reflect the cost of each type of service. Any cost apportionments shall be made under generally accepted accounting principles and shall evidence proper audit trails reflecting the true cost of the services. County and State auditors shall have access to CONTRACTOR's records during normal business hours.

A.5 TIME SERVICES RENDERED. Specific date(s) to be mutually agreed upon by

the COUNTY and CONTRACTOR.

A.6 MANNER SERVICES ARE TO BE PERFORMED. As an independent contractor, CONTRACTOR shall be responsible for providing services and fulfilling obligations hereunder in a professional manner. COUNTY shall not control the manner of performance.

A.7 FACILITIES FURNISHED BY COUNTY. CONTRACTOR shall, at his/her sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.

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ATTACHMENT B

PAYMENT

COUNTY shall pay CONTRACTOR as follows:

B.1 FEES FOR SERVICES. COUNTY shall pay CONTRACTOR fees for services rendered, as specified below:

SERVICES PROVIDED	BED DAY RATE
Residential Treatment Level 3.1 (with or without children, regardless of how many children)	$ 200.00/day
Residential Treatment Level 3.5 (with or without children, regardless of how many children)	$ 240.00/day
Transitional Treatment (includes at minimum two random UA tests per month)	$ 25.00/day
Medication Assisted Treatment	$ 40.00/day

B.2 BASE CONTRACT FEE. COUNTY shall pay CONTRACTOR a contract fee not to exceed Eight Hundred Fifty-Two Thousand Dollars ($852,000.00) for the term of September 1, 2025 through June 30, 2028. In no event shall total compensation paid to CONTRACTOR under Provision B.2 exceed Eight Hundred Fifty-Two Thousand Dollars ($852,000.00) for the term of this Agreement, without an amendment to this Agreement mutually agreed to by both parties in writing.

COUNTY agrees to negotiate in good faith any reasonable rate increases requested by CONTRACTOR, when provided with ninety (90) days advance written notice, with an amendment to this Agreement which is mutually agreed to by both parties in writing.

B.3 FISCAL PROVISIONS. CONTRACTOR shall submit an invoice (with detailed back-up documentation for all direct service charges attached) in the format as specified in Attachment H – Invoice Format after the completion of services but no later than the tenth (10^{th}) day of the month following the provision of services. COUNTY shall issue payment in accordance with the terms of this Agreement no later than thirty (30) days after the receipt of a complete and accurate invoice.

B.3.1 In the month of June 2026, June 2027 and June 2028 CONTRACTOR shall submit an invoice in accordance with the format specified in Attachment H – Invoice Format, based upon the estimated cost of services to be rendered no later than June 10, 2026, June 10, 2027 and June 10, 2028. CONTRACTOR shall submit a final invoice based on actual costs of services rendered no later than July 10, 2026, July 10, 2027 and July 10, 2028. COUNTY shall reconcile the amount of actual

costs invoiced against the amount of estimated cost paid and issue payment of any amount due. In the event that CONTRACTOR has been overpaid, CONTRACTOR agrees to reimburse COUNTY the entire amount overpaid immediately upon receipt of written notice by COUNTY, or the amount overpaid shall be offset against future invoice payments, whichever COUNTY prefers.

B.4 TRAVEL COSTS. COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Agreement unless said costs are approved in advance by the COUNTY representative (Operative Provision 7) and then COUNTY shall pay CONTRACTOR per diem rates in effect on the date of invoice upon presentation of invoices.

B.5 AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Agreement shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Agreement is amended by both parties in advance of performing additional services.

B.6 AUDIT PROVISIONS. In the event CONTRACTOR claims and receives payment for services rendered under this Agreement and reimbursement is later disallowed by the county, state and/or federal governments, due to fraud, waste, or abuse, CONTRACTOR shall promptly refund the amount disallowed from any payment due or to become due to the CONTRACTOR under this Agreement or any other agreement. COUNTY will assure CONTRACTOR is advised of potential disallowed costs and given an opportunity to provide any evidence and argument to the auditing agency prior to publication of a final audit.

B.7 PROHIBITED USE OF COUNTY FUNDS. CONTRACTOR agrees that no funds paid by the COUNTY to the CONTRACTOR pursuant to this Agreement will be utilized to support or engage in explicitly religious activities, including, but not limited to, worship, religious instruction, or proselytization.

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ATTACHMENT C

ADDITIONAL PROVISIONS

C.1 FUNDING. CONTRACTOR and COUNTY agree that if all or part of the federal or state funds secured by COUNTY for the purposes of this Agreement are not made available to COUNTY, this Agreement will be voidable at the discretion of the COUNTY.

C.2 CHILD ABUSE/ADULT ABUSE. CONTRACTOR warrants that CONTRACTOR is knowledgeable of the provisions of the Child Abuse and Neglect Reporting Act (Penal Code section 11165 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse. CONTRACTOR agrees that CONTRACTOR and CONTRACTOR's employees will execute appropriate certifications relating to reporting requirements.

C.3 DRUG FREE WORKPLACE. CONTRACTOR warrants that it is knowledgeable of the provisions of Government Code section 8350 et seq. in matters relating to providing a drug-free work place. CONTRACTOR agrees that CONTRACTOR will execute appropriate certifications relating to Drug Free Workplace.

C.4 INSPECTION. CONTRACTOR's performance, place of business, and records pertaining to this Agreement are subject to monitoring, inspection, review, and audit by authorized representatives of COUNTY, the State of California, and the United States government.

C.5 CIVIL RIGHTS. CONTRACTOR warrants that it is aware and understands that the California Department of Social Services (CDSS), in accordance with Division 21 of the Manual of Policies and Procedures (MPP), requires subcontractors that provide services for welfare programs comply with the nondiscrimination statutes as specified in Provision D.12 of this Agreement. CONTRACTOR is hereby informed that additional Civil Rights information and resources are available to CONTRACTOR on the California Department of Social Services, Civil Rights Bureau, website: http://www.cdss.ca.gov/inforesources/Civil-Rights and CONTRACTOR agrees to advise subcontractors of this website source of Civil Rights information.

C.6 LAW, POLICY AND PROCEDURES, LICENSES, AND CERTIFICATES. CONTRACTOR agrees to administer this Agreement in accordance with all applicable local, county, state, and federal laws, rules, and regulations applicable to their operations. CONTRACTOR shall further comply with all laws including, but not limited to, those relevant to wages and hours of employment, occupational safety, fire safety, health, sanitation standards and directives, guidelines, and manuals related to this Agreement. All issues shall be resolved using reasonable administrative practices and judgment. CONTRACTOR shall keep in effect all

licenses, permits, notices, and certificates required by law and by this Agreement.

C.7 CONFIDENTIALITY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying numbers, or other identifier such as finger or voice print or photograph. CONTRACTOR must maintain compliance with confidentiality regulations. At no time shall CONTRACTOR's employees, agents, or representatives in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any information that is confidential to the COUNTY. CONTRACTOR and its employees, agents, and representatives shall protect such information and treat it as strictly confidential.

C.8 DEBARMENT. COUNTY has verified that the CONTRACTOR does not hold any debarment or suspension filings as verified at www.SAM.gov. If a new debarment action arises during the term of this agreement, COUNTY reserves the right to suspend or terminate this contract without penalty.

C.9 FEDERAL FUNDING. This project is a federal funded project and must meet the provisions for contracts awarded with federal funds. These provisions include that all contracts and CONTRACTORs must adhere to the provisions of the Copeland "Anti-kickback Act" and the Contract Work Hours and Safety Standards Act (CWHSSA). More information regarding these provisions can be found at the following web addresses: https://www.dol.gov/agencies/whd/government-contracts/cwhssa and https://www.dol.gov/agencies/whd/government-contracts/copeland-anti-kickback. Additionally, further provisions must be adhered to as outlined in the Code for Federal Regulations (CFR) 44, Part 13, Sub C, Section 13.36 (i).

C.10 RECORDS AND REPORTING. CONTRACTOR agrees to maintain and preserve, and to be subject to examination and audit for a period of three (3) years after termination of agreement to the COUNTY's Auditor and/or to any duly authorized fiscal agent of the COUNTY, any books, documents, papers, and records of CONTRACTOR which are relevant to this Agreement for the purpose of making an audit, or an examination, or for taking excerpts and transcriptions. In conjunction with records retention and access, CONTRACTOR will provide access to any reporting information necessary to meet federal reporting requirements.

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ATTACHMENT D

GENERAL PROVISIONS

D.1 INDEPENDENT CONTRACTOR STATUS. At all times during the term of this Agreement, the following apply:

D.1.1 All acts of CONTRACTOR shall be performed as an independent contractor and not as an agent, officer or employee of COUNTY. It is understood by both CONTRACTOR and COUNTY that this Agreement is by and between two (2) independent parties and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

D.1.2 CONTRACTOR shall have no claim against COUNTY for employee rights or benefits, including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

D.1.3 CONTRACTOR is solely obligated to pay all applicable taxes, deductions and other obligations, including, but not limited to, federal and state income taxes, withholding and Social Security taxes, unemployment and disability insurance and Workers' Compensation and Medi-Care payments.

D.1.4 As an independent contractor, CONTRACTOR is not subject to the direction and control of COUNTY except as to the final result contracted for under this Agreement. COUNTY may not require CONTRACTOR to change its manner of doing business, but may require it to redirect its efforts to accomplish what it has agreed to do.

D.1.5 CONTRACTOR may provide services to others during the same period service is provided to COUNTY under this Agreement.

D.1.6 If in the performance of this Agreement any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision and control of CONTRACTOR. All terms of employment including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or requirements of law shall be determined by the CONTRACTOR.

D.1.7 As an independent contractor, CONTRACTOR hereby indemnifies and holds COUNTY harmless from any and all claims that may be made against COUNTY based on any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

D.2 LICENSES, PERMITS, ETC. CONTRACTOR represents and warrants to COUNTY that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONTRACTOR to practice its profession. CONTRACTOR represents and warrants to COUNTY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONTRACTOR to practice its profession at the time the services are performed. Failure of the CONTRACTOR to comply with this provision shall authorize the COUNTY to immediately terminate this Agreement notwithstanding any other provision in this Agreement to the contrary.

D.3 TIME. CONTRACTOR shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of CONTRACTOR's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

D.4 INDEMNITY. CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its elected and appointed councils, boards, commissions, officers, agents, and employees from any liability for damage or claims for damage for personal injury, including death, as well as for property damage, which may arise from the intentional or negligent acts or omissions of CONTRACTOR in the performance of services rendered under this Agreement by CONTRACTOR, or any of CONTRACTOR's officers, agents, employees, contractors, or sub-contractors.

D.5 CONTRACTOR NOT AGENT. Except as COUNTY may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of COUNTY in any capacity whatsoever as an agent. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind COUNTY to any obligation whatsoever.

D.6 ASSIGNMENT PROHIBITED. CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.

D.7 PERSONNEL. CONTRACTOR shall assign only competent personnel to perform services pursuant to this Agreement. In the event that COUNTY, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving written notice from COUNTY of its desire for removal of such person or persons.

D.8 STANDARD OF PERFORMANCE. CONTRACTOR shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONTRACTOR is engaged. All products of whatsoever nature which CONTRACTOR delivers to COUNTY pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards or quality normally observed by a person practicing in CONTRACTOR's profession.

D.9 POSSESSORY INTEREST. The parties to this Agreement recognize that certain rights to property may create a "possessory interest", as those words are used in the California Revenue and Taxation Code, §107. For all purposes of compliance by COUNTY with Section 107.6 of the California Revenue and Taxation Code, this recital shall be deemed full compliance by the COUNTY. All questions of initial determination of possessory interest and valuation of such interest, if any, shall be the responsibility of the County Assessor and the contracting parties hereto. A taxable possessory interest may be created by this contract; and if created, the party in whom such an interest is vested will be subject to the payment of property taxes levied on such an interest.

D.10 TAXES. CONTRACTOR hereby grants to the COUNTY the authority to deduct from any payments to CONTRACTOR any COUNTY imposed taxes, fines, penalties and related charges which are delinquent at the time such payments under this Agreement are due to CONTRACTOR.

D.11 TERMINATION. Upon termination of this Agreement as otherwise provided herein, CONTRACTOR shall immediately cease rendering service upon the termination date and the following shall apply:

D.11.1 CONTRACTOR shall make available to COUNTY copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing and form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

D.11.2 COUNTY shall have full ownership and control of all such writings or other communications made available by CONTRACTOR pursuant to this Agreement.

D.11.3 COUNTY shall pay CONTRACTOR the reasonable value of services rendered by CONTRACTOR to the date of termination pursuant to this Agreement not to exceed the amount documented by CONTRACTOR and approved by COUNTY as work accomplished to date; provided, however, COUNTY shall not in any manner be liable for lost profits which might have been made by CONTRACTOR had CONTRACTOR completed the services required by this Agreement. In this regard, CONTRACTOR shall

furnish to COUNTY such financial information as in the judgment of the COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of the COUNTY shall be final. The foregoing is cumulative and does not affect any right or remedy which COUNTY may have in law or equity.

CONTRACTOR may terminate its services under this Agreement upon thirty (30) days written notice to the COUNTY, without liability for damages, if CONTRACTOR is not compensated according to the provisions of the Agreement or upon any other material breach of the Agreement by COUNTY.

D.12 NON-DISCRIMINATION. Throughout the duration of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the COUNTY or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex or sexual orientation. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act. CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

D.13 REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT OF 1990. In addition to application of the non-discrimination provision of this Agreement, above, CONTRACTOR agrees to comply with all provisions of section 504 et seq. of the Rehabilitation Act of 1973, and with all provisions of the Americans with Disabilities Act of 1990, and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts, pertaining to the prohibition of discrimination against qualified handicapped and disabled persons, in all programs or activities, as to employees or recipients of services.

D.14 OWNERSHIP OF INFORMATION. All professional and technical information developed under this Agreement including all work sheets, reports, and related data shall become the property of COUNTY, and CONTRACTOR agrees to make

available reproducible copies of such documents to COUNTY on completion of the services hereunder. The COUNTY agrees to indemnify and hold CONTRACTOR harmless from any claim arising out of reuse of the information for other than this Agreement.

D.15 WAIVER. A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party shall be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

D.16 COMPLETENESS OF INSTRUMENT. This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party shall be liable for any representations made express or implied.

D.17 SUPERSEDES PRIOR AGREEMENTS. It is the intention of the parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, representations, or agreements, written or oral, between the parties hereto.

D.18 CAPTIONS. The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

D.19 DEFINITIONS. Unless otherwise provided in this Agreement, or unless the context otherwise requires, the following definitions and rules of construction shall apply herein.

D.19.1 NUMBER AND GENDER. In this Agreement, the neutral gender includes the feminine and masculine, and the singular includes the plural, the word "person" includes corporations, partnerships, firms or associations, wherever the context so requires.

D.19.2 MANDATORY AND PERMISSIVE. "Shall" and "will" and "agrees" are mandatory. "May" is permissive.

D.20 TERM INCLUDES EXTENSIONS. All references to the term of this Agreement or the Agreement Term shall include any extensions of such term.

D.21 SUCCESSORS AND ASSIGNS. All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any

or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

D.22 MODIFICATION. No modification or waiver of any provision of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.

D.23 COUNTERPARTS. This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

D.24 OTHER DOCUMENTS. The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

D.25 PARTIAL INVALIDITY. If any term, covenant, condition or provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

D.26 JURISDICTION. It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a Court of competent jurisdiction in the County of Yuba, State of California.

D.27 CONTROLLING LAW. The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

D.28 TIME IS OF THE ESSENCE. Time is of the essence of this Agreement and each covenant and term a condition herein.

D.29 AUTHORITY. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, estates or firms represented or purported to be represented by such entity(s), person(s), estate(s) or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Further, by entering into this Agreement, neither party hereto shall have breached the terms or conditions of any other contract or agreement to which such party is obligated, which such breach would have a material effect hereon.

D.30 CONFLICT OF INTEREST. Neither a COUNTY employee whose position in COUNTY enables such employee to influence the award of this Agreement or any

competing Agreement, nor a spouse or economic dependent of such employee, shall be employed in any capacity by CONTRACTOR herein, or have any other direct or indirect financial interest in this Agreement.

CONTRACTOR may be subject to the disclosure requirements of the COUNTY conflict of interest code if in a position to make decisions or influence decisions that could have an effect on the CONTRACTOR's financial interest. The County Administrator shall determine in writing if CONTRACTOR has been hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in the Yuba County Conflict of Interest Code.

D.31 NOTICES. All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as follows:

If to "COUNTY":

Jennifer Vasquez
Director
Yuba County Health and
Human Services Department
5730 Packard Avenue, Suite 100
P.O. Box 2320
Marysville, CA 95901

With a copy to:

County Counsel
County of Yuba
915 8th Street, Suite 111
Marysville, CA 95901

If to "CONTRACTOR":

Cindy Carlson
Chief Executive Officer
Progress House, Inc.
P.O. Box 1666
Placerville, CA 95667

ATTACHMENT E

INSURANCE PROVISIONS

E.1 INSURANCE. CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, its agents, representatives, or employees.

E.2 MINIMUM SCOPE AND LIMIT OF INSURANCE. Coverage shall be at least as broad as:

E.2.1 Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

E.2.2 Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.

E.2.3 Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

E.2.4 Professional Liability (Errors and Omissions) Insurance as appropriate to CONTRACTOR's profession, with limits no less than $1,000,000 per occurrence or claim, $2,000,000 aggregate.

E.2.5 Sexual Abuse or Molestation (SAM) Liability If the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, CONTRACTOR shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than $1,000.000 per occurrence or claim, $2,000,000 aggregate.

If the CONTRACTOR maintains higher and/or broader limits than the minimums shown above, COUNTY requires and shall be entitled to coverage for the higher and/or broader limits maintained by CONTRACTOR.

E.3 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

E.4 Additional Insured Status. COUNTY, its officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of CONTRACTOR; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

E.5 Primary Coverage. For any claims related to this contract, **CONTRACTOR's insurance coverage shall be primary** insurance as respects COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, officials, employees, or volunteers shall be excess of CONTRACTOR's insurance and shall not contribute with it.

E.6 Notice of Cancellation. Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the COUNTY**.

E.7 Waiver of Subrogation. CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not COUNTY has received a waiver of subrogation endorsement from the insurer.

E.8 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by COUNTY. COUNTY may require CONTRACTOR to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

E.9 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the COUNTY.

E.10 Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

E.10.1 The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

E.10.2 Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

E.10.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

E.11 Verification of Coverage. CONTRACTOR shall furnish COUNTY with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive CONTRACTOR's obligation to provide them. COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

E.12 Subcontractors. CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

E.13 Special Risks or Circumstances. COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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ATTACHMENT F

CONFIDENTIALITY PROVISIONS AND STATEMENTS

F.1 INTRODUCTION.

For the purposes of carrying out a contract for residential substance use treatment services entered into between the County of Yuba (hereinafter "COUNTY") and Progress House (hereinafter "CONTRACTOR"), the COUNTY has provided the CONTRACTOR access to Confidential Information. The provisions and statement sets forth in this document outline the CONTRACTOR's responsibilities for safeguarding this information.

F.2 DEFINITIONS.

F.2.1 CONFIDENTIAL INFORMATION shall include, but is not limited to, personally identifiable information, protected health information, financial information, financial account numbers, driver's license numbers, social security numbers, marital status, etc.

F.2.2 PERSONALLY IDENTIFIABLE INFORMATION is Confidential Information and includes, but is not limited to, names, dates of birth, social security numbers, addresses, phone numbers, driver's license numbers, State ID numbers, etc.

F.2.3 BREACH shall mean the acquisition, access, use or disclosure of Confidential Information which compromises the security or privacy of such information.

F.2.4 SECURITY INCIDENT shall mean any known successful or unsuccessful attempt by an authorized or unauthorized individual to inappropriately use, disclose, modify, access, or destroy any Confidential Information.

F.3 BACKGROUND.

The COUNTY maintains Confidential Information to perform functions, activities, and/or services directly related to the administration of a social service program. Such Confidential Information may not be used, accessed, or disclosed for any other purposes.

The COUNTY must take appropriate steps to ensure its compliance with all applicable state and federal confidentiality laws and desires to protect the privacy of those to which it provides services. As such, it must require that CONTRACTOR also obey all applicable state and federal laws. Any individual who violates the privacy, confidentiality, or security of Confidential Information in any form or

medium may be subject to civil and/or criminal prosecution under state and federal law.

Establishing safeguards for Confidential Information can limit the potential exposure of Confidential Information and CONTRACTOR is expected to adhere to current industry standards and best practices in the management of data collected by, or on behalf of, the COUNTY, and within the CONTRACTOR's possession.

However, even with sound practices and safeguards, exposure can occur as a result of a theft, loss, compromise or Breach of the data and/or systems containing data. At these times, the CONTRACTOR must immediately report the incident surrounding the loss or Breach of data in the CONTRACTOR's possession and absorb any associated costs as deemed by the COUNTY to be reasonable and necessary.

F.4 PROVISIONS.

F.4.1 The CONTRACTOR shall sign the "Confidentiality Provisions and Statements" and adopt it by reference in the underlying Agreement.

F.4.2 The COUNTY requires at least the following minimum standards of care in handling the Confidential Information:

F.4.2.1 Securing all areas where Confidential Information is maintained and/or stored;

F.4.2.2 Utilizing all industry standard encryption and methodology through which Confidential Information is transmitted and/or stored. This includes desktop and laptop computers (whole drive encryption – not file encryption), personal digital assistants (PDA), smart phones, thumb or flash-type drives, CDs, diskettes, backup tapes, etc.;

F.4.2.3 Limiting the removal of Confidential Information from the CONTRACTOR's premises except for those purposes as designated in the underlying Agreement;

F.4.2.4 Ensuring only the minimum necessary amount of Confidential Information is downloaded and/or accessed when absolutely necessary for the purposes as designated in the underlying Agreement;

F.4.2.5 Not leaving Confidential Information unattended or accessible to unauthorized individuals; and

F.4.2.6 Disposing of Confidential Information, after obtaining COUNTY authorization and approval, through confidential means for the purposes designated in the underlying Agreement.

F.4.3 Confidential Information shall only be used or disclosed for the purposes designed in the underlying Agreement and at no time shall be disclosed or used for personal, non-contract/agreement related reasons, unless specifically authorized by the COUNTY.

F.4.4 In all circumstances, the CONTRACTOR shall have no ownership rights or interests in any data or information, including Confidential Information. All data collected by the CONTRACTOR on behalf of the COUNTY, or received by the CONTRACTOR on behalf of the COUNTY, is owned by the COUNTY. There are no exceptions to this provision.

F.4.5 The COUNTY may periodically monitor and/or audit use of the information systems and other record-keeping systems at a CONTRACTOR's location or COUNTY location in an effort to ensure compliance with these provisions.

F.4.6 If there is an incident involving theft, loss, compromise, and/or Breach of Confidential Information, the CONTRACTOR must notify the COUNTY immediately and under no circumstances no less than twenty-four (24) hours after discovery of such an incident.

F.4.7 If the incident involves a theft or is incidental to another crime, the CONTRACTOR shall notify the appropriate law enforcement officials and a police report generated to document the circumstances of the incident so as to establish whether the crime involved a motive to obtain the Confidential Information. The police report will be forwarded to the COUNTY within forty-eight (48) hours of receipt of the report.

F.4.8 NOTIFICATION OF BREACH.

F.4.8.1 Upon the suspicion or discovery of a Breach, Security Incident, intrusion, or unauthorized use or disclosure of Confidential Information, the CONTRACTOR shall notify the COUNTY within twenty-four (24) hours by telephone in addition to follow up by either email or fax.

F.4.8.2 Notification of any Breach, Security Incident, or unauthorized access as described in section 4.8.1 shall be provided to:

Yuba County Privacy Officer
Phone: (530) 749-6311
E-Mail: securityincidents_hhsd@co.yuba.ca.us

Fax: (530) 749-6281

F.4.8.3 The CONTRACTOR shall immediately investigate such actual or suspected Breach, Security Incident, or unauthorized access of Confidential Information. Within seventy-two (72) hours of the discovery, if an actual Breach has occurred, the CONTRACTOR shall notify the individual identified in section F.4.8.2 of the following:

F.4.8.3.1 What data elements were involved and the extent of the data involved in the Breach (e.g. number of records or affected individual's data);

F.4.8.3.2 The identity of the unauthorized persons known or reasonably believed to have improperly used or disclosed Personally Identifiable Information and/or Confidential Information;

F.4.8.3.3 A description of where the Confidential Information is believed to have been improperly transmitted, sent, or utilized;

F.4.8.3.4 A description of the probable causes of the improper use or disclosure; and

F.4.8.3.5 Whether any state or federal laws requiring individual notifications of breaches are triggered.

F.4.8.4 The COUNTY will coordinate with the CONTRACTOR to determine additional specific actions that will be required of the CONTRACTOR for mitigation of the Breach, which may include notification to the individual or other authorities.

F.4.8.5 All associated costs shall be borne by the CONTRACTOR. This may include, but is not limited to, costs associated with notifying the affected individuals.

F.4.9 The COUNTY may require that the CONTRACTOR provide evidence of adequate background checks for individuals who are entrusted by the CONTRACTOR to work with the COUNTY's Confidential Information.

F.4.10 The COUNTY requires that the CONTRACTOR have comprehensive policies and procedures to adequately safeguard the Confidential Information before it is conveyed to the CONTRACTOR. The CONTRACTOR's policies should articulate all safeguards in place for the COUNTY's Confidential Information, including provisions for destruction

of all data and backup copies of data. All COUNTY-owned media containing Confidential Information shall be returned to the COUNTY when no longer legitimately needed by the CONTRACTOR.

F.5 ACKNOWLEDGEMENT OF RECEIPT AND SIGNATURE.

The CONTRACTOR hereby understands the above provisions and statements. The CONTRACTOR further understands the sensitivity of the Confidential Information and understands that the CONTRACTOR must protect the confidentiality of all COUNTY information placed within the CONTRACTOR's care or which the CONTRACTOR may come across during the course of the Agreement.

CONTRACTOR

DATED: 9/23/2025

Cindy Carlson,
Chief Executive Officer

ATTACHMENT G

REFERRAL FOR RESIDENTIAL ADMISSION

YUBA COUNTY
HEALTH AND HUMAN SERVICES

REFERRAL & FUNDING AUTHORIZATION

Referred to: Progress House
P.O. Box 1666
Placerville, CA 95667

Office #: (530) 626-9240
Fax #: (530) 642-2064

Date of referral: _____

Counselor making referral: _____

Yuba County Health and Human Services

Social Worker: _____

Phone #: _____
Fax #: _____

For Social Worker Use Only

# of accompanying children: _____

Funding is approved for the following dates:

From: ___/___/___ to ___/___/___

(_____ days)

Date entered treatment: ___/___/___

Person Being Referred: _____ Client ID Number: _____
Contact Phone Number: _____

Level of Care: _____
Length: _____

Comments:

_____

Please indicate on invoice: ☐ **Public Health** ☐ **CAPS** ☐ **CalWORKs**

Authorized by: _____

ATTACHMENT H

INVOICE FORMAT

Contractor's Name and Address	Contact Name and Phone Number
Progress House P.O. Box 1666 Placerville, CA 95667	Cindy Carlson, Chief Executive Officer Phone: (530) 626-9240
Program:	Period of Service/Invoice Number
Residential Substance Use Treatment Services	**(Divisions must be invoiced separately)**
Division's Clients **(Please circle one)**:	
Public Health / CAPS / CalWORKs	

Client ID	Type of Service	Daily Rate	No. of Days	Amount
				$ -
				$ -
				$ -
				$ -
				$ -
			GRAND TOTAL	**$ -**

Certification:

I certify that this invoice is in all respects true and correct; that all material, supplies, or services claimed have been received or performed, and were used or performed exclusively in connection with the Agreement; that payment has not been previously received for the amount invoiced herein; and that the original invoices, payrolls, or other documentation are on file.

Authorized Signer _____ Date _____

Mail original and back-up documentation to:

Yuba County Health and Human Services Department
Attention: Public Health Program Manager
P.O. Box 2320
Marysville, CA 95901

ATTACHMENT I

Yuba COUNTY
Health & Human Services

CLIENT RELEASE OF INFORMATION – PHI/PII/OTHER

This form shall be used to provide authorization for release of protected health information, personally identifiable information, and/or other client/patient case related information.

Facility/Provider Information

Name of Facility/Provider: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Client/Patient Information

Name of Client/Patient: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Date of Birth: _____

Other Identifying Name (AKA): _____

I authorize the facility/provider listed above to release medical services, social services, drug, and alcohol services, and/or mental health services information about me (AS DESCRIBED BELOW).

Release Information to:

Name of Agency/Person: _____

_____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

The information to be disclosed includes **(indicate choice by initialing specific items)**:

_____ All medical information.

_____ Only the following information (specify information below, e.g., "discharge summary only"):

_____

_____

_____ I specifically authorize the release of the following information:

- ☐ HIV/AIDS
- ☐ Behavioral Health
- ☐ Psychological Testing Results
- ☐ Drug/Alcohol Treatment

This disclosure of information is for the following purpose:

- ☐ At the request of the individual.
- ☐ Other (describe specific purpose): _____

If not revoked, this authorization shall terminate after one (1) year:

- ☐ Other date: _____ (must be less than one (1) year)

I understand the following about this authorization:

- I can revoke this authorization in writing. Requests to revoke authorizations must be made in writing to our department. For additional information see our Notice of Privacy Practices.
- I understand treatment cannot be denied to me based on my refusal to sign this authorization. However, outside agencies which require protected health information to provide various services to or for me may not be able to do so without this information.
- If the organization I have authorized to receive information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations.
- Disclosures resulting from this authorization may be in written, electronic, and/or verbal form.
- I have a right to receive and I will be offered a copy of this authorization.
- A copy of this authorization is as valid as an original.

Signature of: _____ Date: _____

- ☐ Client/Patient
- ☐ Patient Representative (Indicate relationship, e.g., parent, guardian, conservator):

_____

Witness: _____ Date: _____

County Staff Use Only

Initials of Staff Receiving Form	Mailed/Faxed By	Date Mailed/Faxed

Additional Notes:

ATTACHMENT J

VENDOR ASSURANCE OF COMPLIANCE WITH
THE YUBA COUNTY
WELFARE DEPARTMENT
NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

NAME OF VENDOR/RECIPIENT: Progress House

VENDOR/RECIPIENT HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

9/23/2025
Date

Vendor/Contractor Signature

P.O. Box 1666
Placerville, CA 95667
Address of vendor/recipient

CR50-Vendor Assurance of Compliance (08/13/01)

ATTACHMENT K

MONTHLY CASELOAD SUMMARY

YUBA COUNTY
HEALTH AND HUMAN SERVICES

Progress House: Monthly Caseload Summary of Referred Clients **Report month/year: _____**			
Division's Clients:	**Public Health**	**CAPS**	**CalWORKs**
Number of Referrals Received			
Number of Intake Assessments Completed			
Number of Participants Completed Program			
Number of Participants Served			
Other			

Signed **Title** **Date**

ATTACHMENT L

DISCHARGE SUMMARY REPORT

Progress House Inc Discharge Plan/Summary Revised V2

2364 - Test Testing

Program: None

Clean Date:
Employment Status:
City:
Region: Nevada
Country:
Referrals Provided:

Education:
Funding Source:

Date* 07/21/2025

Discharge Plan (When Client Successfully Completes) ○ Yes ○ No

Discharge Summary (When Client Exits Prior to Completion) ○ Yes ○ No

Client Name

Last Name, First Middle

Log #

Admit Date

Discharge Date

Client Present for Discharge? ○ Yes ○ No

Client Prognosis? ○ Fair ○ Poor ○ Good

Diagnosis

Presenting Condition(s): Client's circumstances at intake (substances being used, cps case, children in foster care, on probation, homeless, etc.)

Reason for Discharge

Services provided to client while in treatment

- ☐ Intake
- ☐ Treatment Planning
- ☐ Assessment (ASAM, ASI)
- ☐ Individual Counseling
- ☐ Family Group
- ☐ Parenting
- ☐ Group Counseling

Progress toward Problem List/ Care Plan Goals: Counselors evaluation of client's progress while in treatment.

- ○ Poor
- ○ Fair
- ○ Good

Referrals provided to client while in treatment

Summary (Strengths, Needs, Abilities, and Preferences from counselor's evaluation)

Strengths

Needs

Abilitites

Preferences

Specific Progress Toward Problem List/Care Plan Items and Accomplishments :

FINAL ASSESSMENT

Discharge Plans and Recommendations for Continued Care

Identified Client Triggers

Plan to Manage Triggers Successfully

Vocational/Educational Achievements

Current Legal/Criminal Status

Recommendation Should Client Return to Treatment

Client's Comment(s) upon Discharge

If client was Court/CPS, V.A., Probation/Parole, etc.

Person or Persons Notified, Titles, Telephone/Fax #'s, Date Notified

For Successful Discharge, Client and Counselor have reviewed the above Discharge Plan 30 days or less from planned exit date

- Yes
- No

Client has been given a copy of this Discharge Plan or Summary*

- Yes
- No

If no, briefly explain

I have discussed my discharge plan with the Discharge Counselor and I am satisfied with the decision to discharge

Client Signature

Print your name

Clear

Counselor Signature

Print your name

Clear

Program Manager Signature

Print your name

Clear