



**2008-2009  
SUBSTANCE ABUSE  
PREVENTION/INTERVENTION SPECIALIST  
COOPERATIVE SERVICE AGREEMENT**

Agreement number: 05819

**Between**

**PUGET SOUND EDUCATIONAL SERVICE DISTRICT  
(Hereinafter referred to as PSESD)  
800 Oakesdale Ave. S.W.  
Renton, WA 98057**

**AND**

**Tahoma School District  
(Hereinafter referred to as CONTRACTOR)  
25720 Maple Valley-Black Diamond Rd. S.E.  
Maple Valley, WA 98038-8412**

**I. PROGRAM FUNCTION**

The purpose of this agreement is to provide direct services to schools for substance abuse prevention and intervention that meets the legislative and programmatic standards as established in the Washington State Substance Abuse Awareness: Prevention and Intervention Services Program, RCW 28A.170 and by OSPI.

**II. CONDITIONS OF COMMENCEMENT OF PERFORMANCE  
AND  
SCHEDULE OF PERFORMANCE**

The budget takes effect September 1, 2008, and therefore the District may commence performance of duties and responsibilities, the terms and conditions of which are contained herein, on this date or the date the agreement is executed, whichever is later. PSESD shall reimburse Contractor for those costs incurred in performance hereunder, for that period between the beginning date of performance and the end date of June 30, 2009.

### III. FINANCING

This contract is funded with federal and state dollars provided pursuant to CFDA No. 93.959.

The Contractor will be allocated and reimbursed **\$10,535** for the cost of accomplishing the work herein.

### IV. DUTIES OF THE CONTRACTOR

By accepting the contract, the Contractor agrees to perform the following functions and duties:

A. District Level:

1. Pay an administration/participation fee (by processing a purchase order to PSESD) in the amount of \$725 in order for the PSESD to administer and staff this grant. The fee *cannot* be taken from this funding source.
2. Use funds solely for the purpose of direct services to students at risk for substance abuse.
3. Submit completed school assignment and matching fund form to PSESD.
4. All prevention/intervention specialists must be employees of either a private certified youth chemical dependency treatment agency or a school district. Specialists must be qualified Chemical Dependency Counselors and/or Certified Prevention Professionals, and receive qualified, regular clinical supervision. If a Specialist does not meet qualifications, a waiver must be submitted prior to or within one month of time service delivery begins. If a waiver is not approved, the ESD will not be responsible for invoices for services provided by a Specialist who does not meet qualifications and/or has not submitted a waiver for service delivery. Hiring practices for each must conform to relevant mandatory fingerprinting and background checks as stipulated in RCW 28A.400.303 and kept on record at the employer's site.
5. Service distribution to schools will be based on an assessment of service needs, quality of service afforded, and readiness to benefit.
6. Provide adequate workspace to support the prevention/intervention specialist. This includes: a) access to computer email and Internet system to ensure prevention/intervention specialist's ability to complete electronic data collection requirements, b) confidential office setting for individual, family, and group meetings, and c) a locked file drawer for confidential record keeping.
7. Data pre/post test questionnaire collection and data entry by prevention/intervention specialists must be evident in order for this contract to be upheld. If no evidence is documented by December 20, 2008, this contract will be terminated and funds will be reallocated to other program participants. If pre and post tests fall below 60% of service delivery, funds will not be renewed the following school year.
8. Provide a 20% minimum match that focuses on the prevention/intervention specialist program. (No more than 50% of the match can be in-kind). Please note that the SAP PI program represents federal funds and therefore cannot be matched by another federal funding source. (Complete enclosed form and return with signed contract).
9. Identify what funds are being used for required match.
10. Ensure that funds target secondary school students.
11. School administrators will attend a fall orientation on the P/I program and schedule staff orientations regarding effective use of the prevention/intervention specialist program.

12. Accommodations will be made for the release of prevention/intervention specialists to all required trainings as identified by the PSESD contract manager. Trainings include Program Orientation and data entry.
13. Ensure that district coordinator and contract agency supervisor attend relevant grant meetings.
14. As indicated in RCW 28A.170.090(2), provide documentation of the districts needs assessment, (i.e. Healthy Youth Survey or its equivalent).
15. Have in place or underway a comprehensive ATOD (alcohol, tobacco, and other drug) abuse prevention program, as reflected in the District Title IV Principles of Effectiveness Plans.
16. The district coordinator will take measures to ensure services reimbursed by this funding source will occur monthly between October 2008 and June 2009.
17. All invoices sent to PSESD will need to be submitted monthly on a Monthly Claim/Invoice form, provided by PSESD, and must include a transaction recap report indicating payment for expenditures incurred. Funds will be reimbursed based on evidence of prevention an intervention service delivery as noted in the data entry site.
18. All invoices sent to PSESD must be submitted specific to each service site. If services to a site cannot be verified by prevention/intervention specialist data collection entry, and/or invoice amount is not justified by the amount of services documented, adjustments to invoices will be made by PSESD.
19. A minimum of sixty percent of the allocation must be invoiced by April 16, 2009 to ensure all funds are spent and allow for reallocation process, if needed. The final date to accrue expenses is June 19, 2009. This date may be earlier depending on the final invoicing deadlines of District Business Office. Final invoices received after July 10, 2009 may not be processed.

B. Prevention Intervention Specialist will:

1. Collect and submit data on all students served by prevention/intervention program regardless of funding source. This includes RMC process data and pretests for students seen in intervention program.
2. Adhere to basic job description duties as established by the state.
3. Provide screening for substance abuse as appropriate; this funding does not allow for diagnostic assessments.
4. Collect year-end data with the assistance of the building administrator and district coordinator, to include student post tests, GPA, and attendance records of selected students.
5. Align their program with the District Title IV Principles of Effective Plans.
6. Attend required orientation and data collection training in August 2008.
7. Utilize confidentiality and release forms provided by PSESD or their equivalent.

C. Contract between the District and the Prevention/Intervention Specialist must include:

1. One data collection day.
2. One half hour per half day for data collection and case management.
3. Direct substance abuse prevention/intervention specialist's services at a minimum of six hours/week per school site. Any requests for exceptions must be submitted to the Prevention Center Director in written form for approval.
4. Expectation that prevention/intervention supervisors attend four required PSESD meetings.
5. The expectation that Specialists meet qualifications as outlined in IV (4) above.

6. Agency supervisors will provide annual site visits and bi monthly supervision, at a minimum.
7. Document staff development trainings as required by grant.

#### V. DUTIES OF PSESD

In order to assist the Contractor in providing services, PSESD shall perform the following functions and duties within the constraints of the contract. Duties shall include but not be limited to the following:

1. Upon receipt of purchase order from district for administration/participation fee, the PSESD will invoice the district.
2. Completion of yearly application and monitoring reports as required by funders, on behalf of all participating district members.
3. Ongoing evaluation of program services to monitor program progress, keep district coordinators informed, and report on trends.
4. Provide on-going technical assistance and share resources useful to specialists, students, parents, staff, and community.
5. Provide site-based training to building staff and prevention/intervention specialists as requested.
6. Conduct site visits biennially and host Agency Supervisor meetings quarterly.
7. Represent district and agency interests at statewide program planning meetings.
8. Provide district with invoicing instructions, Monthly Claim/Invoice forms, and billing timeline.
9. Redistribute unexpended district allocations as determined in April 2009.

#### VI. CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Manager for PSESD is:  
Jill Patnode  
800 Oakesdale Ave. S.W.  
Renton WA. 98057  
425-917-7839  
[jpatnode@psesd.org](mailto:jpatnode@psesd.org)

The Contract Manager for the Contractor is:  
Bruce Zahradnik  
Tahoma School District  
25720 Maple Valley Hwy SE  
Maple Valley, WA 98043

VII. INCORPORATION OF GENERAL TERMS AND CONDITIONS

This agreement is reflective of OSPI Prevention and Intervention Services Program guidance (RCW28A.170 and the Washington State Substance Abuse Prevention and Intervention Student Assistance Manual) and includes and incorporates as if fully set forth herein the GENERAL TERMS AND CONDITIONS, which are attached hereto and marked "Attachment A".

We the undersigned agree to the terms of the foregoing contract agreement.

Puget Sound Educational Service District

Tahoma School District

[Signature]  
Title: Superintendent

[Signature]  
Title: Superintendent

Signed this 9 day of Sept, 2008.

Signed this 15<sup>th</sup> day of September, 2008.

BUSINESS OFFICE USE ONLY:

Account Code: 2082-21-7300-800-0000-0000 \$ 10,535.<sup>00</sup>

05819

Agreement Number

[Signature]  
Budget Manager Approval

8/29/08  
Date

[Signature]  
Business Office Approval

9/4/08  
Date