

## FIELD-BASED SERVICES WORKPLAN NARRATIVE INSTRUCTIONS

July 1, 2017 through June 30, 2018

### CONTRACTOR NAME

Work Plan(s): The work plan must outline the target populations to be served via Field-Based Services (FBS), experience of the contractor, and the proposed site locations for FBS.

- a. The work plan summary and narrative (no more than three pages; Times New Roman, 12-point font) must be submitted to Substance Abuse Prevention and Control (SAPC) for review and approval prior to commencement of FBS.
- b. Approved work plans will be an attachment to the contract and may be revised with SAPC's approval as needed to meet the needs of County residents accessing treatment through FBS.
- c. Contractor must obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at approved FBS locations and/or before commencing such services at any other location. If the population/ages served, days and hours of operation, telephone number, FAX number, or e-mail address of Contractor's facilities, as noted above, are changed in any manner, the Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

#### **A. SPECIAL POPULATION(S) TO BE SERVED (AS INDICATED ON COVER SHEET):**

Explanation of how FBS would benefit this population and how services will be provided in accordance with confidentiality rules and regulations. Also indicate your contractor's experience serving this population.

#### **B. SERVICE DELIVERY SITES AND DAYS/HOURS OF OPERATION AND FBS STAFF:**

Contractors must have a primary DMC-certified facility location to utilize FBS as a delivery option at the proposed sites outlined in this work plan. Include all sites that your contractor proposes to serve and their contact information, including services to be provided (e.g., frequency, days/times, staff names/qualifications/experiences, and target population). A current and executed Memorandum of Understanding (MOU) is required for all regular services provided at locations where the Contractor does not own or lease the property. This document must comply with all host site requirements (e.g., security clearance) and a copy of the MOU must be provided to SAPC prior to delivery of FBS. For each proposed site, include the following information:

| Proposed Sites to Provide Field-Based Services |                                                         |         |       |               |     |
|------------------------------------------------|---------------------------------------------------------|---------|-------|---------------|-----|
|                                                | Site Name:                                              | Phone # | Fax # | Minors Served | MOU |
|                                                | Proposed Days and Hours of Operations:                  |         |       |               |     |
|                                                | Site Address:                                           |         |       |               |     |
|                                                | Type of setting (as outlined on the work plan summary): |         |       |               |     |
|                                                | Staff:                                                  |         |       |               |     |