

Post-Adjudication Adult Drug Court Expansion Appendix A: Scope of Work

PART 1 — GENERAL INFORMATION

Section A –Definitions

“Court” refers to the Sixth Judicial Circuit Court, in and for Pasco and Pinellas Counties, Florida.

“Provider” refers to a qualified, licensed entity, chosen by Pinellas County, providing substance abuse treatment, drug testing, or ancillary services for adult offenders eligible for the Drug Court Expansion Program pursuant to sections 397.334, 948.01, and 948.06, Florida Statutes, Sixth Judicial Circuit Administrative Order 2016-011 PI-CIR, and any subsequent Administrative Orders. The services under this agreement may be provided by a single Provider or by multiple Providers.

PART 2 — WORK REQUIREMENTS

SECTION A – SERVICE AREAS		
ID #	TITLE	DESCRIPTION/PERFORMANCE STANDARDS/FINAICAL CONSEQUENCES
1.	Outpatient Drug Court Treatment Services	<p>1.1. DESCRIPTION Pinellas County will contract with a Provider who will provide the following Outpatient Level II and III drug treatment services in both North and South Pinellas County:</p> <p>1.1.1. Group Counseling Services: Counseling services will be available day and night, and will be offered two hours daily, twice weekly, for a minimum of 12 weeks for Outpatient Level II and four times weekly, for a minimum of 12 weeks for Outpatient III.</p> <p>1.1.2. Screenings, Assessments, and Recommendations: Screenings, assessments, and subsequent recommendations, if any, will be provided to the Court.</p> <p>1.1.3. Evaluations: Provider will provide individual treatment and discharge planning and periodic treatment evaluations.</p> <p>1.1.4. Drug Screenings: Provider will give urine drug screenings (UDS) or oral swab drug screenings on a random basis.</p> <p>1.1.5. Referrals: Consultation or referral arrangements will be made where psychiatric, medical, or other social services are deemed appropriate.</p> <p>1.1.6. Self-Help Groups: Provider will encourage clients to participate in community self-help groups such as Narcotics Anonymous and Alcoholics Anonymous. Attendance at these meetings shall not constitute part of the requirement for substance abuse counseling.</p> <p>1.1.7. Court Appearances: Provider will make court appearances as required by the Court.</p> <p>1.1.8. Data and Status Information: Provider will provide client-related data and status information to Adult Drug Court in a manner and in a format as required by the Court. This format may include electronic data submission meeting court-determined specifications.</p> <p>1.1.9. Unspecified Services: Services not identified in this Agreement that will enable Pinellas County to more effectively meet the objectives stated in Paragraphs 2 and 3 of this Agreement. Submission of a justification document, a request and prior written approval from the Court’s Project Manager are required for these services to be reimbursed under this Agreement.</p> <p>1.2 PERFORMANCE STANDARDS Pinellas County will incorporate the following Performance Standards into its agreement with the Provider:</p> <p>1.2.1 Outpatient services will be provided in accordance with Chapter 65D-30, F.A.C.</p>

		<p>1.2.2 Individual treatment and discharge planning will be made within 30 days of referral by the Court. Treatment evaluations will be made every 30 days while in treatment.</p> <p>1.2.3 Outpatient group counseling services shall be no larger than 20 persons per group.</p> <p>1.2.4 Random drug screening or oral swab drug screening will be given at least weekly for multiple drugs during the course of treatment and up to 40 weeks thereafter on a frequency basis as ordered by the Court.</p> <p>1.2.5 Provider will notify Adult Drug Court when a client arrives for screening no later than the next drug court judicial review hearing.</p> <p>1.2.6 Provider will notify Adult Drug Court of the treatment start date no later than the next drug court judicial review hearing.</p> <p>1.2.7 Provider will provide evaluation recommendations at the next drug court judicial review hearing.</p> <p>1.2.8 Provider will provide Adult Drug Court with reports for judicial reviews no later than 48 hours prior to a regularly scheduled judicial review hearing (including attendance, UDS results, treatment progress reports). Reports will be electronically submitted to the drug court via secure connections, which can include direct submission through the drug court's web-based drug court case management system.</p> <p>1.2.9 Provider will immediately notify Adult Drug Court of termination, discharge, or elopements, violation of the terms of treatment (i.e., failed drug screens, missed treatment appointments, etc.), and hospitalization or significant disruption of treatment process. Discharge notice shall also be provided to the Department of Corrections.</p> <p>1.2.10 Provider will submit weekly written reports to Court on treatment availability status and size of wait lists.</p> <p>1.3 <u>FINANCIAL CONSEQUENCES</u> Pinellas County's agreement with provider will allow the Court to impose the following financial penalties on Provider if Provider does not meet the relevant performance standard:</p> <p>1.3.1 Outpatient services that do not meet the standards set by Chapter 65D-30, F.A.C., will be considered a material breach of the obligation to provide outpatient services. The Court will refuse to pay any invoices for the outpatient services that do not meet the standards until the breach is cured, require Pinellas County to cancel the contract with Provider and find a new Provider, or both.</p> <p>1.3.2 Outpatient and Medical services appointments not scheduled within 7 business days of the completion of the individual treatment plan will result in a reduction in an amount equal to \$25 for each Participant not scheduled from the invoice reimbursement.</p> <p>1.3.3 If Provider does timely meet the requirements of sections 1.2.5, 1.2.6, 1.2.7, 1.2.8, or 1.2.9 the invoice reimbursement will be reduced by \$25 for each day Provider is late.</p> <p>1.3.4 If Provider fails to make a required court appearance, the invoice reimbursement will be reduced by \$25 for each appearance missed.</p> <p>1.3.5 If client-related data and status information is not available in the required format, the invoice reimbursement will be reduced by \$25 for each day data is unavailable.</p> <p>1.3.6 If Provider does not timely provide a weekly written report to the Court on treatment availability, the invoice reimbursement will be reduced by \$50 for each missed report.</p>
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<p>2.</p>	<p>Non-secure Residential Drug Court Treatment Services</p>	<p>2.1 <u>DESCRIPTION</u> Pinellas County will contract with a Provider who will provide the following six-month, two-part residential treatment service for each client referred by the Court:</p> <p>2.1.1 Part One: Part one of the treatment service will involve two months of intensive drug treatment where the client remains at the facility 24 hours per day, at least ten hours of treatment per week, and at least one individual and three group counseling sessions per week.</p> <p>2.1.2 Part Two: Part two of the treatment service shall involve four months of employment/re-entry treatment and training where the client resides at the facility. The client must leave the facility for full-time employment, but is required to return each evening for additional services. During part two, each client must also receive at least six hours of treatment per week and at least one individual counseling session and two group sessions per week.</p> <p>2.1.3 Throughout: Throughout the entire six-month program, clients shall receive frequent, random drug testing, consultation or referral arrangements for any mental health, medical, or other social service needs as deemed appropriate, and means of transportation to bring clients to court as needed. Random drug screens shall also be provided for up to 26 weeks thereafter on a frequency basis as ordered by the Court.</p> <p>2.1.4 Court Appearances: Provider will make court appearances as required by the Court.</p> <p>2.1.5 Data and Status Information: Provider will provide client-related data and status information to Adult Drug Court in a manner and in a format as required by the Court. This format may include electronic data submission meeting court-determined specifications.</p> <p>2.1.6 Unspecified Services: Services not identified in this Agreement that will enable the Pinellas County to more effectively meet the objectives stated in Paragraphs 2 and 3 of this Agreement. Submission of a justification document, a request and prior written approval from the Court's Project Manager are required for these services to be reimbursed under this Agreement.</p> <hr/> <p>2.2 <u>PERFORMANCE STANDARDS</u> Pinellas County will incorporate the following Performance Standards into its agreement with Provider:</p> <p>2.2.1. All services must meet the standards set by Rule 65D-30, F.A.C.</p> <p>2.2.2. Individual treatment and discharge planning will be made within 30 days of drug court referral. Treatment evaluations will be made every 30 days.</p> <p>2.2.3. Random drug screening or oral swab drug screening will be given at least weekly for multiple drugs during the course of treatment and up to 40 weeks thereafter on a frequency basis as ordered by the Court.</p> <p>2.2.4. Provider will notify Adult Drug Court when a client arrives for screening no later than the next drug court judicial review hearing.</p> <p>2.2.5. Provider will notify Adult Drug Court of the treatment start date no later than the next drug court judicial review hearing.</p> <p>2.2.6. Provider will provide evaluation recommendations at the next drug court judicial review hearing.</p> <p>2.2.7. Provider will provide Adult Drug Court with reports for judicial reviews no later than 48 hours prior to a regularly scheduled judicial review hearing (including attendance, UDS results, treatment progress reports). Reports will be electronically submitted to the drug court via secure connections, which can include direct submission through the drug court's web-based drug court case management system.</p> <p>2.2.8. Provider will immediately notify Adult Drug Court of termination, discharge, or elopements, violation of the terms of treatment (i.e., failed drug screens, missed treatment appointments, etc.), and hospitalization or significant disruption of treatment process.</p> <p>2.2.9. Provider will submit weekly written reports to Court on treatment availability status and size of wait lists.</p>
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3.	Transitional Housing	<p>3.1 DESCRIPTION Pinellas County will contract with a Provider who will provide the following transitional housing for eligible, prison-diverted clients as referred by the Court:</p> <p>3.1.1. Face-to-Fact Visits: Provider will conduct face-to-face visits with eligible clients for screening/assessment, coordination of services, client registration, and follow-up.</p> <p>3.1.2. Coordination: Provider will coordinate services with Non-adjudicatory Adult Drug Court Expansion partners to meet the needs of participating drug court defendants throughout Pinellas County, Florida.</p> <p>3.1.3. Referrals: Consultation or referral arrangements will be made where psychiatric, medical, or other social services are deemed appropriate.</p> <p>3.1.4. Data and Status Information: Client-related data and status information will be provided in a manner and in a format as required by the Court. This format may include electronic data submission meeting court-determined specifications.</p> <p>3.1.5. Unspecified Services: Services not identified in this Agreement that will enable Pinellas County to more effectively meet the objectives stated in Paragraphs 2 and 3 of this Agreement. Submission of a justification document, a request and prior written approval from the Court’s Project Manager are required for these services to be reimbursed under this Agreement.</p> <p>3.2 PERFORMANCE STANDARDS Pinellas County will incorporate the following Performance Standards into its agreement with the Provider:</p> <p>3.2.1. The housing meets the standards set in Rule 65E-4.016, F.A.C.</p> <p>3.2.2. Staff is on-call 24 hours per day, 7 days per week.</p> <p>3.2.3. Staff is on site and has contact with each participant at least once per week. Multiple visits may be required until all residents are contacted.</p> <p>3.2.4. Provider shall notify Adult Drug Court of service termination no later than the next drug court judicial review hearing.</p> <p>3.2.5. Provider shall communicate with Court staff regarding transitional housing bed availability and wait lists on a monthly basis.</p> <p>3.3 FINANCIAL CONSEQUENCES Pinellas County’s agreement with Provider will allow the Court to impose the following financial penalties on Provider if Provider does not meet the relevant performance standard:</p> <p>2.3.1 If housing does not meet the standards set by Rule 65-E-4.016, F.A.C., it will be considered a material breach of the obligation to provide transitional housing. The Court will refuse to reimburse invoices for transitional housing until the breach is cured, require Pinellas County to cancel its contract with Provider and find a new Provider, or both.</p> <p>2.3.2 Each instance that a staff member cannot be reached within 2 hours of a call will result in a \$25 assessment against the invoice reimbursement, up to a maximum of \$500 per day.</p>

		2.3.3 For each day that Provider is late with providing notification of termination or communication with Court staff regarding bed availability, \$25 will be deducted from the invoice reimbursement.
4.	Substance Abuse/Mental Health Screening Assessments	<p>4.1. DESCRIPTION Pinellas County will contract with a Provider who will provide the following Adult Drug Court assessment services:</p> <p>4.1.1. Monthly Assessments: Provider will perform (30–45 minute) assessments each month of drug court clients and prospective drug court clients who are not represented by private counsel. Assessments will be performed in person and at a Provider location for out-of-custody clients and at the Pinellas County Jail for in-custody clients.</p> <p>4.1.2. Assessment Tool: Provider will use an assessment tool that is evidence-based, looks at drug use severity, and identifies major mental health problems, motivation for treatment, and criminal thinking patterns.</p> <p>4.1.3. Staff Qualifications: Provider must demonstrate staff qualifications for the administration of the chosen instruments.</p> <p>4.1.4. Assessment Report: The assessment tool should produce a concise report that will help the Court determine proper treatment considerations, including recommended drug treatment level and recommended ancillary services.</p> <p>4.1.5. Hearing Appointment Slots: Provider must provide available appointment slots for arraignment/pretrial hearings so that defendants can be assigned assessment appointments.</p> <p>4.1.6. Copayments: Copayments, or fees paid directly to the provider by the defendants to be assessed, can be proposed for each scheduled assessment appointment that is not cancelled with at least 48 hours notice. Copayments may be charged in advance of all out-of-custody assessments. Advance collection of copayments for defendants in custody may not be possible, and the Adult Drug Court will offer some assistance in collecting these copayments at later phases of drug court for all defendants remaining in drug court who have not yet remitted these copayments. However some copayments must be assumed to be uncollectible in pricing these services.</p> <p>4.1.7. Unspecified Services: Services not identified in this Agreement that will enable Pinellas County to more effectively meet the objectives stated in Paragraphs 2 and 3 of this Agreement. Submission of a justification document, a request and prior written approval from the Court’s Project Manager are required for these services to be reimbursed under this Agreement.</p> <p>4.2. PERFORMANCE STANDARDS Pinellas County will incorporate the following performance standards into its agreement with Provider:</p> <p>4.2.1. Reports must be submitted within three weeks from the time of referral or seven days before the next scheduled court date, whichever is sooner. Reports should be electronically submitted to the drug court via secure connections, including direct submission through the drug court’s web-based drug court case management system.</p> <p>4.3. FINANCIAL CONSEQUENCES Pinellas County’s agreement with Provider will allow the Court to impose the following financial penalties on Provider if Provider does not meet the relevant performance standard:</p> <p>4.3.1. If any assessment reports are not submitted within three weeks of referral or seven days before the next scheduled court date, whichever is sooner, \$50 will be reduced from the invoice reimbursement.</p>
5	Mentoring Services	<p>5.1. DESCRIPTION Pinellas County will contract with a Provider who will provide an adult mentoring service for male and female offenders. Mentoring will involve communication, be relationship-based, and will take on many forms such as traditional one-to-one, group/team mentoring, and peer-to-peer mentoring.</p> <p>5.2. PERFORMANCE STANDARDS Pinellas County’s agreement with Provider will require Provider to incorporate best practices, guidelines, and evidence-based standards into mentor screening, eligibility, and training.</p>

		<p>5.3. <u>FINANCIAL CONSEQUENCES</u> Pinellas County's agreement with Provider will allow the Court to impose the following financial penalties on Provider if Provider does not meet the relevant performance standard.</p> <p>5.3.1 If any drug court client is not matched with a requested mentor within 2 weeks of referral, \$20 will be reduced from the invoice reimbursement for each subsequent day the client is not yet matched with a mentor.</p>
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SECTION B – SUPPORTING DOCUMENTS AND REPORTS		
ID #	TITLE	DESCRIPTION/PERFORMANCE STANDARDS/FINAICAL CONSEQUENCES
1.	Monthly Invoices	<p>1.1. <u>DESCRIPTION</u> Pinellas County will provide: A detailed invoice containing a budget and accounting of the revenues and expenditures associated with providing the programs and services detailed in this Agreement. This invoice must account for all funds disbursed to the Provider(s), including fund advances and monthly invoice disbursements, for the prior month and cumulative for the State Fiscal Year (July 1 through June 30) Final fiscal year invoices must be received by July 31st.</p>
		<p>1.2. <u>PERFORMANCE STANDARDS</u> Pinellas County will: Ensure a complete invoice is delivered in an electronic format to the Court's Grant Manager by the 20th calendar day after the end of each month.</p>
		<p>1.3. <u>FINANCIAL CONSEQUENCES</u> Failure to submit the invoice by the due date will result in a delay in reimbursement for expenditures. Failure to submit the invoice before the fiscal year-end deadlines will result in a cancellation of reimbursement for the un-invoiced expenditures.</p>

PART 3 – OTHER CONTRACT PROVISIONS

1. Payment of Invoices

The County will require that the treatment providers will provide documenting evidence that the providers have met the specific services listed in Part 2 of this Attachment. Each invoice submitted by the treatment providers will identify the specific services provided and the number of units of service provided. The specific services are as follows:

Outpatient Drug Court Treatment Services Level II

The following services will be provided to defendants and respondents within fourteen (14) days of receipt of Court referral:

- a. Services will be offered in both north and south Pinellas County;
- b. Group counseling services will be available day and night;
- c. Group counseling will be offered two (2) hours daily, twice weekly for a minimum of twelve (12) weeks;
- d. Screenings, assessments and subsequent recommendations, if any, will be provided to the Court;
- e. Individual treatment and discharge planning will be made within thirty (30) days of referral by the Court. Treatment evaluations will be made every thirty (30) days;
- f. Random urine drug screenings or oral swab drug screenings will be given on a random basis at least weekly for multiple drugs during the course of treatment and up to forty (40) weeks thereafter on a frequency basis as ordered by the Court. Consultation or referral arrangements will be made where psychiatric, medical or other social services are deemed appropriate;

- g. Participation by clients in community self-help groups such as NA or AA will be encouraged. Attendance at these meetings shall not, however, constitute part of the requirement for substance abuse counseling; and
- h. Counseling groups will be no larger than twenty (20) persons per group.

Outpatient Drug Court Treatment Services Level III

The following services will be provided to defendants and respondents within fourteen (14) days of receipt of Court referral:

- a. Services will be offered in both north and south Pinellas County;
- b. Group counseling services will be available day and night;
- c. Group counseling will be offered two (2) hours daily, twice weekly for a minimum of twelve (12) weeks;
- d. Screenings, assessments and subsequent recommendations, if any, will be provided to the Court;
- e. Individual treatment and discharge planning will be made within thirty (30) days of referral by the Court. Treatment evaluations will be made every thirty (30) days;
- f. Random urine drug screenings or oral swab drug screenings will be given on a random basis at least weekly for multiple drugs during the course of treatment and up to forty (40) weeks thereafter on a frequency basis as ordered by the Court;
- g. Consultation or referral arrangements will be made where psychiatric, medical or other social services are deemed appropriate;
- h. Participation by clients in community self-help groups such as NA or AA will be encouraged. Attendance at these meetings shall not, however, constitute part of the requirement for substance abuse counseling; and
- i. Counseling groups will be no larger than twenty (20) persons per group.

Non Secure Residential Drug Court Treatment Services

Part 1:

- a. Two (2) months of intensive drug treatment, wherein the participant remains at the facility twenty-four (24) hours per day;
- b. At least ten (10) hours of treatment per week; and
- c. At least one (1) individual and three (3) group counseling sessions per week.

Part 2:

- d. Four (4) months of employment/re-entry treatment and training where the participant resides at the facility. The participant must leave the facility for full-time employment, but is required to return each evening for additional services;
- e. At least six (6) hours of treatment per week; and
- f. At least one (1) individual counseling session and two (2) group sessions per week.

Throughout the six (6) month program:

- g. Frequent random drug testing using either urine drug screenings or oral swab screens at a minimum of once a week for multiple drugs during the course of treatment, and up to twenty-six weeks thereafter on a frequency basis as ordered by the Court;
- h. Provide consultation or referral arrangements for any mental health, medical or other social service needs, as deemed appropriate;
- i. Provide means of transportation to bring offenders to Court as needed;

Transitional Housing

- Treatment Provider will provide transitional housing to eligible prison-diverted Drug Court defendants.
- a. Staff is to be on call twenty-four (24) hours per day, seven (7) days per week.
 - b. Staff must be onsite and have contact with each participant at least once per week. Multiple visits may be required until all residents are contacted.
 - c. Program staff will conduct face-to-face visits with eligible adult Drug Court defendants for screening/assessment, coordination of services, client registration and follow-up;
 - d. Program staff will coordinate services with Non-Adjudicatory Adult Drug Court Expansion partners to meet the needs of participating Drug Court defendants throughout Pinellas County, Florida;
 - e. Client-related data and status information will be provided in a manner and in a format as required by the Court. This format may include electronic data submission meeting court-determined specifications;
 - f. Provider shall notify Adult Drug Court of service termination no later than the next drug court judicial review hearing; and
 - g. Frequent communication with Court staff regarding transitional housing bed availability and wait lists.

Substance Abuse/Mental Health Screening Assessments

- a. Perform thirty (30) to fifty (50) short (30-40 minute) assessments per month of Drug Court clients and prospective Drug Court clients who are not represented by private counsel;
- b. Assessments will be performed in person for out-of-custody clients at a provider location or in-custody at the Pinellas County Jail (proper security clearance for access to the jail required);
- c. Assessment tool must be an evidence-based tool which looks at drug use severity and identifies major mental health problems, motivation for treatment, and criminal thinking patterns;
- d. Provider must demonstrate staff qualifications for the administration of the chosen instruments. Please provide with your proposal a list of relevant qualifications for all staff members who will administer the tool;
- e. The assessment tool should produce a concise report that will help the Court determine proper treatment considerations, including recommended drug treatment level and recommended ancillary services;
- f. Reports will be electronically submitted to the Drug Court via secure connections, which can include direct submission through the Drug Court's web-based Drug Court case management system;
- g. Reports must be timely submitted three (3) weeks from time of referral or seven (7) days prior to the next scheduled court date, whichever is sooner;
- h. Provider must provide available appointment slots for arraignment/pretrial hearings so that defendants can be assigned assessment appointments;
- i. Copayments, or fees paid directly to the provider by the defendants to be assessed can be proposed for each scheduled assessment appointment that is not cancelled with at least forty-eight (48) hour notice.
- j. Copayments may be charged in advance of all out-of-custody assessments. Advance collection of copayments for defendants in custody may not be possible, and the Adult Drug Court will offer some assistance in collecting these copayments at later phases of Drug Court for all defendants remaining in Drug Court who have not yet remitted these copayments. However, some copayments must be assumed to be uncollectible in pricing these services.

Mentoring Services

Provide an adult mentoring service for successful re-entry into the community, serving about twenty-five (25) male and female offenders each year. Mentoring will involve communication and be relationship-based and will take on many forms such as traditional one-to-one, group/team mentoring and peer-to-peer mentoring. Mentor screening, eligibility and training must incorporate best practices, guidelines and evidence-based standards

- 2. Services to be provided at a fixed-unit rate as determined by the rate set by the treatment provider proposal are as follows:**
 - a. Outpatient Drug Court Treatment Counseling Sessions (estimated 900 counseling sessions and 450 post treatment drug screenings)
 - b. Non-secure Residential Drug Court Treatment Services (estimated 6850 bed days and 250 post treatment drug screenings)
 - c. Transitional Housing (estimated 2800 bed days)
 - d. Substance Abuse/Mental Health Screening Assessments (estimated 90 assessments)

- 3. Mentoring services will be delivered at the flat rate as set by the treatment provider proposal.**

- 4. Invoices submitted without sufficient documenting evidence that the services were provided will be reduced in the following manner.** Notice of this plan for reduction will be included in the solicitation documents.
 - a. Housing that does not meet the standards set by Rule 65D-30, Florida Statutes, will be considered a material breach of the obligation to provide residential treatment services. The County may refuse to pay any invoices for the residential treatment services that do not meet the standards until the breach is cured, cancel the contract with the Provider and find a new provider, or both.
 - b. If Provider does not timely notify the Adult Drug Court of any of the events for which notice is required herein, the invoice reimbursement may be reduced by \$25.00 for each day notification is late.
 - c. If Provider fails to make a required Court appearance, the invoice reimbursement may be reduced by \$25.00 for each appearance missed.
 - d. If client-related data and status information is not available in the required format, the invoice reimbursement may be reduced by \$25.00 for each day data is unavailable.
 - e. If Provider does not timely provide a weekly report to the Court on treatment availability, the invoice reimbursement may be reduced by \$50.00 for each missed report.
 - f. For Outpatient Drug Court Treatment Services: outpatient and medical services appointments not scheduled within seven (7) business days of the completion of the individual treatment plan may result in a reduction in the amount equal to \$25.00 for each Provider not scheduled from the invoice reimbursement.
 - g. For Transitional Housing: each instance that a staff member cannot be reached within two (2) hours of a call may result in a \$25.00 assessment against the invoice reimbursement, up to a maximum of \$500.00 per day.
 - h. For Transitional Housing: each day that Provider is late providing notification of termination or communication with Court staff regarding bed availability, \$25.00 may be deducted from the invoice reimbursement.
 - i. For Mental Health/Substance Abuse Assessments: If any assessment reports are not submitted within three (3) weeks of referral or seven (7) days before the next scheduled Court date, whichever is sooner, \$50.00 may be reduced from the invoice reimbursement.