

EXHIBIT D - Amendment # 1
SCOPE OF SERVICES

Program Name: Driver and Safety Education Contract # 03-CSAD-8267-01
Agency Name: School Board of Broward County Program #: 1
Division: CSAD

I. Scope of Services

The Provider agrees to provide a Driver Training Program (Taxonomy PL-740.190) **to Broward County high school students (“Client(s)”**). The Driver Training Program shall provide instruction for Clients who want to learn to drive a motor vehicle.

The program will provide both theoretical (in-classroom) and practical (behind-the-wheel) instruction in driving safety awareness. The program will include Drug Alcohol Tobacco/Traffic Education (D.A.T.E.) Certification for students who complete the program.

In accordance with Florida State and Broward County School System requirements, the program will include 60 total hours of instruction per session, including four to six hours of driving time for each student over the duration of the session.

The program will be offered only during summer sessions. These sessions will be open to students of both public and non-public secondary schools and to students of varying exceptionalities and physical abilities.

A minimum of 80 unduplicated students will be served.

II. Requirements

A. Cultural Competence: Provider will assure equal access to quality services by diverse populations by:

1. Promoting and supporting the attitudes, behaviors, knowledge and skills necessary for staff to work respectfully and effectively with clients and each other in a culturally diverse work environment.
2. Developing and implementing a strategy to recruit, retain and promote qualified, diverse and culturally proficient administrative clinical and support staff that are trained and qualified to address the needs of the racial and ethnic communities being served.
3. Requiring and arranging for ongoing education and training for

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telecommunication must correspond to the units of service reported on invoices submitted for billing purposes.

IV. Cost Per Unit of Service

- A. Car (includes maintenance): \$14,525.00
- B. Instruction: \$120.25

Where Provider bills at an hourly rate, COUNTY agrees to reimburse for full 15 minute increments, unless otherwise provided herein, at the rate of 1/4 of the respective unit rate, so long as Provider has provided the unit of service as required under the definition of a unit of service.

V. Maximum Number of Units to be Purchased/ Maximum Dollar Amount

A. Car (includes maintenance)

Units Per Term of Agreement: ~~6~~ 8 \$ Amount Per Term of Agreement: ~~\$82,200.00~~ \$116,200.00

(Unless otherwise agreed to in writing by County Contract Administrator)

B. Instruction:

Units Per Term of Agreement: 240 \$ Amount Per Term of Agreement: \$28,854.00

(Unless otherwise agreed to in writing by County Contract Administrator)

Total \$ Amount Per Term of Agreement: ~~\$111,054.00~~ \$145,054.00

VI. Outcomes/Indicators

Outcomes and indicators are attached.

VII. Other County Requirements

A. Housing: In the event room and board or any other housing service is provided under this Agreement, the following shall apply unless otherwise indicated:

1. Provider agrees to provide room and board in clean and reasonably comfortable facilities acceptable to County for all services rendered under this Agreement. The adequacy of room and board shall be evaluated during any Site Visit by County staff.
2. Room accommodations shall include a bedroom that is safe, clean, and well-maintained, supplied with a bed with a clean mattress in good

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condition, and no smaller than a twin sized bed. The bedroom lighting must be safe and sufficient for reading and the room must also contain at least one storage area for the Client's personal belongings. The facility must also supply adequate toilet and bathing accommodations.

3. Board accommodations shall include three meals a day and snacks. The evening meal shall be hot, nutritionally sound and substantial. Meals may be prepared by Provider for the Client, or Provider may supply the Client with sufficient quantities of nutritious food and the proper utensils and supplies needed so that the Client may prepare his/her own meals. If a referred Client should have any specific dietary needs, Provider agrees to make a reasonable effort to accommodate these needs.
4. Provider agrees to maintain house rules which support and encourage each Client's participation in the Program as prescribed by his/her treatment plan. Provider also agrees to submit the necessary documentation to the Contract Administrator or designee to aid in monitoring at the facility and at any County sites, if applicable.
5. Provider agrees to facilitate continuity of care for the benefit of Clients by linking with other homeless continuum of care service providers by prioritizing Clients identified as "homeless" for this Scope of Services.
6. Provider agrees to share Client information, upon written request of Client, with other homeless continuum of care and human services providers in the Network. Provider agrees to provide any and all Client information and reports, required by County, in order to measure outcomes, obtain administrative data or include Clients in County's "Client Advocate" case management coordination and aftercare program to facilitate Client access to housing and services.
7. Definition of Homeless: "A person sleeping in a place not meant for human habitation or in an emergency shelter, a person in transitional or supportive housing for homeless persons referred from community agencies, hospitals, churches, and the police department who originally came from the street or an emergency shelter. The program does not cover populations who are at risk of becoming homeless."

B. Cultural Competence:

1. In the event mental health and/or substance abuse services are provided under this Agreement, Provider will comply with the

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- B. Organizational Profile: The Organizational Profile for Providers is a component of the Coordinating Council of Broward's community assessment process to support coordinated health, education and human services planning in the County. It is used for the purpose of collecting data for a county wide resource inventory. The Children's Services Advisory Board has adopted a resolution that states that all funding recommendations and future reimbursements are contingent upon a completed Organizational Profile on file with First Call for Help. This profile is due upon request.
- C. Client Risk Prevention and Incident Reporting Requirement
- Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the state-wide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, FS, this is binding upon both the Provider and its employees.
- D. A minimum of 80 Clients will be served.
- E. Any access by County to records and Client files maintained by Provider shall be in accordance with applicable law including, without limitation, The Family Educational Right to Privacy Act, 20 USC Section 1232g, and Section 1002.22, Florida Statutes.

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