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| **1.** | **Policies and Procedures**The Contractor shall develop and submit an Operations Manual for review and written approval, to the State, on or before June 30th of each year of the contract term that contains all relevant policies and procedures applicable to the operation of the facility. | A.3.i. |  |  |  |  |  |  |
| **2.** | **Staffing**The Contractor shall immediately request a background investigation, from the State’s designated vendor, to be completed on each individual hired to work at the facility.  | A.7.c. |  |  |  |  |  |  |
| **3.** | The Contractor shall submit a proposed staffing plan for written approval by the State. | A.7.d. |  |  |  |  |  |  |
| **4.** | The Contractor shall maintain the required level of staff and service during staff vacation, sick leave, and other absences. | A.7.e. |  |  |  |  |  |  |
| **5.** | The Contractor shall fill vacancies for program staff positions within forty-five (45) business days. | A.7.f. |  |  |  |  |  |  |
| **6.** | **Credentialing** Clinical staff must possess the proper license and credentials as required by the State of Tennessee licensing and health boards and they are kept on file on-site.  | A.14.a(1) |  |  |  |  |  |  |
| **7.** | **Offender Placement** The Contractor shall only accept Offenders that have been referred and placed into the facility by the State.Sex offenders shall be excluded from placement into residential treatment facilities. | A.3.d. |  |  |  |  |  |  |
| **8.** | The Contractor may house Offenders up to twelve (12) months. The State, at its discretion, shall dictate each Offender’s length of stay in the residential treatment facility. | A.3.f. |  |  |  |  |  |  |
| **9.** | **Resident Service Requirements**The Contractor shall develop and submit a Resident Handbook for review and written approval, by the State, on or before June 30th of each year of the contract term. | A.7.a. |  |  |  |  |  |  |
| **10.** | The Contractor shall assure that each new Offender receives an orientation to the treatment facility within seven (7) days of arrival.Orientation shall include: 1. Rules and Regulations
2. Disciplinary procedures/termination
3. Censored materials
4. Program expectation
5. Process for medical services
6. Financial procedures
7. Grievance process
 | A.7.b. |  |  |  |  |  |  |
| **11.** | Verification of completed orientation and acknowledgement of house rules shall be signed by the offender and the Contractor’s personnel that provided the orientation. The Contractor shall maintain the acknowledgement in the offender’s file. | A.7.c. |  |  |  |  |  |  |
| **12.** | An initial inventory of the offender’s personal possessions shall occur at the time of arrival at the facility.The Contractor shall advise the offender that she is responsible for reporting any change in the personal inventory to the Contractor and that such change shall be noted on a personal inventory log. | A.7.e. |  |  |  |  |  |  |
| **13.** | **Program Requirements** Trauma Resolution groups shall be conducted twice weekly. | A.8.b(2) |  |  |  |  |  |  |
| **14.** | Life skills groups shall be conducted twice weekly for Phase 2 participants. | A.8.b(2) |  |  |  |  |  |  |
| **15.** | Family Reunification group shall be conducted once weekly for Phase 3 participants. | A.8.b(2) |  |  |  |  |  |  |
| **16.** | Transition Planning group shall be conducted once weekly. | A.8.b(2) |  |  |  |  |  |  |
| **17.** | The Contractor shall maintain a program file for each participant to include, at a minimum, monthly progress notes documenting participant involvement, behavioral changes, and goal accomplishments or the lack thereof and discharge summary. | A.8.f. |  |  |  |  |  |  |
| **18.** | The Contractor shall establish 12-step Substance Use support group meetings on site. | A.8.h. |  |  |  |  |  |  |
| **19.** | **Security**Physical count of offenders shall occur at curfew each night. | A.11.b(1) |  |  |  |  |  |  |
| **20.** | The Contractor must report absconders to the State, including the assigned supervising officer within twenty-four (24) hours. | A.11.c. |  |  |  |  |  |  |
| **21.** | The Contractor shall establish daily sign-in and sign-out procedures for all times the offender will be absent from the treatmentfacility. | A.11.d. |  |  |  |  |  |  |
| **22.** | **Medical Services**Offenders have access to on-site first aid kits. | A.5.a(2) |  |  |  |  |  |  |
| **23.** | The State is notified of any responses made to threats suicide and offenders are immediately isolated with constant visual supervision.  | A.5.a(3) |  |  |  |  |  |  |
| **24.** | Offenders have access to an on-call physician by way of an approved subcontract or written agreement.  | A.5.a(4) |  |  |  |  |  |  |
| **25.** | **Food Services**Menus will be prepared and posted in a conspicuous place for offenders. | A.4.b. |  |  |  |  |  |  |
| **26.** | **Drug Testing and Breath Analysis**The Contractor shall conduct, at a minimum, monthly drug screens on each offender in the program. | A.6.a(2) |  |  |  |  |  |  |
| **27.** | The Contractor must maintain drug testing logs that shall record the following:1. Date the drug test was taken,
2. Date the results were received, and
3. Specification of positive or negative results.
 | A.6.a(5) |  |  |  |  |  |  |
| **28.** | The Contractor shall contact the assigned PPO immediately for any positive drug screen notifications received.  | A.6.b. |  |  |  |  |  |  |
| **29.** | **Grievances**Grievances, including resolutions, are maintained at the facility for review.  | A.12.a(2) |  |  |  |  |  |  |
| **30.** | Title VI complaints/grievances are referred to the State’s Title VI Coordinator for review and resolution.  | A.12.a(5) |  |  |  |  |  |  |
| **31.** | **Reports**The Contractor shall submit quarterly reports to the State on the 10th day following the end of the quarterly reporting month. The quarterly report shall include the following:1. Number of participants during the reporting period,
2. Number of participants discharged during the reporting period,
3. Number of participants who completed the program during the reporting period,
4. Number of classes taught during the reporting period, and

Brief description of program accomplishments during the reporting period. | A.10.e. |  |  |  |  |  |  |
| **32.** | The Contractor shall provide a written, quarterly report detailing the number of vacancies and the length of each vacancy. | A.7.f. |  |  |  |  |  |  |
| **33.** | The Contractor shall provide written quarterly updates on the status of beds utilized to the State. | A.3.b. |  |  |  |  |  |  |
| **34.** | The Contractor shall submit a cumulative report, on or before June 30th each year. | A.9.g. |  |  |  |  |  |  |
| **35.** | The Contractor shall complete and present an annual report of utilization statistics and a narrative summarizing any accomplishments, barriers to improvement, and recommendations by the end of the fiscal year. | A.13.c. |  |  |  |  |  |  |

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| Inspector |  | Date |  |
| Team Leader |  | Date |  |