



Statement of Work

Pregnant and Parenting Women (PPW) Housing Support

PURPOSE

The Provider shall provide housing support services for women who are pregnant, post-partum, or parenting, and their children, in drug and alcohol-free residences for up to 18 months. Housing Support Services are classified as support services rather than treatment services.

Provider must provide adequate staffing and appropriate treatment services for Pregnant, Post-Partum, or Parenting Women (PPW) as outlined below and in compliance with laws and regulations governing the operation of a PPW Center.

SERVICES

The Provider shall provide the following support services five (5) days per week, to pregnant and post-partum women, and their children, who reside in drug and alcohol-free residences providing housing to infants and children. The goal is to help women move into transitional or permanent housing.

1. Maintain a case file for each individual receiving housing support services in a drug and alcohol-free residence, which shall include, at a minimum:
 - a. Name and copy of driver's license or identification card of each woman in housing support services for 24 hours or longer;
 - b. Date of intake and date of discharge;
 - c. Pregnant or post-partum status of the woman, and documentation of other eligibility requirements, including financial eligibility;
 - d. Names and ages of all children in housing support services with the individual; and
 - e. Case notes for items 2 and 3 below.
 2. Support services and assistance with finding transitional or permanent housing: The Provider shall:
 - a. Provide a minimum of five (5) contacts for goal-oriented or problem solving per month with each individual; and
 - b. Meet for at least three (3) individual face-to-face contacts per month to:
 - i. Monitor participation in outpatient substance use treatment; and
 - ii. Monitor for substance use.
 3. Facilitate contact and appointments for community resources for pre- and post-natal medical care, financial assistance, social services, vocational, childcare needs, and permanent housing services.
 - a. Identify needs through systematic collection of data to determine current status and needs in financial, environmental, psychosocial, developmental, educational, behavioral, emotional, and mobility areas.
 - b. Develop a service plan with each woman to determine the resources available to meet the identified needs in a coordinated and integrated manner.
 - c. Provide advocacy activities with community service providers to assist the women in achieving the goals of a service plan, particularly when resources are inadequate, or the service delivery system is non-responsive.
 - d. The Provider shall have a childcare and child development plan with each parenting
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individual addressing the needs of both parents and children in residence. The childcare and child development plan should include an assessment of the family's needs, a description of childcare that is offered on-site and/or resources that are available to women and their children in the community; how to access childcare through state and local agencies; and any provisions that are made within the transitional housing facility or facilities to meet the needs of the children in residence.

- e. For Providers with their own housing, the Provider shall assist in developing and maintaining house rules and responsibilities for the residents to encourage group compatibility and to assist the residents in learning the skills necessary to transition to other community living arrangements. The Provider may conduct weekly group meetings to discuss house management, including residents' rights and responsibilities and to problem solve any conflicts that arise in group living.
 - f. Establish working agreements with community case management agencies, maternity support service agencies, therapeutic and other childcare agencies and approved outpatient treatment services to ensure access to such services while women are in housing support services. The agreements must be specific as to the services involved and the procedures for access.
 - g. Maintain a central log that documents the five (5) monthly contacts, including three (3) face-to-face contacts.
 - h. Establish and adopt screening protocols for referral to necessary medical evaluation and care.
 - i. Provide physical safety information and/or training to women and their children while in transitional housing.
 - j. Organize central access to important medical information on the women and their children in the event of medical emergencies, apart from individual records.
4. The Provider may use up to \$250 per individual to assist them in moving into their own housing. These funds are from the maximum consideration in this Contract and are not over and above the maximum consideration amount. The funds may be used to purchase household goods, infant or child supplies, bus passes, deposits and/or fees and rent. Expenditures shall follow written guidelines and procedures on the use of this funding, as developed by the Provider, and include the following:
- a. Individuals may not be given cash;
 - b. The funds shall be used for individuals who have been making progress in their service plan and who are cooperative with the transitional housing program;
 - c. Expenditures must be in accord with the individual service plan; and
 - d. The individual must move into her own independent housing.
5. Transporting Children
6. When transporting children, the Provider shall:
- a. Maintain a motor vehicle in a safe operating condition;
 - b. Ensure the driver has a valid Washington driver's license;
 - c. Carry liability and medical insurance;
 - d. Comply with the requirements for safely transporting children in a motor vehicle based on the child's age, height and weight as set forth in RCW 46.61.687;
 - e. Ensure the driver secures, or causes to be secured, any child under 18 years of age in a seat safety belt or approved child restraint system;
 - f. Ensure the driver and any adult passenger riding in either the front or rear seat wear a seat

- safety belt;
- g. Ensure staff or driver does not leave the child unattended in the vehicle;
- h. Ensure the driver or staff supervising the child in the motor vehicle has current first aid and cardiopulmonary resuscitation (CPR) training;
- i. Ensure the number of passengers does not exceed the seating capacity of the motor vehicle; and
- j. Ensure a minimum of one (1) staff person, other than the driver, is present in the motor vehicle when:
 - i. Seven (7) or more preschool age and younger children are present; or
 - ii. Staff-to-child ratio guidelines requires a second person

DELIVERABLES

Deliverables: PPW Housing Support Services Monthly Report (submitted biannually to HCA)