

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

**CONTRACT FOR SPECIALIZED TREATMENT
AMENDMENT 1 to CONTRACT # CON0001659**

The **Texas Juvenile Justice Department**, hereinafter **TJJD**, and **Shaneika Dilka, 2418 Christopher Dr. Abilene, Texas 79602**, hereinafter **Service Provider**, acknowledge that they have previously entered into a contract for the purpose of providing Specialized Treatment Services to TJJD youth. This contract is identified as **Contract Number CON0001659**.

The Service Provider represents and warrants that the individual signing this Amendment is authorized to sign this document on behalf of the Service Provider under this Agreement.

The parties hereto agree to be bound by the terms of the existing contract, including prior amendments, if any, subject to the following changes:

Pursuant to Exhibit D Terms and Conditions, Article 13: Contract Amendment and Merger Clause, the contract may be amended and to reflect the following revisions. Therefore, the parties agree to amend **Contract Number CON0001659** as follows:

1. **Pursuant to Section II. Service Provider, A, Substance Use**, referenced in #7., is removed and replaced with
“7. Submit copies of monthly progress reports (**Exhibit H**) to the youth’s TJJD PSW that include the following information:
 - a. The youth’s progress toward reducing risk factors and increasing protective factors related to treatment;
 - b. Summary of efforts made to address responsivity and criminogenic needs;
 - c. Summary of the youth’s participation in clinical services provided;
 - d. Copy of the youth’s treatment plan that summarizes the youth’s movement towards completing the objectives stated, participation in services provided, relevant behavior, and barriers identified;
 - e. A copy of the revised treatment plan for the next month with revised objectives, strategies, or approaches;
 - f. Documentation of all collateral contacts made; and
 - g. Copies of either dated and completed weekly sign-in sheets (**Exhibit G**) showing the printed name and signature of each youth and Service Provider conducting the session or copies of TJJD group attendance logs, as determined by program type.
 - h. Telehealth session copies must include dates, completed session and service provider’s name conducting the session.
 - i. Telephone session copies must include date, completed session and service provider’s name conducting the session.”
2. **Pursuant to Section II. Service Provider, B, Behavioral Health**, referenced in #7., is removed and replaced with
“7. Submit copies of monthly progress reports (**Exhibit H**) to the youth’s TJJD PSW that include the following information:

- a. The youth's progress toward reducing risk factors and increasing protective factors related to treatment;
- b. Summary of efforts made to address responsivity and criminogenic needs;
- c. Summary of the youth's participation in clinical services provided;
- d. Copy of the youth's treatment plan that summarizes the youth's movement towards completing the objectives stated, participation in services provided, relevant behavior, and barriers identified;
- e. A copy of the revised treatment plan for the next month with revised objectives, strategies, or approaches;
- f. Documentation of all collateral contacts made; and
- g. Copies of either dated and completed weekly sign-in sheets (**Exhibit G**) showing the printed name and signature of each youth and Service Provider conducting the session or copies of TJJD group attendance logs, as determined by program type.
- h. Telehealth session copies must include dates, completed session and service provider's name conducting the session.
- i. Telephone session copies must include date, completed session and service provider's name conducting the session."

3. **Pursuant to Section II. Service Provider, C, Sexual behavior treatment**, referenced in #7., is removed and replaced with
"7. Submit copies of monthly progress reports (**Exhibit H**) to the youth's TJJD PSW that include the following information:

- a. The youth's progress toward reducing risk factors and increasing protective factors related to treatment;
- b. Summary of efforts made to address responsivity and criminogenic needs;
- c. Summary of the youth's participation in clinical services provided;
- d. Copy of the youth's treatment plan that summarizes the youth's movement towards completing the objectives stated, participation in services provided, relevant behavior, and barriers identified;
- e. A copy of the revised treatment plan for the next month with revised objectives, strategies, or approaches;
- f. Documentation of all collateral contacts made; and
- g. Copies of either dated and completed weekly sign-in sheets (**Exhibit G**) showing the printed name and signature of each youth and Service Provider conducting the session or copies of TJJD group attendance logs, as determined by program type.
- h. Telehealth session copies must include dates, completed session and service provider's name conducting the session.
- i. Telephone session copies must include date, completed session and service provider's name conducting the session."

4. **Pursuant to Section II. Service Provider, D. Referenced in #3 is removed and replaced with**

"3. For services provided to TJJD youth for which Service Provider cannot receive payment through Medicaid or insurance, Service Provider shall submit an invoicing cover sheet (**Exhibit F**), monthly invoice, with sign-in sheets (**Exhibit G**) and monthly progress reports (**Exhibit H**) to the designated TJJD billing location (**see Exhibit C**) for services provided, no later than ten (10) working days from the last day of the month for which payment is requested. If a claim is rejected by Medicaid and/or the insurer, Service Provider shall submit an invoice for payment of the claim with the required backup documentation and evidence of claim rejection to the designated TJJD billing location no later than ten (10) working days from the date of notification of rejection. All invoices shall contain the name and TJJD number of the youth for whom services were

provided, the date said services were provided, and a description of the services rendered. Completed sign-in sheets (**Exhibit G**) and monthly progress (**Exhibit H**) reports shall be included with the invoice as backup documentation. If the invoice or backup documentation is erroneous or incomplete, it will delay the processing of the invoice. Payment will be made in accordance with Chapter 2251 of the Texas Government Code.”

5. Adding Section IV. NOTICES is as follows:

“Required written notices shall be addressed to the Texas Juvenile Justice Department, Office of Business Operations Department, Contracts at mailing address: P.O. Box 12757, Austin, Texas 78711-2757, or physical address: 1801 N Congress Ave., Ste. 13.1400, Austin, TX 78701”

Service Provider Point of Contact:

Name: Shaneika Dilka

Phone: 325-266-8252

Email: sdilka@counselltx.com

TJJD Point of Contact for Service:

Name: Marqus Butler, Interim Director of Probation & Re-entry Support

Email: marqus.butler@tjjd.texas.gov

And

Name: Amy Dupaty, PS III-Reentry & Parole Aftercare

Email: Amy.dupaty@tjjd.texas.gov

Contracts Point of Contact:

Vickie Griffin, Contract Specialist

Phone: 512-490-7148

Email: Vickie.griffin@tjjd.texas.gov

6. **Pursuant to Exhibit C Service Area and Locations** are revised and attached hereto as **Exhibit C, Service Area and Locations** and hereby incorporated by reference.
7. **Pursuant to Exhibit F, TERMS AND CONDITIONS** are revised and attached hereto as **Exhibit D, TERMS AND CONDITIONS** and hereby incorporated by reference.
8. **Pursuant to Exhibit D Sign In sheet** changed to **Exhibit G Sign In sheet**
9. **Pursuant to Exhibits**, Exhibit F, Invoice Cover Sheet has been added to the contract
10. **Pursuant to Exhibits**, Exhibit H, Monthly Progress Note has been added to the contract.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as of the day and year last below written.

For Texas Juvenile Justice Department:

	02/03/2026
Shandra Carter, Executive Director	Date

For Service Provider:

	Shaneika Dilka	01/29/2026
Signature	Printed Name	Date

Exhibit D

TERMS AND CONDITIONS

By responding to the solicitation, or fulfilling the contract, procurement, or agreement, the Vendor agrees to the terms and conditions below, which apply to and become a part of every Texas Juvenile Justice Department (TJJD) purchase. Only mutually written exceptions will be valid.

The following are conforming terms for purposes of these Terms and Conditions. References to a Contract may correspond to Bid, Application, Response, Proposal. References to Vendor may correspond to “Bidder/Offeror/Applicant/Proposer/Respondent/Contractor/Service Provider.” Reference to the Solicitation may correspond to one of the types of solicitation methods (i.e., IFB, RFO, RFP). Any specification in the solicitation or subsequent contract that conflicts with these terms and conditions takes precedence.

All references to “days” shall be calendar days unless specified otherwise. Vendor and TJJD herein may be referred to individually as a “Party” and collectively as the “Parties.”

1. Americans with Disabilities Act

Vendor represents and warrants its compliance with the requirements of the Americans with Disabilities Act (ADA) and its implementing regulations, as each may be amended.

2. Antitrust Affirmation

The undersigned affirms under penalty of perjury of the laws of the State of Texas that (1) in connection with this Response and any resulting contract, neither I nor any representative of the Vendor have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15; (2) in connection with this Response and any resulting contract, neither I nor any representative of the Vendor have violated any federal antitrust law; and (3) neither I nor any representative of the Vendor have directly or indirectly communicated any of the contents of this Response to a competitor of the Vendor or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Vendor.

3. Artificial Intelligence Disclosure

Vendor certifies that its response discloses each artificial intelligence system it may use to complete any deliverable or a portion of any deliverable under the Contract. “Artificial intelligence system” means a machine-based system that for explicit or implicit objectives infers from provided information a method to generate outputs, such as predictions, content, recommendations, or decisions, to influence a physical or virtual environment with varying levels of autonomy and adaptiveness after deployment. Vendor promises not to use an artificial intelligence system to perform the Contract without the prior written consent of TJJD.

4. Assignment

Vendor shall not assign its rights under the contract or delegate the performance of its duties under the Contract without prior written approval from TJJD. Any attempted assignment in violation of this provision is void and without effect.

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6. Buy Texas Affirmation

In accordance with Section 2155.4441 of the Texas Government Code and to the extent applicable, Vendor agrees that during the performance of a contract for services, it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state.

7. Change in Law and Compliance with Laws

Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal or state law or regulations are automatically incorporated into the Contract without written amendment hereto and shall become effective on the date designated by such law or by regulation.

8. Child Support Obligation Affirmation, Section 231.006, Texas Family Code

Under Section 231.006 of the Family Code, the Vendor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate in addition to other remedies set out in 231.006(f). A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application. **FEDERAL PRIVACY ACT NOTICE:** This notice is given pursuant to the Federal Privacy Act. Disclosure of your Social Security Number (SSN) is required under Section 231.006(c) and Section 231.302(c)(2) of the Texas Family Code. The SSN will be used to identify persons that may owe child support. The SSN will be kept confidential to the fullest extent allowed under Section 231.302(e) of the Texas Family Code.

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10. Compliance with Section 572.054, Texas Government Code, Former Officer or Employee of TJJD

Vendor certifies compliance with Texas Government Code Section 572.054. Vendor has not employed a former officer or employee of TJJD to perform services on Vendor's behalf, to secure the contract, or to represent Vendor in any manner prohibited by Section 572.054. A false certification could result in termination of the contract, withholding of payments, or other sanctions.

11. Compliance with the Prison Rape Elimination Act of 2003 (PREA)

Vendor shall comply with the Prison Rape Elimination Act of 2003 (PREA) (34 U.S.C. 30301 et seq.) and with all applicable standards, rules, regulations, and TJJD policies related to PREA. Vendor shall make itself familiar with and at all times shall observe and comply with all PREA regulations which affect performance in any manner under the Contract. Failure to comply with PREA standards, rules, regulations, and TJJD policies may result in termination of the Contract.

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13. Confidentiality

- a. Vendor agrees that all of its employees, contractors, subcontractors, or associates will comply with all state and federal law and with TJJD policies regarding maintaining the confidentiality of TJJD youth, including, but not limited to, maintaining confidentiality of youth records and identifying information.
- b. Vendor agrees that all information regarding TJJD and/or its youth that is gathered, produced, or otherwise derived from the Contract shall remain confidential and subject to release only by written permission of TJJD and in accordance with all state and federal laws.
- c. Vendor employees, contractors, subcontractors, or associates who visit any TJJD facility will comply with that facility's security regulations.
- d. Identifying pictures, appearances, films, or reports of TJJD youth may not be disclosed by Vendor without the written consent of TJJD, of the youth and, if under age 18, of the youth's parent, guardian, or managing conservator.

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15. Contract Amendment and Merger Clause

The Contract encompasses the complete and entire agreement of the Parties. Neither Party has made nor relied on any representations, stipulations, or agreements other than those expressly contained in the Contract. No other contracts or agreements, oral or written, shall constitute a part of the Contract unless such is made in writing, executed by the Parties hereto or their successors, and expressly made a part of the Contract.

- a. **Bilateral Amendment:** Except as provided for in the Unilateral Amendment section below, the Contract can only be changed by a Bilateral Amendment or supplemented in writing, executed by both Parties hereto or their successors, and expressly made a part of the Contract.
- b. **Unilateral Amendment.** A Unilateral Amendment will be effective on the date that is specified in the Unilateral Amendment. TJJD has sole discretion to issue a Unilateral Amendment to modify a contract's requirements, terms, or conditions as follows:
 1. Minor administrative changes to correct typographical errors;
 2. Change the TJJD contract identification number;
 3. Changes to incorporate new or revised state or federal laws, regulations, rules, or policies;
 4. Increase the "not to exceed" amount or contract rates (if applicable) necessary for continuation of services;
 5. Update Vendor's name as recorded by the Secretary of State, as required by law, or as authorized by TJJD; and
 6. Change either Party's contact information.

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17. COVID-19 Vaccine Passport Prohibition

Vendor certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry

to, to gain access to, or to receive service from the Vendor's business. Vendor acknowledges that such a vaccine or recovery requirement would make Vendor ineligible for a state-funded contract.

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22. Dealings with Public Servants Affirmation

Pursuant to Section 2155.003 of the Texas Government Code, Vendor represents and warrants that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Contract.

23. Debts and Delinquencies Affirmation

Vendor agrees that any payments due under the Contract shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support.

24. Disaster Recovery Plan

In accordance with 13 TAC § 6.94(a)(9), Vendor shall provide to TJJD the descriptions of its business continuity and disaster recovery plans if it has or is to have custody of vital state records.

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27. Dispute Resolution

The dispute resolution process in Chapter 2260 of the Texas Government Code must be used to resolve any dispute arising under the Contract.

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29. Drug-Free Workplace

Vendor represents and warrants that it shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (41 U.S.C. § 701 et seq.) and maintain a drug-free work environment.

30. E-Verify Program

Vendor certifies that for contracts for services, Vendor shall utilize the U.S. Department of Homeland Security's E-Verify system (E-Verify) during the term of the Contract to determine the eligibility of:

1. all persons employed by Vendor to perform duties within Texas; and
2. all persons, including subcontractors, assigned by Vendor to perform work pursuant to the Contract within the United States of America.

Vendor shall provide, upon written request by TJJD, an electronic or hard copy screenshot of the confirmation that Vendor is enrolled in E-Verify. Vendor shall provide, upon written request by TJJD, an electronic or hard copy of the confirmation or non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for each Vendor employee, subcontractor, and subcontractor employee that meet the criteria above, following any required E-Verify protocols to allow for the provision of such information.

If it is determined that Vendor has violated the certifications set forth in this provision, then (1) Vendor shall be in breach of contract, (2) TJJD shall have the option to terminate the Contract for cause without prior notice, and (3) in addition to any other rights or remedies available to TJJD under the Contract, Vendor shall be responsible for all costs incurred by TJJD to obtain substitute services to replace the terminated Contract.

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32. Entities that Boycott Israel

Pursuant to Section 2271.002 of the Texas Government Code, Vendor certifies that either (i) it meets an exemption criterion under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of any contract executed with TJJD. Vendor shall state any facts that make it exempt from the boycott certification in its Response.

33. Equal Employment Opportunity

Vendor represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities.

34. Excluded Parties

Vendor certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "*Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism*", published by the United States Department of the Treasury, Office of Foreign Assets Control.

35. Executive Head of a State Agency Affirmation

In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Vendor certifies that it is not (1) the executive head of TJJD, (2) a person who at any time during the four years before the date of the Contract was the executive head of TJJD, or (3) a person who employs a current or former executive head of TJJD.

36. False Statements

Vendor represents and warrants that all statements and information prepared and submitted in this document are current, complete, true, and accurate. Submitting a Response with a false statement or material misrepresentations made during the

performance of a contract is a material breach of contract and may void the submitted Response and any resulting contract.

37. Federal Confidentiality Compliance

Any program that specializes, in whole or in part, in providing treatment, counseling, and/or assessment and referral services for youth with alcohol or other drug problems must comply with federal confidentiality regulations. Said regulations apply only to programs that are federally assisted either directly or indirectly. Vendor certifies compliance with these federal requirements for confidentiality (42 USC 290dd-2; 42 CFR Part 2) and agrees to comply with said requirements for so long as this Contract is in force.

38. Financial Participation Prohibition Affirmation

Under Section 2155.004(b) of the Texas Government Code, Vendor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

39. Fingerprinting and Background Check

A. Vendor shall:

1. As directed by TJJD, provide information for each person providing services under this Contract with access to TJJD youth or youth records to perform a criminal background check, which may include fingerprinting, criminal records check, sex offender registration records check, PREA employment standards check, child abuse registry check, and drug test. Criminal background checks shall be conducted at TJJD's expense. Any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer worker who is unwilling to provide or who does not provide required information will not be allowed to work under this Contract. Any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer shall not work under this Contract until the criminal background check is completed and approval is obtained from TJJD's Director of Human Resources.
2. Within 24 hours of becoming aware of the information, notify TJJD's Director of Human Resources of any employee, agent, consultant, subcontractor, subcontractor employee, or volunteer who works with TJJD youth, who is arrested, indicted, or charged with a criminal offense or who resigns while under investigation for inappropriate conduct or policy violations. Such employee, agent, consultant, subcontractor, subcontractor employee, or volunteer shall be immediately suspended from working under this Contract unless authorized by TJJD's Director of Human Resources.

B. TJJD Approval

TJJD will approve or deny any Vendor employee, agent, consultant, subcontractor, subcontractor employee, or volunteer in accordance with TJJD policies and procedures. TJJD's designated contact for criminal background checks is the Human Resources Department, Manager of Criminal Background Checks, (512) 490-7674.

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41. Force Majeure

Neither Vendor nor TJJD shall be liable to the other for any delay in, or failure of performance, of any requirement included in the contract caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome.

42. Foreign Terrorist Organizations

Section 2252.152 of the Texas Government Code prohibits TJJD from awarding a contract to any person who does business with Iran, Sudan, or a foreign terrorist organization as defined in Section 2252.151 of the Texas Government Code. Vendor certifies that it is not ineligible to receive the Contract.

43. Former Agency Employees

Vendor represents and warrants that none of its employees including, but not limited to, those authorized to provide services under the Contract, were former employees of TJJD during the twelve (12) month period immediately prior to the date of execution of the Contract.

44. Franchise Taxes

- a.** Vendor certifies that should Vendor be subject to payment of Texas franchise taxes, that all franchise taxes are current. If such certification is false, this Contract may be terminated at the option of TJJD or other sanctions may be exercised.
- b.** If Vendor is exempt from payment of Texas franchise taxes, Vendor shall so indicate by attachment to this Contract.
- c.** If Vendor's payment of Texas franchise taxes becomes delinquent during the term of this Contract, Vendor will notify TJJD within twenty-four (24) hours. If such delinquency cannot be cured within twenty-four (24) hours and a copy of the Certification of Account Status proving payment of delinquent taxes cannot be provided to TJJD, this Contract may be terminated at the option of TJJD or other sanctions may be exercised under the provisions of this Contract.

45. Governing Law and Venue

The Contract shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under the Contract is fixed in any court of competent jurisdiction of Travis County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to TJJD.

46. Hardening of State Government Respondent certifies that neither it, nor its holding companies or subsidiaries, is:

- (a) Listed in Section 889 of the 2019 National Defense Authorization Act;
- (b) Listed in Section 1260H of the 2021 National Defense Authorization Act; or
- (c) Owned by the government of a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4; or

(d) Controlled by any governing or regulatory body located in a country on the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R Section 791.4.

47. Human Trafficking Prohibition

Under Section 2155.0061, Government Code, Vendor certifies that the individual or business entity named in this Response or Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

48. Indemnification

VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND TJJD, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF VENDOR OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY VENDOR WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND VENDOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. VENDOR AND TJJD AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

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51. Independent Contractor - Relationship of the Parties

Vendor and Vendor's employees, representatives, agents, subcontractors, suppliers, and third-party service providers shall serve as independent contractors in providing the services under the contract. Neither Vendor nor TJJD is an agent of the other and neither may make any commitments on the other party's behalf. Should Vendor subcontract any of the services required in the Contract, Vendor expressly understands and acknowledges that in entering into such subcontract(s), TJJD is in no manner liable to any subcontractor(s) of Vendor. In no event shall this provision relieve Vendor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with the Contract. Vendor shall have no claim against TJJD for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Contract shall not create any joint venture, partnership, agency, or employment relationship between Vendor and TJJD.

52. Insurance

Section 1: Respondent shall maintain liability insurance in the amount of \$1,000,000.00 for each occurrence of negligence. The insurance must also cover injury to a youth that occurs when the youth is in Respondent's care, custody, or control.

Section 2: Respondent shall provide the TJJD Contracts Department proof of insurance listing TJJD as an additional insured upon contract execution, upon insurance renewal if coverage expires during the contract term (including contract extensions, if any), and upon request.

Section 3: The required insurance coverage, in the above-stated amount, must be maintained during the term of this contract and through any subsequent extensions. Failure to maintain the required insurance coverage may result in termination of this contract or sanctions.

53. Legal and Regulatory Actions

Vendor represents and warrants that Vendor is not aware of and has received no notice of any court or governmental agency actions, proceedings or investigations, etc., pending or threatened against Vendor or any of the individuals or entities included in the Response within the five (5) calendar years immediately preceding the submission of the Response that would or could impair Vendor's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to TJJD's consideration of the Response. If Vendor is unable to make the preceding representation and warranty, then Vendor instead represents and warrants that Vendor has included as a detailed attachment in its Response a complete disclosure of any such court or governmental agency actions, proceedings or investigations, etc. that would or could impair Vendor's performance under the Contract, relate to the solicited or similar goods or services, or otherwise be relevant to TJJD's consideration of the Response. In addition, Vendor represents and warrants that it shall notify TJJD in writing within five (5) business days of any changes to the representations or warranties in this clause and understands that failure to so timely update TJJD shall constitute breach of contract and may result in immediate termination of the Contract.

54. Limitation on Authority

Vendor shall have no authority to act for or on behalf of TJJD or the State of Texas except as expressly provided for in the Contract; no other authority, power or use is granted or implied. Vendor may not incur any debt, obligation, expense or liability of any kind on behalf of TJJD or the State of Texas.

55. Lobbying Prohibition

Vendor represents and warrants that TJJD's payments to Vendor and Vendor's receipt of appropriated or other funds under the Contract are not prohibited by Sections 556.005 or 556.0055 of the Texas Government Code.

56. Media Releases

Vendor shall not use TJJD's name, logo, or other likeness in any press release, marketing material, or other announcement without TJJD's prior written approval. TJJD does not endorse any vendor, commodity, or service. Vendor is not authorized to make or participate in any media releases or public announcements pertaining to this procurement, the Response or the services to which they relate without TJJD's prior written consent, and then only in accordance with explicit written instructions from TJJD.

57. No Conflicts of Interest

Vendor represents and warrants that the provision of goods and services or other performance under the Contract will not constitute an actual or potential conflict of interest

or reasonably create the appearance of impropriety. Vendor has disclosed in writing to TJJD all existing or potential conflicts of interest relative to the performance of the Contract. And if circumstances change during the course of the Contract, Vendor shall promptly notify TJJD.

58. No Implied Waiver

The failure of a party to insist at any time upon the strict performance of any covenant or agreement or to exercise any option, right, power, or remedy contained in the Contract shall not be construed as a waiver or a relinquishment thereof for the future.

59. No Quantity Guarantees

TJJD makes no express or implied warranty whatsoever that a minimum compensation or minimum quantity will be guaranteed under this Contract.

60. No Third-Party Beneficiaries

The Contract is made solely and specifically among and for the benefit of the parties named herein and their respective successors and assigns, and no other person shall have any right, interest, or claims hereunder or be entitled to any benefits pursuant to or on account of the contract as a third-party beneficiary or otherwise.

61. Notice of Changes

a. Vendor shall notify TJJD immediately in writing of any significant change affecting Vendor, including, but not limited to, change of Vendor's name or identity, location of services, ownership or control, operating entity, governing board membership, key personnel, payee identification number, and any other significant changes that may affect the delivery of services under the terms of this Contract.

b. Vendor shall not transfer or assign this contract or enter into any subcontract for the services under this Contract without prior written approval from TJJD.

c. Vendor shall not relocate the services provided under this Contract from the location stated in the preamble of the Contract, if applicable, without prior written approval from TJJD and a certification that the location to which services are to be relocated is in compliance with Chapter 244, Texas Local Government Code, if applicable.

62. Options/ Renewals

The TJJD may extend the term of this contract by written notice to the Contractor within 15 calendar days; provided that the TJJD gives the Contractor a preliminary written notice of its intent to extend at least 30 calendar days before the contract expires. The preliminary notice does not commit the TJJD to an extension.

(a) If the TJJD exercises this option/ renewal, the extended contract shall be considered to include this option/ renewal clause.

(b) The total duration of this contract, including the exercise of any options/renewals under this clause, shall not exceed one year from date of award.

63. Permits, Certifications, and Licenses

Vendor represents and warrants that it has determined what licenses, certifications, and permits are required under the Contract and has acquired all applicable licenses,

certifications, and permits and shall maintain them as necessary throughout the term of the Contract.

64. Price Adjustment Based on Tariffs

The parties may agree to adjust prices periodically to reflect changes in tariffs implemented after the Response Due Date that affect the cost of supplying goods under this Contract. Any existing tariffs at the time of the response should be considered as part of the response price. To request a price increase related to tariffs, Contractor must provide documentation that includes the effective date, amount and scope of the tariffs. Contractor must demonstrate with specificity the effect of tariffs on its necessary and reasonable cost of supplying goods under this Contract, including its commercial reasons for using a source subject to tariffs. Any adjustment is at the agency's sole discretion. If the agency grants an adjustment related to tariffs, Contractor shall monitor tariff levels and notify the agency within five business days of any reduction or repeal. The agency may reduce or retract a tariff adjustment it has granted at any time by notifying the Contractor of the new prices.

65. Prior Disaster Relief Contract Violation

Under Sections 2155.006 and 2261.053 of the Texas Government Code, the Vendor certifies that the individual or business entity named in this Response or Contract is not ineligible to receive the specified contract and acknowledges that this Contract may be terminated and payment withheld if this certification is inaccurate.

66. Prompt Payment

Payment shall be made in accordance with Chapter 2251 of the Texas Government Code, commonly known as the Texas Prompt Payment Act. Chapter 2251 of the Texas Government Code shall govern remittance of payment and remedies for late payment and non-payment.

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68. Public Information Act

Information, documentation, and other material in connection with a solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, Vendor is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.

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70. Restricted Employment for Certain State Personnel

Pursuant to Section 572.069 of the Texas Government Code, Vendor certifies that it has not employed and will not employ a former state officer or employee who participated in a procurement or contract negotiations for TJJD involving Vendor within two (2) years after the date that the Contract is signed or the procurement is terminated or withdrawn.

This certification applies to former state officers or employees whose state service or employment ceased on or after September 1, 2015.

71. Restriction on Possession of Weapons

Vendor agrees that Vendor or any employees, contractors, subcontractors, or associates providing services on behalf of Vendor shall not carry or possess any type of firearm or other weapon listed in Texas Penal Code Section 46.01 while rendering services to TJJD youth under this Contract. This prohibition includes the carrying of a handgun licensed under the authority of Chapter 411, Subchapter H, Texas Government Code. Vendor shall be under an affirmative duty to keep weapons out of the possession of TJJD youth in Vendor's care.

72. Sanctions

- a. In addition to its authority to terminate this Contract under the termination provision or other provisions of this Contract, TJJD, based on information from monitoring or other verifiable sources, may take other actions including, but not limited to:
 - i. Requiring Vendor to take specific corrective actions in order to remain in compliance with the terms of this Contract; and/or
 - ii. Recouping payment made to Vendor; and/or
 - iii. Imposing recommendations from audit or investigative findings, and minor or major sanctions; and/or
 - iv. Recovery of damages to the extent allowed by Texas law for each instance of non-compliance; and/or
 - v. Suspending, placing into abeyance, or removing any contractual rights including, but not limited to, withholding payment.
- b. Vendor shall fully cooperate with TJJD and its authorized representatives in carrying out corrective action plans.

73. Severability

If any provision of the Contract is construed to be illegal or invalid, such construction will not affect the legality or validity of any of its other provisions. The illegal or invalid provision will be deemed severable and stricken from the Contract as if it had never been incorporated herein, but all other provisions will continue in full force and effect.

74. Signature Authority

By submitting this Response, Vendor represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Vendor and to bind the Vendor under any contract that may result from the submission of this Response.

75. Sovereign Immunity

The Parties expressly agree that no provision of the Contract is in any way intended to constitute a waiver by TJJD or the State of Texas of any immunities from suit or from liability that TJJD or the State of Texas may have by operation of law.

76. Specifications

Vendor shall provide services in accordance with the specifications contained in the Contract. TJJD will determine the answers to all questions that may arise as to the

interpretation of the specifications and the quality or acceptability of work performed. Substitutions cannot be made without TJJD prior approval. TJJD will decide the rate of progress of the work and the acceptable fulfillment of services on the part of Vendor.

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78. State Auditor's and TJJD's Right to Audit

Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under any contract or indirectly through a subcontract under the Contract. The acceptance of funds by Vendor or any other entity or person directly under the Contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, Vendor or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Vendor shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the Contract and the requirement to cooperate is included in any subcontract it awards.

Vendor shall maintain and retain supporting fiscal documents adequate to ensure that claims for contract funds are in accordance with TJJD and State of Texas requirements. Vendor shall maintain all such documents and other records relating to this Contract and the State's property for a period of seven (7) years after the date of submission of the final invoices or until a resolution of all billing questions or contract issues, whichever is later. Vendor shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all information related to the State's property, such as work papers, reports, books, data, files, software, records, and other supporting documents pertaining to this contract, for purposes of inspecting, monitoring, auditing, or evaluating by TJJD, the State of Texas, or their authorized representatives. Vendor shall cooperate with auditors and other authorized TJJD and State of Texas representatives and shall provide them with prompt access to all of such State's property as requested by TJJD or the State of Texas. Vendor's failure to comply with this provision shall constitute a material breach of this contract and shall authorize TJJD to immediately terminate and/or assess liquidated damages to the extent allowed by Texas law. TJJD may require, at Vendor's sole cost and expense, independent audits by a qualified certified public accounting firm of Vendor's books and records or the State's property. The independent auditor shall provide TJJD with a copy of such audit at the same time it is provided to Vendor. TJJD retains the right to issue a request for proposals for the services of an independent certified public accounting firm under this Contract.

The Contract may be amended unilaterally by TJJD to comply with any rules and procedures of the state auditor in the implementation and enforcement of Section 2262.154 of the Texas Government Code.

79. Subcontractors

Vendor may not subcontract any or all of the work and/or obligations due under the Contract without prior written approval of TJJD. Subcontracts, if any, entered into by the

Vendor shall be in writing and be subject to the requirements of the contract. Should Vendor subcontract any of the services required in the Contract, Vendor expressly understands and acknowledges that in entering into such subcontract(s), TJJD is in no manner liable to any subcontractor(s) of Vendor. In no event shall this provision relieve Vendor of the responsibility for ensuring that the services performed under all subcontracts are rendered in compliance with this Contract.

80. Surveillance, Intimidation, and Related Acts

Vendor certifies that it (and its subcontractors) have not, and if awarded a contract, will not, either directly or indirectly through a third party, engage in surveillance targeting or engage in an act of intimidation, coercion, extortion, undue influence, or other similar conduct intended to influence, silence, or retaliate against:

- (1) a member of the state legislature or person employed to support the state legislature in any capacity;
- (2) a family member of a person described by (1);
- (3) a state agency employee; or
- (4) an individual making a complaint or raising concerns regarding state agency operations or contracting.

Vendor certifies that it and its subcontractors have not, and if awarded a contract will not, either directly or indirectly through a third party, use private or confidential information to manipulate or influence a state contracting decision or proceeding. Vendor acknowledges that it, its executives and directors, and other associated entities and individuals could be terminated, barred from state contracts, and penalized up to \$2 million for a violation of Government Code, Section 2261.302.

81. Survival

Expiration or termination of the Contract for any reason does not release Vendor from any liability or obligation set forth in the Contract that is expressly stated to survive any such expiration or termination, that by its nature would be intended to be applicable following any such expiration or termination, or that is necessary to fulfill the essential purpose of the Contract, including without limitation the provisions regarding warranty, indemnification, confidentiality, and rights and remedies upon termination.

82. Suspension and Debarment

Vendor certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the *State of Texas Debarred Vendor List* maintained by the Texas Comptroller of Public Accounts and the *System for Award Management (SAM)* maintained by the General Services Administration.

83. Taxes

Purchases made for state uses are exempt from Texas State Sales Tax and Federal Excise Tax. A Tax Exemption Certificate will be furnished upon written request to TJJD. Vendor represents and warrants that it shall pay all taxes or similar amounts resulting from the Contract, including, but not limited to, any federal, State, or local income, sales or excise taxes of Vendor or its employees. TJJD shall not be liable for any taxes resulting from the Contract.

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86. Termination for Convenience

- a.** Vendor may terminate the Contract for convenience by giving one hundred eighty (180) calendar days' written notice to TJJD.
- b.** TJJD may terminate the Contract for convenience on thirty (30) calendar days' written notice. There is no buy out or other amounts due if TJJD terminates early. Upon termination under this provision, Vendor shall refund to TJJD any amounts attributable to the terminated months within thirty (30) days of the termination.
- c.** TJJD shall terminate this Contract in the event that TJJD is not granted funding to pay for the herein described services or in the event that funding is lost due to either a reduction in the budget or a reallocation of budgeted funds.
- d. Cause/Default/Breach:** If Vendor fails to provide the goods or services contracted for according to the provisions of this Contract, or fails to comply with any terms or conditions of this Contract, TJJD may, upon written notice of default or breach to Vendor, immediately terminate all or any part of this Contract. Termination is not an exclusive remedy, but exists in addition to any other rights and remedies provided in equity, by law, or under this Contract. TJJD may exercise any other right, remedy, or privilege available to it under applicable law or may proceed by appropriate court action to enforce the provisions of this Contract. The exercise of any of the foregoing remedies will not constitute a termination of this Contract unless TJJD notifies Vendor in writing prior to the exercise of such remedy. Vendor shall be liable for all costs and expenses, including court costs, incurred by TJJD with respect to the enforcement of any of the remedies listed herein.

87. Termination for Non-Appropriation - Funding Out Clause

- a.** The Contract is subject to termination or cancellation, without penalty to TJJD, either in whole or in part, subject to the availability of state funds. TJJD is a state agency whose authority and appropriations are subject to actions of the Texas Legislature. If TJJD becomes subject to a legislative change, revocation of statutory authority, or lack of appropriated funds that would render either TJJD's or Vendor's delivery or performance under the Contract impossible or unnecessary, the Contract will be terminated or cancelled and be deemed null and void. In the event of a termination or cancellation under this Section, TJJD will not be liable to Vendor for any damages, that are caused or associated with such termination, or cancellation, and TJJD will not be required to give prior notice.
- b.** TJJD is prohibited from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium.

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90. Unfair Business Practices

Vendor represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit and that Vendor has not been found to be liable for such practices in such proceedings. Vendor certifies that it has no officers who have served as officers of

other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

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EXHIBIT F

INVOICE COVERSHEET

Please ensure all required fields (service dates, service region, and corresponding invoice email address) are accurately captured to ensure timely reimbursement.

- When emailing an invoice please include the service region, month, year in the email **subject line**.
- Invoice request should be sent to the individual respective region invoice email address and Regional Parole Manager.
- When submitting a reimbursement request, please submit this coversheet, invoice(s) and sign in sheet(s) to the designated regional invoice email address.

Please complete the following

Service date(s): Begin Date Click or tap to enter a date. End Date Click or tap to enter a date.

Service Region: Choose a Region

Corresponding invoice email address (please check one):

TJJD Region	Invoice email address	TJJD Regional Parole Manager
1 ☐	hoinvoice@tjtd.texas.gov	Anthony.kibble@tjtd.texas.gov
2 ☐	hoinvoice@tjtd.texas.gov	Tony.roberts@tjtd.texas.gov
3 ☐	hoinvoice@tjtd.texas.gov	Danny.butts@tjtd.texas.gov
4 ☐	hoinvoice@tjtd.texas.gov	Neil.eddins@tjtd.texas.gov
5 ☐	hoinvoice@tjtd.texas.gov	Javier.aguilar@tjtd.texas.gov
6 ☐	hoinvoice@tjtd.texas.gov	Todd.johnson@tjtd.texas.gov
7 ☐	hoinvoice@tjtd.texas.gov	Carmenlla.sanchez@tjtd.texas.gov

Please note

- Coversheet, invoices and sign-in sheets must be submitted monthly.
- Progress notes and/or updates must be submitted monthly according to the contractual agreement.
- Cover sheets should identify one specific region and regional invoice email address.
- Invoices can take up to 30 business days to process once submitted; if there are no errors in processing.
- If you have not received reimbursement for **services 30 business days after submitting an invoice**, please contact: amy.dupaty@tjtd.texas.gov for status inquiry.
- Attach a legible copy of the sign in sheet and invoice to ensure no delays in processing.
- Documents sent to the wrong invoice email address will result in processing delays.

If you have any questions or concerns, please contact amy.dupaty@tjtd.texas.gov

	SPECIALIZED TREATMENT AFTERCARE SIGN-IN SHEET	TEXAS JUVENILE JUSTICE DEPARTMENT
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SERVICE PROVIDER:	SIGNATURE:	DATE:
ADDRESS:	TELEPHONE NUMBER: ()	
CONTRACT NO.		

TYPE OF SERVICE: ☐ AOD ☐ MH ☐ SB

CATEGORY: ☐ INDIVIDUAL ☐ GROUP ☐ FAMILY

LOCATION: ☐ IN OFFICE ☐ HOME BASED ☐ OUT OF OFFICE ☐ TJJD LOCATION ☐ Telehealth ☐ Telephone

"Treatment was provided to the following Youth"
(In order to receive credit for the service each line must be completed and Youth receiving treatment must sign below)

	Youth Name (Print)	TJJD #	Youth Signature	Date	Parole Officer/ Case Manager	Parole Region	Appointment Time			Total Time	No Show
							Scheduled Appt. Time	Start	End		
1											
2											
3											
4											
5											
6											
7											
8											

Provider Certification: This completed sign-in sheet is submitted with invoice for payment. A separate form has been used for each TJJD location. I certify that the above listed treatment has been given to the above listed youth, in the proper category, location and for the allotted time outlined in contract with TJJD. As per the contractual obligation of the stated contract, I have consistently and in a timely manner communicated case notes, summaries, and progress reports with all agents of care (Parole Managers, Parole Supervisors, Parole Officers and/or all other acting agents of TJJD) on behalf of the youth. I confirm and certify that the above-named youth were not required to sign this document in advance of services rendered and that start and end times of services are accurate. This document and the services indicated has also been verified against my office records to assure that TJJD is only billed for certified services provided to the youth.

Signature _____ Date _____

	SPECIALIZED TREATMENT AFTERCARE Monthly Aftercare Progress Note	TEXAS JUVENILE JUSTICE DEPARTMENT
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Service Provider:

Reporting Period:

Youth Name:

Type of Service:

☐ Substance Use

☐ Behavioral Health

☐ Sex-Offender Treatment

Category: Location:

☐ Individual

☐ Group

☐ Family

☐ In Office

☐ Home Based

☐ Out of Office

☐ TJJD Location

☐ Telehealth

☐ Telephone

Missed appointment(s):

Date

Reason

Date Reported to TJJD

Date

Reason

Date Reported to TJJD

Date

Reason

Date Reported to TJJD

Treatment Plan Goals and Objectives:

Issues to be addressed (must relate to issues identified during the initial intake and assessment):

Goal 1:

Plan for treatment to meet this goal:

Goal 2:

Plan for treatment to meet this goal:

Goal 3:

Plan for treatment to meet this goal:

Goal 4:

Plan for treatment to meet this goal:

Criminogenic and Responsivity needs identified during the month (select all that apply):

Criminogenic needs identified during the reporting period-

- Criminal Attitudes, values, beliefs ☐
- Peer association ☐
- Personality (Antisocial behavior, cognition or personality) ☐
- Education/employment ☐
- Family ☐
- Substance use ☐
- Leisure/recreation ☐

Responsivity needs identified during the reporting period-

- Physical/Sensory ☐
- Cognitive/Learning Style ☐
- Emotional & Behavioral Health ☐
- Motivation for Change ☐
- Trauma-related ☐
- “Other” Environmental “Anything that might get in the way of treatment delivery is a responsivity need.” ☐

Progress Notes/Updates

Summary of client’s participation and progress, or lack thereof, in meeting goals and objectives identified in the Treatment Plan

Progress toward reducing risk factors and increasing protective factors-

Progress toward addressing responsivity needs: (Any significant occurrence’s, such as disruptive behaviors, inattentive, or other information which may be helpful in case planning to address responsivity needs).

Progress toward addressing criminogenic needs: (Any significant occurrence's, such as disruptive behaviors, impairment with self-control, anti-social personality traits, or anti-social values which may be helpful in case planning to address criminogenic needs.)

Summary of the youth's participation in clinical services provided-

Topics and summaries of client attendance and level of participation:

Ability to process and implement new information:

Changes in behaviors and conditions that demonstrate that problems contributing to risk have been or are in the process of being, satisfactory addressed:

Summary of the Parole Officer level of engagement and collaboration-

Describe the level of engagement and collaboration from the parole officer:

Summary documentation of all collateral contacts made:

Describe all collateral contacts made during the reporting period:

Provider Certification: This completed sheet is submitted to the Parole Officer and Regional Manager on a monthly basis. I certify that the above listed treatment has been given to the above listed youth, in the proper category, location and for the allotted time outlined in contract with TJJD. As per the contractual obligation of the stated contract, I have consistently and in a timely manner communicated case notes, summaries, and progress reports with all agents of care (Parole Managers, Parole Supervisors, Parole Officers and/or all other acting agents of TJJD) on behalf of the youth. This document and the services indicated has also been verified against my office records to assure that TJJD is only billed for certified services provided to the youth.

Signature _____ Date _____