

**GRANT AGREEMENT**  
**Care Coordination Agencies – Olympic Region Care Coordination Hub**

**Grantee Legal Name: Kitsap Public Health District**

**Grant ID: Care\_Connect\_Kitsap\_KPHD**

Dear Kitsap Public Health District:

It is my pleasure to inform you that Olympic Community of Health (hereinafter “OCH”) has authorized a grant to Kitsap Public Health District (“*Grantee*”) in the maximum amount of \$148,953.00 (one-hundred forty-eight thousand, nine-hundred fifty three dollars) (the “*Grant*”), payable on a cost reimbursement basis as set forth below, subject to Grantee’s acceptance of, compliance with or the making of, as the case may be, the terms, conditions, agreements, warranties, representations, and other provisions set forth in this agreement (this “*Agreement*”).

The Grant shall be used for the purpose of delivering community-based care coordination activities in Kitsap County and supporting a regionwide system for community-based care coordination in the Olympic region (Clallam, Jefferson, and Kitsap counties) (collectively, the “*Purpose*”) and in accordance with the project deliverables and Scope of Work in Exhibit B and C.

Grantee and OCH acknowledge, agree, and consent to the following terms, conditions, agreements, warranties, representations, and other provisions, which either relate to or are attached to the Grant:

1. **Term.** The term of this Agreement will commence as of July 1, 2022 (the “*Effective Date*”) and will expire June 30, 2023 unless terminated earlier as provided herein (the “*Term*”). Notwithstanding the foregoing, Grantee shall adhere to the Grant budget set forth in Exhibit A.
2. **Payment of Grant Funds.** Grantee will submit invoices to OCH for all amounts to be paid on a cost reimbursement basis in accordance with Exhibits A and B, attached hereto and incorporated herein. Invoices are due no later than the 15<sup>th</sup> day of the month following the month of services provided and must provide detailed information as requested. Invoices shall be delivered electronically with all backup documentation to [admin@olympicch.org](mailto:admin@olympicch.org). All invoices must be approved by OCH prior to payment; approval will not be unreasonably withheld. OCH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the scope of work and budget. OCH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance. Grantee will not invoice for services if they are entitled to payment, have been, or will be paid by any other source for that service. OCH will issue payment within 45 days of receiving a correct and complete invoice and approving the

deliverable(s). OCH must receive correct and complete invoices within 30 days of the contract expiration date. Failure to submit a properly completed IRS form W9 may result in delayed payments.

3. **Representations, Warranties, and Covenants.** Grantee makes the following representations, warranties, and covenants:

- a. **Generally.** Grantee is a governmental unit, etc. duly formed, validly existing, and in good standing in the state of its formation or incorporation with all governmental power, authority, and permits necessary to carry on its activities, including the Purpose of the Grant. The execution and performance of this Agreement have been duly authorized by all necessary action on the part of Grantee.
- b. **Qualifying Grantee Status.** Grantee is currently, and at all times during the Term will be, a Qualifying Grantee. For purposes of this Agreement, a “Qualifying Grantee” is an organization which at all times meets the following criteria of the Internal Revenue Code of 1986 (as amended, including any corresponding provisions of predecessor or successor federal tax laws, “Code”):
  - (i) it is a charitable organization described in Code Section 501(c)(3), a governmental unit defined in Code Section 170(c)(1), or an integral part of or an instrumentality of a governmental unit defined in Code Section 170(c)(1);
  - (ii) it is not a “private foundation” within the meaning of Code Section 509(a);
  - (iii) it is not a Type III Supporting Organization within the meaning of Code Section 509(a)(3); and
  - (iv) it is an organization pursuant to which the acceptance of the provisions of this Agreement or of the Grant will not adversely affect Grantee’s status under subsections (i) – (iii) above.

Grantee is not aware of any threat or challenge to its status as a Qualifying Grantee. Furthermore, if Grantee is a publicly supported charity within the meaning of Code Section 170(b)(1)(A)(iv) or (vi) or Section 509(a)(2), Grantee represents that the Grant will not cause Grantee to lose its status as a publicly supported charity.

- c. **Grant Fund Restrictions.** The Purpose of the Grant is charitable, educational, and/or scientific as such purposes are generally defined by those authorities interpreting the provisions of Code Section 501(c)(3), and the Grant (and all income and gains earned thereon) will only be used for such charitable, educational, and/or scientific purposes and will not be used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, or violate any applicable local, state, federal, or foreign law. Further, the Grant is not earmarked for influencing legislation within the meaning of Code Section 4945(e), and there has been no agreement, written or oral, to that effect between OCH and Grantee. Grantee agrees that the Grant (and all income or gains earned

thereon) shall be used solely for the Purpose and to complete the deliverables in Exhibit B, unless approved otherwise by prior written consent of OCH.

- d. **Lobbying Activity.** The parties acknowledge that OCH will not direct nor control Grantee's interactions with any government officials or employees. Grantee agrees that it will advise OCH if it or any of its agents engage in activity that could give rise to any disclosure of the Grant or OCH under federal, state, or local lobbying disclosure rules and/or campaign finance laws.
  - e. **Compliance with the Law.** Grantee complies with, and will continue to comply with, all applicable local, state, federal, and foreign laws, statutes, rules, and regulations, as amended from time to time.
  - f. **Restriction on Referral Fees.** Grantee will ensure that any contract that Grantee is a party to or that Grantee enters into in connection with this Grant will include prohibitions on the payment of referral fees, commissions or similar arrangements to any person or entity whatsoever.
  - g. **Subgrantees.** If budgeted for, Grantee may select subgrantees of its choice to assist Grantee in furtherance of the Purpose and as set forth in Exhibit A and B. Grantee confirms that OCH has not required either in writing or orally that Grantee select any specific subgrantee, and Grantee shall retain full discretion and control over the selection of subgrantees. Grantee is responsible for ensuring that all subgrantees use Grant funds solely in a manner that is consistent with this Agreement.
  - h. **Accurate Information.** All information relating to the Grant heretofore provided to OCH by Grantee or to be provided to OCH by Grantee during the Term has been, and for the duration of the Term (and for so long as any obligations pursuant to Sections 5 and 6 of this Agreement remain outstanding) will at all times continue to be true, accurate and complete in all material respects.
4. **Intellectual Property.** Grantee grants OCH a non-exclusive, non-commercial, perpetual, worldwide, transferable, royalty-free license (the "*License*") to:
- (i) any and all work product, source code, computer programs, applications, writings, other works of authorship, copyrights, inventions, designs, utility models, patents, trademarks, and trade secrets;
  - (ii) applications or derivatives of or related to any of the foregoing; and
  - (iii) any other intellectual property rights;

that (a) arise or result from Grantee's direct or indirect use of the Grant; or (b) are created by or for Grantee in furtherance of the Purpose (collectively, the "*Grant- Related Intellectual Property*"). The License includes at least the following rights: (i) to make or have made, use,

import, or provide any service, product, method, or apparatus, covered by the Grant-Related Intellectual Property; (ii) to reproduce, prepare derivative works of, make improvements to, perform, display, and distribute any work, process, or service, covered by the Grant-Related Intellectual Property; and (iii) a limited right to sublicense the Grant-Related Intellectual Property to third-parties either for use by any such third party solely to support OCH's non-commercial use of the Grant-Related Intellectual Property, or for non-commercial use by any such third party.

5. **Records.** Grantee will maintain and preserve, as applicable: (i) accurate and complete records of receipts and expenditures made from Grant funds and (ii) all back-up files, papers, software code, instructions, specifications, materials, and documentation relating to, comprising, constituting, and/or necessary for the use of the Grant-Related Intellectual Property during the period covered by Grantee's reporting obligations specified in Section 6 of this Agreement and for at least three (3) years thereafter. During the Term, and for three (3) years thereafter, upon the request of OCH, Grantee shall make such records available for inspection by OCH and its representatives during normal business hours, and Grantee shall cooperate and assist OCH with OCH's review of such records. In the event of termination of this Agreement, OCH may, in writing, request that Grantee provide OCH with such records or access to such records, and Grantee will provide all such materials to OCH or access to such materials within ten (10) business days of OCH's written request.

6. **Reporting and Information.**

- a. **IRS Information.** Grantee will immediately provide OCH with (i) a copy of Grantee's current, valid determination letter from the Internal Revenue Service recognizing Grantee's status as a Qualifying Grantee; and (ii) upon request by OCH, copies of Grantee's financial statements and Forms 990, as applicable, with respect to Grantee's fiscal years occurring during the Term.
- b. **Reporting.** Grantee will promptly provide OCH with the grant reporting described in Exhibit B. Report will include the following:
- (i) a confirmation that the Grant funds have been spent exclusively toward the Purpose/deliverables in accordance with the budget and scope of work and have not been used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, violate any applicable local, state, federal, or foreign law, or used to undertake any activities for a non-charitable purpose;
  - (ii) a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose/deliverables of the Grant) as well as any supporting documentation; and
  - (iii) a confirmation of Grantee's compliance with the terms of this Agreement. Grantee shall also inform OCH of any material change in its

operating budget and expenses. Grantee also agrees to provide OCH with a copy of all materials developed or published using the Grant upon written request. Moreover, the Grant Reports shall include any other information related to this grant requested by OCH reasonably in advance of the due date of the relevant Grant Report.

- c. **Unspent Funds.** If the Grant funds are not fully expended by Grantee in accordance with the Budget as set forth in Exhibit A, Grantee will disclose this to OCH. Due to the cost reimbursement nature of this contract, unspent funds will not be available for carry over and will go unallocated.
  - d. **Required Notifications.** Grantee will (i) immediately furnish OCH with any information concerning a threatened, proposed, or actual change in Grantee's status as a Qualifying Grantee, and (ii) provide OCH prompt written notice (1) if any of the events in Section 7 of this Agreement occurs, (2) of each and every event which, at the giving of notice or lapse of time, could reasonably be expected to constitute an event described in Section 7 of this Agreement, and (3) if any civil or criminal complaint, demand, claim, investigation, or adversarial proceeding is asserted or threatened against Grantee, any other entity engaged in the Purpose, or any of Grantee's respective employees, contractors, or subgrantees.
7. **Termination for Cause.** In the event of a default by either party under this Agreement, the nondefaulting party may give written notice to the defaulting party that it intends to terminate this Agreement if the default is not cured within 30 days, or such longer period of time as may be reasonable under the circumstances, of when the notice is sent. If the default is not cured within that time, the nondefaulting party may proceed to terminate this Agreement and shall have all rights and remedies available to it under general law.
  8. **Payment Obligation; Return of Funds.** In the event that OCH terminates this Agreement pursuant to the terms hereunder, OCH shall be liable only for payment in accordance with the terms of this contract for services rendered prior to the effective date of termination;
  9. **Insurance.** Grantee must provide insurance coverage as set out in this section. The intent of the required insurance is to protect OCH should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of Grantee or grantee's subcontractor, or agents of either, while performing under the terms of this Agreement. Grantee must provide insurance coverage that is maintained in full force and effect during the term of this Agreement. The Grantee must provide proof of the following:
    - a. Commercial general liability insurance: Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1 million per occurrence/\$2 million general aggregate. Additionally, Grantee is responsible for

ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- b. Professional liability errors and omissions insurance: Provide a policy with coverage of not less than \$1 million per claim/\$2 million general aggregate.
- c. Business automobile liability insurance: In the event that services delivered pursuant to this Agreement involve the use of vehicles, either owned, hired, or non-owned by the Grantee, automobile liability insurance is required covering the risks of bodily injury (including death) and property damage, including coverage for contractual liability. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

The commercial general liability and the business automobile liability policies must name OCH, its agents and employees as additional insureds under the insurance policy/ies. All policies must be primary to any other valid and collectable insurance. In the event of cancellation, non-renewal, revocation or other termination of any insurance coverage required by this Agreement, Grantee must provide written notice of such to OCH within one (1) Business Day of Grantee's receipt of such notice. Failure to buy and maintain the required insurance may, at OCH's sole option, result in this Agreement's termination.

**10. Indemnity; Liability.** Each party shall indemnify, defend and hold harmless the other party and its elected and appointed officials, officers, employees, and agents from and against any liability, damage, loss or expense (including reasonable attorneys' fees and expenses of litigation) incurred or imposed upon the indemnitee in connection with any claims, suits, actions, demands or judgments, arising out of or related to the negligence of the indemnitor or its elected or appointed officials, officers, employees and agents in the performance of this Agreement.

**11. Grant Publicity.** Grantee may include the name and logo of OCH in a general list of Grantee's supporters without prior permission, provided that Grantee treats OCH in the same manner that it treats its other similarly situated donors and supporters and provided further that Grantee complies with the terms of OCH's trademark usage guidelines as provided by OCH from time to time. Grantee may disclose the Grant as required by IRS requirements such as disclosure in Grantee's Form 990 and as otherwise required by law or regulation, provided that Grantee provides OCH with at least three (3) business days' advance notice of any such disclosure and agrees to cooperate with OCH to revise such disclosure as reasonably requested by OCH.

Except as otherwise set forth above, if Grantee desires to use the name or logo of the name of OCH, or link to OCH, directly or indirectly (*i.e.*, speaking events, press interviews, press release, professional or trade publication, website, advertisement, or other public document or announcement), Grantee shall obtain **prior written consent** from OCH for such use, reference, or link. Grantee shall seek such consent at least three (3) business days in advance

of Grantee's proposed publicity, and shall provide the Grant ID, content to be approved, as well as the timing and outreach strategy. Grantee shall send all such information to och@olympicch.org and shall designate a Grantee point of contact with email address and telephone number for such request and future requests.

Notwithstanding the foregoing, the parties recognize that this Section does not affect Grantee's rights to publish any materials or research funded with this Grant or to release public statements or information about activities or research funded with this Grant to the extent such materials, research, statements, or information do not mention the Grant, this Agreement, and/or OCH.

**12. Governing Law and Venue.** This Agreement shall be governed by the laws of the State of Washington, and shall be performable and enforceable in Jefferson County, Washington. The sole and exclusive jurisdiction for any dispute arising under or related to this Agreement shall be in the state district courts of Jefferson County, Washington, and Grantee irrevocably submits in advance to personal jurisdiction in the state superior courts of Jefferson County, Washington. EACH PARTY TO THIS AGREEMENT HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

**13. Entire Agreement.** This Agreement supersedes any prior oral or written understanding or communications between the parties or any representative thereof and constitutes the entire agreement of the parties with respect to the subject matter hereto. This Agreement may not be amended or modified, nor any of its provisions waived, except in a written document (which may include electronic mail) signed by an authorized representative of Grantee and OCH Grants Manager or other authorized representative. All exhibits hereto constitute part of this Agreement and are expressly incorporated herein.

**14. Waiver.** Any waiver of any kind by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach. Either party's delay or omission in exercising any right, power, or remedy pursuant to a breach or default by the other party shall not impair any right, power, or remedy which that party may have.

**15. Severability.** If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, such provision shall be ineffective only to the extent of such illegality or unenforceability. The remainder of this Agreement shall remain in full force and effect, and the parties shall amend or otherwise modify this Agreement to replace the affected provision or portion thereof with an effective and valid provision that gives effect to the intent of the parties to the maximum extent possible.

**16. Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective permitted successors, assigns, heirs and legatees; *provided, however,* Grantee cannot assign, or otherwise transfer, its rights or delegate any of its obligations, without the prior written consent of OCH, which consent OCH may withhold, condition or delay in its sole discretion.

- 17. No Third Party Rights.** Except for the Indemnified Parties as set forth in Section 10 of this Agreement, it is the explicit intention of the parties that no person or entity other than the parties is or shall be entitled to bring any action to enforce any provision of this Agreement and that the covenants and agreements set forth herein shall be solely for the benefit of and enforceable only by the parties or their respective successors and assigns as permitted hereunder.
- 18. Remedies.** The rights and remedies provided in this Agreement are cumulative in nature and shall be in addition to any such other rights and remedies available at law or in equity. Grantee acknowledges and agrees that there can be no adequate remedy at law for any breach by Grantee of this Agreement, that any such breach may result in irreparable harm to OCH for which monetary damages would be inadequate to compensate OCH, and that OCH shall have the right, in addition to any other rights available under applicable law, to obtain injunctive relief to restrain any breach or threatened breach of, or otherwise to specifically enforce, any covenant or obligation of Grantee under this Agreement, without the necessity of posting any bond or security.
- 19. Independent Parties.** This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto. Grantee acknowledges and agrees that it will conduct all activities funded by the Grant in its own name and that Grantee's employees and agents are not, and will not hold themselves out to be, agents or representatives of OCH for any purpose.
- 20. Survival.** The provisions of Sections 4, 5, 6, 8, 9, and 10, 11 shall survive any expiration or termination of this Agreement, and each party shall remain obligated under any other provisions that expressly or by their nature survive any expiration or termination of this Agreement.
- 21. Multiple Counterparts.** This Agreement may be signed in multiple counterparts, which may be signed by the parties separately, but together shall constitute a single agreement.
- 22. Grantee and Grantor Contract Managers.** Grantee's Contract Manager will have prime responsibility and final authority for the work performed provided under this Contract and be the principal point of contact for OCH Contract Manager for all business matters, performance matters, and administrative activities. OCH's Contract Manager is responsible for monitoring the Grantee's performance and will be the contact person for all communications regarding Contract performance and deliverables. OCH Contract Manager has the authority to reject any services that OCH Contract Manager reasonably determines do not comply with the terms of the Contact. The contact information provided below may be changed by written notice of the change (email acceptable) to the other party.

**GRANTEE CONTRACT MANAGER INFORMATION**

Name: Nancy Acosta

Title: Parent Child Health Program Manager

Address: 345 6<sup>th</sup> Street, Suite 300, Bremerton WA 98368



Phone: 360.731.6144  
Email: nancy.acosta@kitsappublichealth.org

OCH CONTRACT MANAGER INFORMATION

Name: Miranda Burger  
Title: Program Manager  
Address: 1322 Washington St., #641, Port Townsend, WA 98368  
Phone: 360.633.9579  
Email: [Miranda@olympicch.org](mailto:Miranda@olympicch.org)

OCH FINANCE MANAGER & INVOICING INFORMATION

Name: Debra Swanson  
Title: Operations Manager  
Address: 1322 Washington St., #641, Port Townsend, WA 98368  
Phone: 360.509.7713  
Email: [admin@olympicch.org](mailto:admin@olympicch.org)

We look forward to our Grant assisting your organization in accomplishing its mission and charitable goals.

Sincerely,

Olympic Community of Health

DocuSigned by:  
*Celeste Schoenthaler*  
By: \_\_\_\_\_  
Name: Celeste Schoenthaler  
Title: Executive Director

Date: 9/12/2022  
\_\_\_\_\_

ACCEPTED AND AGREED: KITSAP PUBLIC  
HEALTH DISTRICT

Grantee DocuSigned by:  
**Keith Grellner**  
By: \_\_\_\_\_  
Name: ~~Keith Grellner~~  
Title: Administrator  
Date: 9/12/2022  
\_\_\_\_\_

**EXHIBIT A  
BUDGET**

**1. Commencement Date**

All Grant spending will commence on the Effective Date; **OR**

OCH acknowledges that Grantee began work related to the Purpose on July 1, 2022. Accordingly, Grant funds may be used for costs that were incurred starting July 1, 2022 so long as the terms below were complied with.

**2. End Date.** All Grant spending will be concluded by no later than June 30, 2023.

**3. Use of Grant Funds.** The Grant will be used exclusively for and directly related to the Purpose/deliverables, are included in the Budget below, and are in strict compliance with the terms of this Agreement. The Grantee will provide a full, detailed accounting of expenditures of grant funding.

**4. Re-Budgeting.** Re-budgeting across Budget line items or between Budget periods is allowed, except where such re-budgeting results from a change in the Purpose/Deliverables of the Grant. Notwithstanding the foregoing, however, Grantee must seek OCH's approval for any re-budgeting above 10% for any given Budget line item or for any re-budgeting between Budget periods.

**5. Material Changes.** Grantee must inform OCH of any material change in its operating budget and expenses, including but not limited to material variations in executive compensation.

**Kitsap Public Health District  
July 1, 2022-June 30, 2023 Budget**

| Budget item                      | Item description/justification  | Cost                |
|----------------------------------|---|---------------------|
| Public Health Educator (1.0 FTE) | Care coordination staff, implements scope of work, covering 4 subregions #4-7 | <b>\$69,708.00</b>  |
| Program Manager (.1 FTE)         | Supervisor  | <b>\$11,065.00</b>  |
| Benefits                         | Estimated benefits for 1.1 FTE  | <b>\$24,500.00</b>  |
| Travel                           | mileage for care coordination   | <b>\$2,000.00</b>   |
| Cell phone                       | 1 cell phone at \$60 per month for 12 months                                  | <b>\$720.00</b>     |
| Equipment                        | Laptop  | <b>\$2,500.00</b>   |
| Training                         | needed trainings and resources  | <b>\$2,000.00</b>   |
| Parking                          | Parking onsite  | <b>\$360.00</b>     |
| Indirect rate                    | 37.96% for 2023   | <b>\$36,100.00</b>  |
|                                  |   |                     |
|                                  | <b>Total</b>  | <b>\$148,953.00</b> |

**EXHIBIT B  
REPORTING SCHEDULE**

**Project Report Requirements**

All deliverables and reports will be completed by Grantee as soon as practicable. The annual project report shall provide the following:

1. a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose of the Grant and deliverables completed) as well as any supporting documentation.
2. a confirmation that the Grant funds have been spent exclusively toward the purpose/deliverables in accordance with the budget and scope of work and have not been used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on any voter registration drives, violate any applicable local, state, federal, or foreign law, or used to undertake any activities for a non-charitable purpose;
3. a confirmation of Grantee's compliance with the terms of this Agreement. Grantee shall also inform OCH of any material change in its operating budget and expenses. Grantee also agrees to provide OCH with a copy of all materials developed or published using the Grant upon written request. Moreover, the Grant Reports shall include any other information related to this grant, requested by OCH reasonably in advance of the due date of the relevant Grant Report.

**Reporting Requirements**

| Reports  | Due Date                            | Completion Date |
|--|-------------------------------------|-----------------|
| 1. Monthly meetings with OCH project staff to discuss progress, barriers, requests for assistance.                       | Monthly July 2022 through June 2023 | June 2023       |
| 2. In-person site visit with OCH project staff.  | March 2023                          | June 2023       |
| 3. Final Report submitted to OCH project staff including a narrative of what was accomplished and summary of challenges. | July 15, 2023                       | July 15, 2023   |

## EXHIBIT C SCOPE OF WORK

Care Coordination Agencies (CCAs) are responsible for the following:

- Establish community-based care coordination staff to fulfill duties under this contract. Care coordination staff should be language- and culturally- responsive to support the unique needs of the population to be served.
- Establish and implement workflows and procedures to safely provide services and supports to individuals in isolation and quarantine (I&Q) for COVID-19 in collaboration with OCH.  
*Note: Weekend coverage is only required during peak periods when caseloads are high. Otherwise, state standards call for outreach to clients within one business day after assignment.*
- Connect individuals in I&Q for COVID-19 to support services including fresh grocery delivery, household assistance, care kits, other referrals and resources as needed. *Note: costs for grocery delivery and household assistance are paid out of the OCH budget, not the CCA budget. Care kits are provided by the Department of Health (DOH) to OCH.*
- Coordinate with OCH to obtain care kits, assure grocery delivery, and provide household assistance services.
- Coordinate with Peninsula Community Health Services care coordination staff and develop a bi-directional referral/communication process to ensure all Kitsap County individuals and families in I&Q receive needed supplies and assistance.
- Identify and share local resources in the community to support and address needs.
- Provide education to support individuals and families in I&Q.
- Document and track care coordination and services provided in established data system (training provided by DOH).
- Receive referrals in a variety of ways and reach out to potential care coordination clients.
- Promote care coordination services throughout the community in a variety of ways (e.g., social media, flyers at community hubs, etc.)
- Attend monthly meetings with OCH.
- Participate in regionwide (Clallam, Jefferson, Kitsap counties) care coordination activities.
- On occasion, participate in statewide care coordination meetings and calls.
- Provide monthly invoices promptly to [admin@olympicch.org](mailto:admin@olympicch.org) by the 15<sup>th</sup> of each month.
- Comply with HIPAA and federal guidelines for exchange of personal and health information.
- Perform quality improvement and quality assurance activities to support needed service delivery and outcomes monitoring.