

RGF  
8/4/10

**COOPERATIVE AGREEMENT**

**R. 17132**

**AN AGREEMENT** by and between **JACKSON COUNTY, MISSOURI**, hereinafter referred to as "the County" and **SWOPE HEALTH SERVICES**, 3801 Blue Parkway, Kansas City, MO 64130, a not-for-profit organization, hereinafter called "SHS."

WHEREAS, the County recognizes its statutory obligations to the indigent under Sections 205.210 et seq. and 205.580 et seq., RSMo, and recognizes the problems associated with providing healthcare for homeless individuals and those at risk of homelessness; and,

WHEREAS, Swope Health Services currently provides medical services to indigent families and homeless persons, and desires to continue to assist homeless persons;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and SHS respectively promise, covenant, and agree with each other as follows:

1. **Services.** SHS agrees to use the funds provided by the County under this agreement to provide for The Health Care for the Homeless (HCH) Program. The HCH Program provides health screening, primary medical care, mental health, drug and alcohol support services and case management at sites in Jackson County where homeless persons congregate as is more fully set out in the proposal attached hereto as Exhibit A. As used in this Agreement, the term "indigent person" means a person who is eligible for free care or care at a reduced rate on the basis of income at Truman Medical Center - East and West.

2. **Terms of Payment.** The County agrees to pay to SHS the amount of

**FILED**

AUG 04 2010

MARY JO SPINO  
COUNTY CLERK

\$48,191.00, in quarterly installments of \$12,047.75 each, with the first and second payment to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, SHS shall submit a quarterly report, including a statement of budgeted and actual expenditures, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The reports for the first and second quarters shall be submitted within 30 days after execution of this agreement. The last quarter's report shall include an annual report which shall summarize all of SHS's activities pursuant to this Agreement. SHS's failure to submit this annual report shall disqualify SHS from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the County's Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's

program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of SHS pertaining to the finances and operations of SHS.

6. **Default.** If SHS shall default in the performance or observation of any term or condition of this Agreement, the County shall give SHS written notice setting forth the default and the correction required. If said default shall continue, and not be corrected within 10 days of the receipt of the notice by SHS, the County may, at its election, terminate the Agreement and withhold any payments not yet made to SHS. Said election shall not in any way limit the County's rights to seek legal redress.

7. **Conflict of Interest.** SHS warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

8. **Term.** This Agreement shall be effective as of the first day of January 1, 2010, and terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice delivered thirty (30) days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed as verified by the County's audit as provided in paragraph 5.

9. **Incorporation**. This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 4 day of August, 2010.

APPROVED AS TO FORM

William G. Snyder  
William G. Snyder  
County Counselor

JACKSON COUNTY, MISSOURI

By: Michael D. Sanders  
Michael D. Sanders  
County Executive

ATTEST:

Mary Jo Spino  
Mary Jo Spino  
Clerk of the County Legislature

SWOPE HEALTH SERVICES

By: Frank R. ...  
Executive Director  
43-0957840  
Federal I.D. or S.S. #

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this agreement is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$48,191.00 which is hereby authorized.

Date August 3, 2010

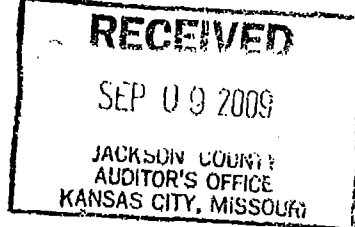
Director of Finance and Purchasing  
Director of Finance and Purchasing  
Acct. No. 002-7601-56789  
76012010002



# OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

415 E 12th Street, 2nd Floor  
Kansas City, MO 64106

Email: [auditor@jacksongov.org](mailto:auditor@jacksongov.org)



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Section B: Agency's 2009 and 2010 Revenue Information .....	page 2
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## Section A: Organization or Agency Information

Name: Swope Health Services

Address: 3801 Blue Parkway; Kansas City, Missouri 64130

Phone No: 816-923-5800 Fax: 816-448-2982

Website Address: [www.swopecommunity.org](http://www.swopecommunity.org)

Federal Tax ID No: 43-0957840 Fiscal Year Cycle: 2010

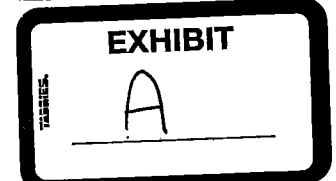
Name and Title of Contact Person: Qiana Thomason, MSW, LCSW

Phone No: 816-627-2118 Email Address: [gthomason@swopecommunity.org](mailto:gthomason@swopecommunity.org)

Submittal of this request has been authorized by: Verneda Robinson, President/CEO

### Summary of Jackson County Funding Request by Program

Program Name <i>(please prioritize with number 1 being most important)</i>	Amount
1. Mental Health Court Diversion	\$ 66,125
2. Healthcare for the Homeless	\$ 50,000
3.	\$ -
<b>Total Jackson County Funding Request for All Programs</b>	<b>\$ 116,125</b>



## Section B: Agency's 2009 and 2010 Revenue Information

<b>Agency's 2010 Revenue Information</b>			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	HHS Federal Funding, HUD	\$ 7,320,727	22
State	Primary Care Grant, MPCA, Family Health Council,	\$ 4,261,348	13
Jackson County	Mental Health Levy, SANKOFA, IMANI	\$ 1,618,937	5
Other Counties		\$ -	0
City	Health Levy, Homeless SHP	\$ 1,345,253	4
Charity/Donations	United Way, Reach, Susan Komen, Wyandotte Hea	\$ 367,344	1
Fundraisers		\$ -	0
Other	WIC, Mobile Medical Unit, Insurance Medicaid, Me	\$ 17,884,409	55
<b>2010 Total Projected Revenue</b>		<b>\$ 32,798,017</b>	

<b>Agency's 2009 Revenue Information</b>				
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue	
Federal	HHS Federal Funding, HUD, SAMHSA	\$ 7,495,851	23	
State	Primary Care Grant, MPCA, Family Health Council,	\$ 4,261,348	13	
Jackson County	Mental Health Levy, COMBAT, Outside Agency Fu	\$ 1,718,937	5	
Other Counties		\$ -	0	
City	Health Levy, Homeless SHP	\$ 1,345,253	4	
Charity/Donations	United Way, Reach, Susan Komen, Wyandotte Hea	\$ 367,344	1	
Fundraisers		\$ -	0	
Other (please list)	WIC, Mobile Medical Unit, Insurance Medicaid, Me	\$ 17,533,734	54	
<b>2009 Total Revenue</b>		<b>\$ 32,722,467</b>		
<b>If your agency received funding from Jackson County in 2009, please identify the funding source, amount and program name below.</b>				
Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 344,654	Imani House and Sankofa
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 1,480,000	MHC, RR & General Serv
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 132,251	MHC, HCH, & CHP
<b>2009 Total Jackson County Funding</b>			<b>\$ 1,956,905</b>	

## Section C: Individual Program Budget

*Complete a separate program budget for each program your agency is applying for funding. Program Name, Priority, and Total Program Request Amount from this sheet must match information entered under Page 1, Section A.*

Agency Name: SWOPE HEALTH SERVICES

Program Name: HEALTHCARE FOR HOMELESS

Priority: 2

**REC**

**DEC 30 2009**

JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

<b>Personal Services</b>					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
PROGRAM MANAGER			-		\$ 2,500
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
Total Salaries					\$ 2,500
Total Benefits					\$ -
<b>Total Personal Services</b>					<b>\$ 2,500</b>
<b>Contractual Services</b>					
<b>Total Contractual Services</b>					<b>\$ -</b>
<b>Supplies</b>					
HOMELESS-PHARMACYSUPPLIES AND RELATED DESPENSING FEES					\$ 45,691
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Supplies</b>					<b>\$ 45,691</b>

**Total Program Request \$ 48,191**

	EFFECTIVE:	ISSUED BY:	REVIEWED:
SWOPE HEALTH SERVICES	9/2007	HUMAN RESOURCES	
	SUPERSEDES:	APPROVED BY:	
JOB DESCRIPTION		HUMAN RESOURCES	PAGE 1 OF 2

JOB TITLE: Program Manager – Health Care for the Homeless/Outreach      SALARY RANGE: EXEMPT  
DEPARTMENT: Behavioral Health  
REPORTS TO: Vice President of Behavioral Health

**JOB SUMMARY**

Provides management and supervision to Outreach programming, including grant and contract oversight, coordinating public relations, leading performance improvement activities, developing strategies for service integration across organizational clinics and assist in aligning Outreach programs with the organizations strategic planning process.

**PRIMARY FUNCTIONS**

1. Oversee the development and implementation of Outreach Department programming and services, including grant/contract management, budgeting and fiscal analysis, resource procurement, performance improvement coordination, staff supervision, training and development while fulfilling the mission, goals and objectives of Swope Health Services.
2. Establish and maintain strong, favorable relationships with payers, community agencies and internal customers to ensure optimal coordination and integration of outreach services.
3. Develop, implement and monitor referral linkages to organizational clinics to ensure consumers are provided integrated services.
4. Foster a workplace environment that maximizes productivity and a positive shared culture.
5. Participate in relevant community coalitions and committees.
6. Complete all reports as assigned.
7. Other duties as assigned.

**Essential Functions/Key Competencies**

1. Ability to manage grants/contracts and track, monitor and evaluate progress of programs and services.
2. High level of problem solving skills, leadership and coaching of staff.
3. Strong oral and written communications skills.
4. Business skills which enhance the operation of the Outreach Department and align with Swope's mission and goals
5. Ability to develop, manage and conduct fiscal analysis on departmental budgets.



**QUALIFICATIONS**

1. Bachelor degree in business or masters degree in social work, counseling or psychology.
2. Five years administrative experience
3. Three years experience in grant writing, grant management and resource procurement.
4. Experience in tracking, analyzing and reporting program performance data.
5. Working knowledge of local, state and national homeless support systems.
6. Excellent communication skills including ability to effectively manage complex personnel issues.
7. Excellent report writing skills and ability to perform data analysis.
8. Meets clinical competency guidelines established for their discipline. See attached "Competency Checklist".

**POSITIONS SUPERVISED**

1. Clinical Coordinator, Outreach and Community Services
2. Direct service associates

## Section D: Program Information

Complete each section for each program your agency is applying for funding.  
 All Program 1 information should be entered in the left column, all Program 2 information in the middle column,  
 and all Program 3 information in the right column.

Program 1 Name	Program 2 Name	Program 3 Name
<p style="text-align: center;">Mental Health Court Diversion</p> <p>The Mental Health Court (MHC) Diversion Program is a specialized docket for non-violent misdemeanor offenders who are extended an opportunity to participate in court-supervised mental health evaluation in lieu of criminal sanctions. Participants in this program are severely and persistently mentally ill (SPMI), have co-occurring disorders (SPMI and chemical dependency) or have experienced other severe trauma that affects their decision making processes and functioning. The program was established in 2002, and like other mental health courts nationally, was established as a strategy for reducing the number of mentally ill individuals who have contact with the criminal justice system by diverting them to treatment. The MHC operates within Jackson County exclusively in the Jackson County Drug Court, Division 50, the Kansas City Municipal Court and the Lee's Summit Municipal Court.</p>	<p style="text-align: center;">Healthcare for the Homeless</p> <p>The Health Care for the Homeless (HCH) Program provides health screening, primary medical care, mental health, drug and alcohol support services and case management at Swope Health Central, and at eight community sites in Jackson County where homeless persons congregate. These sites include shelters, soup kitchens, drop-in centers, transitional shelters, and "street" sites, such as Restart Drop-In Center. The HCH team serves over 3,500 homeless individuals annually. The purpose of HCH is to provide access to health services and improve the health of homeless individuals to assist in their stabilization in an effort to improve access to employment and housing. Funding from Jackson County provides medication for clients who are homeless or at risk of homelessness. Medication is crucial to their care in the treatment of chronic health and mental health conditions.</p>	
<p><b>Proposed Program</b>                  Detail functions to be performed by each program.</p>		

Participants		
Identify the number of participants by County that each program serves		
Jackson	311	3,374
Clay/Platte	7	93
Cass	-	7
Other	-	
Missouri	-	107
Kansas	-	35
Target Population		
Describe target population and demographics to be served by each program.		
<p>The target population of the MHC program are adults residing in Jackson County. The MHC population is 54.7% male and 45.3% female. 44.7% are African American, 51.6% Caucasian, 2.5% Latino, and 1.3% Other (Asian, Native American, Somalian, Middle Eastern, Bi-Racial). Approximately one fourth of clients are "street or shelter homeless" (otherwise referred to as chronically homeless), approximately 60% of program participants have a co-occurring disorder (100% of Drug Court participants have a co-occurring disorder), and nearly all participants are indigent or of low socioeconomic status. There are currently 90 clients actively enrolled in JC Drug Court with an additional 61 clients pending assessments. From January 2009 through June 2009 354 new referrals were made to the MHC program.</p>	<p>The target population served by Swope's Health Care for the Homeless Program is diverse: 2% children and teenagers and 98% adults; with the gender mix being 31.1% female and 68.8% male. The racial mix is 56% African American, 37% White, and 7% other races.</p>	

**Service Delivery Area**

Identify your specific geographic service delivery for each program.

Our service delivery area is targeted to residents of Jackson County, Missouri. However, on occasion referrals are accepted from the Tri-County area (Ray, Clay and Platte counties) through a separate fee for service agreement between Tri-County Mental Health Services and Swope Health services. This agreement allows for individuals residing within the Tri-County area to be serviced based on the same eligibility criteria as Jackson County, Missouri residents. Details regarding the fund separation between our primary population and participants through our Tri-County agreement will be explained in the latter section, "Fund Separation."

Funding will be reserved for individuals currently residing within Jackson County. Services will be provided at Swope Health Central and at other sites in the county, including City Union Mission, Westport United Methodist and other locations.

**Fund Separation**

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

With the exception of the aforementioned Tri-County consumers, all consumers participating in the Mental Health Court Diversion program must be Jackson County residents. Operationally, fund separation is initially captured via the referral form where each client indicates his/her address, which is validated by Swope staff by viewing the clients' official Missouri identification at the initial screening. This identification is photocopied and filed in each consumers medical record housed confidentially at Swope Health Services. If the client is not a Jackson County resident, their services are billed through the account type associated with our Tri-County agreement. All Jackson County residents however are billed through the account type associated with funding received from the Jackson County Mental Health Levy and The Healthcare Foundation of Greater Kansas City.

The Health Care for the Homeless Program has a system in place to ensure separate tracking and utilization of grant funds according to each grant's eligibility requirements. At the time of screening and registration for the program, all program participants are assigned a case code corresponding to their housing situation which assigns them to a payor source for medication. Additionally, each time a prescription is written it must be reviewed and approved by the medication assistance case worker who updates client information as required to ensure compliance with all grant requirements.

<b>Approach &amp; Method</b>	
<b>List the top three (3) objectives for each program.</b>	
<p>1. Decrease recidivism; The MHCD program has consistently maintained a recidivism rate between 8% and 14%.</p>	<p>1. Provide access to prescription assistance for homeless individuals in Jackson County, with a specific focus on individuals and families who are homeless due to financial and/or other circumstances.</p>
<p>2. Increase and maintain psychiatric medication compliance; Participants in the MHCD program have consistently maintained at least a 70% medication compliance rate.</p>	<p>2. Improve the health status of homeless individuals and families by reaching individuals through homeless shelters and transitional housing centers to provide preventive health services.</p>
<p>3. Eliminate substance use/abuse; Currently approximately 60% of all MHCD program participants have a co-occurring disorder. All clients in the Jackson County Circuit Drug Court have a co-occurring disorder.</p>	<p>3. Provide integrated health care and social services to assist homeless individuals and families in accessing community and mainstream resources needed to obtain employment and housing.</p>
<b>Detail specific methods you will use to achieve these objectives.</b>	
<p><b>Holistic Framework:</b> The MHC treatment team assesses, educates, advocates, facilitates and intervenes with particular attention to the participants' behavioral, legal, health, vocational, environmental and educational needs. <b>Strengths Based:</b> Each Court Monitor initiates an assessment of each participant's strengths at the time of screening and continues to assess and build upon these strengths through discharge. <b>Incentive Structure:</b> Incentives in the form of gift cards to local merchants are provided to recognize and celebrate participants' compliance, sobriety, and accomplishment of personal or treatment based goals. <b>Random Urinalysis Testing:</b> Random urinalysis testing is performed on all clients throughout their participation in the program.</p>	<p>The Health Care for the Homeless program operates a walk in clinic four days a week at Swope Health Central. Health care services are also provided three days a week at outreach sites in Jackson County. Prescription assistance services are provided five days a week at Swope Health Central.</p>

### Evaluation

Describe how the success of each program will be evaluated. Indicate performance measures or statistics you will use to demonstrate the success of each program.

Since the inception of the program, Mental Health Court has been privileged to maintain professional evaluation services from Resource Development Institute (RDI). RDI routinely collects, analyzes and reports data to the MHC Commission on three critical outcomes as well as ancillary statistical qualitative and quantitative program data. The three outcomes are as follows: 1.) Less than 30% of participants who successfully complete the MHC program and/or the Mental Health Track of the Jackson County Drug Court will incur additional charges six months post discharge. 2.) After six months or longer of mental health treatment and court supervision, 90% of adult defendants served by the MHCD program will have achieved and sustained psychiatric medication compliance. 3.) After six months or longer of dual diagnosis treatment and court supervision 70% of adult defendants served by the MHCD program will have achieved and sustained drug and alcohol abstinence.

Swope's Health Care for the Homeless Program utilizes databases to track and monitor the number of unduplicated clients served which shows clients in transitional housing and shelters as well as clients receiving services under this funding. A database tracks the number of visits for prescription assistance under each funding source. A prescription report is available through Swope Health Services pharmacy.

### Notification

How will your organization make clients, the taxpayers, and the media aware of the generous funding received from Jackson County? (Please attach any examples)

Swope Health Services will make clients, taxpayers and the media aware of the generous funding received from Jackson County through community awareness presentations, printed publications and support at appropriate events when requested.

Swope Health Services promotes its programs and funding partners through its newsletter which is distributed twice a year to community residents and to its nearly 400 employees. The outreach worker and case managers provide neighborhood leaders, faith leaders and community members with information on available programs and the organizations that enable the support.