

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

House District _____

Senate District _____

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: ACCESS Capabilities
Street Address: 74-5583 Pawa'i Pl B-125
Mailing Address: Kailua Kona, HI 96740
Sant

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. CHRISTOPHER N. AU
Title President of the Board, Ph.D., MS, LMHC, CSAC
Phone # 8083340979
Fax # 8083290449
E-mail dr.aupsychservices@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Wet Shelter for Kailua Kona.
A temporary shelter for
individuals still using drugs
and alcohol.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 30,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE

AT THE TIME OF THIS REQUEST:

STATE \$ 30,000
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

Christopher Au Ph.D., MS, LMHC, CSAC 1/20/16

NAME & TITLE

DATE SIGNED



RECEIVED

1/22/16 ma

Application for Grants

I. Background and Summary

A. Successful History of Providing Substance Abuse Services

In 1993, ACCESS began to provide comprehensive alcohol/drug assessments in the community and also became the primary service provider for Child Protective Services (West Hawai'i), providing both assessment and counseling services. Later in 1993 ACCESS initiated a men's intervention counseling program known as Men's Work, an intervention counseling program, specifically to address the needs of men with anger-management issues. In early 1996, a women's violence intervention counseling program was begun. In 1998, ACCESS Capabilities responded to an identified community need for additional chemical dependency treatment services. ACCESS continued to build on its clinical expertise in the treatment of individuals with dependence and anger issues. To date ACCESS has served over 1000 adult men and women in these programs. More recently, ACCESS Capabilities has served Family Court referrals under a Purchase Of Services Agreement with the Judiciary is the provision of services designed to intervene and treat domestic violence among men While we no longer work with the Family Court on this contract we still act as an independent provider of these services to any individuals who avail themselves of our programs.

ACCESS Capabilities has been the provider on the west side of Hawai'i Island for substance abuse services for both the Federal Probation Services and Federal Pre-Trial Services. Until the fall of 2011 ACCESS had continuously provided assessment, counseling, consulting and education services to individuals who have been released from correctional institutions all over the nation to return to the west side of the Big Island. We have worked closely with both federal offices to make sure that the defendants receive the best possible care to help rehabilitate them as they reenter society, or to prepare them to serve the terms of their sentences. We were not awarded the contract since 2011 due to differences in pricing structure with other bidders.

For the last several years ACCESS has been working with State of Hawaii, Drug Court of the Third Circuit in the provision of assessment, intervention and counseling services for individuals with substance abuse dependency diagnoses. Many of these individuals have co-occurring mental health conditions such as depression, anxiety, and psychotic disorders. Additionally, we started a community based adolescent program in conjunction with Kealakehe High School named the S.I.E.R.R.A. (Student Intervention, Evaluation, Recovery, Relapse, and Aftercare) program. Unfortunately due to a lack of referrals the program in the school had to shut down on the west side of the island, though we still offer the program at our offices in Kona and Pahoa. We were also re-awarded a contract with Drug Court and awarded a contract for Batterer's Intervention Program (BIP) services through the judiciary starting July 1, 2015.

Recently in Puna our residential program was accredited by the Joint Commission. As of December 20, 2015, we are fully contracted in our current location to accept and bill for residential services through HMSA commercial and Quest. We are the first residential program that can accept Quest recipients on the Big Island. We would like to expand these services to the rest of the island and increase the number of beds available.

Our leadership team is comprised of community leaders dedicated to the provision the quality mental health services Our leaders dedicated countless hours working with consumers, families, community leaders, and the community support systems to promote recovery in East and West Hawaii and beyond.

B. Goals of this Request:

The goal of this request is to seek funding to create a “wet shelter” in Kailua Kona for homeless recipients of care who have both substance abuse and mental health issues and may not be able to remain clean and sober for the time required to get into other programs.

C. Needs Being Served

There has been a lack of certain levels of treatment on the neighbor islands, the Big Island in particular. While there is probably no less need for substance related services on the Big Island there have been few providers who have had the operating budget to make any services higher than Intensive Outpatient available. One key issue for the substance abuse field is a lack of potential housing or shelter services for the homeless population.

Kailua Kona has a homeless population that is second in the state only to the homeless population in Honolulu county. Unfortunately unlike Honolulu Kona lacks the resources to deal with this problem. One key resource that we lack is a “wet shelter”, or a shelter where individuals who are still actively using drugs and alcohol can shelter for the night. This lack of services is not due to a lack of providers, but a lack of funding. ACCESS has made several inquiries to both the legislature and the governor's office for potential sources of start up capital for such a program.

This service would be integral to further services for these individuals, who often have substance abuse issues, mental health problems, or both. Even if a homeless individual has case management or probation services, they are often unable to be located for long stretches of time and services are delivered on an intermittent basis at best. A shelter where they could house for the night could prove invaluable for no other reason than we would know where the individual was for further contact.

As we have recently received our accreditation for residential services some of these services could be paid for, once we established a site in Kona. The main issue would be for ACCESS to continue to seek contracting with the different insurance providers. Once we were contracted the majority of the recipients of this service would be eligible for residential services for at least a limited amount

of time.

D. Target Population

The target population for the purposes of this grant will be adult men and women who are in need of temporary shelter services who have substance abuse issues that would exclude them from seeking services with HOPE or some other provider. In other cities around the country once individuals have a stable location for shelter they will often seek out further services voluntarily. Even if they did not avail themselves of any other services besides the shelter it would still make sure that they, and the community, were safe during the night time hours. Currently there are numerous individuals who are homeless in the “bush” because they will not, or can not, comply with the requirement to remain clean and sober for the existing shelters.

E. Geographical Coverage

Access Capabilities serves and continues to service remote districts. In recognition of certain geographic difficulties in procuring services in areas like Puna and Waimea. ACCESS Capabilities has opened satellite locations in Pahoa and Keaau on the Hilo side and Waimea in the South Kohala/Hamakua area of the Big Island. Traditionally these areas were over looked, but our offices are established, beginning to thrive, and are becoming contributing members of their communities. We are also looking into the possibility of moving our Pahoa facility closer to Hilo if and when access to Pahoa is cut off due to the imminent threat of lava crossing the highway that provides access to Pahoa village.

Unfortunately, this service would not be as wide spread as our normal services. Its coverage would be limited to the distance a recipient of care would be willing to travel to make it to the shelter. We could, in theory, serve the entire west side of the Big Island. Realistically the majority of the recipients would come from the area around Kailua Kona.

II. Service Summary and Outcomes

This grant will help fund the creation of a “wet shelter” in Kailua Kona on the Big Island. The funds will used to help establish the program by assisting with the down payment and first few months rent, as well as the cost of any renovations that are needed to the space. Further the funds will primarily be sued to bridge the gap between the creation of this program and the point at which we have the facility contracted with insurance providers. It will also be used to hire extra staff and security for the location where the facility is located, to help ease the concerns of the neighboring businesses and general community.

ACCESS Capabilities would keep census data on how many recipients of care we served on a nightly, weekly, monthly, quarterly, and annual basis. We would also keep data on any assessments preformed

and any individuals who sought further services, such as substance abuse or mental health services. Once individuals were clean and sober they could be referred to other facilities for further shelter and housing services.

ACCESS has a well established history of tracking its services and outcomes. Following are excerpts from our policy and procedure manuals that have been reviewed and approved by the Joint Commission:

The ACCESS Quality Management Program

ACCESS Capabilities utilizes a comprehensive Quality Management Program as its foundation for outcomes-based service delivery. ACCESS QA Plans have been approved and credentialed by Kaiser Health Plan, HMSA, HMAA, and University Health Alliance. ACCESS currently has accreditation with the Joint Commission. QA Program Evaluation has been developed so measurable treatment outcomes are updated as necessary.

ACCESS Capabilities has a comprehensive quality management program in place. Specific modifications that are tailored to meet the needs of the State of Hawaii services will be indicated in each individual section. The program focuses on the following areas

- **Hiring:** ACCESS Capabilities only hires employees who meet contract standards. Within the scope of this proposal ACCESS will only hire or contract with individuals meeting the standard set forth in this request for funding.
- **Training:** ACCESS Capabilities will assure that individuals working under scope of contract meet the contract criteria for orientation, training, and continuing education. For the purposes of this request for funding, case managers and team leaders are required to obtain a minimum of 16 hours of continuing education annually.
- **Policy:** ACCESS Capabilities shall develop clear administrative policy and review this policy on a regular basis. Employees are oriented to ACCESS policies and procedures at the time of hire.
- **Documentation:** ACCESS Capabilities works to assure accurate clinical and billing documentation. This documentation shall be reviewed by a clinician weekly, upon employee supervision and again administratively prior to billing submission.
- **Records:** Records management process shall be uniform between offices. Records shall be audited for clinical appropriateness and accuracy.
- **Supervision:** ACCESS Capabilities assures that all employees meet supervision standards set forth in applicable contracts. For a detailed discussion of supervision in relation to this proposal, please see "Section IV: Service Delivery."
- **Consumer-Driven Care:** In all areas of service delivery, care shall be client-centered. Goals shall be consumer-driven. Therapists shall collaborate on all treatment with consumers.
- **Trending:** Unusual Incidents, Adverse Events, Grievances, Consumer Satisfaction, Grievances, and Outcomes Measures shall all be tracked as part of this Quality

Management Program.

- **Organizational Review:** The Quality Management Program shall be reviewed quarterly and annually for efficacy, assurance and compliance to relevant contracts and the ACCESS Mission.

The ACCESS Quality Management Program will be tailored to specifically address activities related to Continuous Quality Improvement (CQI) as indicated in this request for funding, including:

- **Assurance of Contract Compliance:** Documentation of contract compliance and the implementation of all Plans of Improvement
- **Implementation of Risk Management Program:** Policies shall be set forth reduce the capacity of harm to consumers and the public. Sentinel and Adverse Event trending shall be essential components of this program.
- **Completion of Annual CQI Activity:** A minimum of one annual approved CQI activity shall be conducted.
- **Commencement of Quarterly and Annual Programmatic Review:** ACCESS capabilities shall conduct quarterly and annual reviews of program performance and outcomes measures. Upon completion of review a CQI Meeting shall occur.
- **Continuous Implementation of Grievance Review Process:** ACCESS shall maintain a grievance review process as detailed below, in “Grievance and Review Process.”

This program includes an array of activities designed to help ensure quality service that focuses on achieving outcomes indicated in Recovery Plan, WRAP, and other relevant plans, while assuring that contract standards are continuously met.

Utilization Management Program

In recognition of every individual’s right to self-determination and in accord with principles of treatment within the least restrictive environment ACCESS Capabilities shall employ a utilization management program which is consumer-based and cost-effective. This program shall ensure that:

- All services shall be authorized, unless clinically necessary in relation to community placement and consumer safety.
- All services shall be clinically necessary.
- The referral agent/the State of Hawaii shall be notified of any consumer status changes (clinical and/or insurance-related)
- ACCESS shall review consumer level of care.
- ACCESS shall ensure the State of Hawaii is the Provider of Last Resort.

- **Provision of Further Training:** Program Directors may require a provider attend training sessions in order to develop skill set if a limited knowledge base is the concern. All employees are required to participate in orientation and annual continuing education, however if the need arises training may be scheduled as needed to assure appropriate performance.
- **Individual Counseling:** Program Directors may require a provider to be counseled for performance related issues, when these issues are a direct result of employee mismanagement of service delivery. Employees are required to comply with mandated performance corrections. For the most significant incidents suspension or termination of employment may be warranted.
- **Individual Supervision:** Program Directors may work with a provider during monthly individual supervision to address performance issues.

Government OMB Circular A-133

If selected and in the case where we expend \$500,000 or more of federal funds in a year we will comply with obtaining and maintaining a financial and compliance audit to be submitted to the State of Hawaii.

HAR Title 11 and Federal Certificate

ACCESS agrees to comply with HAR Title 11, Chapter 175, Mental Health and Substance Abuse System and the Federal Certificate which will be located in the attachment section.

45 Code of Federal Regulations (45CFR)

ACCESS complies with 45 Code of Federal Regulations (45CFR), part 96, Substance Abuse Prevention and Treatment Block Grants and will institute the following policies, ACCESS Capabilities, Inc. agrees:

- We will not use federal funds to support the distribution of sterile needles for the hypodermic injection of any illegal drug or the distribution of bleach for the purpose of cleansing needles for such use.
- We will not use funds to provide inpatient hospital services.
- We will not use funds to provide cash payments to intended recipients of health services.
- We shall not use funds to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment.
- We will not use funds to provide financial assistance to any entity other than a public or non-profit private entity.
- We will not expend funds for the purpose of providing treatment services in penal or correctional institutions of the STATE as prescribed by section 1931(a)(3) of the Public Health Service Act.

1. Financial

1. A. Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. ACCESS Capabilities anticipates the following quarterly budget for funding in the 2016 fiscal year:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,000.00	\$7,500.00	\$7,500	0	\$30,000.00

1. The only federal tax credits ACCESS Capabilities has received within the prior three years is the Health Insurance Premiums Credit, it has received no state tax credits.

1. See attached form for all government contracts that we currently have and have applied for as of this date.

6. As of December 31, 2014 the current assets of ACCESS Capabilities was \$48,862 and \$31,973.66 cash on hand on December 31, 2014.

IV. Experience and Capability

A. Necessary Skills and Experience

ACCESS, its supervisory team, and its employee base have a long history of promoting consumer independence. ACCESS has nearly 20 years of experience in the provision of counseling, violence mitigation, and care coordination services to Hawai'i. During this time organizational and provider skill set have been constantly expanding.

ACCESS Capabilities, Inc. is a West Hawaii based substance abuse and behavioral counseling center founded in 1993. We began operations as a small counseling center and have become one of the most respected behavioral health providers in Hawai'i County. The agency has procured and provided varied services related to care coordination, drug and alcohol counseling, forensic affairs, and violence remediation. ACCESS is currently accredited with the Joint Commission.

Supporting Individuals with Substance Abuse and Dependency Issues

ACCESS Capabilities is committed to serving and supporting adult men and women, children and adolescent, and families with substance abuse and dependency issues. We will promote recovery in the lives of individuals, families and communities. This will be accomplished by providing comprehensive behavioral health counseling, training and education services that are cost efficient and clinically effective. These services shall draw on community-based values and traditions. This is our mission.

At ACCESS we understand that programmatic integrity rests upon the ability to build relations with consumers; to view our program from the perspective of the individuals we serve. This is a key component to any program's success. The peer support specialist will assist us in assuring that our consumers are at the forefront of recovery. We strive to assure that the consumers we serve are empowered as the preeminent stakeholders in these proposed services.

ACCESS has and will continue to utilize a consultant cultural practitioner to give the program needed perspective. Our origins are in West Hawai'i, the land of Kamehameha. West Hawai'i was once the epicenter of a Hawaiian civilization approximately 200,000 strong. We wish to assure our services are *pono* from onset. Our employee base and consumer base are culturally varied and we shall be respectful to any cultural considerations related to the delivery of these services from a Hawaiian and/or any other cultural perspective.

The organizational leadership of ACCESS is familiar with diagnostics, treatment and case management concerns of individuals with substance abuse and dependency issues. Although we recognize that individual life issues often shadow diagnostic stereotypes. A careful review of ACCESS resumes submitted in this proposal reveals a strong history in the provision of behavioral health services to individuals with mental health issues and illness and experience in the delivery of substance abuse services.

Access Capabilities shares the commitment to recovery as indicated in the mission, vision, and guiding principles of the Alcohol and Drug Abuse Division. We wish to share the journey to promote choice and potential for our all of our community members. We currently work with individuals with co-occurring disorders, substance use disorders and other mental health issues and illnesses.

B. Knowledge, Skills and Abilities

ACCESS Capabilities, Incorporated is a local leader in providing counseling, substance abuse and related treatment services to families and consumers. Headquartered in Kailua-Kona, the company provides consumer-centered treatment and behavioral health services throughout Hawai'i County. We have developed agency and individual skill sets working with various populations in various settings.

ACCESS has the knowledge, skills and abilities to deliver services as we have hired and maintained individuals with years of experience working with youth, as well as their families, who have been adversely affected by drug and alcohol use. A careful review of supervisor and employee skills set will reveal a vast employment history working with individuals with substance abuse and dependency issues. The majority staff will have master's level training in counseling and mental health related fields.

Of particular note, to the State of Hawaii and consumers, is the vast experience ACCESS has in the delivery in substance abuse counseling, which is often co-occurring with pre-existing mental health conditions. This experience, as well as experience working with various aspect of the court system and violence mitigation programs places the agency in a position to utilize it's understanding of dual-diagnosis, the courts, and family systems to foster rehabilitation and recovery. This perspective must be holistic. Consumers may self-medicate and place recovery in jeopardy. When community supports are not strong, consumers may end up in the court system. We offer expertise in multiple areas. We have worked in various arenas within the context of behavioral health, treatment and recovery. We understand the importance of these services in the context of a comprehensive, community-based mental health system.

Access Capabilities was established in 1993, and has provided services to parents, families, state, and community agencies extensively since that time. We have gained stature as a recognized leader and an active community partner in Hawai'i. The company is committed to work concurrently with consumers and the State of Hawaii to meet the specific case management needs of the Division..

Access Capabilities looks forward to utilizing its organizational strengths to meet the needs of the Department of Health, Alcohol and Drug Abuse Division and eligible consumers on Hawai'i Island. ACCESS Capabilities shall detail its specific experience below. The experience is centered on Hawai'i Island.

C. Facilities

ACCESS Capabilities is headquartered in the Old Industrial of Kailua-Kona. ACCESS leases

3,600 sq. ft. of professional space. This space has a reception area and waiting room, three (3) group counseling rooms, two (2) individual counseling rooms and two (2) counselor offices. Entry to the building meets ADA requirements, and the office accommodations are ADA accessible. The Old Industrial is a well-known location and the ACCESS office location offers a high degree of confidentiality.

To serve the South Kohala and Hamakua districts, ACCESS Capabilities leases an office space in Waimea. The office has a reception area and a group counseling room. ACCESS Capabilities is currently the only treatment facility in Waimea.

ACCESS Capabilities, has expanded our initial service area to include East Hawai'i. In November 2010, ACCESS Capabilities, Inc. was able to begin services in Pahoa. There we can offer services to the Puna area, an area that has historically been under-served, and is the fastest growing region in the state. There were no substance abuse and violence intervention services available in Puna prior to the opening of our Pahoa facility. The closest treatment for most, Hilo is an hour drive away for many individuals. This holds true for most provider of SPMI services as well. By opening this office we were able to provide services for a large community that has, arguably, a disproportionate number of individuals who are in need of service.

Each office works collaboratively in the coordination of policy and services. Access Capabilities offices are located at the following locations:

ACCESS Capabilities of Kona	ACCESS Capabilities of Waimea
74-5583 Pawai Place	64-1040 Mamalahoa Highway
Suite B125	Kamuela, HI 96743
Kailua-Kona, HI 96740	Office:(808)885-0889
Office:(808)334-0979	Fax: (808)885-0882
Fax: (808)329-0449	

ACCESS Capabilities of Pahoa
15-2874 Old Pahoa Road
Pahoa, HI 96778
Phone:(808)498-4578
Office:(808)965-1198
Fax: (808)443-0171

For this program a new facility would have to be located. We have had preliminary interaction with the landlord at our Kailua Kona location, who is open to the idea with a few caveats. There are five bays that are currently empty in the area. While we lack shower facilities there are bathroom facilities available. Depending on which unit(s) we allocate for the program we should be able to

house men and women separately and house anywhere from thirty to sixty individuals comfortably. We have made tentative inquiries to the neighboring businesses. While they are not excited about the prospect they are aware that the homeless are already in the area at night and have no current supervision. While they would much prefer the shelter be located elsewhere they would be happy with the fact that they would be kept in a single location under supervision during the night time hours.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

i. Staff Qualifications:

All ACCESS employees will meet the contract standards as indicated in this request for funding. ACCESS will assure that all staff meet the minimum provider qualifications of the level of service within the context of the use of this funding prior to service delivery. We do not aim to staff with the minimum credential, however awareness of minimum standards shall demonstrate knowledge of contract criterion.

All candidates seeking employment will meet all applicable hiring standards. This will be accomplished by aggressive screening of candidates.. Candidates must meet the position descriptions associated with each service component. Please see Attachment D: "Job Descriptions" for demonstrated compliance with established minimum qualifications.

Supervision and Training

Recruitment: ACCESS Capabilities has an aggressive and continuous campaign to find quality employees. All candidates must meet the aforementioned hiring criteria. See "Initial Screening Process" below for hiring norms. We have a full-time Recruitment Specialist who coordinates all recruiting and hiring activities. The Recruiting Specialist tracks data to assure the most successful approaches to recruiting are utilized. Recruitment strategies include:

- **Collaborating with local colleges and universities.** The recruitment specialist works with local college and university career development personnel in attending job fairs, sending out job postings, educating schools about practicum and internship opportunities, and coordinating company informational sessions.
- **Advertising in local newspapers.** The recruitment specialist will place classified ads in the all of the state's major newspapers, utilizing Access Capabilities Human Resource guidelines and recommendations.
- **Exhibiting at all the major job fairs.** The recruiting specialist coordinates and attends all

the major job fairs on all of the islands.

- **Utilizing internet resources.** The recruiting specialist utilizes internet resources such as Careerbuilder.com, where potential candidates can submit resumes, and the Access Capabilities.com web page which has electronic application capabilities. Access Capabilities receives applications daily, and as a nationwide organization Access Capabilities can direct candidates moving to Hawaii to the appropriate local branch.
- **Community Involvement/Word of Mouth.** Many applicants apply with Access Capabilities as a result of positive feedback given from community members and employees who are asked about employment opportunities by curious job seekers.

Hiring: Access Capabilities seeks to hire and retain the best individuals through vigorous recruiting, providing comprehensive administrative support, and through offering competitive pay and benefits.

Access Capabilities seeks to hire and retain quality employees via strict hiring criterion. Employees must be credentialed prior to service delivery. They must adhere to contract requirements, have clean background checks, have solid interviews, and possess experience in the field. This cornerstone shall yield qualified employees and be the basis of delivering quality services.

All ACCESS Capabilities candidates for employment are required to present a current resumes at time of interview. Official transcripts, licenses and certifications will be required prior to hire. Management will review resumes and transcripts to assure candidate meets contract requirements

Supervisors will interview all candidates. Criminal history checks and individual abuse-neglect checks are key components in the application process and required prior to hire as part of the background screening. It is also a company policy to thoroughly check references as each applicant must have at least two recent professional references providing a positive employment report. Required credentialing documentation shall be submitted to contracting source and kept on file.

All applicants are screened through the Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center (www.ecrim.ehawaii.gov) and the National Sex Offender Registry (www.nsopr.gov). All professional staff are re-screened annually at minimum.

Anyone who will be operating a vehicle owned and operated by ACCESS will comply with submitting a clean driver's abstract, or a driver's abstract with no charges of excessive speeding, reckless driving, or Operating a Vehicle Under the Influence of an Intoxicant within the last three consecutive years.

Access Capabilities screens all applicants prior to consideration for hire. If the applicant completes

the initial screen successfully, they will be interviewed. This initial screening process entails:

- ***Meeting educational and experience requirements.*** Access Capabilities prefers candidates with a master's level degree in special education, social work, speech language pathology, or psychology with three years experience with individuals exhibiting social, communication, and/or behavioral deficits, however we recognize the immense need and time considerations that face the the State of Hawaii and the consumers we serve. In order to have the widest qualified base of employees, Access Capabilities shall consider all applicants that meet the ACCESS contract hiring requirements.
- ***Successful completion of screening examination.*** Applicants must pass the ACCESS screening examination prior to consideration for interview. This provides some indication of competence and knowledge prior to interview. Please see the attached, "Behavioral Instructional Support Personnel Screening Examination".
- ***Application and Reference Check.*** Employees must complete an application which details experience. This application requires that at least three professional references are given. The recruitment specialist will call past employers and references to confirm applicant's dates of employment, competence, and performance.

After an applicant has completed an application and passed the initial screening examination, they will be granted an interview. Interviews are conducted by Program Directors or Program Supervisors. A major goal of the interview is to assess past performance and future competence. Access Capabilities utilizes behavioral interviewing techniques which emphasize the quality of past performance as the key indicator of future success. During the interview, candidates are prompted with situational questions to provide insight into past work experience, specifically those experiences related to education and/or the target population.

After successful interview the employee must meet the secondary screening process. This secondary screening allows Access Capabilities to meet remaining company and contractual hiring requirements. These include:

- ***Completion of criminal background checks.*** State criminal background checks are conducted by the Recruiting Specialist. Candidates are disqualified for offenses involving violent action or jeopardizing the health and welfare of others, including individuals. Candidates who have been convicted of a non-violent, non-safety related offense must complete a statement of explanation. This statement shall be reviewed by the Program Director. The Director will complete a statement of review that will deem the applicant eligible or ineligible for orientation and hire. The the State of Hawaii shall be notified of any prospective employee who has been convicted of a criminal offense and may determine them ineligible to provide service under this contract.
- ***Completion of tuberculosis test.*** Access Capabilities requires that employees submit

certification of TB clearance prior to hire. This is to assure that the applicant is free of contagious tuberculosis. Annual clearance is required thereafter.

- ***Adult Protective Services (APS) and Individual Welfare Service (CWS) checks.*** APS and CWS checks are completed to determine if there has ever been a complaint of abuse or neglect filed. Confirmed instances involving incidents regarding the health and welfare of individuals and/or adults shall result in applicant disqualification. The the State of Hawaii shall be informed of any applicant who has a confirmed instance on record with APS/CWS.

Retention: Access Capabilities invests significant time and energy in the recruitment and training of quality employees, thus it would be wise to minimize staff turnover. Access Capabilities pays competitive wages and offers competitive benefits to its employees to assure minimal staff turnover and maximize service capacity.

Supervision: Day-to-day supervision is provided by the Program Director. Employees may have administrative, case-specific, scheduling, payroll, and/or human resource needs that may need to be addressed, however the assigned supervisor is the point for all case concerns.

All case managers report to a supervisor or director that provides oversight of case performance, supervision on appropriate interventions, tracking data and outcomes, and being the main agency contact for concerns they may have. This program director or supervisor shall meet all the requirements of state certification boards.

VI. Other

A. Litigation

Access Capabilities has no pending cases or legal claims.

B. Licensure and Accreditation

ACCESS Capabilities is currently accredited by the Joint Commission for both substance intervention and mental health services. We will be seeking accreditation during our upcoming visit, April, 2015, for residential, group home, and Day Treatment Services, along with re-credentialing our current services. ACCESS Capabilities currently has two Certified Substance Abuse Counselors, one Certified Criminal Justice Addictions Professional, and has three individuals who are seeking their CSAC's currently.

C. Federal and County Grants

ACCESS Capabilities currently does not receive any funding from Federal or County grants.

D. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution. ACCESS Capabilities is not, nor has any plans, to enter into any agreements with private education institutions of any description. Unless they have a need for substance abuse counseling in which case the parents or responsible individuals will be responsible for health coverage or out of pocket payment.

E. Future Sustainability Plan

It is our belief that after the 2016-2017 fiscal year the amount we receive for our current residential services will more than cover our operating costs. Once we expand we will have a need to keep our profits in check, a substantial loss on certain services, such as providing shelter or other services pro bono, would be necessary to avoid over burdensome taxes. We do not foresee an issue with sustainability of this program in the future, but would still appreciate assistance in the creation of the program.

F. Certificate of Good Standing (If the Applicant is an Organization)

Please see attached Certificate of Good Standing (DCCA) and Vendor Compliance (Dept. of Taxation)