

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT between Discovery Woods School, hereinafter referred to as “Discovery Woods School” and Northern Pines Mental Health Center, Inc. hereinafter referred to as “NPMHC, is in force for a period from July 1, 2022 through June 30, 2023.

WITNESSETH

WHEREAS, it is to the Discovery Woods School’s best interest, the community’s benefit, and the enhancement of Children's Mental Health to provide a clinical and family based-component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, NPMHC is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, NPMHC is prepared to assume the responsibility of providing the specialized services as follows;

1. Provide direct individual, group, and family mental health services to qualified students in the Discovery Woods School. ***Mental health services include, but are not limited to the following individual and group skills training (eligible for CTSS reimbursement), individual and group psychotherapy (eligible for CTSS reimbursement), diagnostic assessment (eligible for CTSS reimbursement). Telehealth services are an additional supplemental service that can be used when appropriate. NPMHC is able to provide mental health services to students on an IEP if recommended.***
2. Provide direct services to the parents (guardians) and families of the identified children through parent education, family therapy, and mental health consultation. ***Mental health services include, but are not limited to the following: family skills training and family psychotherapy (eligible for CTSS reimbursement). Telehealth services will also be used to engage families when appropriate. Parent education and mental health consultation are ancillary services that are not eligible for reimbursement through a third-party payer.***
3. Serve as a support liaison between home, school, and community agencies. Mental health professional/practitioners will participate in Discovery Woods School child study and IEP team meetings as requested to consider the special needs and develop appropriate services for each student. In addition to providing general clinical input the mental health professionals/practitioners will complete evaluations and make recommendations for program placement and transitions. ***Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.***

4. Serve as support liaisons to the school and students during situations deemed as mental health crises. *Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.*
5. Provide mental health consultation to special education staff, mainstream education staff, school administrators as well as other Discovery Woods School and NPMHC personnel as appropriate. *Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.*

NOW THEREFORE, it is agreed, by and between the Discovery Woods School and NPMHC and conditions of the contract as follows:

1. Licensed mental health professionals/practitioners will be employed by NPMHC as the primary mental health providers within the above-mentioned school district for the length of the contract. Personnel will hold and maintain appropriate licensure issued by their perspective licensing board, as well as remain in good standing as deemed by their professional code of ethics. All mental health practitioners and professionals employed by NPMHC will document hours of supervised experience to qualify as mental health practitioners.
2. Direct services will be provided on days when school is in session as needed.
3. Schedule flexibility will be allowed so that evening parent education and family services may be provided and any mental health component can be integrated and coordinated with the educational component.
4. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Discovery Woods School. *Aforementioned services are to be contractual costs and not eligible for CTSS reimbursement.*
5. All records generated by NPMHC, including, but not limited to all prior and current clinical notes since the inception of school based mental health services, shall be considered to be records of NPMHC. *All HIPAA and FERPA rules apply for PHI (protected health information).*
6. The Discovery Woods School agrees to provide NPMHC appropriate space for the provision of mental health services. The classrooms and other facilities in which students receive instruction, related services, and supplementary aids as well as services shall be essentially equivalent to regular education programs; shall provide an atmosphere conducive to learning and shall meet students' special physical, sensory, and emotional needs.

7. The rates for ancillary services and otherwise reimbursable mental health programming will be as follows:

90791 Diagnostic Assessment per Session \$210.00

90832-UA Individual Psychotherapy per 30 minute Session \$95.00

90834-UA Individual Psychotherapy per 45 minute Session \$150.00

90837-UA Individual Psychotherapy per 60 minute Session \$180.00

90846-UA Family Psychotherapy w/o Patient per Session \$130.00

90847-UA Family Psychotherapy w/Patient per Session \$140.00

90853-UA Group Psychotherapy per Session \$60.00

H2014-UA Individual-Skills Training per 15 min. \$25.00

H2014-HR Family- Skills Training per 15 min. \$25.00

H2014-HQ Group-Skills Training per 15 min. \$15.00

Ancillary Services, Professional per 15 min. \$25.00

Ancillary Services, Practitioner per 15 min. \$15.00

8. The cost of mental health programming provided under this contract shall be \$1,500. A monthly invoice in the amount of \$166.67 will be submitted for services rendered. A service report will be added at the end of each month and compiled in an Executive Summary, detailing the number of hours for Non-IEP based services (direct and ancillary), NPMHC billed charges for these services and NPMHC third party billing summary for these services and uncompensated services. Executive Summaries will be disseminated quarterly upon request. Contract dollars will be first utilized to cover ancillary service for services not eligible for CTSS reimbursement, then underinsured and uninsured clients. If there are any remaining contract dollars, they will be utilized for summer programming needs to ensure year-round continuity of care.

9. All CTSS claims will be submitted to the appropriate insurance plan by NPMHC.

10. The Discovery Woods School will submit appropriate expenditures to the State of Minnesota for initial Aid.

11. *Either Party may terminate this Agreement with 60-day written prior notice.*

12. The Director of Special Education for the Discovery Woods School shall be responsible for oversight of the contracted services only when such services are being submitted for reimbursement of special education aides. Reimbursable non-IEP services are provided with the permission and for the convenience of parents involved and are permitted but not governed by this agreement.

13. Since our staff work in the school they serve, it is important they are able to maintain access to our secure systems. As a healthcare system, we are required to comply with

HIPAA, HITECH and other federal regulations. In order to avoid complications during the school year, and minimize time spent in general, please make sure your information technology team can provide co-located Northern Pines staff with the following.

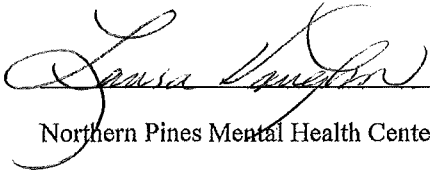
1. Access to an internet connection.
2. Allowing the following ports:
 - VPN: TCP 5443
 - Dameware Remote Support: TCP 6127 and 6130
 - Secure Scan to Email: TCP 465
3. **Exclude deep packet inspection from**
 - **doxy.me**
 - **npmh.org**
 - **qualifacts.org**
4. Allow access to paycom.com, and companymileage.com websites for our employee timecard and mileage vendors.
5. Provide an IP address for one secure scan to email device (printer) per building that NP staff are co-located in.

Detail and explanation for the list above:

Since our electronic health record and other systems contain client information for non-school clients as well, we need to maintain a secure connection to our records. If the school/district is doing any kind of deep packet inspection (SSL decryption), we will need an exclusion for the domains listed above. We will install your security cert if required so that you can scan other data as you normally do, as long as exclusions are in place for compliance.

Providing an IP address for a printer/scanner in each school our staff works in allows us to send protected health information securely, and comply with applicable laws.

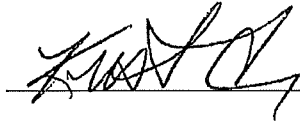
The port exclusion list above can be farther refined by IP address. The connections are to 69.168.254.72 and 69.168.254.76. Our staff use the VPN and the remote support request to get help with technical issues. If you have any questions, please contact support@npmh.org.



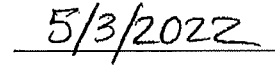
Northern Pines Mental Health Center/NPMHC



Date



Discovery Woods School



Date