**Peer Mentoring**

**Statement of Work -** **Age 18 or older**

Providers shall review and follow DDA Administrative Policies hereby incorporated and attached as

Exhibit A.

c. The Mentor shall work in partnership with the Case Manager to create or strengthen each family’s

connections to community organizations and activities. The Contractor, through its Peer Mentors, shall:

(1) Upon receiving a referral from the Case Manager, meet with the Client and the Client’s

family to provide assistance in accomplishing goals stated in the service plan developed by the

Case Manager.

(2) Develop, with the family, strategies to connect the Client and the Client’s family with

community resources, based on their interests and needs;

(3) Bring the Client and the Client’s family together with local community members, who are not paid for their involvement with the family, for mutual benefit and activities.

(4) Gather information needed to enhance the participation of client and the Client’s family in

their community, providing them with information that is in written format, such as literature or pamphlets, for future reference.

(5) Refer the Client and family back to the Case Manager if community resources cannot be

developed.

(6) Upon completion of services, provide a report to the Case Manager describing the process

and the outcome of services.

d. Progress Report Requirements:

(1) The Mentor shall provide a written report regarding client progress and services to the

DDA Case Manager at least quarterly (every ninety (90) days) or more frequently if deemed

necessary by DDA.

(2) Progress Reports shall include the following information, at a minimum:

(a) Identified service goals and objectives;

(b) Summary of the Client’s progress towards achieving the service goals and objectives

in measurable terms;

(c) Description of the types of service provided;

(d) Specific service dates and times during the previous ninety (90) days; and

(e) Total number of service hours provided.

e. When requested, the Mentors and DSHS shall meet to discuss services to Clients and to share and

present information regarding Client needs.

f. The Contractor shall, at no additional cost, provide information as requested by DSHS to evaluators

regarding the services provided by the Contractor.

**Complete Background Check**

Employees have to agrees to undergo and successfully complete a DSHS criminal history

background check conducted by DSHS every three years or more often as required by program

rule or as otherwise stated in the contract, and as required under RCW

43.20A.710, RCW 43.43.830 through 43.43.842. If the Contractor has owners, administrators,

subcontractors, employees or volunteers who may have unsupervised access to Clients in the

course of performing the work under this Contract, the Contractor shall require those owners,

administrators, subcontractors, employees or volunteers to successfully complete a criminal

history background check prior to any unsupervised access and at least every three years

thereafter or more often if required by program rule or as otherwise stated in the contract. The

Contractor must maintain documentation of successful completion of required background

checks**.**

**Mandated Reporter Training**

**-**The Contractor shall ensure that all current employees and

volunteers, who are mandated reporters or who have access to children, read and/or view the

materials in DSHS Mandated Reporter Toolkit within thirty (30) days of the effective date of a

first time DSHS Contract and annually thereafter; that all newly hired employees and volunteers

who are mandated reporters or who have access to children read and/or view the materials in

the Mandated Reporter Toolkit within two (2) weeks of initial employment. After reading and

reviewing the materials, each employee and volunteer shall sign and date a statement

acknowledging their duty to report child maltreatment and affirming that he or she

understands when and how to report suspected child abuse or neglect. The Contractor shall

retain the signed statement in each individual’s personnel file.

Familiarity with Mandated Reporting is required.