



The Harris Center for Mental Health and IDD
9401 Southwest Freeway Houston, TX 77074
Steve Schnee Conference Room# 104

Revised
Full Board Meeting
February 22, 2022
9:15 am

- I. DECLARATION OF QUORUM**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - A. Approve Minutes of the Board of Trustees Meeting Held on Wednesday, January 26, 2022
(*EXHIBIT F-1*)
- IV. CHIEF EXECUTIVE OFFICER'S REPORT**
- V. COMMITTEE REPORTS AND ACTIONS**
 - A. Resource Committee Report and/or Action
(*G. Womack, Chair*)
 1. Approve FY2022 Year-to-Date Budget Report – January
(*EXHIBIT F-2 Sean Kim*)
 - B. Quality Committee Report and/or Action
(*G. Santos, Chair*)
 - C. Program Committee Report and/or Action
(*B. Hellums, Chair*)
 - D. Governance Committee Report and/or Action
(*J. Lykes, Chair*)
- VI. CONSENT AGENDA**
 - A. Approve FY'22 Year-to-Date Budget Report-January
(*EXHIBIT F-3 Sean Kim*)
 - B. February 2022 New Contracts Over 50K
(*EXHIBIT F-4 Silvia Tiller*)
 - C. February 2022 Contract Amendments Over 50K
(*EXHIBIT F-5 Silvia Tiller*)
 - D. February 2022 Contract Renewals Over 50K
(*EXHIBIT F-6 Silvia Tiller*)
 - E. February 2022 Contract Ratifications
(*EXHIBIT F-7 Silvia Tiller*)
 - F. February 2022 Interlocal Agreements
(*EXHIBIT F-8 Silvia Tiller*)
 - G. NEW POLICIES
 1. Corporate Compliance
(*EXHIBIT F-9*)
 2. COVID Vaccinations
(*EXHIBIT F-10*)

3. Fee Schedule/Standard Charge
(EXHIBIT F-11)
4. Personal Property
(EXHIBIT F-12)

H. NO CHANGES

1. Confidentiality and Disclosure of Patient Health Information
(EXHIBIT F-13)
2. Delegations in the Absence of the Chief Executive Officer
(EXHIBIT F-14)
3. Drug/Alcohol Testing Pre-Employment
(EXHIBIT F-15)
4. Dues and Membership Fees
(EXHIBIT-F16)
5. Employment Eligibility Verification for Worker in the United States
(EXHIBIT F-17)
6. Investment Policy
(EXHIBIT F-18)
7. Lactation Breaks
(EXHIBIT F-19)
8. Overtime Compensation
(EXHIBIT F-20)
9. Patient Access to Medical Records
(EXHIBIT F-21)
10. Pharmaceutical or Patient Assistance Programs (PAP)
(EXHIBIT F-22)
11. Security of Patient Identifying Information
(EXHIBIT F-23)
12. Shift Differential
(EXHIBIT F-24)
13. Signature for Authorization
(EXHIBIT F-25)
14. Solicitation of/and Acceptance of Donations (Money, Goods or Services)
(EXHIBIT F-26)
15. State Service Contract Monitoring and Performance Reporting
(EXHIBIT F-27)
16. Student Internship Program
(EXHIBIT F-28)

I. MINOR CHANGES

1. Corporate Card

(EXHIBIT F-29)

2. Employee Counseling, Supervision, Progressive Discipline and Termination
(EXHIBIT F-30)
3. Employee Referral Bonus Program
(EXHIBIT F-31)
4. Equal Employment Opportunity
(EXHIBIT F-32)
5. Linguistic Competence Services
(EXHIBIT F-33)
6. Obligation to Identify Individuals or Entities Excluded from Participation in Federal Health Care Programs
(EXHIBIT F-34)
7. Professional Behavior and Attire
(EXHIBIT F-35)
8. Section 504 of the Rehabilitation Act ("The Act") and, the American with Disabilities Act ("ADA") (Consumers)
(EXHIBIT F-36)
9. Standardized Patient Record Form
(EXHIBIT F-37)
10. Temporary Personnel Services
(EXHIBIT F-38)
11. Termination of General Revenue Contract Providers with Harris Center-IDD Services
(EXHIBIT F-39)
12. Transfers-Promotions-Demotions
(EXHIBIT F-40)
13. Vehicle Operations
(EXHIBIT F-41)
14. Volunteer Program
(EXHIBIT F-42)

J. POLICY CHANGES

1. Credentialing Policy
(EXHIBIT F-43)
2. Family and Medical Leave Act (FMLA)
(EXHIBIT F-44)
3. Medical Services
(EXHIBIT F-45)
4. Payment of Accrued Leave Upon Separation
(EXHIBIT F-46)
5. Physician Assistant, Advanced Practice Registered Nurse Delegation Protocol

(EXHIBIT F-47)

6. Research Procedures and the Committee for the Protection of Human Subjects

(EXHIBIT F-48)

7. Social Media Use

(EXHIBIT F-49)

VII. CONSIDER AND TAKE ACTION

A. Board Resolution: Improving Approval Process of Routine and Required Expenses

(EXHIBIT F-50 Sean Kim)

B. Transfer January Enhanced FMAP Funds to COVID-19 eFMAP

(EXHIBIT F-51 Sean Kim)

VIII. REVIEW AND COMMENT

A. Procurement and Contracts Initiative

(EXHIBIT F-52 Michelle Morris, Sean Kim, Kendra Thomas)

B. Information Security Follow up-IT Roadmap

(EXHIBIT F-53 Mustafa Cochinwala)

C. Five Year Financial Forecast

(Sean Kim)

D. Market Compensation Review

(Wayne Young)

IX. BOARD CHAIR'S REPORT

X. EXECUTIVE SESSION

*** As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**

*** In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members to the Audit Committee.**

*** Discussion of personnel matters related to Executive Leadership -Wayne Young, CEO**

XI. RECONVENE INTO OPEN SESSION

XII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION

XIII. INFORMATION ONLY

A. February 2022 New Contracts Under 50K

(EXHIBIT F-54)

- B. February 2022 Contract Renewals Under 50K
(EXHIBIT F-55)
- C. February 2022 Contract Amendments Under 50K
(EXHIBIT F-56)
- D. February 2022 Affiliation Agreements, Grants, MOU's and Revenues-
Information Only
(EXHIBIT F-57)
- E. Abbreviations List
(EXHIBIT F-58)

XIV. ADJOURN

Veronica Franco

Veronica Franco, Board Liaison
Shaukat Zakaria, Chair, Board of Trustees
The Harris Center for Mental Health and IDD



EXHIBIT F-1

**THE HARRIS CENTER *for*
Mental Health and IDD**

MINUTES OF THE BOARD OF TRUSTEES MEETING

This is an official record of the Board of Trustees, The Harris Center for Mental Health and IDD, an Agency of the State, established by the Harris County Commissioners Court under provisions of Chapter 534 of the Health and Safety Code of the State of Texas.

PLACE OF MEETING: Conference Room 104
9401 Southwest Freeway
Houston, Texas 77074

TYPE OF MEETING: Regular

DATE: January 26, 2022

TRUSTEES

IN ATTENDANCE: Mr. Shaukat Zakaria, Chair
Dr. George Santos, Vice Chairperson
Dr. Lois Moore, Vice Chairperson
Mr. Gerald Womack, Secretary
Judge Bonnie Hellums
Mr. Jim Lykes

TRUSTEES ABSENT: T. Badeer, Sheriff E. Gonzalez, Robin Gearing PhD

I. Declaration of Quorum

Mr. Shaukat Zakaria, Chairperson, called the meeting to order at 9:30 a.m. noting that a quorum of the Board was in attendance.

II. Public Comments

Mr. Shaukat Zakaria, Chairperson, announced the floor is open for public comments. There were no public comments made.

III. Approval of Minutes

MOTION BY: MOORE

SECOND: HELLUMS

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Wednesday, November 17, 2021 as presented under Exhibit F-1, are approved.

IV. Chief Executive Officer's Report was provided by CEO Wayne Young

Mr. Young provided a Chief Executive Officer report to the Board.

V. Committee Reports and Action were presented by the respective chairs:

- A. Resource Committee Report and/or Action- G. Womack, Chair
 - 1. FY'22 Year-to-Date Budget Report- November and December
- B. Quality Committee Report and/or Action- G. Santos, Chair
- C. Program Committee Report and/or Action- B. Hellums, Chair
- D. Governance Committee Report and/or Action-J. Lykes, Chair

VI. Consent Agenda

- A. Approve FY'21 Year-to-Date Budget Report-November and December
- B. January 2022 New Contracts Over 50K
- C. January 2022 Contract Renewals Over 50K
- D. January 2022 Contract Amendments Over 50K
- E. January 2022 Interlocal Agreements
- F. Recommendation 426R-Nicholas Johnson representing Katy ISD
- G. Recommendation 425R-Kim Torres-Family Member Advocate
- H. Membership Application for Pasadena Cottages, Inc. Board of Director Lynn Ganschinietz
- I. Assurance of Individual Rights Policy
- J. Burglaries or Thefts
- K. Business Associate Policy
- L. Court-Ordered Outpatient Mental Health Services
- M. Emergency Medical Care for Consumers, Employees and Volunteers
- N. Incident Reporting

- O. Infection Control and Preventing Policy
- P. Management of Legal Documents and Litigation
- Q. Professional Review Committee
- R. Reporting Allegations of Abuse, Neglect and Exploitation of Children, Elderly Persons and Persons with Disabilities
- S. Reporting Automobile Accidents
- T. Trauma Informed Practice
- U. Utilization of Security Officer Services
- V. Weapons

MOTION: Dr. Santos moved to approve Consent Agenda items A through V
SECOND: Hellums seconded the motion with suggested changes to the Incident Reporting Policy
BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items A through V were approved agenda items with an amendment to agenda item N-Incident Reporting to add a statement that certain clinical and non-clinical Incident Reports will be confidential and privileged if they initiate quality and peer-review activities.

VII. Consider and Take Action

- A. External Financial Audit Report

MOTION BY: HELLUMS SECOND: LYKES

With unanimous affirmative votes BE IT RESOLVED External Financial Audit Report, are approved.

- B. Contract Award Recommendation for Professional Services FY2022

MOTION BY: SANTOS SECOND: HELLUMS

With unanimous affirmative votes BE IT RESOLVED Contract Award Recommendation for Professional Services FY2022, are approved.

VIII. Review and Comment

- A. **UTHealth John S. Dunn Center**, Mr. Glazier presented the UTHealth presentation to the Full Board.

- B. Workforce Challenges and Strategies**, Wayne presented the Workforce Challenges and Strategies.

IX. Board Chair's Report- Mr. Zakaria provided his Board Chair's report

X. Executive Session -10:03 a.m.

At 10:03 a.m. Chairperson Mr. Shaukat Zakaria announced the Board would enter into Executive Session for the following reasons:

- **As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**
- **In accordance with §551.072 of the Texas Government Code, Discussion about the sale of real property located at 6603 Barbarella Court, Houston, TX 77088. Wayne Young, CEO and Silvia Tiller, Director of Contracts & Real Estate**
- **In accordance with §551.072 of the Texas Government Code, Discussion about lease of real property located at 4400 Harrisburg Boulevard, Houston, TX 77011. Wayne Young, CEO, Keena Pace, COO, and Silvia Tiller, Director of Contracts and Real Estate.**
- **In accordance with §551.072 of the Texas Government Code, Discussion about the purchase of real property to replace Southeast Clinic located in Houston, TX- Wayne Young, CEO and Silvia Tiller, Director of Contracts & Real Estate**
- **In accordance with §551.072 of the Texas Government Code, Discussion about the purchase of real property to replace Northwest Clinic located in Houston, TX- Silvia Tiller, Director of Contracts & Real Estate**
- **In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the proposed 2022 Slate of Officers.**

XI. Reconvene into Open Session

At 11:14 a.m., the Board of Trustees reconvened into open session.

XII. Consider and Take Action as a Result of the Executive Session

The Full Board took the following actions:

1. **Lease of real property located at 4400 Harrisburg Boulevard, Houston, TX 77011**
I move the Chief Executive Officer be authorized and empowered to negotiate and execute a lease at 4400 Harrisburg, Houston, TX for the Coffehouse program.

MOTION: SANTOS SECOND: MOORE

With unanimous affirmative votes, BE IT RESOLVED the motion to lease real property located at 4400 Harrisburg Boulevard, Houston, Tx 77011 for Harris Center IDD programs is approved.

2. Purchase of real property to replace the Southeast clinic

I move that the Chief Executive Officer be authorized and empowered to enter into a purchase-sale agreement to purchase 2.0 acres of unimproved land located at 5959 Long Drive, Houston, TX 77087 for the benefit and use of the agency as it deems fit, and enter into any and all contracts or agreements relative to said purchase until said property is closed in due form.

MOTION: LYKES SECOND: MOORE

With unanimous affirmative votes, BE IT RESOLVED the motion to purchase real property for the replacement of the Southeast clinic is approved. Chair Zakaria signed a Board resolution related to this Board decision.

3. Purchase of real property to replace the Northwest clinic

I move that the Chief Executive Officer be authorized and empowered to enter into a purchase-sale agreement to purchase 9.4 acres of unimproved land located at 3902 West Little York, Houston, TX 77091 for the benefit and use of the agency as it deems fit, and enter into any and all contracts or agreements relative to said purchase until said property is closed in due form.

MOTION: MOORE SECOND: LYKES

With unanimous affirmative votes, BE IT RESOLVED the motion to purchase real property to replace the Northwest clinic is approved. Chair Zakaria signed a Board resolution related to this Board decision.

4. 2022 Slate of Board Officers- Chair Zakaria moved for the approval of a one year extension to the terms of the current Board officers. The motion was seconded by Mrs. Hellums.

With unanimous affirmative votes, BE IT RESOLVED the Board officers for the 2022 calendar year are:

- Board Chair- Shaukat Zakaria
- Vice Chair-Dr. George Santos
- Vice Chair- Dr. Lois Moore
- Secretary- Gerald Womack

ADJOURN

MOTION: SANTOS SECOND: HELLUMS

Motion passed with unanimous affirmative votes

The meeting was adjourned at 12:30 P.M.

Respectfully submitted,

Veronica Franco, Board Liaison
Shaukat Zakaria, Secretary, Board of Trustees
The HARRIS CENTER for Mental Health and IDD

EXHIBIT F-2



The Harris Center for Mental Health and IDD

Financial Report
For the Fifth Month and Year to Date Ended January 31, 2022

Fiscal Year 2022

Presented to the Resource Committee of the Board of Trustees on February 15, 2022

The Harris Center for Mental Health & IDD

February 15, 2022

Resource Committee
Board of Trustees
The Harris Center for Mental Health and IDD

The monthly financial report for January 31, 2022 of The Harris Center for Mental Health and IDD ("The Center") is submitted herewith. This report was prepared by The Center's Accounting Department. Responsibility for both accuracy of the presented data and the completeness and fairness of the presentation rests with the Authority, the Chief Financial Officer and the Accounting Department. We believe the data as presented is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and results of operations of the Center.

The Authority's accounting records for general operations are maintained on a modified accrual basis. Under this method, revenues are recognized in the period when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable. The financial statement submitted herewith has not been audited by an independent auditor.



Sean Kim, CPA
Chief Financial Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Fifth Month and Year to Date Ended January 31, 2022

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 22,610	\$ 22,482	\$ 128
Expenditures	25,155	25,720	565
Excess of Revenues over (under) Expenditures before Other Sources	<u>\$ (2,545)</u>	<u>\$ (3,238)</u>	<u>\$ 693</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under) Expenditures after Other Sources	<u>\$ 4,406</u>	<u>\$ 7</u>	<u>\$ 4,398</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Fifth Month and Year to Date Ended January 31, 2022

	Month Ended January 31, 2022				Five Months Ended January 31, 2022			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	\$ 4,500,322	\$ 4,663,258	\$ (162,936) c	-3%	\$ 22,685,444	\$ 23,319,361	\$ (633,917)	-3%
PAP / Samples	706,947	1,025,904	(318,957)	-31%	3,797,377	5,129,491	(1,332,114)	-26%
Interest	5,363	4,166	1,197	29%	23,411	20,830	2,581	12%
State General	10,448,862	9,978,681	470,181	5%	52,009,128	49,902,831	2,106,297	4%
State Grants	402,623	1,189,482	(786,859) d	-66%	5,048,275	5,947,405	(899,130)	-15%
Federal Grants	2,707,492	2,275,486	432,006 e	19%	12,838,723	11,401,626	1,437,097	13%
3rd party billings	3,838,457	3,345,387	493,070 f	15%	13,067,503	16,350,884	(3,283,381)	-20%
Total Revenue	22,610,066	22,482,364	127,702 g	1%	109,469,861	112,072,428	(2,602,567)	-2%
Total Expenses:								
Salaries and Fringe	17,738,031	17,869,604	131,573 h	1%	86,767,151	87,594,476	827,325	1%
Travel	97,890	153,926	56,036	36%	368,411	1,076,915	708,504	66%
Contracts and Consultants	1,828,077	1,825,534	(2,543)	0%	8,841,096	9,131,146	290,050	3%
HCPC Contract	2,317,441	2,369,793	52,352	2%	11,629,554	11,848,965	219,411	2%
Supplies and Drugs	1,233,691	1,363,080	129,389	9%	5,745,332	6,815,395	1,070,063	16%
Equipment (Purch, Rent, Maint)	436,477	517,776	81,299	16%	2,307,188	2,708,111	400,923	15%
Building (Purch, Rent, Maint)	425,911	554,415	128,504 i	23%	2,184,201	2,827,767	643,566	23%
Vehicle (Purch, Rent, Maint)	21,721	16,579	(5,142)	-31%	221,780	82,891	(138,889)	-168%
Telephone and Utilities	318,559	243,504	(75,055)	-31%	1,318,461	1,236,403	(82,058)	-7%
Insurance, Legal, Audit	149,505	175,746	26,241	15%	773,957	787,304	13,347	2%
Other	582,628	580,289	(2,339)	0%	2,463,475	2,946,793	483,318	16%
Claims Denials	4,987	50,037	45,050	90%	49,358	250,180	200,822	80%
Total Expenses	25,154,918	25,720,283	565,365 j	2%	122,669,964	127,306,346	4,636,382	4%
Excess of Revenues over (under)								
Expenditures before Other Sources	(2,544,852) a	(3,237,919)	693,067		(13,200,103)	(15,233,918)	2,033,815	
Funds from other sources:								
Use of fund balance - CapEx	220,009	-	220,009		1,402,182	-	1,402,182	
Use of fund balance - COVID-19	-	-	-		982,500	-	982,500	
Fund Balance DSRIP	432,748	432,748	-		2,262,080	2,262,080	-	
Waiver 1115 Revenues	2,911,070	2,911,070	-		12,952,342	12,979,299	(26,957)	
DSRIP Transition	-	-	-		-	-	-	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	-	-	-		6,620	-	6,620	
Proceeds from Sale of Assets	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ 1,018,975	\$ 105,899	\$ 913,076		\$ 4,405,621 b	\$ 7,461	\$ 4,398,160	

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of January 31, 2022

	Ending Balance		Increase/(Decrease)
	December 31, 2021	January 31, 2022	January
Assets			
Cash and Cash Equivalents	\$ 130,814,770	\$ 121,821,883	\$ (8,992,887) a
Inventory - includes RX	278,046	276,020	(2,026) b
Prepaid Expenses	10,930,286	8,998,482	(1,931,804) c
A/R Medicaid, Medicare, 3rd Party	11,962,291	12,009,480	47,189
Less Bad Debt Reserve	(6,905,823)	(6,905,823)	-
A/R Other	18,486,567	16,843,827	(1,642,740) d
A/R DSRIP	12,842,932	9,021,801	(3,821,131)
Total Current Assets	178,409,069	162,065,670	(16,343,399)
Land	6,432,036	6,432,036	-
Building	25,773,792	25,773,792	-
Building Improvements	21,621,995	21,621,995	-
Furniture and Fixtures	7,585,244	7,591,701	6,457
Vehicles	1,569,768	1,569,768	-
Construction in Progress	17,255,795	17,475,804	220,009
Total Property, Plant & Equipment	80,238,630	80,465,096	226,466
TOTAL ASSETS	\$ 258,647,699	\$ 242,530,766	\$ (16,116,933)
Liabilities and Fund Balance			
Unearned Income	\$ 39,710,697	\$ 26,474,101	\$ (13,236,596) e
Accrued Payroll and Accounts Payables	26,331,677	22,857,377	(3,474,300) f
Current Portion Long Term Debt	-	-	-
Total Current Liabilities	66,042,374	49,331,478	(16,710,896)
State Escheatment Payable	40,076	41,354	1,278
Total Non Current Liabilities	40,076	41,354	1,278
TOTAL LIABILITIES	66,082,450	49,372,832	(16,709,618)
General Fund Balance	18,306,355	18,308,381	2,026 g
Nonspendable			
Investment in Inventories	278,046	276,020	(2,026)
Investment In Fixed Assets	80,238,630	80,465,097	226,467
Assigned:			
Current Capital Projects	19,442,374	19,222,365	(220,009) h
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-
Self Insurance	2,000,000	2,000,000	-
ECI Building Use	361,664	361,664	-
Waiver 1115	61,844,680	61,411,932	(432,748) i
COVID-19 eFMAP Reserve	486,658	486,658	-
Compensated Absences	4,854,354	4,854,354	-
Total	189,178,603	188,752,313	(426,290)
Year to Date Excess Revenues over (under) Expenditures	3,386,646	4,405,621	1,018,975
TOTAL FUND BALANCE	192,565,249	193,157,934	592,685
TOTAL LIABILITIES AND FUND BALANCE	\$ 258,647,699	\$ 242,530,766	\$ (16,116,933)

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended January 31, 2022

- I. Comparison of Revenue and Expenses
 - a. For the month of January 2022, the fifth month of the fiscal year, the Harris Center is reporting excess Expenditures over Revenues of \$2,544,852.
 - b. The year-to-date amount translates to Excess Revenues over Expenditures of \$4,405,621 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues and insurance proceeds are considered.
 - c. Harris County and Local Revenue is unfavorable to budget due to unfilled positions.
 - d. State grants are unfavorable to budget by \$786,859 primarily due to timing of ECI insurance collections.
 - e. Federal grants are favorable to budget by \$432,006 due to funding from several new federal block grants and ARPA grants.
 - f. Third Party Billings are favorable to budget by \$493,070.
 - g. Total Revenue is favorable to budget by \$127,702.
 - h. Salaries and Fringe Benefits are favorable to budget by \$131,573.
 - i. Building is favorable to budget by \$128,504 due to timing of expenses.
 - j. Total Expenses are favorable to budget by \$565,365.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet

- a. Cash and Cash Equivalents - The Agency considers cash and cash equivalents to be cash on hand, demand deposit accounts and short term investments with maturities of less than ninety days. Cash and cash equivalents decreased from the prior month because of operations.

	Ending Balance		Increase (Decrease)
	12/31/2021	1/31/2022	January
Cash-General Fund Bank of America	\$ 2,370,391	\$ 7,238,807	\$ 4,868,416
Cash-General Fund Chase	58,561,951	51,858,601	(6,703,350)
Cash-BOA ACH Vendor	273,191	158,379	(114,812)
Cash-FSA-Discovery	256,949	208,445	(48,504)
Petty Cash	5,700	5,700	-
Investments-Texpool General Fund	1,001,711	1,001,743	32
Investments-Texpool Self Insurance	2,289,229	2,289,302	73
Investments-Texpool Prime	29,623,659	31,326,211	1,702,552
Investments-Texas Class	36,431,989	27,734,695	(8,697,294)
	<u>\$ 130,814,770</u>	<u>\$ 121,821,883</u>	<u>\$ (8,992,887)</u>

- b. Inventory normally does not significantly change from month to month. The balance is normally updated annually at the time of the year end physical inventory. PAP/Drug samples are not included in inventory, as this inventory does not belong to the Center. Inventory consists of the following:

	Ending Balance		Increase (Decrease)
	12/31/2021	1/31/2022	January
Inventory-Central Supplies	\$ 28,052	\$ 28,052	\$ -
Supplies Used	(15,189)	(17,215)	(2,026)
Inventory-Drugs	265,183	265,183	-
Total Inventory	<u>\$ 278,046</u>	<u>\$ 276,020</u>	<u>\$ (2,026)</u>

- c. Prepaid Expenses decreased due to amortization of prepaid insurance and other prepaid items.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable decreased in January.

	Ending Balance		Increase
	12/31/2021	1/31/2022	(Decrease) January
Villas at Bayou Park	58,133	60,433	\$ 2,300
Pear Grove	37,037	39,937	2,900
Pasadena Cottages	82,971	72,252	(10,719)
Employee	29	-	(29)
Pecan Village	4,401	4,401	-
Acres Homes Garden	81,834	92,516	10,682
General Accounts Receivable	1,142,233	1,142,233	-
Harris County Projects	731,953	737,926	5,973
Harris County Juvenile Probation	607,803	757,383	149,580
Harris County Community Supervision	714,264	685,124	(29,140)
Harris County Sheriff's Department	2,662,851	2,638,028	(24,823)
ICFMR	251,034	176,897	(74,137)
ECI Administrative Claiming	82,365	(11,318)	(93,683)
TCOOMMI-Special Needs	737,921	578,106	(159,815)
TDCJ-Parole	102,500	123,000	20,500
TDCJ-Substance Abuse	84,518	67,851	(16,667)
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Jail Diversion	2,655,162	2,357,077	(298,085)
ECI	1,380,491	716,136	(664,355)
ECI Respite	770	976	206
ECI SNAP	23,136	19,184	(3,952)
Federal CHH Navigation	15,169	101,961	86,792
Federal Aot	167,338	61,311	(106,027)
PATH-Mental Health Block Grant	231,923	107,042	(124,881)
MH Block Grant-Coordinated Specialty Care	139,889	153,312	13,423
DSHS SAPT Block Grant	121,818	108,243	(13,575)
Enhanced Community Coordinator	95,903	94,471	(1,432)
Subtotal, A/R-Other	\$ 12,419,469	\$ 11,082,213	\$ (1,337,256)

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable Other (Continued)

	Ending Balance		Increase (Decrease)
	12/31/2021	1/31/2022	January
DSHS Mental Health First Aid	\$ 32,250	\$ 20,205	\$ (12,045)
HHSC ZEST-Zero Suicide	64,228	31,334	(32,894)
HCC Open Door	360,818	350,213	(10,605)
HCS	22,416	22,416	-
Tx Home Living Waiver	309,737	314,550	4,813
Federal DSHS Disaster Assistance	794,699	818,280	23,581
DPP-BHS	3,161,752	2,884,974	(276,778)
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Local TCDD C19 Vac Stipend	2,450	6,705	4,255
Grand Total A/R - Other	\$ 18,486,567	\$ 16,843,827	\$ (1,642,740)

- e. Unearned Income decreased due to expenditures of state General Revenue Funds.
- f. Accrued Payroll and Accounts Payable decreased because of payment timing related to accounts payable, payroll, and employee fringe benefit liabilities.
- g. General Fund Balance increased due to operations.
- h. Current Capital Projects decreased due to expenses related to Board approved Capex projects.
- i. Waiver 1115 Reserves decreased due to use of budgeted DSRIP reserves for operations.
- j. Days of Operations in Reserve for Total Agency is 150 days versus 144 days for the prior month.

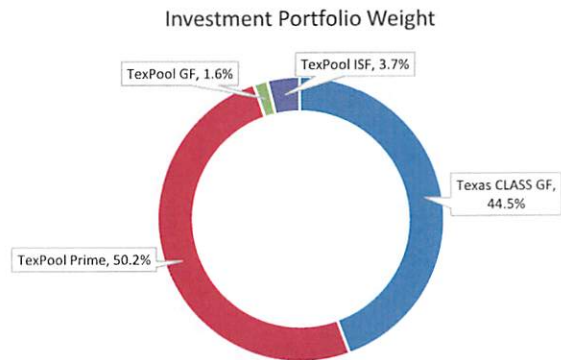
III. Investment Portfolio

- a. Total investments as of January 31, 2022 are \$62,351,951 of which 100% is in government pools. (Texas Class 44% and TexPool 56%)
- b. Investments this month yielded interest income of \$5,363.

The Harris Center for Mental Health and IDD
 Investment Portfolio
 January 31, 2022

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Yield
<i>Texas CLASS</i>							
Texas CLASS General Fund	\$ 36,431,989	\$ -	\$ (8,700,000)	\$ 2,706	\$ 27,734,695	44.5%	0.097%
<i>TexPool</i>							
TexPool Prime	29,623,659	\$ 1,700,000	\$ -	2,552	31,326,211	50.2%	0.098%
TexPool General Fund	1,001,711			32	1,001,743	1.6%	0.038%
TexPool Internal Service Fund	2,289,229			73	2,289,302	3.7%	0.038%
<i>TexPool Sub-Total</i>	<i>32,914,599</i>	<i>1,700,000</i>	<i>-</i>	<i>2,657</i>	<i>34,617,256</i>	<i>55.5%</i>	<i>0.092%</i>
Total Investments	\$ 69,346,588	\$ 1,700,000	\$ (8,700,000)	5,363	\$ 62,351,951	100%	0.094%



3 Month Weighted Average Maturity (Days) **1.00**
 3 Month Weighted Average Yield of The Harris Center Investment Portfolio **0.071%**
 3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks) **0.052%**

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of January 31, 2022 is in compliance with the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

The Harris Center for Mental Health and IDD
 Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits

Report for January 2022

Vendor	Description	Monthly Not-To-Exceed*	Jan-22	YTD Total Through January
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$1,500,000	\$1,403,629	\$7,635,729
Blue Cross Blue Shield of TX	Health and Life Insurance	\$2,300,000	\$2,183,175	\$10,359,726
Blue Cross Blue Shield of TX-Dental	Dental Insurance	\$100,000	\$90,216	\$400,550

* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective April 28, 2021

Note: Non-employee portion of January payments of Liabilities for Employee Benefits = 11% of Expenditures.

EXHIBIT F-3



The Harris Center for Mental Health and IDD

Financial Report
For the Fifth Month and Year to Date Ended January 31, 2022

Fiscal Year 2022

Presented to the Resource Committee of the Board of Trustees on February 15, 2022

The Harris Center for Mental Health & IDD

February 15, 2022

Resource Committee
Board of Trustees
The Harris Center for Mental Health and IDD

The monthly financial report for January 31, 2022 of The Harris Center for Mental Health and IDD ("The Center") is submitted herewith. This report was prepared by The Center's Accounting Department. Responsibility for both accuracy of the presented data and the completeness and fairness of the presentation rests with the Authority, the Chief Financial Officer and the Accounting Department. We believe the data as presented is accurate in all material respects; that it is presented in a manner designed to fairly set forth the financial position and results of operations of the Center.

The Authority's accounting records for general operations are maintained on a modified accrual basis. Under this method, revenues are recognized in the period when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable. The financial statement submitted herewith has not been audited by an independent auditor.



Sean Kim, CPA
Chief Financial Officer

The Harris Center for Mental Health and IDD
Financial Summary
For the Fifth Month and Year to Date Ended January 31, 2022

Month (,000)			
	Actual	Budget	Variance
Revenues	\$ 22,610	\$ 22,482	\$ 128
Expenditures	<u>25,155</u>	<u>25,720</u>	<u>565</u>
Excess of Revenues over (under)			
Expenditures before Other Sources	<u>\$ (2,545)</u>	<u>\$ (3,238)</u>	<u>\$ 693</u>

Year-to-date (,000)			
	Actual	Budget	Variance
Excess of Revenues over (under)			
Expenditures after Other Sources	<u>\$ 4,406</u>	<u>\$ 7</u>	<u>\$ 4,398</u>

The Harris Center for Mental Health and IDD
Comparison of Revenue and Expenses - Actual to Budget
For the Fifth Month and Year to Date Ended January 31, 2022

	Month Ended January 31, 2022				Five Months Ended January 31, 2022			
	Actual	Budget	Variance		Actual	Budget	Variance	
			Favorable or (Unfavorable)				Favorable or (Unfavorable)	
		\$	%	\$	%	\$	%	
Total Revenues:								
Harris County and Local	\$ 4,500,322	\$ 4,663,258	\$ (162,936) c	-3%	\$ 22,685,444	\$ 23,319,361	\$ (633,917)	-3%
PAP / Samples	706,947	1,025,904	(318,957)	-31%	3,797,377	5,129,491	(1,332,114)	-26%
Interest	5,363	4,166	1,197	29%	23,411	20,830	2,581	12%
State General	10,448,862	9,978,681	470,181	5%	52,009,128	49,902,831	2,106,297	4%
State Grants	402,623	1,189,482	(786,859) d	-66%	5,048,275	5,947,405	(899,130)	-15%
Federal Grants	2,707,492	2,275,486	432,006 e	19%	12,838,723	11,401,626	1,437,097	13%
3rd party billings	3,838,457	3,345,387	493,070 f	15%	13,067,503	16,350,884	(3,283,381)	-20%
Total Revenue	22,610,066	22,482,364	127,702 g	1%	109,469,861	112,072,428	(2,602,567)	-2%
Total Expenses:								
Salaries and Fringe	17,738,031	17,869,604	131,573 h	1%	86,767,151	87,594,476	827,325	1%
Travel	97,890	153,926	56,036	36%	368,411	1,076,915	708,504	66%
Contracts and Consultants	1,828,077	1,825,534	(2,543)	0%	8,841,096	9,131,146	290,050	3%
HCPC Contract	2,317,441	2,369,793	52,352	2%	11,629,554	11,848,965	219,411	2%
Supplies and Drugs	1,233,691	1,363,080	129,389	9%	5,745,332	6,815,395	1,070,063	16%
Equipment (Purch, Rent, Maint)	436,477	517,776	81,299	16%	2,307,188	2,708,111	400,923	15%
Building (Purch, Rent, Maint)	425,911	554,415	128,504 i	23%	2,184,201	2,827,767	643,566	23%
Vehicle (Purch, Rent, Maint)	21,721	16,579	(5,142)	-31%	221,780	82,891	(138,889)	-168%
Telephone and Utilities	318,559	243,504	(75,055)	-31%	1,318,461	1,236,403	(82,058)	-7%
Insurance, Legal, Audit	149,505	175,746	26,241	15%	773,957	787,304	13,347	2%
Other	582,628	580,289	(2,339)	0%	2,463,475	2,946,793	483,318	16%
Claims Denials	4,987	50,037	45,050	90%	49,358	250,180	200,822	80%
Total Expenses	25,154,918	25,720,283	565,365 j	2%	122,669,964	127,306,346	4,636,382	4%
Excess of Revenues over (under)								
Expenditures before Other Sources	(2,544,852) a	(3,237,919)	693,067		(13,200,103)	(15,233,918)	2,033,815	
Funds from other sources:								
Use of fund balance - CapEx	220,009	-	220,009		1,402,182	-	1,402,182	
Use of fund balance - COVID-19	-	-	-		982,500	-	982,500	
Fund Balance DSRIP	432,748	432,748	-		2,262,080	2,262,080	-	
Waiver 1115 Revenues	2,911,070	2,911,070	-		12,952,342	12,979,299	(26,957)	
DSRIP Transition	-	-	-		-	-	-	
COVID-19 FMAP Allocation	-	-	-		-	-	-	
Insurance Proceeds	-	-	-		6,620	-	6,620	
Proceeds from Sale of Assets	-	-	-		-	-	-	
Excess of Revenues over (under)								
Expenditures after Other Sources	\$ 1,018,975	\$ 105,899	\$ 913,076		\$ 4,405,621 b	\$ 7,461	\$ 4,398,160	

The Harris Center for Mental Health and IDD
Comparative Balance Sheet
As of January 31, 2022

	Ending Balance		Increase/(Decrease)
	December 31, 2021	January 31, 2022	January
Assets			
Cash and Cash Equivalents	\$ 130,814,770	\$ 121,821,883	\$ (8,992,887) a
Inventory - includes RX	278,046	276,020	(2,026) b
Prepaid Expenses	10,930,286	8,998,482	(1,931,804) c
A/R Medicaid, Medicare, 3rd Party	11,962,291	12,009,480	47,189
Less Bad Debt Reserve	(6,905,823)	(6,905,823)	-
A/R Other	18,486,567	16,843,827	(1,642,740) d
A/R DSRIP	12,842,932	9,021,801	(3,821,131)
Total Current Assets	<u>178,409,069</u>	<u>162,065,670</u>	<u>(16,343,399)</u>
Land	6,432,036	6,432,036	-
Building	25,773,792	25,773,792	-
Building Improvements	21,621,995	21,621,995	-
Furniture and Fixtures	7,585,244	7,591,701	6,457
Vehicles	1,569,768	1,569,768	-
Construction in Progress	17,255,795	17,475,804	220,009
Total Property, Plant & Equipment	<u>80,238,630</u>	<u>80,465,096</u>	<u>226,466</u>
TOTAL ASSETS	<u>\$ 258,647,699</u>	<u>\$ 242,530,766</u>	<u>\$ (16,116,933)</u>
Liabilities and Fund Balance			
Unearned Income	\$ 39,710,697	\$ 26,474,101	\$ (13,236,596) e
Accrued Payroll and Accounts Payables	26,331,677	22,857,377	(3,474,300) f
Current Portion Long Term Debt	-	-	-
Total Current Liabilities	<u>66,042,374</u>	<u>49,331,478</u>	<u>(16,710,896)</u>
State Escheatment Payable	40,076	41,354	1,278
Total Non Current Liabilities	<u>40,076</u>	<u>41,354</u>	<u>1,278</u>
TOTAL LIABILITIES	<u>66,082,450</u>	<u>49,372,832</u>	<u>(16,709,618)</u>
General Fund Balance	18,306,355	18,308,381	2,026 g
Nonspendable			
Investment in Inventories	278,046	276,020	(2,026)
Investment in Fixed Assets	80,238,630	80,465,097	226,467
Assigned:			
Current Capital Projects	19,442,374	19,222,365	(220,009) h
Future Purchases of Real Property and IT Infrastructure	1,365,842	1,365,842	-
Self Insurance	2,000,000	2,000,000	-
ECI Building Use	361,664	361,664	-
Waiver 1115	61,844,680	61,411,932	(432,748) i
COVID-19 eFMAP Reserve	486,658	486,658	-
Compensated Absences	4,854,354	4,854,354	-
Total	<u>189,178,603</u>	<u>188,752,313</u>	<u>(426,290)</u>
Year to Date Excess Revenues over (under) Expenditures	3,386,646	4,405,621	1,018,975
TOTAL FUND BALANCE	<u>192,565,249</u>	<u>193,157,934</u>	<u>592,685</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 258,647,699</u>	<u>\$ 242,530,766</u>	<u>\$ (16,116,933)</u>

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Reports
For Month and Year to Date Ended January 31, 2022

- I. Comparison of Revenue and Expenses
 - a. For the month of January 2022, the fifth month of the fiscal year, the Harris Center is reporting excess Expenditures over Revenues of \$2,544,852.
 - b. The year-to-date amount translates to Excess Revenues over Expenditures of \$4,405,621 after use of fund balance, fund balance CapEx, fund balance DSRIP, Waiver 1115 revenues and insurance proceeds are considered.
 - c. Harris County and Local Revenue is unfavorable to budget due to unfilled positions.
 - d. State grants are unfavorable to budget by \$786,859 primarily due to timing of ECI insurance collections.
 - e. Federal grants are favorable to budget by \$432,006 due to funding from several new federal block grants and ARPA grants.
 - f. Third Party Billings are favorable to budget by \$493,070.
 - g. Total Revenue is favorable to budget by \$127,702.
 - h. Salaries and Fringe Benefits are favorable to budget by \$131,573.
 - i. Building is favorable to budget by \$128,504 due to timing of expenses.
 - j. Total Expenses are favorable to budget by \$565,365.

The Harris Center for Mental Health and IDD
 Notes to the Preliminary Financial Statements
 For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet

- a. Cash and Cash Equivalents - The Agency considers cash and cash equivalents to be cash on hand, demand deposit accounts and short term investments with maturities of less than ninety days. Cash and cash equivalents decreased from the prior month because of operations.

	Ending Balance		Increase (Decrease)
	12/31/2021	1/31/2022	January
Cash-General Fund Bank of America	\$ 2,370,391	\$ 7,238,807	\$ 4,868,416
Cash-General Fund Chase	58,561,951	51,858,601	(6,703,350)
Cash-BOA ACH Vendor	273,191	158,379	(114,812)
Cash-FSA-Discovery	256,949	208,445	(48,504)
Petty Cash	5,700	5,700	-
Investments-Texpool General Fund	1,001,711	1,001,743	32
Investments-Texpool Self Insurance	2,289,229	2,289,302	73
Investments-Texpool Prime	29,623,659	31,326,211	1,702,552
Investments-Texas Class	36,431,989	27,734,695	(8,697,294)
	<u>\$ 130,814,770</u>	<u>\$ 121,821,883</u>	<u>\$ (8,992,887)</u>

- b. Inventory normally does not significantly change from month to month. The balance is normally updated annually at the time of the year end physical inventory. PAP/Drug samples are not included in inventory, as this inventory does not belong to the Center. Inventory consists of the following:

	Ending Balance		Increase (Decrease)
	12/31/2021	1/31/2022	January
Inventory-Central Supplies	\$ 28,052	\$ 28,052	\$ -
Supplies Used	(15,189)	(17,215)	(2,026)
Inventory-Drugs	265,183	265,183	-
Total Inventory	<u>\$ 278,046</u>	<u>\$ 276,020</u>	<u>\$ (2,026)</u>

- c. Prepaid Expenses decreased due to amortization of prepaid insurance and other prepaid items.

The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable decreased in January.

	Ending Balance		Increase
	12/31/2021	1/31/2022	(Decrease) January
Villas at Bayou Park	58,133	60,433	\$ 2,300
Pear Grove	37,037	39,937	2,900
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The Harris Center for Mental Health and IDD
Notes to the Preliminary Financial Statements
For Month and Year to Date Ended January 31, 2022

II. Comparative Balance Sheet (continued)

d. Accounts Receivable Other (Continued)

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Local TCDD C19 Vac Stipend	2,450	6,705	4,255
Grand Total A/R - Other	\$ 18,486,567	\$ 16,843,827	\$ (1,642,740)

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- g. General Fund Balance increased due to operations.
- h. Current Capital Projects decreased due to expenses related to Board approved Capex projects.
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- j. Days of Operations in Reserve for Total Agency is 150 days versus 144 days for the prior month.

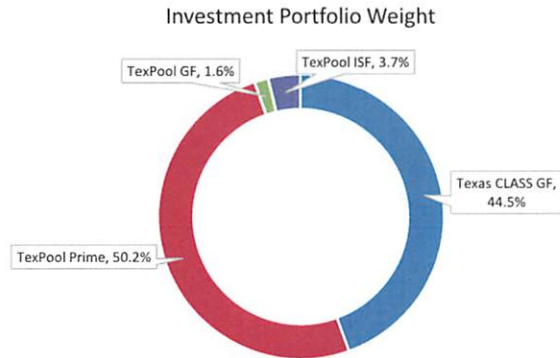
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- b. Investments this month yielded interest income of \$5,363.

The Harris Center for Mental Health and IDD
 Investment Portfolio
 January 31, 2022

Local Government Investment Pools (LGIPs)

	<u>Beginning Balance</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Interest Income</u>	<u>Ending Value</u>	<u>Portfolio %</u>	<u>Yield</u>
<i>Texas CLASS</i>							
Texas CLASS General Fund	\$ 36,431,989	\$ -	\$ (8,700,000)	\$ 2,706	\$ 27,734,695	44.5%	0.097%
<i>TexPool</i>							
TexPool Prime	29,623,659	\$ 1,700,000	\$ -	2,552	31,326,211	50.2%	0.098%
TexPool General Fund	1,001,711			32	1,001,743	1.6%	0.038%
TexPool Internal Service Fund	2,289,229			73	2,289,302	3.7%	0.038%
<i>TexPool Sub-Total</i>	<i>32,914,599</i>	<i>1,700,000</i>	<i>-</i>	<i>2,657</i>	<i>34,617,256</i>	<i>55.5%</i>	<i>0.092%</i>
Total Investments	\$ 69,346,588	\$ 1,700,000	\$ (8,700,000)	\$ 5,363	\$ 62,351,951	100%	0.094%



3 Month Weighted Average Maturity (Days) 1.00
3 Month Weighted Average Yield of The Harris Center Investment Portfolio 0.071%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks) 0.052%

This Investment Portfolio Report of The Harris Center for Mental Health and IDD as of January 31, 2022 is in compliance with the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

The Harris Center for Mental Health and IDD
 Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits

Report for January 2022

Vendor	Description	Monthly Not-To-Exceed*	Jan-22	YTD Total Through January
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$1,500,000	\$1,403,629	\$7,635,729
Blue Cross Blue Shield of TX	Health and Life Insurance	\$2,300,000	\$2,183,175	\$10,359,726
Blue Cross Blue Shield of TX-Dental	Dental Insurance	\$100,000	\$90,216	\$400,550

* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective April 28, 2021

Note: Non-employee portion of January payments of Liabilities for Employee Benefits = 11% of Expenditures.

EXHIBIT F-4

February 2022
NEW CONTRACTS OVER 50k

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY22 NEW CONTRACTS								
	ADMINISTRATION								
1	Master Pool RFQ-Supplemental Professional Services (Project #FY22-0213 & #FY22-0213B)	10 out of 28	Professional Services		\$400,000.00	02/01/22- 08/31/23	GR	RFQualification	<p>A Request for Qualification opening for Professional Services (FY22-0213) for facility related requests was held on Tuesday, November 2, 2021. The Supplemental RFQ (FY22-0213B) opening was held on Friday, January 21, 2022. Services consist of the following: Architectural, Planning, Engineering, Electrical, Plumbing, Mechanical (HVAC) and Environmental (Abatement and Mold Removal) Services. The Project Team consisted of the following Members: Todd McCorquodale, Director of Facility Services, Karen Hurst, Project Manager Facility Services, James Blunt, Buyer Purchasing and Sharon Brunner, Purchasing Manager. One hundred and forty-five (145) vendors were contacted, sixty-four (64) were HUBS. Advertisements were placed in three (3) local newspapers, The Harris Center's website, the State of Texas ESD website, the Houston Business Journal, the Houston Minority Supplier Development Council, and the Women's Business Enterprise Alliance. Twenty (20) submissions were received and deemed responsive. Three (3) Non-Participation notices were received (Project FY22-0213) from the following Architectural Firms: BB&W Architects, LLC, Cannon Design, Perkins & Will. Facility Services staff rated each response using a qualitative approach. Recommendation was awarded to the following: Architectural Firms: Powers Brown Architecture, TH3E Design LLC (HUB), RDLR Architects (HUB), Arttech Solutions, Inc., Brave Architecture (HUB), PGAL (Pierce, Goodwin, Alexander & Lirville), Hutt-Zollars (Architectural & Engineering), EK Design Group, LLC, Autoarch Architects (HUB), Kirksey Architecture, The Broadbus Companies (HUB), Page Southerland Page (HUB Subcontractor), Environmental Firms: EFI Global, Inc., Choice Consulting, Compass Abatement Services, LLC (MSE/WBE), Terracon, Ninyo & Moore; Engineering Firms: Enaigh Hayes Whaley, LLC (Structural Engineering-HUB), Concept Engineers (Structural Engineering-HUB), Walter P Moore (Structural/Civil Engineering), Hutt-Zollars (Engineering & Architectural), IMEG Corporation (MEP & Structural Engineering), E&C Engineers & Consultants, Inc. (MEP Services-HUB), Separation Systems Consultants, Inc. (Environmental & Construction-HUB); Electrical Firms: TNT Electrical Contractors, Highlights Electrical, Plumbing/Mechanical (HVAC): Raven Mechanical, LP, Letsos Company.</p> <p>Total NTE for five years: \$1,000,000.00 FY22: \$200,000.00 FY23: \$200,000.00 FY24: \$200,000.00 FY25: \$200,000.00 FY26: \$200,000.00</p>
	CPEP/CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	LEASES								
	MENTAL HEALTH SERVICES								

Executive Contract Summary

Contract Section

Contractor*

Professional Services - multiple vendors

Contract ID #*

2022-0309

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

SEE ATTACHED LIST OF VENDORS and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input checked="" type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/1/2022

Contract Term End Date* (?)

8/31/2023

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 200,000.00

Fiscal Year* (?) **Amount* (?)**
 2023 \$ 200,000.00

Funding Source*
 General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input checked="" type="radio"/> Personal/Professional Services | <input type="radio"/> Consultant |
| <input type="radio"/> Consumer Driven Contract | <input type="radio"/> New Contract/Agreement |
| <input type="radio"/> Memorandum of Understanding | <input type="radio"/> Amendment to Existing Contract |
| <input type="radio"/> Affiliation or Preceptor | <input type="radio"/> Service/Maintenance |
| <input type="radio"/> BAA/DUA | <input type="radio"/> IT/Software License Agreement |
| <input type="radio"/> Pooled Contract | <input type="radio"/> Lease |
| <input type="radio"/> Renewal of Existing Contract | <input type="radio"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

A contract with the attached list of vendors for Professional Services which consists of Architects, Engineers, Environmental, Electrical, and Plumbing/Mechanical (HVAC), into one pool contract for an initial two year contract from 2/1/2022 thru 8/31/2023 with an annual NTE of \$200,000.00. Qualification of vendors was requested to have a pool of firms/companies to use as projects develop. Initial two year contract with 3 1 year renewable contracts available.

FY2022 NTE - \$200,000.00 with \$75,000.00 in 1899 569015 and \$125,000.00 in 1899 557001

FY2023 NTE - \$200,000.00 with \$75,000.00 in 1899 569015 and \$125,000.00 in 1899 557001

Contract Owner*
 Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

several vendors on the list we have contracted with previously from 2012 to present, others are first time being used

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

see attached list as some are HUB and some do not meet requirements

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Professional Services FY22-0213 and 0213B RFQ.xlsx 18.39KB

Vendor/Contractor Contact Person

Name *

MULTIPLE AWARDS - see attached listing

Address *

Street Address

see attached

Address Line 2

City

see attached

State / Province / Region

see attached

Postal / Zip Code

see attached

Country

USA

Phone Number *

see attached

Email *

seeattached@none.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1899	\$ 75,000.00	569015

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1899	\$ 125,000.00	557001

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Harper, Sarah	2/4/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/4/2022

Procurement Approval

File Upload (?)

Approved by

Mina Cook

Approval Date

2/4/2022

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

2/4/2022

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shasthya Behu

Approval Date *


2/4/2022

EXHIBIT F-5

February 2022
AMENDMENTS OVER 50k



Executive Contract Summary

Contract Section **Contractor***

P-RECRUITMENT

Contract ID #*

2021-0224

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

THE HARRIS CENTER AND NEW MASTER POOL
 (HR RECRUITMENT AND PLACEMENT SERVICES)

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other **CONTRACT AMENDMENT**

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 154,800.00

Increase Not to Exceed*

\$ 24,000.00

Revised Total Not to Exceed (NTE)*

\$ 178,800.00

Fiscal Year* (?)	Amount* (?)
2022	\$ 178,800.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|---|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input checked="" type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Vendors provide recruitment permanent placement and temporary staffing Agency wide.

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

P-RECRUITMENT POOLED SERVICES

Address*

Street Address

N/A

Address Line 2

City

N/A

State / Province / Region

N/A

Postal / Zip Code

N/A

Country

N/A

Phone Number*

N/A

Email*

AP@THEHARRISCENTER.ORG

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 24,000.00	592000

Budget Manager	Secondary Budget Manager
BROWN, ERICA S.	CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)
N/A

Project WBS (Work Breakdown Structure)* (?)
N/A

Requester Name	Submission Date
TURCIOS, LIVIA E	1/6/2022

Budget Manager Approval(s)

Approved by	Approval Date
	1/7/2022

Procurement Approval

File Upload (?)

Approved by	Approval Date
 Sign	

Contract Owner Approval

Approved by	Approval Date
	1/12/2022

Contracts Approval

Approve*
 Yes
 No, reject entire submission
 Return for correction

Approved by*	Approval Date*
	1/12/2022



Executive Contract Summary

Contract Section

Contractor*

Diamond Pharmacy Services

Contract ID #*

7247

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

Diamond Pharmacy Services and The Harris Center for MH and IDD Services

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/1/2021

Contract Term End Date* (?)

4/30/2022

If contract is off-cycle, specify the contract term (?)

extension

Current Contract Amount*

\$ 195,000.00

Increase Not to Exceed*

\$ 49,000.00

Revised Total Not to Exceed (NTE)*

\$ 244,000.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 244,000.00

Funding Source*

County

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

To extend the term and increase the NTE to allow Harris County's Purchasing Department to complete procurement process.

Contract Owner*

Monalisa Jiles

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

2/1/20-1/31/21 Medication Services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Harris County

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Courtney Adams, Exe Asst to COO, Diamond Pharmacy

Address*

Street Address

645 Kolter Drive

Address Line 2

City

Indiana

Postal / Zip Code

15701

State / Province / Region

PA

Country

United States

Phone Number*

180088263371036

Email*

cadams@diamondpharmacy.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6401	\$ 24,500.00	547001

Budget Manager	Secondary Budget Manager
Williams-Wesley, Sheenia	Jiles, Monalisa

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6303	\$ 24,500.00	547001

Budget Manager	Secondary Budget Manager
Williams-Wesley, Sheenia	Jiles, Monalisa

Provide Rate and Rate Descriptions if applicable* (?)

0

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Williams-Wesley, Sheenia

Submission Date

1/28/2022

Budget Manager Approval(s)

Approved by

Sheenia Williams-Wesley

Approval Date

1/28/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Monalisa Jiles

Approval Date

1/28/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shadleyia Behn

Approval Date*

1/28/2022



Executive Contract Summary

Contract Section

Contractor*

P-Foreign

Contract ID #*

7212

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Pooled Interpretation contract vendors and the Harris Center for Mental Health & IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input checked="" type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 499,966.00

Increase Not to Exceed*

\$ 5,025.00

Revised Total Not to Exceed (NTE)*

\$ 504,991.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 504,991.00

Funding Source*

County

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The Jail Diversion program is requesting to add \$5,025 to cover outstanding invoices as well as anticipated spending for hearing impaired consumers. The program started in late 2018 and has only used interpretation services minimally thus it was budgeted at \$500 a year, however, program has had numerous consumers needing assistance and their residential stays are now longer as well.

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

Current existing renewal contract ID #7212

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

- Yes
- No
- Unknown

Community Partnership* (?)

- Yes
- No
- Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Vendor Pool

Address*

Street Address

N/A

Address Line 2

City

N/A

Postal / Zip Code

N/A

State / Province / Region

N/A

Country

N/A

Phone Number*

N/A

Email*

na@notanemailaddress.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9403	\$ 5,025.00	543018
Budget Manager	Secondary Budget Manager	
RAMIREZ, PRISCILLA M	OSHMANN, JODEL	

Provide Rate and Rate Descriptions if applicable* (?)

As described on pooled contract

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

RAMIREZ, PRISCILLA M

Submission Date

1/14/2022

Budget Manager Approval(s)

Approved by

Priscilla M. Ramirez

Approval Date

1/14/2022

Contract Owner Approval

Approved by

Kim Kopnmayer

Approval Date

1/14/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behu

Approval Date*

1/14/2022



Executive Contract Summary

Contract Section

**Contractor***

Metropolitan Landscape Management, Inc.

Contract ID #*

2021-0116

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Metropolitan Landscape Management, Inc and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 175,493.00

Increase Not to Exceed*

\$ 7,600.00

Revised Total Not to Exceed (NTE)*

\$ 183,093.00

Fiscal Year* (?) Amount* (?)
2022 \$ 183,093.00

Funding Source*
General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other Tag on Choice Partners #20/030MR-03

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Our property at 2001 Cedar Bayou Road in Baytown had landscaping services provided by Neiderhofer Enterprises, Inc. on contract ID no. 7228 - PO CT 141309 for NTE \$8100.00. On 11/18/2021, we received an email from Neiderhofer stating that they were retiring and would no longer be maintaining the Cedar Bayou Road property. We had spent \$500.00 of the money from CT141309, and have closed out the purchase order with Neiderhofer.

We are asking to amend the Metropolitan contract and move the money from the Neiderhofer contract/PO to Metropolitan's to cover the annual maintenance for remainder of the year. Current NTE for FY22 is \$175,493.00 - adding the remaining \$7600.00 from CT141309 for a new FY22 NTE of \$183,093.00.

We will also add the full amount of \$8100.00 to FY23 and FY24 giving each year a new NTE of \$183,593.00.

Contract Owner*
Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2016 to present - landscaping

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

no longer meets criteria

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Metropolitan Baytown add quote.msg 176.5KB

Vendor/Contractor Contact Person

Name*

Metropolitan / JerryThompson

Address*

Street Address

3439 West Benders Landing Boulevard

Address Line 2

City

Spring

Postal / Zip Code

77386-1765

State / Province / Region

TX

Country

US

Phone Number*

2817886926

Email*

jerrythomp@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1899	\$ 7,600.00	569003
Budget Manager BROWN, ERICA S.	Secondary Budget Manager CAMPBELL, RICARDO	

Provide Rate and Rate Descriptions if applicable* (?)

see attached email to add money for Baytown property - currently \$7600.00 for FY22

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

HARPER, SARAH A

Submission Date

1/12/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

1/12/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

1/12/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*


Belinda Scudo

Approval Date*

1/20/2022



Executive Contract Summary

Contract Section **Contractor***

INNOVATIVE SOLUTIONS IT

Contract ID #*

2021-0129

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center and Innovative Solutions IT

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Emergency Circumstances - Pandemic |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 300,000.00

Increase Not to Exceed*

\$ 100,000.00

Revised Total Not to Exceed (NTE)*

\$ 400,000.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 400,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

With the rise in COVID-19 Omicron strand this vendor continues to have the ability to provide quality PPE at the quantity requested in a timely manner without any allocation limitations.

This is not true for our other vendors such as McKesson and/or Staples.

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Since 2020 when the pandemic began

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Muzzammil Sajjad

Address*

Street Address

10862 Redstone Court

Address Line 2

City

Missouri City

State / Province / Region

TX

Postal / Zip Code

77459-3278

Country

US

Phone Number*

281-236-5877

Email*

isitonline@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2379	\$ 100,000.00	549001

Budget Manager
CAMPBELL, RICARDO

Secondary Budget Manager
BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable* (?)

Prices vary by product and/or quantity. See pricing sheet

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name
MACKINNEY, EGGLA

Submission Date
1/14/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date
1/18/2022

Contract Owner Approval

Approved by

D. Anthony Robinson

Approval Date
1/19/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasleyia Behn

Approval Date*
1/31/2022



Executive Contract Summary

Contract Section

Contractor*

PPG GLOBAL

Contract ID #*

2021-0127

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center and PPG Global

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Emergency Circumstances - Pandemic |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 300,000.00

Increase Not to Exceed*

\$ 100,000.00

Revised Total Not to Exceed (NTE)*

\$ 400,000.00

Fiscal Year* (?) 2022 Amount* (?) \$ 400,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services, Consumer Driven Contract, Memorandum of Understanding, Affiliation or Preceptor, BAA/DUA, Pooled Contract, Renewal of Existing Contract, Consultant, New Contract/Agreement, Amendment to Existing Contract, Service/Maintenance, IT/Software License Agreement, Lease, Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

With the rise in COVID-19 Omicron strand this vendor continues to have the ability to provide quality PPE at the quantity requested in a timely manner without any allocation limitations. This is not true for our other vendors such as McKesson and/or Staples

Contract Owner*

Anthony Robinson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Since 2020 when the pandemic began

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Darryl King and Sahira Abdool

Address*

Street Address

8765 Spring Cypress Road

Address Line 2

Ste L-218

City

Spring

Postal / Zip Code

77379

State / Province / Region

TX

Country

US

Phone Number*

713-527-0702

Email*

sa@theppgllc.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2379	\$ 100,000.00	549001
Budget Manager CAMPBELL, RICARDO		Secondary Budget Manager BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable* (?)

Prices vary depending on product and quantity. Reference price sheet

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

MACKINNEY, EGGLA

Submission Date

1/14/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

1/18/2022

Contract Owner Approval

Approved by

D. Anthony Robinson

Approval Date

1/19/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskeyia Behm

Approval Date*

1/28/2022

EXHIBIT F-6

February 2022

RENEWALS OVER 50k



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

6527

Contractor Name*

Centre Technologies, Inc.

Service Provided* (?)

Dell/Compellent support renewal for data center equipment.
ARRAY 9021-9022 End of Service Date is March 31, 2022
ARRAY 13417-13418 Expiration Date is 4/30/2022

Term for Off-Cycle Only*

3/31/2022 - 3/31/2022

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract NTE* (?)

\$74,110.68

Rate(s)/Rate(s) Description

Unit(s) Served*

1130

G/L Code(s)*

553001 and 553002

Current Fiscal Year Purchase Order Number*

FY21 PO CT140985

Contract Requestor*

Rick Hurst

Contract Owner*

Mustafa Cochinwala

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1130	\$ 44,000.00	553001

Budget Manager*	Secondary Budget Manager*
CAMPBELL, RICARDO	BROWN, ERICA S.

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1130	\$ 29,000.00	553002

Budget Manager*	Secondary Budget Manager*
CAMPBELL, RICARDO	BROWN, ERICA S.

Fiscal Year* (?)	Amount* (?)
2022	\$ 73,000.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*

General Revenue (GR)

Contract Content Changes



Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change? *

Yes No

Is the payment deadline different than net (45)? *

Yes No

Are there any changes in the Performance Targets? *

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *

Yes No

File Upload (?)

Contract Owner



Contract Owner * (?)

Please Select Contract Owner

Mustafa Cochinwala

Budget Manager Approval(s)



Approved by

Ricardo Campbell

Contract Owner Approval



Approved by

Mustafa Cochinwala

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shaslyia Behn

Approval Date *

1/11/2022

EXHIBIT F-7

February 2022 RATIFICATIONS



Executive Contract Summary

Contract Section

Contractor*

Ascend HR Corp

Contract ID #*

2022-0310

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center for Mental Health and IDD
Ascend HR Corp

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other Emergency Clauses

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

2/1/2022

Contract Term End Date* (?)

2/1/2023

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 47,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

This Agreement was initially procured through the Texas Emergency provision of the TAC in direct response to the impact of COVID on staffing abilities, Executive Orders and to meet urgent Agency needs.

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

THC - CNO Process Proposal (004).pdf 10.05MB

Vendor/Contractor Contact Person

Name*

Leah Ramsey

Address*

Street Address

20333 state highway 249

Address Line 2

Suite 200

City

Houston

Postal / Zip Code

77070

State / Province / Region

TX

Country

US

Phone Number*

2819405057

Email*

Leah@maximizer.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 47,000.00	542000

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

Executive Search Fee: 26% of the CNO base salary

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Franco, Veronica	1/31/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/1/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Lea

Approval Date

2/1/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behm

Approval Date*

2/1/2022

EXHIBIT F-8

February 2022

INTERLOCAL AGREEMENTS



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

6552

Contractor Name*

Harris County Sheriff's Office

Service Provided* (?)

Discharge Planning Services for Inmates Housed in the Harris County Detention Facilities operated by the Sheriff's Office.

Term for Off-Cycle Only*

03/01/22-02/28/23

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract NTE* (?)

\$1,130,298.00

Rate(s)/Rate(s) Description

Varies

Unit(s) Served*

N/A

G/L Code(s)*

N/A

Current Fiscal Year Purchase Order Number*

P3466

Contract Requestor*

Sheenia Williams-Wesley

Contract Owner*

Monalisa Jiles

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?*(?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?*(?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?*(?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?*(?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?*(?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor?*(?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6206	\$ 1,916,443.00	na

Budget Manager*	Secondary Budget Manager*
WILLIAMS-WESLEY, SHEENIA L.	JILES, MONALISA

Fiscal Year*(?)	Amount*(?)
2022	\$ 706,058.00

Fiscal Year*(?)	Amount*(?)
2023	\$ 1,210,385.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts
na

Contract Funding Source*
County

Contract Content Changes

Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change? *

Yes No

Is the payment deadline different than net (45)? *

Yes No

Are there any changes in the Performance Targets? *

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *

Yes No

File Upload (?)

Contract Owner



Contract Owner* (?)

Please Select Contract Owner

Monalisa Jiles

Budget Manager Approval(s)



Approved by

Shemina Williams-Wesley

Contract Owner Approval



Approved by

Monalisa Jiles

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shaskyia Behu

Approval Date *

1/14/2022



Executive Contract Summary

Contract Section



Contractor*

Harris County Hospital District dba Harris Health System

Contract ID #*

2020-0033

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Harris County Hospital District dba Harris Health System and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Lease |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

7/1/1997

Contract Term End Date* (?)

6/30/2032

If contract is off-cycle, specify the contract term (?)

07/01/1997-06/30/2032

Current Contract Amount*

\$ 0.00

Increase Not to Exceed*

\$ 0.00

Revised Total Not to Exceed (NTE)*

\$ 0.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 0.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Third Amendment of the Interlocal Lease Agreement for renewal and extension of NPC leased space

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

07/01/1997-present

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

Government entity

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person 

Name*

Nathan Bac

Address*

Street Address

4800 Fournace Place, 6th Floor East

Address Line 2

City

Bellaire

State / Province / Region

TX

Postal / Zip Code

77401-2324

Country

US

Phone Number*

346-426-0329

Email*

nathan.bac@harrishealth.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 0.00	555000

Budget Manager

Brown, Erica

Secondary Budget Manager

Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

Franco, Veronica

Submission Date

2/3/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/3/2022

Contract Owner Approval

Approved by

[Signature]

Approval Date

2/7/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shashyia Behu

Approval Date*

2/7/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Current Fiscal Year

2022

Contract ID#*

7386

Contractor Name*

Harris County Sheriff's Office (HCSO)

Service Provided* (?)

Interlocal and Revenue Agreement with HCSO where the Agency provides mental health crisis assessments through the Clinician and Officer Remote Evaluation (CORE) Telehealth Program.

Term for Off-Cycle Only*

2/9/2021 - 2/8/2022

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract NTE* (?)

(\$905,600.00)

Rate(s)/Rate(s) Description

(\$905,600.00)

Unit(s) Served*

9259

G/L Code(s)*

403024

Current Fiscal Year Purchase Order Number*

N/A

Contract Requestor*

Patricia Singh

Contract Owner*

Kim Kornmayer

File Upload (?)

Evaluation of Current Fiscal Year Performance



Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No


Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9259	\$ 905,600.00	403024
Budget Manager*	Secondary Budget Manager*	
OSHMANN, JODEL	KORNMAYER, KIMBERLY A	

Fiscal Year* (?)	Amount* (?)
2023	\$ 905,600.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

0

Contract Funding Source*

County

Contract Content Changes 

Are there any required changes to the contract language?* (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner 

Contract Owner* (?)

Please Select Contract Owner

Kim Kornmayer

Budget Manager Approval(s) 

Approved by

Jodel Ostman

Contract Owner Approval 

Approved by

Kim Kornmayer

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behu

Approval Date*

1/14/2022



Executive Contract Summary

Contract Section

Contractor*

Harris County Sheriff's Office

Contract ID #*

7386

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Harris County Sheriff's Office and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

2/9/2022

Contract Term End Date* (?)

2/8/2023

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2023

Funding Source*

County

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Contract to extend to Metropolitan Transit Authority of Harris County Police Department for 15 iPads.

Program Director: Kisha Lorio

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Currently under contract.

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

Harris County

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Vera Bumpers - Chief of Police for the Metro Police Department

Address*

Street Address

1900 Main street

Address Line 2

City

Houston

Postal / Zip Code

77002-8130

State / Province / Region

TX

Country

United States

Phone Number*

7136156443

Email*

Vera.Bumpers@ridemetro.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9259	\$ 0.00	403024
Budget Manager Oshman, Jodel		Secondary Budget Manager Kornmayer, Kimberly

Provide Rate and Rate Descriptions if applicable* (?)

Pursuant to the ILA the Agency will on a monthly basis submit a detailed report and invoice to the county for review and approval prior to any monthly drawdown.

Project WBS (Work Breakdown Structure)* (?)

na

Requester Name	Submission Date
SINGH, PATRICIA R.	1/21/2022

Budget Manager Approval(s)

Approved by	Approval Date
<i>Jodel Oshman</i>	1/21/2022

Contract Owner Approval

Approved by	Approval Date
<i>Kim Kornmayer</i>	1/21/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*	Approval Date*
<i>Shaskya Behm</i>	1/25/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

7089

Contractor Name*

Houston Downtown Management District (HDMD)

Service Provided* (?)

HDMD program provides intensive case management and care coordination to individuals experiencing chronic homelessness and mental illness located in the business district of Downtown Houston.

Term for Off-Cycle Only*

01/01/22-12/31/22

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other Revenue

Contract NTE* (?)

\$123,980.00

Rate(s)/Rate(s) Description

Unit(s) Served*

N/A

G/L Code(s)*

N/A

Current Fiscal Year Purchase Order Number*

N/A

Contract Requestor*

Patricia Singh

Contract Owner*

Kim Kornmayer

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9238	\$ 123,980.00	22222
Budget Manager*	Secondary Budget Manager*	
Oshman, Jodel	Kornmayer, Kimberly	

Fiscal Year* (?)	Amount* (?)
2023	\$ 123,980.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*

Private Pay Source

Contract Content Changes

Are there any required changes to the contract language?* (?)

Yes No

Will the scope of the Services change? *

Yes No

Is the payment deadline different than net (45)? *

Yes No


Are there any changes in the Performance Targets? *

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *

Yes No


File Upload (?)

Contract Owner 

Contract Owner* (?)


Please Select Contract Owner

Kim Kornmayer

Budget Manager Approval(s) 

Approved by

Jodel Oshman

Contract Owner Approval 

Approved by

KIM KORNMAYER

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction


Approved by *

Shaskyia Behm

Approval Date *

1/26/2022

EXHIBIT F-9

Current Status: <i>Pending</i>	PolicyStat ID: 11143975																		
 <p style="text-align: center; margin-top: 10px;"><i>Transforming Lives</i></p>	<table border="0" style="width: 100%;"> <tr><td style="width: 60%;">Origination:</td><td style="text-align: right;"><i>New</i></td></tr> <tr><td>Effective:</td><td style="text-align: right;"><i>Upon Approval</i></td></tr> <tr><td>Last Approved:</td><td style="text-align: right;"><i>N/A</i></td></tr> <tr><td>Last Revised:</td><td style="text-align: right;"><i>N/A</i></td></tr> <tr><td>Next Review:</td><td style="text-align: right;"><i>2/2023</i></td></tr> <tr><td>Owner:</td><td style="text-align: right;"><i>Anthony Robinson: VP</i></td></tr> <tr><td>Area:</td><td style="text-align: right;"><i>Leadership</i></td></tr> <tr><td>Standards & Regulations:</td><td></td></tr> <tr><td>Document Type:</td><td style="text-align: right;"><i>Agency Policy</i></td></tr> </table>	Origination:	<i>New</i>	Effective:	<i>Upon Approval</i>	Last Approved:	<i>N/A</i>	Last Revised:	<i>N/A</i>	Next Review:	<i>2/2023</i>	Owner:	<i>Anthony Robinson: VP</i>	Area:	<i>Leadership</i>	Standards & Regulations:		Document Type:	<i>Agency Policy</i>
Origination:	<i>New</i>																		
Effective:	<i>Upon Approval</i>																		
Last Approved:	<i>N/A</i>																		
Last Revised:	<i>N/A</i>																		
Next Review:	<i>2/2023</i>																		
Owner:	<i>Anthony Robinson: VP</i>																		
Area:	<i>Leadership</i>																		
Standards & Regulations:																			
Document Type:	<i>Agency Policy</i>																		

Corporate Compliance

1. PURPOSE:

To ensure The Harris Center complies with all federal, state, and local laws and regulations.

2. POLICY:

It is the policy of The Harris Center to provide services pursuant to the highest ethical, business and legal standards. The Harris Center through its Compliance Plan will perpetuate a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to federal, state, and local laws.

3. APPLICABILITY/SCOPE:

All Harris Center employees, volunteers, interns and contractors.

4. RELATED POLICIES/FORMS (for reference only)::

- The Harris Center Compliance Plan
- Whistleblower Policy
- Anti-Retaliation Policy

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

CARF1.A.6.a.,b.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-10

Current Status: *Pending*

PolicyStat ID: 11212719



Transforming Lives

Origination:	New
Effective:	Upon Approval
Last Approved:	N/A
Last Revised:	N/A
Next Review:	02/2023
Owner:	Shannon Fleming: Counsel Leadership
Area:	
Standards & Regulations:	Agency Policy
Document Type:	

Mandatory COVID-19 Vaccination Policy

1. PURPOSE:

To comply with the Center for Medicare Services (CMS) Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule dated November 5, 2021 and updated as of January 20, 2022.

2. POLICY:

By February 22, 2022, applicable individuals shall have received, at a minimum, the first dose of the primary series or a single dose of an acceptable COVID-19 vaccine, or requested and/or been granted a medical or religious exemption, prior to said individual providing any care, treatment, or other services for the Harris Center and/or its patients.

By March 21, 2022, all applicable individuals are fully vaccinated for COVID-19, except for those individuals who have been granted a medical or religious exemption or those individuals for whom vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations.

Although not considered fully vaccinated until 14 days (2 weeks) after the final dose, an individual who has received the final dose of a primary vaccination series by **March 21, 2022**, is considered to have met the vaccination requirement, even if the individual has not yet completed the 14-day waiting period.

3. APPLICABILITY/SCOPE:

To Harris Center employees, direct, contracted, volunteers, students, working at the Intermediate Care Facilities for individuals with intellectual disabilities (ICF-IDD) and long-term care facilities (Preadmission Screening and Resident Review (PASRR) Program). It applies to all eligible staff working at those facilities regardless of clinical responsibility or patient contact. The requirement includes all current staff as well as any new staff who provide any care, treatment, or other services for the facility and/or its patients:

- Facility employees;
- Licensed practitioners;
- Students, trainees, and volunteers; and
- Any individuals who provide care, treatment, or other services for the facility and/or its patients, under contract or by other arrangement.

This policy does not apply to:

- Staff who exclusively provide 100 percent telehealth or telemedicine services outside of the facility setting

and who do not have any direct contact with patients and other staff.

- Staff who provide support services for the facility hospital that are performed exclusively outside of the facility setting such as payroll services and who do not have any direct contact with patients and other staff.

4. DEFINITIONS

- **Fully vaccinated** means it has been 2 weeks or more since an individual has completed a primary vaccination series for COVID-19.
- **Primary vaccination series for COVID-19** means the administration of a single-dose vaccine, or the administration of all required doses of a multi-dose vaccine.
- **Acceptable vaccine** means administration of one of the following:
 - BioNTech, Pfizer Vaccine
 - Johnson & Johnson Vaccine
 - Moderna NIAID Vaccine
 - A vaccine listed by the World Health Organization (WHO) for emergency use that is not approved or authorized by the FDA, or a vaccine administered in a clinical trial.
- **Medical exemption** means an individual is not required to be vaccinated due to an allergic and/or recognized clinical contraindication to COVID-19 vaccines.
- **Religious exemption** means an individual is not required to be vaccinated due to religious beliefs or practices in accordance with ADA, Section 504 of the Rehabilitation Act, Section 1557 of the Accountable Care Act, and Title VII of the Civil Rights Act.

5. PROCEDURES:

EVIDENCE OF VACCINATION

The following are considered acceptable forms vaccination proof:

- CDC COVID-19 vaccination record card (or a legible photo of the card),
- Documentation of vaccination from a health care provider or electronic health record, or
- State immunization information system record.

If vaccinated outside of the United States or its territories, a reasonable equivalent of any of the previous examples shall suffice.

EXEMPTIONS FROM VACCINATION

Individuals may request an exemption from COVID-19 vaccination requirements based on medical contraindication or for conflict with religious beliefs, observances, or practices. Requests shall be submitted to the Human Resource Department on a Harris Center approved or comparable form.

Medical Exemption

If an individual requests a medical exemption from vaccination, all documentation confirming recognized clinical contraindications to COVID-19 vaccines, and which supports the individual's request, must be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and who is acting within their respective scope of practice as defined by, and in accordance with, all applicable State and local laws.

Such documentation must contain all information specifying which of the authorized COVID-19 vaccines are clinically contraindicated for the individual to receive and the recognized clinical reasons for the contraindications; and a statement by the authenticating practitioner recommending that the individual be exempted from the facility's COVID-19 vaccination requirements based on the recognized clinical contraindications.

Religious Exemption

If an individual requests a religious exemption from vaccination, the individual shall provide a personal written and signed statement detailing the religious basis for the vaccination objection, explaining why the religious exemption is requested, the religious principle(s) that guide the objection to vaccination, and the religious basis that prohibits the COVID-19 vaccination.

Mitigation Strategies

Individuals who are not fully vaccinated, or who have been granted an exemption or accommodation as authorized by law, or who have a temporary delay, adhere to additional precautions that are intended to mitigate the spread of COVID-19.

- Staff will be required to identify open roles that they are interested in and qualified for and submit a transfer application.
- Require staff who have not completed their primary vaccination series to follow additional, CDC-recommended precautions and Harris Center guidelines.
- Requiring staff who have not completed their primary vaccination series to use an N95 or equivalent or higher-level respirator for source control, regardless of whether they are providing direct care to or otherwise interacting with clients.

Individuals exempted from vaccination shall undertake the following measures designed to mitigate the risk of getting / transmitting COVID-19:

- Wear appropriate personal-protective-equipment in accordance with current CDC guidelines.
- Be tested for the COVID-19 virus weekly with a CDC approved test. If tested positive, the individual's supervisor shall be immediately notified, and the individual shall be placed immediately off work and quarantined in accordance with CDC guidelines, law, and regulation.
- The individual will not be permitted to work / or access Harris Center or contracted facilities until a negative COVID test is resulted and it has been at least 14 days since the positive test result.

TRACKING OF VACCINATION STATUS

The Harris Center shall track and securely document the vaccination status of each individual, including those for whom there is a temporary delay in vaccination, such as recent receipt of monoclonal antibodies or convalescent plasma. The Harris Center shall also track any booster doses as recommended by the CDC. Vaccine exemption requests and outcomes shall also be documented.

For employees, proof of vaccination shall be submitted using the COVID-19 vaccination documentation online form located on the Harris Center Harrisphere.

For individuals who provide care, treatment, or other services for the facilities and/or its patients, under contract or by other arrangement, the Harris Center may track and securely document the vaccination status of each individual prior to engaging in care, treatment or service.

While no specific tool is mandated, records shall contain the following information – as applicable – for each individual:

- Start of Employment Date
- End of Employment Date
- Last Name, First Name, Date of Birth
- Medical or Religious Exemption Granted / Date
- Declined COVID Vaccine / Date
- Vaccinated with Dose 1
 - Date Administered
 - Vaccine Manufacturer Name
- Vaccinated with Dose 2
 - Date Administered
 - Vaccine Manufacturer Name
- Is Vaccination Series Complete? Yes / No
- Eligible for Additional/Booster Dose? Yes / No, if Yes
 - Additional/Booster Dose Vaccination Date?
 - Additional/Booster Dose Manufacturer
- Employee or Non-Employee

Documentation shall be kept confidential and stored separately from the individual's personnel file. This does not apply to the Request for Religious Exemption to the Covid-19 Vaccination Requirement which will be stored in the personnel file.

6. RELATED POLICIES/FORMS (for reference only)::

Request for Religious Exemption to the Covid-19 Vaccination Requirement

Request for Medical Exemption to the Covid-19 Vaccination Requirement

COVID-19 Vaccination Documentation Online Form

7. REFERENCES: RULES/REGULATIONS/STANDARDS:

- A. Medicare and Medicaid Programs; Omnibus COVID-19 Health Care Staff Vaccination Centers for Medicare & Medicaid Services on 11/05/2021
- B. § 482.42(g) and § 485.640(f): Condition of Participation: Infection Prevention and Control and Antibiotic Stewardship Programs.
- C. Safer Federal Workforce; Vaccinations, November 2021
- D. ADA, Section 504 of the Rehabilitation Act
- E. Section 1557 of the Accountable Care Act
- F. Title VII of the Civil Rights Act

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022

EXHIBIT F-11

Current Status: *Pending*

PolicyStat ID: 11057182



Origination:	New
Effective:	Upon Approval
Last Approved:	N/A
Last Revised:	N/A
Next Review:	2/2023
Owner:	Daniel Paick: Dir
Area:	Fiscal Management
Standards & Regulations:	
Document Type:	Agency Policy

Fee Schedule/Standard Charge

1. PURPOSE:

The Harris Center will establish, per the performance contract, a reasonable standard charge for each community service/procedure code. This standard charge will be billed to all payers regardless of negotiated reimbursement rates.

2. POLICY:

~~The~~ It is the policy of The Harris Center to review the Fee Schedule ~~is to be reviewed~~ on an annual basis, or as needed based on completed rate analysis and/or cost analysis done under the direction of the Chief Financial Officer. The Chief Financial Officer will bring all proposed Fee Schedule changes to the Board for final approval.

3. APPLICABILITY/SCOPE:

This policy applies to all The Harris Center employees, staff, and contractors.

4. RELATED PROCEDURES:

A. ~~Request for new service~~ Fee Schedule/procedure code Standard Charge Procedure

1. Request for new service/procedure code

2. Annual Review

~~Annual Review~~

5. RELATED POLICIES/FORMS (for reference only)::

Compliance Plan

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

Charges for Community Services, Title 25 Tex. Admin. Code Chapter 412, Subchapter C

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Sean Kim: Exec	02/2022
Initial Assignment	Daniel Paick: Dir [NL]	02/2022

EXHIBIT F-12

Current Status: *Pending*

PolicyStat ID: 11131798



Transforming Lives

Origination:	New
Effective:	Upon Approval
Last Approved:	N/A
Last Revised:	N/A
Next Review:	02/2023 Lance
Owner:	Britt: Dir
Area:	Assessment, Care & Continuity
Standards & Regulations:	
Document Type:	Agency Policy

Personal Property

1. PURPOSE:

The purpose of this policy is to establish guidelines relating to the handling of excluded or allowable personal items brought into programs by both employees and visitors.

2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD ("Harris Center") to exclude all weapons, illegal drugs, and tobacco products from the premises of all Harris Center facilities and authorized program locations to the maximum extent allowable by law. Items including legal drugs and prescription medications are allowable based on regulations and laws governing transport and storage.

The Harris Center for Mental Health and IDD will post a list of excluded items in a visible location in all facilities. Storage for items will be provided based upon setting as described in the Personal Property procedure.

Excluded items include:

- A. "Weapon(s)" include handguns, firearms, clubs, location-restricted knives, "prohibited weapons" defined in §46.05 of the Texas Penal Code, and all items or objects that have no specific purpose or relationship to the treatment of a patient and (i) may be presented as a weapon; or (ii) may be reasonably foreseen or expected to be used as a weapon.
- B. "Illegal drugs" include street drugs, alcohol (if under the legal drinking age), and drug paraphernalia.
- C. "Tobacco products" include cigarettes, cigars, chewing tobacco, and electronic cigarettes.
- ~~A. "Illegal drugs" include street drugs, alcohol (if under the legal drinking age), and drug paraphernalia.~~
- ~~A. "Tobacco products" include cigarettes, cigars, chewing tobacco, and electronic cigarettes.~~

Allowable items include:

- A. "Legal drugs" include prescription medications, over-the-counter drugs, vitamins, and herbs.

3. APPLICABILITY/SCOPE:

All Harris Center employees, contractors, volunteers, and visitors.

4. PROCEDURES:

- 1. MH Personal Property
- 2. Managing Patient Property Inpatient

5. RELATED POLICIES/FORMS (for reference only)::

- Incident Reporting INC: 9
- Statement of Weapon Confiscation INC: 5.001
- Online Incident Report INC: 9.001
- Prevention and Management of Aggressive Behavior ST/D: 7
- MH Outpatient Property Management
- Neuropsychiatric Center Patient Property Management 10.31

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- The Harris Center’s Policy and Procedure Handbook
- Texas Penal Code – Sections 46.01, 46.02, 46.03, 46.05, 46.15, 30.06, and 30.07.
- [License to Carry a Handgun](#), Texas Government Code -- [Chapter 411](#), Subchapter H, ~~Chapter 411~~
- ~~Texas Occupations Code – section 1701, 1702~~
- ~~Texas Labor Code – section 52.061~~
- [Restrictions on Prohibiting Employee Transportation or Storage of Certain Firearms or Ammunition- Texas Labor Code – Chapter 52, Subchapter G](#)
- Texas Controlled Substances ACT- Title 6, Subtitle C, Chapter 481, Subchapter A.
- CARF: Section 2. Subsection A., General Program Standards

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022

Step Description	Approver	Date
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Departmental Review	Keena Pace: Exec	02/2022
Initial Assignment	Lance Britt: Dir	02/2022
Initial Assignment	Shiela Oquin: ExecAsst	02/2022

EXHIBIT F-13

Current Status: *Pending*

PolicyStat ID: 11154348

*Transforming Lives*

Origination: 06/2000
Effective: Upon Approval
Last Approved: 06/2021
Last Revised: 06/2000
Next Review: 02/2023
Owner: Rita Alford: Dir
Area: Information Management

Standards & Regulations:
Document Type: Agency Policy

HIM6A Confidentiality and Disclosure of Patient Health Information

1. PURPOSE

The Harris Center shall protect the privacy of all Patients' health information and safeguard such information against loss, damage, alteration or impermissible disclosure. Uses and disclosures will be made only as permitted or required by law and will consist of only the relevant or minimal amount necessary to satisfy the purpose of the use or disclosure.

2. POLICY

It is the policy of The Harris Center that the Patient records are the property of the Harris Center and may be removed from the Harris Center premises only in accordance with a court order, subpoena or statute or signed written authorization from patient or legally authorized representative. Proven privacy violations of the Patient health information by any employee or business associate may be cause for disciplinary actions, including termination of employment or contract. Violations will also be mitigated in accordance with privacy regulations.

3. APPLICABILITY/SCOPE

This policy applies to all departments, divisions, facilities and/or programs within The Harris Center, including contractors, volunteers, interns and Business Associates.

4. PROCEDURES

HIM: 003b - Confidentiality and Disclosure of Patient Health Information

5. RELATED POLICIES/FORMS

Policy and Procedures	Reference
• Patient Records Administration	HIM: 005
• Patient Data	HIM: 008
• Faxing Patient Record Information	HIM: 009

• Sanctions for Privacy and Security Violations	HIM: 017
FORMS	
• Identification Verification for Disclosure of Protected Health Information	HIM: 076
• Authorization to Disclose Patient Health Information	HIM:016
• Revocation for Disclosure of Health Information	HIM:075
ATTACHMENTS	
• Release of Information Log	Attachment A
• Release of Information Grid	Attachment B
• Checklist for Processing Authorization to Use/Disclose Patient Protected Health information	Attachment C
• Release of Information Cover Letter	Attachment D
• Confidentiality Statement	Attachment E
• Maximum Fees Allowed for Providing Health Care Information	Attachment F
• Guidelines for Appropriate Patient Information Disclosure	Attachment G
• Subpoena Information Sheet	Attachment H
• Employee Statement of Information Security and Confidentiality	Attachment I

6. REFERENCES: RULES/REGULATIONS/STANDARDS

- Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. Part 2
- Health Insurance Portability and Accountability Act 1996, Part 160 and 164
- Investigations and Protective Services for Elderly Persons and Persons with Disabilities, Tex. Human Resources Code Ch. 48
- Juvenile Justice Information System, Tex. Family Code §58.0052
- Physician-Patient Communication, Tex. Occupations Code, Chapter 159
- Medical Records Privacy, Tex. Health and Safety Code Chapter 181
- Mental Health Records, Tex. Health and Safety Codes, Chapter 611
- Physician-Patient Privilege, Texas Rules of Civil Evidence, Rule 509
- Mental Health Information, Texas Rules of Criminal Evidence, Rule 510
- Protected Health Information, Title 25 Tex. Admin. Code Chapter 414, Subchapter A

Attachments

No Attachments

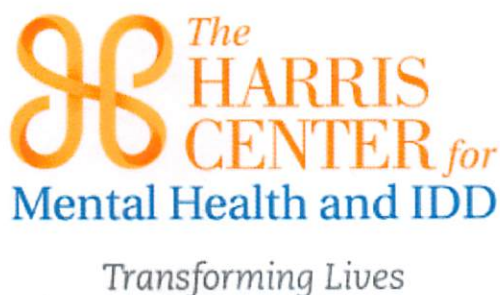
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Mustafa Cochinwala: Dir	02/2022
Initial Assignment	Wesley Farris: ITSecOfcr [AR]	02/2022
Initial Assignment	Rita Alford: Dir	02/2022

EXHIBIT F-14

Current Status: *Pending*

PolicyStat ID: 11030120



Origination:	10/2020
Effective:	Upon Approval
Last Approved:	10/2020
Last Revised:	10/2020
Next Review:	02/2023
Owner:	Wayne Young: Exec
Area:	Leadership
Standards & Regulations:	
Document Type:	Agency Policy

LD3A - Delegations in the Absence of the Chief Executive Officer (CEO)

1. PURPOSE

The purpose of this policy is to promote the efficient operation of the Harris Center and to ensure that appropriate Harris Center Executive Leadership are available for input and decision-making in the absence of the Chief Executive Officer (CEO).

2. POLICY

It is the policy of The Harris Center to continue efficient operations and business decision-making when the Chief Executive Officer (CEO) of The Harris Center is not available and input or decisions are required of CEO. For planned absences of the CEO, the CEO will delegate signing, input and decision-making authority as the CEO feels is appropriate. If the CEO has unplanned absences and is not able to formally delegate these authorities, the Chief Operating Officer (COO) is authorized to sign documents, provide input and make decisions during the CEO's absence.

Only the CEO or the Chair of the Board of Trustees may delegate, and/or revoke delegation of, signing, input and decision-making authority. When needed, the COO, under their delegated CEO authority, may sub-delegate to the Chief Financial Officer (CFO).

3. APPLICABILITY/SCOPE

This policy applies to all staff and facilities governed by The Harris Center including, direct and contracted employees.

4. PROCEDURES

N/A

5. RELATED POLICIES/FORMS:

- Signature for Authorization Policy
- Check Signing Policy

6. REFERENCES: RULES/REGULATIONS/

STANDARDS:

N/A

Attachments

No Attachments

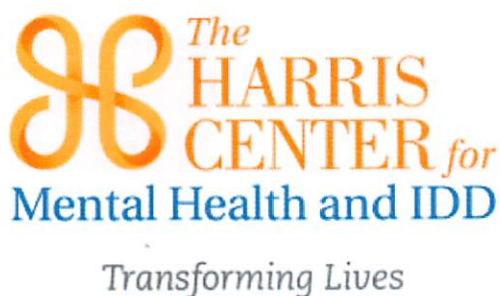
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022
Initial Assignment	Wayne Young: Exec	01/2022

EXHIBIT F-15

Current Status: *Pending*

PolicyStat ID: 11043216



Origination:	03/2000
Effective:	Upon Approval
Last Approved:	10/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Anthony Robinson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR4A Drug/Alcohol Testing Pre-Employment

1. PURPOSE

The purpose of the drug and alcohol pre-employment testing policy is for The Harris Center for Mental Health and Intellectual Developmental Disabilities (The Harris Center) is to promote a drug-free, safe work environment for Harris Center staff and the community we serve.

2. POLICY

The Harris Center requires all prospective new hires to submit to pre-employment testing for illegal drug and alcohol usage only after a conditional job offer is made.

All offers of employment with The Harris Center are conditioned upon the prospective new hire submitting to and successfully passing a drug and alcohol test in accordance with the Harris Center testing procedures. If the individual has a positive test result reflecting either illegal use of drugs or alcohol usage or a medication that has not been prescribed, the conditional job offer will be withdrawn, and the individual will not be considered for further employment.

Any prospective new hire, who refuses to take the test, refuses to sign the consent form, fails to appear for testing, or tampers with the testing process or sample will be deemed to have withdrawn themselves from the application process and will be ineligible for hire. All records relating to the individual's drug and alcohol test results shall be kept confidential and maintained separately from their personnel file.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center, and all prospective new hires regardless of discipline.

4. PROCEDURES

- Drug/Alcohol Testing: Pre-Employment Procedure

5. Related policies/Forms:

- Drug Testing Authorization and Chain of Custody Form
- The Harris Center Employee Handbook

6. References: Rules/Regulations/Standards

- Americans with Disabilities Act, 2 U.S.C. Ch. 126 §§12101-12134, and §12210
- Texas Commission on Human Rights Act, Tex. Labor Code Ch. 21
- Authority to Prescribe Low-THC Cannabis to Certain Patients for Compassionate Use, Tex. Occupation Code §§169.001-169.005

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-16

Current Status: *Pending*

PolicyStat ID: 11030119



Origination:	03/1976
Effective:	Upon Approval
Last Approved:	9/2020
Last Revised:	03/1976
Next Review:	2/2023
Owner:	Sean Kim: Exec
Area:	Fiscal Management
Standards & Regulations:	
Document Type:	Agency Policy

FM15A Dues and Membership Fees

1. PURPOSE

The purpose of this policy is to determine responsibility for payment of dues and membership fees.

2. POLICY

As a general rule the Agency will not assume the cost of any dues and professional memberships for employees unless exception is made by the Chief Executive Officer. The Agency will assume the expense for Agency memberships when appropriate. Where Agency memberships are not available for media purposes, etc., but must be vested in an individual, the individual shall be designated by the Chief Executive Officer.

If there are licenses, dues or membership fees which are conditions of employment, the employee assumes the expense. In cases where a specific fee is not a condition of employment, but becomes necessary as the result of an added job duty, the Agency will assume the expense for one (1) time only. At the time of renewal, the employee must assume the expense.

Dues and membership fees for an individual or Agency membership are approved at the discretion of the Chief Executive Officer.

3. APPLICABILITY/SCOPE

The Harris Center employees, contractors, interns and volunteers.

4. Related Policies/Forms:

None

5. References: Rules/Regulations/Standards

None

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Department Review	Sean Kim: Exec	01/2022
Initial Assignment	Daniel Paick: Dir	01/2022
Initial Assignment	Sean Kim: Exec	01/2022

EXHIBIT F-17

Current Status: *Pending*

PolicyStat ID: 11155158



Origination: 03/2000
Effective: Upon Approval
Last Approved: 11/2020
Last Revised: 02/2022
Next Review: 02/2023
Owner: Anthony Robinson:
 VP
Area: Human Resources
Standards & Regulations:
Document Type: Agency Policy

HR10A Employment Eligibility Verification for Worker in the United States

1. PURPOSE

The purpose of this policy is to ensure compliance with the provisions for employment eligibility verification in accordance with the Immigration Reform and Control Act (IRCA).

2. POLICY

All employees and contract consultants of The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) will be required to furnish to the Department of Human Resource Services copies of documentation indicating their legal authorization to work in the United States. Failure to produce such documents will prevent the person from working with The Harris Center. The Harris Center will follow all requirements established in the Immigration Reform and Control Act of 1986.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

~~4. PROCEDURES~~

- ~~Operating Procedures~~

5. Related policies/Forms:

• Employment Eligibility Verification (Form 1-9)	Attachment A
• List of Acceptable Documents which Establish Identity and Employment Eligibility	Attachment B

6. References: Rules/Regulations/Standards

- Immigration Reform and Control Act of 1986
- The Harris Center's Employee Handbook

Attachments

No Attachments

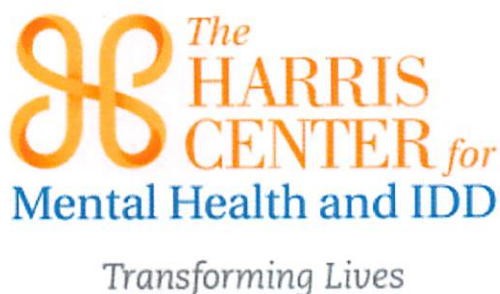
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-18

Current Status: *Pending*

PolicyStat ID: 11123394



Origination:	10/2017
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	10/2017
Next Review:	2/2023
Owner:	Sean Kim: Exec
Area:	Fiscal Management
Standards & Regulations:	
Document Type:	Agency Policy

FM16A Investment Policy

I. PURPOSE

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code ("Public Funds Investment Act"), which requires each entity to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of The Harris Center's funds.

II. POLICY

It is the policy of The Harris Center for Mental Health and IDD (formerly MHMRA of Harris County, and The Harris Center for short) that after allowing for its anticipated cash flow requirements all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to preserve the principal and optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment income is a source of revenue to The Harris Center. The investment portfolio shall be designed and managed to maximize this revenue source, to be responsive to the public trust, and to be in compliance with legal requirements and limitations.

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of The Harris Center. These funds are accounted for in the Comprehensive Annual Financial Report (CAFR) and include:

- **General Fund**
- **Any new fund created by The Harris Center unless specifically exempted from this Policy by the Board of Trustees (Board) or by law.**

This Investment Policy shall apply to all transactions involving the financial assets and related activity for the foregoing fund. **However, this policy does not apply to the assets administered for the benefit of The Harris Center by outside agencies under deferred compensation programs.**

IV. INVESTMENT OBJECTIVES

The Harris Center shall manage and invest its cash with four primary objectives, listed in order of priority: safety, liquidity, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a

manner responsive to the public trust and consistent with state and local laws.

The Harris Center shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

A. Safety [PFIA 2256.005(b) (2)]

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk - The Entity will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
 - Limiting investments to the safest types of investments
 - Pre-qualifying the financial institutions and broker/dealers with which the Entity will do business
 - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.
- Interest Rate Risk - the Entity will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
 - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
 - Investing operating funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
 - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

B. Liquidity (PFIA 2256.005(b) (2))

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

C. Public Trust

All participants in The Harris Center's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the entity's ability to govern effectively.

D. Yield (Optimization of Interest Earnings) [PFIA 2256.005(b) (3)]

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

E. Investment Strategy [PFIA 2256.005 (d)]

As an integral part of this investment policy, the Board shall adopt a separate written investment strategy for each of the funds or group of funds under its control. This investment strategy shall describe the investment objectives of the particular fund using the following priorities in order of importance:

1. suitability of the investment to the financial requirements of The Harris Center;
2. preservation and safety of principal;
3. liquidity;
4. marketability of the investment if the need arises to liquidate the investment before maturity;
5. diversification of the investment portfolio; and
6. yield

V. RESPONSIBILITY AND CONTROL

A. Delegation of Authority [PFIA 2256.005(f)]

In accordance with The Harris Center's policy and the Public Funds Investment Act, the Board designates the Chief Financial Officer and the Accounting & Treasury Manager as the entity's Investment Officers. An Investment Officer is authorized to execute investment transactions on behalf of The Harris Center. No person may engage in an investment transaction or the management of The Harris Center's funds except as provided under the terms of this Investment Policy as approved by the Board. The investment authority granted to the investing officers is effective until rescinded by the Board.

B. Quality and Capability of Investment Management [PFIA 2256.005(b) (3)]

The Harris Center shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

C. Training Requirement (PFIA 2256.008)

In accordance with The Harris Center's policy and the Public Funds Investment Act, designated Investment Officers shall attend an investment training session no less often than once every two years commencing September 1, 1997 and shall receive not less than 10 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom The Harris Center may engage in an investment transaction. An institution of higher education that would be considered an "independent source" is the Center for Public Management at the University of North Texas. A professional organization that would be considered an "independent source" is the Government Treasurer's Organization of Texas. Any other sponsor that would be considered an "independent source" is

the Texas State Board of Public Accountancy and any of its' related continuing professional education sponsors.

The training shall include instruction relating to the officer's responsibilities and education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act (PFIA),

D. Internal Controls (Best Practice)

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Chief Financial Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers. Development of a wire transfer agreement with the depository bank or third-party custodian.

E. Prudence (PFIA 2256.006)

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule. This rule states that "Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of their capital and the probable income to be derived." Investment of funds shall be governed by the following investment objectives, in order of priority:

- Preservation and safety of principal;
- Liquidity; and
- Yield

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under The Harris Center's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
- Whether the investment decision was consistent with the written approved investment policy of The Harris Center.

F. Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not

be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

G. Ethics and Conflicts of Interest [PFIA 2256.005(1)]

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any personal business relationship in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of The Harris Center.

An Investment Officer of The Harris Center who has a personal business relationship with an organization seeking to sell an investment to The Harris Center shall file a statement disclosing that personal business interest. An investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to The Harris Center shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Board and the Texas Ethics Commission.

An investment officer has a personal business relationship with a business organization if:

- The investment officer owns 10% or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- Funds received by the investment officer from the business organization exceeds 10% of the investment officer's gross income for the previous year; or
- The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

A. Portfolio Management

The Harris Center currently has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- Cash flow needs of The Harris Center require that the investment be liquidated.

B. Investments [PFIA 2256.005(b) (4) (A)]

The Harris Center funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of The Harris Center funds in any instrument or security not authorized for investment under the Act is prohibited. The Harris Center will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

1. Authorized

- a. Obligations issued or guaranteed as to principal and interest by the Government of the United States of America, its agencies and instrumentality's including;
 - i. Federal Farm Credit Banks (FFCB) Consolidated System-wide Discount Notes and Bonds;
 - ii. Federal Home Loan Banks (FHLB) Consolidated System-wide Discount Notes and Bonds;
 - iii. Federal National Mortgage Association (FNMA or "Fannie Mae") Discount Notes and Debentures. Pass-through securities are unauthorized unless acquired through a repurchase agreement;
 - iv. Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac") Discount Notes and Debentures. Pass-through securities are unauthorized unless acquired through a repurchase agreement;
 - v. Government National Mortgage Association (GNMA or "Ginnie Mae") Notes, Bonds and Participation Certificates. Pass-through securities are unauthorized unless acquired through a repurchase agreement;
 - vi. Student Loan Marketing Association (SLMA or "Sally Mae") Discount Notes and Bonds;
 - vii. Letters Of Credit
- b. Certificates of Deposit issued by a bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas, or by a savings and loan association or a savings bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance or its successor or the National Credit Union Share Insurance Fund or its successor; or secured by obligations in a manner and amount provided by law for deposits of The Harris Center. An investment in negotiable certificates of deposits issued by a bank that has a certificate of deposit rating of at least 1 or the equivalent by a nationally recognized credit rating agency.
- c. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These shall be pledged to The Harris Center, held in it's name, and deposited at the time the investment is made with The Harris Center or with a third party selected and approved by The Harris Center. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 102 percent at the time funds are disbursed. (Sweep Accounts and/or Bond Proceeds)
- d. Money Market Mutual funds that are 1) no load money market mutual funds that are registered and regulated by the Securities and Exchange Commission, no load mutual funds are authorized if these are registered with the SEC; 2) have a weighted average stated maturity of less than 2 years, invested exclusively in obligations approved by the PFIA 3) is continuously rated as to investment quality by at least one nationally recognized investment rating firm, 4) has a duration of one year or more and is invested exclusively in obligations approved by this subchapter or has a duration of less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities, 5) complies with SEC Rule 2a-7 (17C.F.R. Section 270.2a-7) and 6) of not less than the highest liquidity rating given to United States Treasury obligations and conforms to the requirements set forth in section 2256.016 (b) and (c) relating to the eligibility of investment pools to receive and invest funds of an investing entity. The Harris Center shall be provided with a prospectus

and other information required by the Securities and Exchange Act of 1934 (15 USC Section 781 et seq.) or the Investment Company Act of 1940 (15 USC Section 80a-1 et seq.).

- e. Eligible Local Government Investment Pools-Public funds investment pools which invest in instruments and follow practices allowed by the current law and which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) an Investment Pool must be continuously rated no lower than the highest liquidity rating given to United States Treasury obligations by at least one nationally recognized rating service, 3) seek to maintain a \$1.00 net asset value, the governing body of the public funds investment pool shall take action as the body determines necessary to eliminate or reduce to the extent reasonably practicable any dilution or unfair result to existing participants, including a sale of portfolio holdings to attempt to maintain a \$1.00 net asset value, and the pool marks its portfolio to market daily; 4) are authorized by resolution or ordinance by the Board 5) the pool shall have furnished the Investment Officer an offering circular containing the information required by Section 2256.016(b) of the Texas Government Code 6) the pool shall furnish the Investment Officer investment transaction confirmations with respect to all investments made with it, 7) the pools shall furnish to the Investment Officer monthly reports containing the information required under Section 2256.016(c) of the Texas Government Code, 8) the pool's investment philosophy and strategy are consistent with this Policy, and 9) the pool's policy regarding holding deposits in cash.
- f. Direct obligations of the State of Texas or its agencies and instrumentalities.
- g. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than A or its equivalent.
- h. Prime Domestic Bankers Acceptances with stated maturities of 270 days or less from date of issuance that will be liquidated in full at maturity, that are investment-grade and insured by FDIC. They will be eligible for collateral for borrowing purposes from a Federal Reserve Bank and is accepted by a bank organized under Texas law, the laws of another state or federal law.
- i. Deposits in savings banks, cooperative banks, federal savings and loan institutions, credit unions and interest-bearing banking deposits or other obligations. They will be guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor. They will be secured by obligations that are described by PFIA 2256.0089 (a), including mortgage backed securities issued directly by a federal agency or instrumentality that have a market value of not less than the principal amount of the deposit but excluding those mortgage backed sureties of the nature described by PFIA 2256.009 (b).
- j. Commercial paper with a stated maturity of 365 days or less from the date of its issuance and are rated A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies; or one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any state.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. (PFIA 2256.021)

2. Not Authorized (PFIA 2256.009(b) (1-4))

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited. The following transactions or securities are either prohibited or restricted as indicated:

- a. Futures Contracts. A futures contract is an agreement calling for a fixed-price; delivery of standardized securities, usually Treasury and Agency issues and is a prohibited investment;
- b. Zero-Coupon Bonds. They have an extreme degree of price volatility and are a prohibited investment;
- c. Inverse Floaters. The value of this security moves in the opposite direction of interest rates. They have an extreme degree of price volatility and are a prohibited investment;
- d. Residuals. This security is the excess cash flow from a mortgage-backed security after all other payments have been satisfied. They are a prohibited investment;
- e. Interest-only (I Os) and Principal-only (POs) are stripped mortgage-backed securities. They have an extreme degree of price volatility and are a prohibited investment.
- f. Forward Contract - Standby Commitment. This calls for the sale of a security at a future date whereby the buyer is required to accept delivery at the option of the seller. The use of this contract is limited to hedging the risk associated with packaging mortgage loans and is a prohibited investment.
- g. Forward Contract - Cash Forward. This is an agreement to purchase or sell a security at a future date with mandatory delivery and acceptance. This is a prohibited investment.

VII. INVESTMENT PARAMETERS

A. Maximum Maturities [PFIA 2256.005(b) (4) (B)]

The longer the maturity of investments, the greater their price volatility. Therefore, it is The Harris Center's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The Harris Center attempts to match its investments with anticipated cash flow requirements. The Harris Center will not directly invest in securities maturing more than five (5) years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments. In addition, the average maturity of the overall portfolio may not exceed three (3) years. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. [PFIA 2256.005(b) (4) (C)]j.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

B. Diversification [PFIA 2256.005(b) (3)]

The Harris Center recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over-concentration in investments from a specific issuer or business sector (excluding U.S. Treasury & Agency securities, and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks
- Investing in investments with varying maturities, and

- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

VIII. SELECTION OF BROKER DEALERS

A. Authorized Brokers/Dealers (PFIA 2256.025)

The Harris Center shall, at least annually Request for Information to prospective brokers/dealers, review, evaluate and rate their responses according to pre-established criteria, and recommend to the Board a list of qualified brokers/dealers. Nonetheless, the Investment Officers shall review and recommend annually to the Board a list of qualified brokers/dealers that are authorized to engage in investment transactions with The Harris Center. Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools must review The Harris Center's investment policy to ensure reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the entity's policy. In addition to this requirement, all government pools must also sign a certification acknowledging that the organization has received and reviewed The Harris Center's investment policy [PFIA 2256.005(k-l)]. All investment providers stated above may perform an analysis of the makeup of The Harris Center's entire portfolio or an interpretation of subjective investment standards.

B. Competitive Bids

It is the policy of The Harris Center to require competitive bidding for all individual security purchases and sales except for: a) transactions with money market mutual funds and local government investment pools and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution. At least 3 competitive offers or bids for all individual security purchases and sales shall be solicited. At least annually, the Investment Officers shall review, revise, and recommend to the Board a list of qualified brokers/dealers that are authorized to engage in investment transactions with The Harris Center. [PFIA 2256.025]

C. Delivery vs. Payment [PFIA 2256.005(b) (4) (E)]

Securities shall be purchased using the delivery vs. payment method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received. The following policies will be followed:

1. U.S. Treasury & Agency securities will be held in safekeeping by the securities custodian.
2. When physical delivery of securities is made, payment for investments will be made against delivery, and for sales of investments, delivery will be made against payment.
3. When an investment is purchased, evidence of the wire transfer of the funds shall be retained until the instrument matures and the funds are returned.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

A. Safekeeping and Custodian Agreements

The Harris Center shall contract with a bank or banks for the safekeeping of securities purchased by the agency or held as collateral to secure demand or time deposits. Securities owned by the Agency shall be held in the name of The Harris Center as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third-party custodian designated by The Harris Center and pledged to them as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve Bank or branch of a Federal Reserve Bank, a Federal Home Loan Bank, or a third-party bank approved by The Harris Center.

B. Collateral Policy (PFCA 2257.023)

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of The Harris Center to require full collateralization of all entity funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, The Harris Center may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom The Harris Center has a current custodial agreement. The Chief Financial Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to The Harris Center and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

C. Collateral Defined

The Harris Center shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the state of Texas or its agencies and instrumentalities
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity often (10) years or less
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A
- A letter of credit issued by the Federal Home Loan Bank

D. Subject to Audit

All collateral shall be subject to inspection and audit by the Chief Financial Officer, Internal Audit Department, or The Harris Center's independent auditors.

X. PERFORMANCE

A. Performance Standards

The Harris Center's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the entity.

B. Performance Benchmark

It is the policy of The Harris Center to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the entity shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The Harris Center's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the entity's weighted average maturity in days.

XI. REPORTING (PFIA 2256.023)

A. Methods

The Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity. This summary will be prepared in a manner that will allow The Harris Center to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the Board. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the ending book and market value of securities for the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of The Harris Center's (formerly MHMRA of Harris County's) investment portfolio with state law and the investment strategy and policy approved by the Board.
- Schedule of the Investment Portfolio's Comparative Weighted Average Maturity and Weighted Average Yield.

A. An independent auditor will perform a formal annual review of the quarterly reports with the results

reported to the governing body [PFIA 2256.023(d)].

B. Monitoring Market Value [PFIA 2256.005(b) (4) (D)]

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XII. INVESTMENT POLICY ADOPTION [PFIA 2256.005(e)]

The Harris County's investment policy shall be adopted by resolution of the Board. It is the entity's intent to comply with state laws and regulations. The Harris Center's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the entity. The Board shall adopt a resolution stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications.

The Harris Center for Mental Health and IDD Investment Strategy for the General Fund

I. OBJECTIVES

The Harris Center shall purchase securities that mature when funds are required to meet expected obligations. This strategy will determine the suitability of the investment to the financial requirements of the Agency. The focus of this type of investment strategy is preservation and safety of principal, liquidity and optimization of yield. This strategy is very conservative.

II. PRESERVATION AND SAFETY OF PRINCIPAL

The preservation and safety of principal shall be ensured through the allocation and diversification of the investment portfolio consistent with The Harris Center's Investment Policy, state and federal regulations and prudent investment practices. Only those securities allowed by the Agency's Investment Policy and the Public Funds Investment Act shall be purchased.

Diversification shall be achieved by utilizing Broker/Dealers from a Board approved list and investing in different investment instruments.

III. LIQUIDITY

A monthly cash projection shall be developed to determine the cash requirements of The Harris Center for a period of six (6) months or more. As a conservative measure, the equivalent of one and half (1 1/2) month's requirements shall be placed in highly liquid instruments.

The maturity of the remaining portfolio shall be timed to coincide with the projected cash requirements of The Harris Center. As an added measure, particular emphasis shall be placed on the marketability of the investment should the need arise to liquidate prior to maturity. The primary determinants of a security's liquidity are its marketability and maturity. The Harris Center therefore shall only invest in short term (1 year or less) and medium term (1- 5 years) investment alternatives which are traded in an active secondary market.

IV. YIELD

The Harris Center shall optimize yield to the extent the preservation and safety of principal can be achieved and liquidity maintained.

Attachments

No Attachments

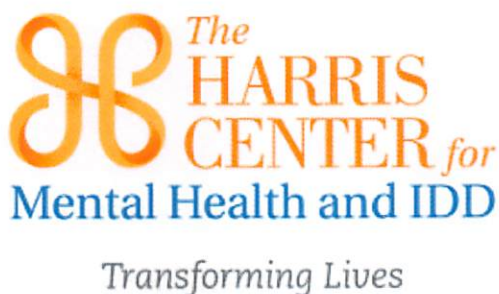
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Sean Kim: Exec	02/2022
Initial Assignment	Sean Kim: Exec	02/2022
Initial Assignment	Daniel Paick: Dir	02/2022

EXHIBIT F-19

Current Status: *Pending*

PolicyStat ID: 11030121



Origination:	06/2020
Effective:	Upon Approval
Last Approved:	06/2020
Last Revised:	06/2020
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR14A Lactation Breaks

1. PURPOSE

To ensure employees at The Harris Center for Mental Health and IDD (The Harris Center) have the opportunity to express breast milk at the workplace.

2. POLICY

The Harris Center supports the practice of expressing breast milk and shall make reasonable accommodations for the needs of employees who express breast milk. All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for the employee's child. The Harris Center encourages all eligible employees who intend to take breaks under this policy to notify their immediate supervisor of the frequency, timing and duration of lactation breaks they need to take.

The Harris Center has designated a lactation room at each of its administrative and program locations. Employees are encouraged to reserve the lactation room by contacting their immediate supervisor.

The Harris Center may not suspend, discipline, intimidate, retaliate or terminate the employment of, or otherwise discriminate, against an employee for requesting or taking lactation breaks or filing a complaint for violation of this policy, the Fair Labor Standards Act or applicable state or local law.

3. APPLICABILITY/SCOPE

All Harris Center employees.

4. References: Rules/Regulations/Standards

- Fair Labor Standards Act of 1938, 29 U.S.C. §207(r)
- Title VII of the Civil Rights Act of 1964 as amended by the Pregnancy Discrimination Act of 1978, 42 U.S.C. §2000e
- Right to Express Breast Milk in the Workplace, Texas Government Code Chapter 619

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-20

Current Status: *Pending*

PolicyStat ID: 11155154



Origination:	11/2020
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	11/2020
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR18A Overtime Compensation

1. PURPOSE

The purpose of this policy is to comply with applicable local, state and federal laws, and to provide equitable consideration for hours worked over 40 in the standard work week.

2. POLICY

The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) in compliance with the Fair Labor Standards Act (FLSA) and the Texas Pay Day law has established a maximum work week of forty (40) hours, except as noted herein. Accordingly, The Harris Center will compensate employees for overtime worked in excess of the established workweek in accordance with FLSA and the provisions of this policy. Overtime for certain employees classified as "Exempt" by the FLSA is not required. Overtime for employees classified as "Nonexempt" will be compensated at a rate not less than one and one-half hours for each hour of overtime.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

4. PROCEDURES

- Employees Exempt from Overtime
- Overtime Approval
- Neuro-Psychiatric Center Overtime Computation
- Overtime Compensation
- Employee Volunteers

5. Related policies/Forms:

- Signatures of Authorization
- Recording Employee Time Worked and Maintaining Leave Earned and Taken Records
- Shift Differential

6. References: Rules/Regulations/Standards

- Fair Labor Standards Act
- Texas Pay Day Law
- The Harris Center's Employee Handbook


Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-21

<p>Current Status: <i>Pending</i></p> <div style="text-align: center;">  <p><i>Transforming Lives</i></p> </div>	<p style="text-align: right;">PolicyStat ID: 11154328</p> <table border="0" style="width: 100%;"> <tr><td>Origination:</td><td style="text-align: right;">05/1993</td></tr> <tr><td>Effective:</td><td style="text-align: right;">Upon Approval</td></tr> <tr><td>Last Approved:</td><td style="text-align: right;">06/2021</td></tr> <tr><td>Last Revised:</td><td style="text-align: right;">02/2022</td></tr> <tr><td>Next Review:</td><td style="text-align: right;">02/2023</td></tr> <tr><td>Owner:</td><td style="text-align: right;">Rita Alford: Dir</td></tr> <tr><td>Area:</td><td style="text-align: right;">Information Management</td></tr> <tr><td>Standards & Regulations:</td><td></td></tr> <tr><td>Document Type:</td><td style="text-align: right;">Agency Policy</td></tr> </table>	Origination:	05/1993	Effective:	Upon Approval	Last Approved:	06/2021	Last Revised:	02/2022	Next Review:	02/2023	Owner:	Rita Alford: Dir	Area:	Information Management	Standards & Regulations:		Document Type:	Agency Policy
Origination:	05/1993																		
Effective:	Upon Approval																		
Last Approved:	06/2021																		
Last Revised:	02/2022																		
Next Review:	02/2023																		
Owner:	Rita Alford: Dir																		
Area:	Information Management																		
Standards & Regulations:																			
Document Type:	Agency Policy																		

HIM12A Patient Access to Medical Records

1. PURPOSE

To establish guidelines for the contents, maintenance, and confidentiality of patient's medical records that meet the requirements set forth in Federal and State laws and regulations, and to define the portion of an individual's healthcare information, whether in paper or electronic format, that comprises the medical record.

2. POLICY

It is the policy of The Harris Center that subject to specific contraindications by a qualified professional and to any legal constraints, the content of a Patient's medical record shall be made available to the Patient upon written request.

3. APPLICABILITY/SCOPE

This policy applies to all employees of The Harris Center.

4. PROCEDURES

HIM: 016b - Patient Access to Medical Records

5. RELATED POLICIES/FORMS

• Consumer Request to for Review (Appeal) of a Center Decision	
• Request to Correct/Amend Consumer Health Information form	
• Request to Restrict the Use/Disclosure of Consumer Health Information form	
• Consumer Request for Confidential Communications form	
• Notice of Privacy Practices Acknowledgement	
• Request for an Accounting of Disclosures of Health Information	

6. REFERENCES: RULES/REGULATIONS/

STANDARDS

- Physician-Patient Communication, Texas Occupations Code, Chapter 159
- Medical Records Privacy, Texas Health and Safety Code chapter 181
- Mental Health Records, Texas Health and Safety Code Chapter 611
- HIPAA Privacy and Security Rules, 45 CFR Parts 160 and 164
- [The 21st Century Cures Act, Pub. L. No. 114-255 \(2016\); 29 U.S.C. § 1185a; 26 U.S.C. § 9812](#)

Attachments

No Attachments

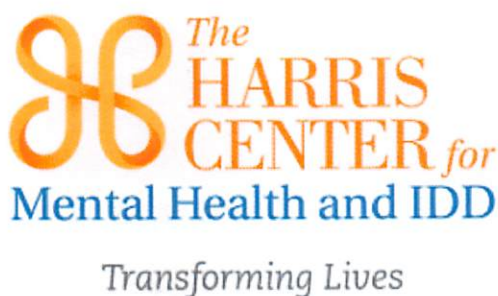
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Mustafa Cochinwala: Dir [NL]	02/2022
Initial Assignment	Rita Alford: Dir [NL]	02/2022
Initial Assignment	Wesley Farris: ITSecOfcr [AR]	02/2022

EXHIBIT F-22

Current Status: *Pending*

PolicyStat ID: 11155166



Origination:	08/2017
Effective:	Upon Approval
Last Approved:	05/2021
Last Revised:	08/2017
Next Review:	02/2023
Owner:	<i>Maria Richardson: Dir</i>
Area:	<i>Medical Services</i>
Standards & Regulations:	
Document Type:	<i>Agency Policy</i>

MED9A Pharmaceutical or Patient Assistance Programs (PAP)

1. PURPOSE

The purpose of this policy is to establish best practices regarding any Patient or Pharmacy Assistance Program (PAP).

2. POLICY

It is the policy of The Harris Center to ensure and support best practices for the management and governance of PAP and that the following policies are to be adhered to:

- Adhere to applicable governing laws, regulation, rules, and manufacturer guidelines for PAP brand or generic medications, including but not limited to application for, ordering, receiving, transferring to the Pharmacy, dispensing to Financially Disadvantaged or Indigent patients and disposition of expired or unused pharmaceuticals.
- PAP products are received at each pharmacy location or at a centralized location to reduce chances of package loss and to streamline package receipt process. Packages distributed to the central location shall be transferred to individual clinics for PAP management. Dispensing consistent with internal pharmacy procedures and in accordance with sponsored program recommendations will be done in all cases. Patient specific PAP oral medications may be shipped by sponsoring PAP programs to the patients' residence, unless deemed inappropriate by prescriber and/or pharmacy team.
- Annually Physicians and Pharmacists will receive a PAP Authorization and Pharmacy Acknowledgment form for review and signature for applicable PAP program. The form reaffirms the professional's participation in PAP and notice of any applicable rules, regulations, guidelines, or legal change(s).
- All pharmaceuticals are to be disposed of in accordance with internal disposition procedures and/or per manufacturer request as confirmed and documented with individual manufacturer.
- Information gathered or exchanged through PAP is considered protected health information and subject to the Health Insurance Portability and Accountability Act (HIPAA) such that access is limited in accordance with 45 CFR Part 160 and Part 164.
- PAP has no requirement of financial remuneration and there is never a charge for PAP medication brand or generic.

3. APPLICABILITY/SCOPE

All Harris Center staff, employees, interns, volunteers, contractors, and programs

4. PROCEDURES:

Agency Pharmaceutical or Patient Assistance Programs (PAP) Procedure

5. Related Policies/Forms:

- Pharmaceutical or Patient Assistance Programs (PAP) Procedure
- Patient Attestation Form – The HARRIS CENTER
- PAP Authorization to Disclose – Medicaid Eligibility Status Form
- Texas HHS Form H1003 – Appointment of an Authorized Representative to Allow Another Person to Act for You
- Authorization to Provide Navigator Support to Complete a Medicaid Application On-Line
- Authorization to Continue to Provide Pharmacy Services
- PAP Notification of Pending Eligibility Status
- Pharmacy Services PAP Patient Status Form
- Zero Income Letter
- Zero Income Letter Modifiable for Special Circumstances
- Distribution of PAP from SW to other Clinic Pharmacies
- Transfer of Medications in or Out of a Pharmacy
- Transfers of Medications in or Out of Pharmacy Form(s)
- Monthly Unit Inspections
- Monthly Unit Inspection Form
- PAP Haldol Injection Protocol
- Pharmacy Records Retention
- PAP Disposition
- PAP Disposition Documentation Log

6. References: Rules/Regulations/Standards:

- Texas Food, Drug and Cosmetic Act, Drug Donation Program, Tex. Health and Safety Code Chapter 431, Subchapter M
- Charitable Immunity & Liability Act of 1987, Texas Civil Practice and Remedies Code, Chapter 84
- Texas Pharmacy Act, Texas Occupations Code, Ch. 551-556, 559
- Texas State Board of Pharmacy Rules, 22 Tex. Admin. Code Part 15, Ch 281-311
- Donation of Unused Drugs, 25 Tex. Admin. Code, Chapter 229, Subchapter B
- CARF Section 2

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending

Step Description	Approver	Date
CEO Approval	Wayne Young: Exec	02/2022
Final Legal Review	Kendra Thomas: Counsel	02/2022
Initial Legal Review	Shannon Fleming: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	02/2022
Initial Assignment	Maria Richardson: Dir	02/2022

EXHIBIT F-23

Current Status: *Pending*

PolicyStat ID: 11096115



Origination: 06/2000
Effective: Upon Approval
Last Approved: 10/2020
Last Revised: 06/2000
Next Review: 02/2023
Owner: Mustafa Cochinwala:
Dir
Area: Information
Management
Standards & Regulations:
Document Type: Agency Policy

HIM16A Security of Patient Identifying Information

1. PURPOSE

All patient/individual identifying information, regardless of the medium or format is considered confidential and shall be available only to authorized users.

2. POLICY

It is the policy of The Harris Center to maintain the security of all patient/individual identifying information and safeguard this information against loss, destruction, tampering and unauthorized access and use.

3. APPLICABILITY/SCOPE

This policy applies to all departments, divisions, facilities and/or programs within The Harris Center.

4. PROCEDURES

See Procedure HIM: 015b

5. RELATED POLICIES/FORMS:

• Confidentiality and Disclosure of Patient/individual Identifying Information	HIM: 003
• Retention of Patient/individual Record	HIM: 004
• Patient/individual Records Administration	HIM: 005
• Incident Reporting	INC: 009

6. REFERENCES: Rules/Regulations/Standards

- American Health Information Management Association - Practice Brief on Information Security
- Medicare Conditions of Participation for Hospitals
- Health Insurance Portability and Accountability Act

Attachments

No Attachments

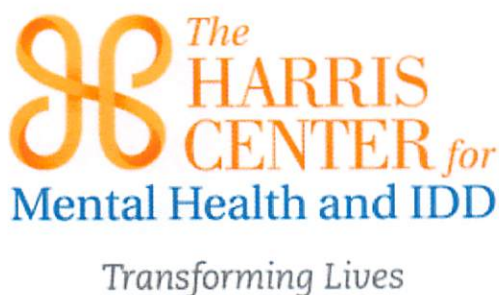
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Mustafa Cochinwala: Dir	02/2022
Initial Assignment	Wesley Farris: ITSecOfcr [AR]	02/2022
Initial Assignment	Rita Alford: Dir	02/2022
Initial Assignment	Mustafa Cochinwala: Dir	01/2022

EXHIBIT F-24

Current Status: *Pending*

PolicyStat ID: 11155151



Origination:	08/2000
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	08/2000
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR23A Shift Differential

1. PURPOSE

The purpose of this policy is to provide guidance about shift differentials and to ensure consistent salary treatment for eligible employees.

2. POLICY

As a mechanism to meet the prevailing wages, The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) **may** pay a shift differential to employees assigned to regular duties an evening, night, and/or weekend shifts, or any other division of a regular day.

The justification for approval of shift differential must be prepared by the Department Head, approved by the appropriate operational Vice President or Chief and the Vice President of Human Resources, on a program by program basis. Additional approvals may be required.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center.

4. PROCEDURES

- Shift Designations
- Shift Changes
- Time Record
- Payment for Shift Differential

5. Related policies/Forms:

Shift Differential Time Sheet PER:20-001

6. References: Rules/Regulations/Standards

- The Harris Center's Employee Handbook

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-25

Current Status: *Pending*

PolicyStat ID: 11155148



Transforming Lives

Origination:	07/2012
Effective:	Upon Approval
Last Approved:	06/2021
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Sean Kim: Exec
Area:	Leadership
Standards & Regulations:	
Document Type:	Agency Policy

LD4A - Signature for Authorization

1. PURPOSE

The purpose of this policy is to identify the Harris Center personnel authorized to sign and approve various requests in the normal course of business.

2. POLICY

The Harris Center personnel having authorization to sign, or their authorized designee, both of which are on file with the Chief Financial Officer, must approve all requests for services, contracts, billings, supplies, leave, and other items.

3. APPLICABILITY/SCOPE

This policy applies to all Harris Center personnel.

4. PROCEDURES

- Signature for Authorization
- Check Signing

5. RELATED ~~POLICIES~~ POLICIES/FORMS (for reference only)

6. REFERENCES: RULES/REGULATIONS/STANDARDS

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Sean Kim: Exec	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022

EXHIBIT F-26

Current Status: <i>Pending</i>	PolicyStat ID: 11155149
 <p><i>Transforming Lives</i></p>	Origination: 02/2013
	Effective: <i>Upon Approval</i>
	Last Approved: 11/2020
	Last Revised: 02/2013
	Next Review: 02/2023
	Owner: <i>Kendra Thomas: Counsel</i>
	Area: <i>Leadership</i>
Standards & Regulations:	
Document Type: <i>Agency Policy</i>	

LD5A - Solicitation of/and Acceptance of Donations (Money, Goods or Services)

1. PURPOSE:

The purpose of this policy is to establish guidelines governing the acceptance and solicitation of gifts and donations by the Harris Center for the benefit of its operations, programs or services and provide guidance to prospective donors and their advisors when making donations to the Harris Center.

2. POLICY:

It is the policy of The Harris Center that requests for goods or money on behalf of the Harris Center shall be reviewed by the Legal Services Department prior to solicitation.

The Harris Center's Chief Executive Officer, authorized trustees of the Board and designated staff shall have the authority to solicit and accept gifts on behalf of the Harris Center. Donations of money, valuable goods or services may be accepted by the Harris Center if:

1. the donation can be used or expended consistent with the Harris Center's purpose and mission;
2. the donation is in good working order or needs only minor, inexpensive repair as approved by the Chief Financial Officer, or a designee;
3. the donation is not unduly or inappropriately restricted for use; and
4. the donation is not designated for use by an individual staff or Board Trustee.

Specific items may be given to persons served.

3. APPLICABILITY/SCOPE

This policy applies to all Harris Center employees, contractors, volunteers and Board of Trustees

4. RELATED POLICIES/FORMS (for reference only):

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Health and Safety Code §534.018


Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022
Initial Assignment	Kendra Thomas: Counsel	02/2022

EXHIBIT F-27

Current Status: <i>Pending</i>	PolicyStat ID: 11155150
 <p>The HARRIS CENTER for Mental Health and IDD Transforming Lives</p>	Origination: 07/1984
	Effective: Upon Approval
	Last Approved: 09/2021
	Last Revised: 07/1984
	Next Review: 02/2023
	Owner: Shiela Oquin: ExecAsst
	Area: Assessment, Care & Continuity
Standards & Regulations:	
Document Type: Agency Policy	

LD6A - State Service Contract Monitoring and Performance Reporting

1. PURPOSE

To ensure all duties are being performed in accordance with state service contracts and for Harris Center staff to be aware of and address any developing problems or issues.

2. POLICY

It is the policy of The Harris Center for Mental Health and IDD "The Harris Center" to audit the performance of all state service contracts on an annual basis to ensure compliance with policies and procedures, statement of work, proper reporting, and correct billing.

3. APPLICABILITY/SCOPE

This policy applies to all state service contracts and awards received by The Harris Center, including pass-through awards that are performed by a collaborating agency.

4. REFERENCES: RULES/REGULATIONS/STANDARDS:

Texas Health and Human Services Handbook

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending

Step Description	Approver	Date
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Departmental Review	Keena Pace: Exec	02/2022
Initial Assignment	Shiela Oquin: ExecAsst	02/2022

EXHIBIT F-28

Current Status: *Pending*

PolicyStat ID: 11155161



Origination:	10/2020
Effective:	Upon Approval
Last Approved:	10/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR24A Student Internship Program

1. PURPOSE

To establish guidelines for recruitment, selection, assignment, evaluation and separation of The Harris Center for Mental Health and Intellectual Developmental Disabilities' (The Harris Center) student interns. The Harris Center student interns are individuals pursuing a higher level of education through practicum, internship, or field experience by providing service to the agency and do not receive compensation in return.

2. POLICY

The Harris Center for Mental Health and IDD will provide students of various disciplines the opportunity to enhance their educational experience through field experience, internship, or practicum within the agency. The agency will coordinate with accredited schools and universities in providing such placement within the administrative and clinical programs. These experiences should be beneficial to the students, people we serve, and the agency.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center and all students who are completing field placements/internships at The Harris Center.

~~4. PROCEDURES~~

~~Procedures~~

5. RELATED POLICIES/FORMS (for reference only):

- Drug Alcohol Testing Pre-Employment Policy and Procedure PER: 26

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- The Harris Center's Policy and Procedures
- The Harris Center Employee Handbook

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-29

Current Status: *Pending*

PolicyStat ID: 11030118



Origination:	06/2013
Effective:	Upon Approval
Last Approved:	9/2020
Last Revised:	01/2022
Next Review:	2/2023
Owner:	Sean Kim: Exec
Area:	Fiscal Management
Standards & Regulations:	
Document Type:	Agency Policy

FM14A Corporate Card

1. PURPOSE:

The purpose of the Corporate Card is to provide The Harris Center Executive Team with an efficient and controllable method for making authorized purchases and paying for Harris Center expenses.

2. POLICY:

It is the policy of The Harris Center to issue corporate cards only to personnel who have been approved by the Chief Executive Officer. The corporate card may only be used for Harris Center- related expenses. Unauthorized or personal purchases are prohibited and the cardholder will be subject to disciplinary action up to and including termination and prosecution for any violation of this policy.

3. APPLICABILITY/SCOPE

~~This policy applies to only personnel approved by the Chief Executive Officer to be authorized corporate cardholders.~~

This policy applies to all The Harris Center employees and/or staff issued or in possession of a Corporate Card.

4. RELATED ~~POLICIES~~ POLICIES/FORMS (for reference only):

Corporate Card Agreement

5. REFERENCES: RULES/REGULATIONS/STANDARDS:


Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Department Review	Sean Kim: Exec	01/2022
Initial Assignment	Sean Kim: Exec	01/2022
Initial Assignment	Daniel Paick: Dir	01/2022

EXHIBIT F-30

Current Status: <i>Pending</i>	PolicyStat ID: 11155159
 <p>The HARRIS CENTER for Mental Health and IDD</p> <p><i>Transforming Lives</i></p>	Origination: 11/2020
	Effective: <i>Upon Approval</i>
	Last Approved: 11/2020
	Last Revised: 02/2022
	Next Review: 02/2023
	Owner: <i>Anthony Robinson:</i> VP
	Area: <i>Human Resources</i>
Standards & Regulations:	
Document Type: <i>Agency Policy</i>	

HR6A Employee Counseling, Supervision, Progressive Discipline, and Termination

1. PURPOSE

This policy provides a mechanism to inform employees of the expected standards of conduct or performance and the consequences when these expectations are not met. This policy enables Center transparency so that employees understand what is expected of them, provides supervisors with guidelines to follow when taking corrective action, provides appropriate documentation of the corrective action in the employee's Human Resource record and establishes a fair, consistent, and collaborative approach to policy administration.

2. POLICY

It is the policy of The Harris Center to provide satisfying employment for every employee, however The Harris Center recognizes that conditions may develop which preclude continued employment. The Harris Center is equally committed to enforcing Center policies and procedures through a collaborative approach to discipline that treats people as valued partners, promotes mutual respect and problem solving, and reinforces accountability while maintaining efficient and effective operations. Any employee who engages in conduct detrimental to the expressed purpose of The Harris Center or violates its established and approved policies and procedures is subject to disciplinary action up to and including termination.

While The Harris Center wishes to help employees experiencing performance problems. The Harris Center reserves the right to terminate employees at its discretion. In general, The Harris Center follows a progressive disciplinary procedure beginning with a verbal warning; however, discipline may begin at any step in the process up to and including immediate termination depending upon the seriousness of the infraction.

Federal and state law prohibit The Harris Center from taking adverse employment action (like disciplinary actions, demotion, change in compensation, and termination) against employees who participate in legally protected activity. Also, federal and state law prohibit The Harris Center from taking adverse employment actions against employees on the basis of race, creed, color, national origin, religion, sex, pregnancy, childbirth or a related medical condition, age, veteran status, disability, or any characteristic as protected by law. The Harris Center shall enforce discipline uniformly so that employees have reasonable expectations about the consequences of their actions, and so that The Harris Center reduce their risk of discrimination claims. The Harris Center's exercise of discretion shall always be based on legitimate business and legal considerations and shall never be discriminatory or retaliatory.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

~~4. PROCEDURES~~

- ~~Employment At-Will~~
- ~~Supervision/Corrective Action/Performance Improvement Plan~~
- ~~Disciplinary Actions~~
- ~~Involuntary Termination~~

5. Related policies/Forms:

- Notice of Disciplinary Action

6. References: Rules/Regulations/Standards

- The Harris Center's Employee Handbook

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-31

Current Status: Pending

PolicyStat ID: 11155160



Origination: 03/2001
Effective: Upon Approval
Last Approved: 11/2020
Last Revised: 02/2022
Next Review: 02/2023
Owner: Anthony Robinson: VP
Area: Human Resources
Standards & Regulations:
Document Type: Agency Policy

HR8A Employee Referral Bonus Program

1. PURPOSE

The purpose of The Harris Center for Mental Health and IDD (The Harris Center) employee referral bonus program is to have an internal recruiting incentive to encourage employees to refer qualified candidates within their networks for jobs at The Harris Center in an effort to reduce voluntary turnover and retain talent.

2. POLICY

In appreciation to staff for assisting The Harris Center for attracting and recruiting qualified persons into The Harris Center workforce, employees who refer persons who become employees of The Harris Center for the first time shall be provided an Employee Referral Bonus subject to the terms of this policy and related procedures.

3. APPLICABILITY/SCOPE

All The Harris Center employees and staff.

~~4. PROCEDURES~~

• Section I:	Eligibility Criteria
• Section II:	Procedures
• Section III:	Program Responsibility
• Section IV:	Related Policies and Procedures
• Section V:	Attachments

5. Related Policies and Forms

• Employee Handbook	
• Employee Referral Bonus Program Form	Attachment A

• Employee Referral Bonus Eligible Position List

Attachment B

~~6. Reference: Rules/Regulations/Standards~~

N/A

Attachments

No Attachments

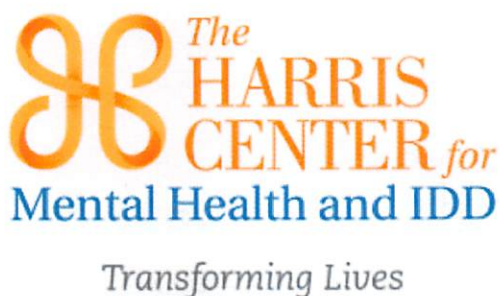
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-32

Current Status: *Pending*

PolicyStat ID: 11043272



Origination:	03/1993
Effective:	Upon Approval
Last Approved:	10/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR11A Equal Employment Opportunity

1. PURPOSE

The purpose of this policy is to extend equal employment opportunities, based on individual merit and qualifications, to all applicants for employment and to all The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) employees.

2. POLICY

The Harris Center has a strong commitment to equal employment opportunity and fosters the concept of workforce diversity. It is the policy of The Harris Center to provide equal opportunity to all terms and conditions of employment including, but not limited to, recruitment, hiring, testing, compensation, transfer, promotion, upgrade, realignment, demotion, training, layoff, and discharge regardless of race, creed, color, national origin, religion, sex, pregnancy, childbirth or a related medical condition, age, veteran status, disability, or any characteristic as protected by law. As defined by law, sex includes gender identity, sexual orientation, and transgender status. Sexual orientation, gender identity, and transgender status will not have any influence on Harris Center employment decisions or opportunities.

The Harris Center strictly prohibits and does not tolerate discrimination against employees, applicants or any covered person because of the protected classes described above. All Harris Center employees are prohibited from engaging in unlawful discrimination.

Additionally, the Harris Center complies with the Americans with Disability Act (ADA), as amended by the ADA Amendments Act, the Texas Commission on Human Rights Act and all applicable state and local laws. Consistent with those requirements, The Harris Center will make reasonable accommodations for qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would result in an undue hardship to the Harris Center. Also, the Harris Center will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

3. APPLICABILITY /SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

~~4. PROCEDURES~~

5. Related Policies/Forms/ Processes:

[Employee Job Descriptions Transfers, Promotions, Demotions](#)

[Personnel Requisition Action Form](#)

[The Harris Center Application for Employment](#)

- Creating a New Position
- Filling a New Position
- Filling a Vacant Position
- Changing a Current Position
- Posting of Vacancies
- Conditions of Employment

~~6. Policies/Forms:~~

~~[Employee Job Descriptions Transfers, Promotions, Demotions](#)~~

~~[Personnel Requisition Action Form](#)~~

~~[The Harris Center Application for Employment](#)~~

7. References: Rules/Regulations/Standards

- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e to 2000e-17
- The Americans with Disabilities Act , as amended by the ADA Amendment Act, 42 U.S.C. §12101-12213
- The Age Discrimination in Employment Act, 29 U.S.C. §§621-634
- The Genetic Information Nondiscrimination Act, 42 U.S.C. §§2000ff-2000ff-11
- Uniformed Services Employment Reemployment Rights Act, 38 U.S.C. §4311
- Section 1981 Civil Rights Act of 1866, 42 U.S.C. §1981
- The Equal Pay Act, 29 U.S.C. §206(d)
- Immigration Reform and Control Act, Pub.L. No. 99-603, 100 Stat. 3359 (1986)
- Texas Commission on Human Rights Act, Tex. Lab. Code Ann. §§21.101, 21.106, 21.051, & 21.402
- Employment Discrimination for Participating in Emergency Evacuation, Tex. Lab. Code Ch. 22
- Texas Worker's Compensation Act. Tex. Lab. Code, Ch. 451
- Texas Military Forces, § 437.204

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022

Step Description	Approver	Date
Initial Assignment	Anthony Robinson: VP	02/2022
	Nicole Lievsay: Dir	02/2022

EXHIBIT F-33

Current Status: <i>Pending</i>	PolicyStat ID: 10983521
 <p>The HARRIS CENTER for Mental Health and IDD Transforming Lives</p>	Origination: 07/2018
	Effective: <i>Upon Approval</i>
	Last Approved: 10/2020
	Last Revised: 01/2022
	Next Review: 1/2023
	Owner: <i>Shiela Oquin: ExecAsst</i>
	Area: <i>Assessment, Care & Continuity</i>
Standards & Regulations:	
Document Type: <i>Agency Policy</i>	

ACC7A Linguistic Competence Services

1. PURPOSE

To provide meaningful access to the consumer's services for consumers with limited English proficiency, deaf, hard of hearing or blind

2. POLICY

It is the Policy of the Harris Center for Mental Health and IDD to ensure effective communication with the individual and Legally Authorized Representative (LAR), (if applicable), in an understandable format as appropriate to meet the needs of individuals. This may require using: Interpretative services; Translated materials; or a staff member who can effectively respond to the cultural (e.g., customs, beliefs, action, and values) and language needs of the individual and LAR (if applicable).

3. APPLICABILITY/SCOPE

All Harris Center Staff, Contractors and Volunteers.

4. PROCEDURES

- Interpreter Resource Coordination
 - Internal Interpreters/Certified Language Staff
 - Outside Language Interpreter Services
- Interpreter Services For The Deaf And Hard Of Hearing
- Interpreter Services For Those Whose Primary Language Is Other Than English Scheduled Services
 - Crisis Services

5. RELATED POLICIES/FORMS:

Assurance of Consumer Rights

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Texas Human Resources Code Chapter 81, Services for the Deaf

- Title [2526](#) Texas Administrative Code §301.327

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Departmental Review	Keena Pace: Exec	01/2022
Initial Assignment	Shiela Oquin,: ExecAsst	01/2022

EXHIBIT F-34



Origination:	01/2012
Effective:	Upon Approval
Last Approved:	06/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR16A Obligation to Identify Individuals or Entities Excluded from Participation in Federal Health Care Programs

1. PURPOSE

The purpose of this policy is to establish guidelines, which inhibit The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) from employing an individual or entity that has been excluded from Federally-funded health care programs. The guidelines set in place by this policy ensures the integrity and accountability as it relates to The Health & Human Services Department - Office of Inspector General (HHSC-OIG)

2. POLICY

It is the policy of The Harris Center for Mental Health and Intellectual and Developmental Disability ("The Harris Center" or "Agency") to comply with federal rules - Social Security Act, 42 U.S.C. 1320a-7, Section 1128

The Agency shall conduct both State and Federal List of Excluded Individuals/Entities (LEIE) searches prior to hire and monthly on all existing employees, interns, contractors, volunteers and entities.

3. APPLICABILITY/SCOPE

All staff employed by The Harris Center including, direct hire, contractors, volunteers, interns and entities. Candidates for hire and contracted entities whom are excluded are considered ineligible for employment or providing services with The Harris Center and will **NOT** be offered a position.

~~4. PROCEDURES~~

~~5. Related policies/Forms:~~

~~N/A~~

6. References: Rules/Regulations/Standards

Social Security Act 42 U.S.C.A. 1320a-7

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-35

Current Status: *Pending*

PolicyStat ID: 11155162



Origination:	10/2006
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR20A Professional Behavior and Attire

1. PURPOSE

The purpose of The Harris Center for Mental Health and IDD (The Harris Center) professional behavior and attire policy is to create and maintain a collaborative professional environment that upholds our values and Standards of Behaviors as we strive to become the organization of choice for both persons served and employees; establishing clear guidelines for how we interact with the people we serve and our fellow team members

2. POLICY

It is the policy of The Harris Center that staff conduct and present themselves in a professional and polished manner and it is important their attire reflect the same standard; consequently improving the way we reflect and carry The Harris Center's mission of transforming the lives of people with behavioral health and IDD needs. Employees shall maintain a clean and neat appearance in the workplace and dress according to the requirements of their position, which may include considering concerns about safe interactions with persons served and professionally representing the Harris Center's image to the public.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

~~4. DEFINITIONS~~

- ~~Business-Casual~~
- ~~Business-Professional~~
- ~~Casual-Fridays~~

~~5. PROCEDURES~~

- ~~Section I: Definitions~~
- ~~Section II: Standards of Behavior~~
 - ~~Acceptable Behavior~~
- ~~Section III: Employee Attire~~
 - ~~Acceptable~~
 - ~~Unacceptable~~
- ~~Section IV: Related Policy and Procedure~~

• ~~Section V: Attachments~~

6. Related Policies and Forms

- The Harris Center Employee Handbook
- The Harris Center Code of Conduct

~~7. Reference:~~

~~Rules/Regulations/Standards~~

~~N/A~~

~~Attachment A~~

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-36

Current Status: *Pending*

PolicyStat ID: 11155156



Origination: 06/2008
Effective: Upon Approval
Last Approved: 11/2020
Last Revised: 02/2022
Next Review: 02/2023
Owner: Anthony Robinson:
 VP
Area: Human Resources
Standards & Regulations:
Document Type: Agency Policy

HR1A Section 504 of the Rehabilitation Act ("The Act") and, the American with Disabilities Act ("ADA") (Consumers)

1. PURPOSE:

The purpose of this policy is to establish guidelines to ensure that qualified individuals with disabilities at The Harris Center are protected from discrimination as set forth in Federal and State laws and regulations.

2. POLICY

It is the policy of The Harris Center to provide reasonable accommodation(s) to qualified individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of The Harris Center, or be subjected to discriminatory action by the Center or its agents.

3. APPLICABILITY/SCOPE

This policy applies to all ~~employees, contractors, volunteers, interns and agency related~~ Harris Center services and programs.

~~4. PROCEDURES~~

- ~~• Oversight Committee~~
- ~~• Request for Accommodation~~

5. RELATED POLICIES/FORMS:

~~Appeals and Mediation of Compliant Section 504 of the Rehabilitation Act and, the Americans with Disabilities Act (Employees)~~

- Assurance of Individual Rights Policy
- Accessibility Plan
- The Use of Service and Assistance Animals in The Harris Center Facilities

6. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Consumer Rights Protection Handbook
- Section 504 of the Rehabilitation Act of 1973, as amended ~~(~~ 29 U.S.C. 794 ~~)~~ et. seq.
- The Americans with Disabilities Act of 1990, as amended ~~(~~ 42 U.S.C. 12101 ~~)~~ et. seq.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-37

Current Status: *Pending*

PolicyStat ID: 11096116



Origination:	03/1995
Effective:	Upon Approval
Last Approved:	06/2021
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Mustafa Cochinwala: Dir
Area:	Information Management
Standards & Regulations:	
Document Type:	Agency Policy

HIM17A Standardized Patient Record Form

1. PURPOSE

To ensure compliance with standards and Center Policies and Procedures and to avoid duplication of information.

2. POLICY

It is the policy of The Harris Center that all patient/individual record forms shall be standardized throughout the Center to every extent possible. All patient/individual record forms must be approved by the Center's Records Committee. Only agency approved forms are to be used for documenting in a patient/individual's record.

3. APPLICABILITY/SCOPE

This policy applies to all employees, contractors and interns of The Harris Center.

4. PROCEDURES

See Procedures HIM: 010b

5. Related policies/Forms:

Content of Patient/individual Records Policy and Procedures - HIM: 006

The Development and Maintenance of Center Policies and Procedures - ADM: 1

Attachments

- Sample Instruction Sheet - #1
- Questions to Ask Before Creating a New Form - #2

6. References: Rules/Regulations/Standards


Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Department Review	Mustafa Cochinwala: Dir [NL]	02/2022
Initial Assignment	Rita Alford: Dir	02/2022
Initial Assignment	Wesley Farris: ITSecOfcr [AR]	02/2022
Initial Assignment	Mustafa Cochinwala: Dir	02/2022

EXHIBIT F-38

Current Status: <i>Pending</i>		PolicyStat ID: 11155165	
 <p><i>Transforming Lives</i></p>	Origination:	10/2020	
	Effective:	<i>Upon Approval</i>	
	Last Approved:	10/2020	
	Last Revised:	02/2022	
	Next Review:	<i>1 year after approval</i>	
	Owner:	<i>Lesleigh Robertson:</i> VP	
	Area:	<i>Human Resources</i>	
Standards & Regulations:			
Document Type:	<i>Agency Policy</i>		

HR25A Temporary Personnel Services

1. PURPOSE

This policy sets out procedures and protocols for the use of temporary personnel at The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center).

2. POLICY

Temporary personnel services will be utilized to meet critical staffing needs. In order to contract with The Harris Center, temporary personnel services must meet the Agency's bid specifications and be approved by The Harris Center's Board of Trustees. Each unit is required to submit a written request to the Department of Human Resource Service before a temporary personnel services employee is assigned. The Department of Human Resources will be responsible for the coordination of the job request and the administration of the program as well as manage any staffing protocol.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center including, both direct and contracted employees.

4. PROCEDURES

~~Operating Procedures~~

5. Related policies/Forms:

• Reporting Allegations of Abuse, Neglect and Exploitation	
• Employment Policy	

6. References:

Rules/Regulations/Standards

The Harris Center's Policy and Procedure Handbook

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-39

Current Status: <i>Pending</i>	PolicyStat ID: 11030116
 <p><i>Transforming Lives</i></p>	Origination: 05/2005
	Effective: <i>Upon Approval</i>
	Last Approved: 07/2020
	Last Revised: 02/2022
	Next Review: 02/2023
	Owner: <i>Kendra Thomas: Counsel</i>
	Area: <i>Leadership</i>
Standards & Regulations:	
Document Type: <i>Agency Policy</i>	

LD8A - Termination of General Revenue Contract Providers with Harris Center-IDD Services

1. PURPOSE:

The purpose of this ~~Administrative Directive~~ policy is to protect the interests of The Harris Center and the health and safety of individuals served.

2. POLICY:

The Harris Center shall remove funded individuals served and suspend referrals to General Revenue contractors and vendors who are notified by a licensing entity that they have been recommended for decertification. In the event that the provider files an appeal, the Harris Center will defer action on the status of the contract until there is a determination on the appeal. If the contract provider does not file an appeal within (15) days of notice of recommendation to decertify, or the appeal is denied by the licensing entity, the Harris Center may initiate termination of the general revenue contract. In the event that the appeal is upheld, referrals and consumer choice may be reinstated after review and approval by Vice President of Intellectual and Developmental Disabilities.

3. APPLICABILITY/SCOPE

This policy applies to all Harris Center programs, contractors, and vendors who receive GR funding.

4. RELATED POLICIES/FORMS (for reference only):

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Debarment, title 34 Tex. Admin. Code Chapter 20, Subchapter G
- Contract Management for Local Authorities, Title 40 Tex. Admin. Code Chapter 2, Subchapter B
- Contracting for Community Services, Title 40 Tex. Admin. Code Chapter 49, Subcontractor B

Attachments

No Attachments

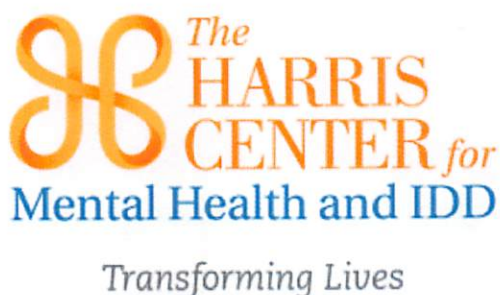
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022
Initial Assignment	Kendra Thomas: Counsel	02/2022

EXHIBIT F-40

Current Status: *Pending*

PolicyStat ID: 11155163



Origination: 03/1995
Effective: Upon Approval
Last Approved: 11/2020
Last Revised: 02/2022
Next Review: 02/2023
Owner: *Lesleigh Robertson:*
 VP
Area: *Human Resources*
Standards & Regulations:
Document Type: *Agency Policy*

HR26A Transfers - Promotions - Demotions

1. PURPOSE

The purpose of this policy is to develop, mobilize, and retain staff of the highest quality. The Harris Center provides equal opportunities for the recruitment, professional growth, and advancement of all employees while providing guidelines for employee promotion, transfer and demotion.

2. POLICY

Any transfer, promotion, or demotion will be based on documented evidence of the employee's job qualifications and performance.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) including, both direct and contracted employees.

~~4. PROCEDURES~~

- ~~Eligibility Requirements~~
- ~~Procedures~~

5. Related policies/Forms:

• Personnel Action Form	Attachment A
• Transfer Application	Attachments B
• Referral for Hire Form	Attachment C

6. References:

Rules/Regulations/Standards

- Employment PER:2
- The Harris Center's Employee Handbook

Attachments

No Attachments

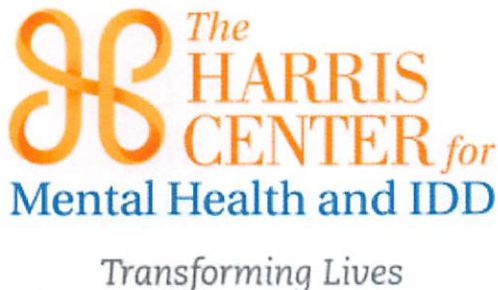
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-41

Current Status: *Pending*

PolicyStat ID: 11155152



Origination:	11/2020
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	02/2022
Next Review:	2/2023
Owner:	Anthony Robinson: VP
Area:	General Administration
Standards & Regulations:	
Document Type:	Agency Policy

GA7A Vehicle Operations

1. PURPOSE

To establish requirements and guidelines for employees who operate motor vehicles while performing their job duties.

2. POLICY

The Harris Center will maintain standards and procedures for the operation of vehicles used for sanctioned business for The Harris Center for Mental Health and IDD. To the extent possible, procedures and standards will cover Agency Owned Vehicles (AOVs) and personal vehicles used while conducting business on behalf of The Harris Center.

The Harris Center promotes safety and quality care and employees are encouraged to adopt this spirit by being familiar with all related procedures and be in good standing with all applicable training requirements along with local, state, and federal laws that govern driving activities.

3. APPLICABILITY/SCOPE

This policy applies to employees of The Harris Center that drive a vehicle to conduct Agency business. The scope of this policy includes the use of personal vehicles and/or Agency owned vehicles while in the scope of sanctioned work.

4. PROCEDURES

- ~~Procedure No. STD:8~~—Vehicle Drivers/Operators Training and Certification

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Commission on Accreditation of Rehabilitation Facilities; Texas Transportation Code 521.143 and 521.029

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-42

Current Status: *Pending*

PolicyStat ID: 11155164



Origination:	05/1992
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Lesleigh Robertson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR27A Volunteer Program

1. PURPOSE

To establish guidelines for recruitment selection, assignment, evaluation and separation of The Harris Center for Mental Health and IDD's volunteers. The Harris Center volunteers are individuals offering their time to assist in the provision of behavioral health and IDD services and do not receive compensation.

2. POLICY

It is the policy of The Harris Center for Mental Health and IDD to establish a comprehensive volunteer program to provide individuals who have expressed an interest in associating with The Harris Center as a volunteer the opportunity to assist in the provision of services without pay. These opportunities should be beneficial to the volunteers, people we serve, and the Harris Center. Volunteers will be selected without regard to race, color, age, sex, disability, religion, or national origin.

3. APPLICABILITY/SCOPE

All programs within The Harris Center for Mental Health and IDD.

~~4. PROCEDURES~~

- ~~• Volunteer Procedures~~

~~5. RELATED POLICIES/FORMS (for reference only):~~

6. REFERENCES:

RULES/REGULATIONS/STANDARDS:

- Volunteers, Tex. Government Code Ch. 2109
- Tex. Civ. Prac. & Rem. Code Ann. 84.003
- The Harris Center's Policy and Procedure Handbook


Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-43

Current Status: <i>Pending</i>		PolicyStat ID: 11030122	
 <p>The HARRIS CENTER for Mental Health and IDD</p> <p><i>Transforming Lives</i></p>	Origination:	07/2020	
	Effective:	Upon Approval	
	Last Approved:	07/2020	
	Last Revised:	02/2022	
	Next Review:	02/2023	
	Owner:	Anthony Robinson: VP	
	Area:	Human Resources	
Standards & Regulations:			
Document Type:	Agency Policy		

HR2A Credentialing Policy

1. PURPOSE

The purpose of this policy is to define the terms and standards required for credentialing and ~~re-credentialing~~ re-credentialing for all licensed Providers, peer providers, family partners and every QMHP-CS and CSSP.

2. POLICY

It is the policy of The Harris Center to ensure that licensed and unlicensed providers meet the minimum credential and performance standards, as applicable. All physicians, Licensed Mental Health Professionals (LPHAs), Qualified Mental Health Professionals (QMHP), Qualified Intellectual Disability Professionals, Peer Professionals, Family Partners, Community Services Specialists (CSSP) and Nursing staff, are credentialed before appointment to an assigned position.

All applications for credentialing and re-credentialing will be evaluated based on current licensure, education, training or experience, current competence and ability to perform the clinical duties requested.

3. APPLICABILITY/SCOPE

The policy applies to all licensed or non-licensed providers required by law to be credentialed.

4. RELATED POLICIES/FORMS (for reference only):

Credentialing Procedure

5. REFERENCES: RULES/REGULATIONS/STANDARDS:

- Competency and Credentialing Title 26 Texas Administrative Code (TAC) Chapter 301, Subchapter G

Attachments

No Attachments

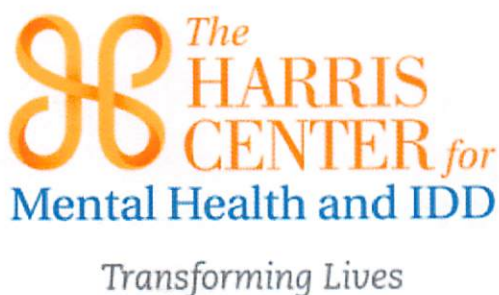
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-44

Current Status: *Pending*

PolicyStat ID: 11155157



Origination:	09/2003
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Anthony Robinson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR13A Family and Medical Leave Act (FMLA)

1. PURPOSE

The purpose of ~~The Harris Center for Mental Health and IDD (The Harris Center) FMLA~~ this policy is to give covered employees the right to take unpaid leave for qualified medical and family reasons under the Family and Medical Leave Act ~~is to guarantee employees with job-protected and unpaid leave for qualified medical and family reasons under the Family and Medical Leave Act~~ (FMLA) of 1993, as amended.

2. POLICY

The Harris Center adheres to the provisions of the Family and Medical Leave Act (FMLA) of 1993, as amended. The FMLA provides eligible employees with up to:

- a. 12 work weeks of leave in a 12-month period for:
 - i. the birth of a child and to care for the newborn child within one year of birth;
 - ii. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - iii. to care for the employee's spouse, child, or parent who has a serious health condition;
 - iv. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - v. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- b. Military Caregiver Leave- 26 work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness suffered in the line of duty while on active military duty, if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (~~military caregiver leave~~ nearest blood relative).

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the Harris Center for at least (12) months, although it need not be consecutive; (2) worked at least 1,250 hours in the last (12) months; and (3) be employed at a work ~~at a work~~-site that has 50 or more employees within 75 miles.

Leave is Unpaid

FMLA leave is without pay (except for employees who are receiving workers' compensation wage benefits). If an employee has accrued available paid leave time to use, The Harris Center requires that accrued paid time off leave be used concurrently with FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

3. APPLICABILITY/SCOPE

All The Harris Center ~~employee~~employees and staff.

~~4. PROCEDURES~~

▲ Section I:	Definitions
▲ Section II:	Eligibility Requirements
▲ Section III:	Leave Requirements
▲ Section IV:	Health Care Insurance Continuation
▲ Section V:	Procedure
▲ Section VI:	Restoration to Former or Equivalent Position
▲ Section VII:	Related Policies and Procedures
▲ Section VIII:	Forms
▲ Section IX:	Attachments
▲ Section X:	Family Medical Leave Act, 29 CFT & 825.100-825.800

5. Related ~~Polides~~Policies/Forms:

- The Harris Center Employee Handbook

6. References: Rules/Regulations/Standards

- Family Medical leave Act, 29 CFR § 825.100-825.800

Attachments

No Attachments

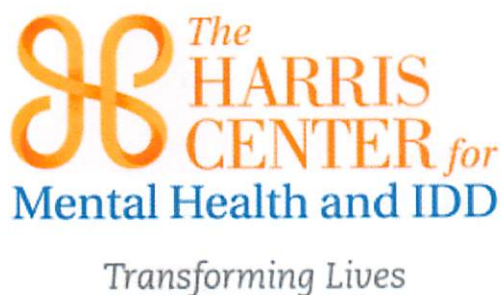
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-45

Current Status: *Pending*

PolicyStat ID: 10983608



Origination:	10/1992
Effective:	Upon Approval
Last Approved:	10/2020
Last Revised:	01/2022
Next Review:	02/2023
Owner:	Maria Richardson: Dir
Area:	Medical Services
Standards & Regulations:	
Document Type:	Agency Policy

MED1A Medical Services

1. PURPOSE

To document ~~the~~The Harris Center's expectation for Psychiatrists and related Clinical staff in the assessment and clinical treatment of the Harris Center's patients.

2. POLICY

It is the policy of The Harris Center that psychiatric services provided to a patient by The Harris Center are the treatment responsibility of the prescribing physician and any resident physicians, physician extenders, ~~APRN or PA~~APRNs or PAs working under the supervision of the treating physician.

All psychiatric and medical services developed and implemented within the Harris Center are the responsibility of the Chief Medical Officer (CMO) and the Vice Presidents of Medical Services, all of whom are psychiatrists. The CMO shall ensure that all services are in compliance with acceptable medical standards, agency procedures and policies, as well as state rules, and regulations. The medical procedures of The Harris Center are reviewed with the CEO. Compliance with this is monitored by the Compliance ~~Office~~Department of The Harris Center in conjunction with the Harris Center's Pharmacy and Therapeutics Committee, Medical Peer Review, Incident Reports, Patient Safety Committee, Professional Review Committee, and the Vice Presidents of Medical Services via concurrent patient record review process.

~~3. APPLICABIUTY/SCOPE~~

4. APPLICABILITY/SCOPE

All Harris Center programs and clinical services.

5. PROCEDURES

~~Required Assessments for Patients Receiving Medications~~

~~Records of Prescribing Medication~~

- A. Medication Reviews/Consultation
- B. Med 10 Medical Services Procedure

~~General Guidelines for Prescribing Medications~~

~~Staff Responsibilities for Monitoring of Prescribing of Medication~~

C. Administration of Medication to Patient

~~Side/Adverse Effects and Toxicity~~

D. Medication Errors

~~Tardive Dyskinesia~~~~Laboratory Screening~~~~Additional Considerations~~

E. Patient Consent, Information, and Education

6. RELATED POLICIES/FORMS:

• Behavior Supports	
• Abnormal Involuntary Movement Scale	
• Consent to Treatment with Psychotropic Medication/	
• Request to Continue/Discontinue Neuroleptic Medication for Patients with Abnormal Involuntary Movements (English) & (Spanish)	

7. REFERENCES: RULES/REGULATIONS/STANDARDS:[Role and Responsibilities of Local Authority, 40 Tex. Admin. Code, Part I, Ch. 2, Subchapter G](#)

- ~~Role and Responsibilities of Local Authority, 40 Tex. Admin. Code, Part I, Ch. 2, Subchapter G~~ Mental Health Community Services Standards-Standards of Care, 26 Tex. Admin. Code, Part 1, Ch. 301, Subchapter G
- Prescribing of Psychoactive Medications, 25 Tex. Admin. Code, Part 1, Chapter 415, Subchapter
- Consent to Treatment with Psychoactive Medication Mental Health Services, 25 Tex. Admin. Code, Part 1, Ch. 414, Subchapter I
- Use and Maintenance of Texas HHSC Drug Formulary, ~~2526~~ Tex. Admin. Code, Part 1, Chapter ~~415306~~, Subchapter ~~66~~

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022

Step Description	Approver	Date
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	01/2022
Initial Assignment	Maria Richardson: Dir	01/2022

EXHIBIT F-46

Current Status: *Pending*

PolicyStat ID: 11155155



Transforming Lives

Origination:	03/2000
Effective:	Upon Approval
Last Approved:	11/2020
Last Revised:	02/2022
Next Review:	02/2023
Owner:	Anthony Robinson: VP
Area:	Human Resources
Standards & Regulations:	
Document Type:	Agency Policy

HR19A Payment of Accrued Leave Upon Separation

1. PURPOSE

The purpose of this policy is to define employee payment of accrued leave upon separation from The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center).

2. POLICY

It is the policy of The Harris Center to pay employees for accrued time upon separation, in accordance with applicable laws and the Harris Center's Paid Time Off Plan Summary, and to maintain the required supporting documents and records. Payment of accrued paid time off may be withheld if the employee fails to return The Harris Center property (e.g. electronic devices) upon voluntary separation. Involuntary terminations will result in no payout of accrued paid time off. However, an involuntary termination due to reduction in force (RIF) or layoff is paid out subject to the Paid Time Off Plan Summary and return of The Harris Center property.

3. APPLICABILITY/SCOPE

This policy applies to all staff employed by The Harris Center.

~~4. PROCEDURES~~

- ~~• General Procedures~~

5. Related policies/Forms:

- Recording Employee Time Worked and Maintaining PER:8
- Paid Time Off Plan Summary

6. References: Rules/Regulations/Standards

The Harris Center's Employee Handbook

Attachments

No Attachments

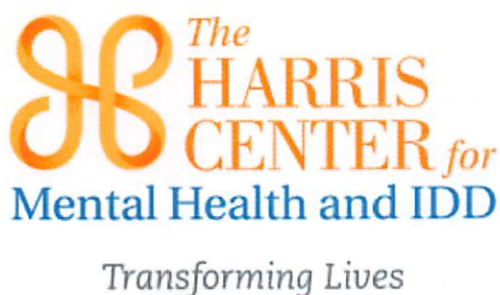
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Initial Assignment	Anthony Robinson: VP	02/2022

EXHIBIT F-47

Current Status: *Pending*

PolicyStat ID: 10983587



Origination:	09/2020
Effective:	Upon Approval
Last Approved:	09/2020
Last Revised:	01/2022
Next Review:	02/2023
Owner:	Maria Richardson: Dir
Area:	Medical Services
Standards & Regulations:	
Document Type:	Agency Policy

MED17A Physician Assistant, Advanced Practice Registered Nurse Delegation Protocol

1. PURPOSE

The purpose of this policy is to define the process for delegation and supervision of Physician Assistants and Advance Practice Registered Nurses (PA/APRN) by Harris Center physicians.

2. POLICY

The Harris Center for Mental Health and IDD (Harris Center) employs Physician Assistants, Advanced Practice Registered Nurses, and ~~Registered Nurses~~ Nurse Practitioners (PA/APRN) who work under the delegated authority of a physician licensed by the Texas Medical Board (TMB). The Harris Center will comply with all rules and regulations that govern this arrangement including those set forth by the Texas Medical Board (TMB) and the Texas State Board of Nursing as applicable to APRNs. The Harris Center physician and a PA/APRN entering into an agreement to supervise a PA/APRN will comply with all rules and regulations that govern this arrangement including those set forth by the TMB and the Texas State Board of Nursing as applicable to APRNs. ~~The Harris Center physician and a PA/APRN entering into an agreement to supervise a PA/APRN will~~ complete and sign The Harris Center Delegation Protocol and the ~~prescriptive authority agreement~~ Prescriptive Authority Agreement, which outline the scope of medical practice and prescription/drug prescribing parameters. These agreements shall be individualized depending on the experience and training of the PA/APRN, as determined by the supervising physician. The Harris Center will set expectations regarding the frequency of supervision and the number of monthly chart reviews completed by the supervising physician.

3. APPLICABILITY/SCOPE

All Harris Center programs providing ~~physician~~ medical services.

4. RELATED POLICIES/FORMS:

- Delegation Authorization Protocol for Advanced Practice Registered Nurses and Physician Assistants
- Prescriptive Authority Agreement
- Delegation of Nursing duties to non-Nursing staff

5. REFERENCES: RULES/REGULATIONS/

STANDARDS:

- Authority of Physicians to Delegate Certain Medical Acts-Texas Occupations Code Chapter 157
- Physician Assistant Licensing Act, Texas Occupations Code Chapter 204
- Nurses, Texas Occupations Code Chapter 301
- Texas Medical Board-Physician Assistants, Title 22 Texas Admin. Code, [Part 9](#), Chapter 185
- Texas Medical Board- Standing Delegation Orders- Title 22 Texas Admin. Code, [Part 9](#) Chapter 193

Attachments

No Attachments

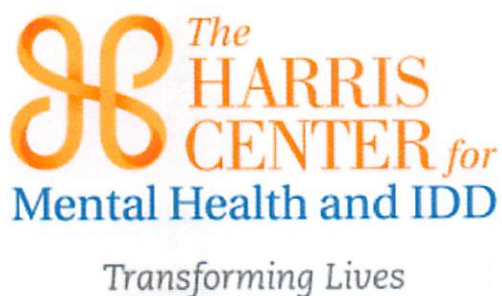
Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	01/2022
Initial Assignment	Maria Richardson: Dir	01/2022

EXHIBIT F-48

Current Status: *Pending*

PolicyStat ID: 10983584



Origination:	09/2002
Effective:	Upon Approval
Last Approved:	09/2020
Last Revised:	01/2022
Next Review:	02/2023
Owner:	Maria Richardson: Dir
Area:	Medical Services
Standards & Regulations:	
Document Type:	Agency Policy

MED18A Research Procedures and the Committee for the Protection of Human Subjects

1. PURPOSE

The purpose of policy is to establish a uniform process for the review, selection, approval and handling of inquiries or requests for any research, studies, clinical trials involving The Harris Center patients.

2. POLICY

It is the policy of The Harris Center for Mental Health and IDD (Harris Center) to permit certain research programs and research training to be conducted, whereby Agency consumers or staff serve as research subjects.

Any research conducted on human subjects must be done in compliance with the rules and regulations as outlined by the U.S. Department of Health and Human Services (HHS) and as governed by other state and federal guidelines.

Research involving the use of aversive procedures (aversive stimuli and/or effortful tasks, including overcorrection, forced exercise and negative practice), placebos, convulsive therapy or phase I or phase II investigational and experimental drugs shall not be allowed.

Any research being done by individuals working under the auspices of an academic institution, health care system, or research sponsor, must have approval of their institutions' [Institutional Review Board \(IRB\)](#) before it can be considered by The Harris Center's [IRB. Researchers must submit a full research protocol describing research procedures for The Harris Center's IRB review.](#)

~~Research subjects shall not be solicited, verbally, through mail or e-mail, or through posting, nor shall research be conducted involving consumers or staff without the review and approval by the Harris Center Institutional Review Board Committee and CEO.~~

Harris Center IRB Committee (or approved designee – university partner, in accordance with state and federal guidelines) must review and approve any research studies prior to soliciting research subjects (both consumers or staff). The Harris Center IRB Committee (or approved designee) must provide a formal letter stating that research can be conducted at The Harris Center. Without formal approval, no research subjects shall be solicited, verbally, through mail or e-mail, or through posting, nor shall research be conducted involving consumers or staff.

3. APPLICABILITY/SCOPE:

All agency programs and clinical services.

4. REFERENCES: RULES/REGULATIONS/STANDARDS:

Protection of Human Subjects, 45 CFR Part 46, Subparts A, B, C & D

~~Health Insurance Portability and Accountability Act of 1996, 45 CFR Part 160 & Part 164~~

~~Research in TDMHMR Facilities, 25 Tex. Admin. Code, Chapter 414, Subchapter P~~

Health Insurance Portability and Accountability Act of 1996, 45 CFR Part 160 & Part 164

Research in TDMHMR Facilities, 25 Tex. Admin. Code, Chapter 414, Subchapter P

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	01/2022
Legal Review	Kendra Thomas: Counsel	01/2022
Compliance Review	Anthony Robinson: VP	01/2022
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	01/2022
Initial Assignment	Maria Richardson: Dir	01/2022

EXHIBIT F-49

Current Status: Pending

PolicyStat ID: 11106238



Origination:	New
Effective:	Upon Approval
Last Approved:	N/A
Last Revised:	N/A
Next Review:	02/2023
Owner:	Karen Boren: Dir
Area:	Leadership
Standards & Regulations:	
Document Type:	Agency Policy

LD13A Social Media Use

PURPOSE:

The purpose of the Social Media Use policy is to ensure The Harris Center employees adhere to the social media standards and guidelines provided by the Communications Department and the agency leadership. This policy defines the rules and procedures for the use of personal and official social media sites to ensure the agency accounts are both legal and in compliance with agency policies.

Social media sites include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, etc.

POLICY:

All official Harris Center social media sites must adhere to state and federal laws and regulations, and agency policies. Only public information may be posted on official Harris Center social media sites and may not contain sensitive personal information as defined in the Texas Business and Commerce Code and the Health Insurance Portability and Accountability Act (HIPAA).

Employee Use:

The Communications Department serves as the designated administrator of the agency's social media sites. Staff members are prohibited from creating social media accounts and posting social media content in representation of The Harris Center unless they are expressly given written permission by the Communications Department and/or agency leadership.

To prevent legal and/or regulatory issues from occurring, avoiding loss of productivity and distraction to employee job performance and to preserve a consistent brand of voice, tone and messaging across social channels, and the following guidelines are to be maintained:

- Employees may not use social media to discuss matters related to their clients, supervisors, co-workers or The Harris Center in a defaming or abusive manner that may be considered unprofessional and/or disruptive to the work environment.
- The personal use of social media sites by employees via The Harris Center devices and/or network is prohibited unless approved by the Communications Department.
- Staff may not use social media channels to communicate with any consumer/patient/individual regarding their care, including the exchange of personal health information (PHI).
- Employees may not post or stream social media content in representation of The Harris Center, unless expressly given written permission by the Communications Department and/or agency leadership.

Violation of this policy may lead to disciplinary action up to, and possibly including immediate termination of employment.

APPLICABILITY/SCOPE:

All Harris Center employees, staff, volunteers, interns and contractors.

RELATED POLICIES/FORMS (for reference only):

Social Media Guidelines

REFERENCES: RULES/REGULATIONS/STANDARDS:

CARF Standard: Risk Management - 1.G.3. Written procedures regarding communications, including media relations and social media.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	pending
CEO Approval	Wayne Young: Exec	02/2022
Legal Review	Kendra Thomas: Counsel	02/2022
Compliance Review	Anthony Robinson: VP	02/2022
Initial Assignment	Karen Boren: Dir	02/2022
Initial Assignment	Shannon Fleming: Counsel	02/2022

EXHIBIT F-50



The HARRIS CENTER for Mental Health and IDD

BOARD RESOLUTION

Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items

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WHEREAS, The Harris Center Board of Trustees (the "Board") has determined that in order for the business operations of the Harris Center to function in a proper and efficient manner, it is necessary and prudent for this Board to delegate certain powers and control over the Harris Center's affairs to designated officers at The Harris Center.

RESOLVED, for purposes of this resolution, the Chief Executive Officer and the Chief Financial & Administrative Officer shall each be considered an "Authorized Officer," individually, and collectively, the "Authorized Officers".

RESOLVED, that the following actions authorizing payment or transfer in the name and on behalf of the Harris Center, without Board signature approval, for certain items was approved by the Board of Trustees on this date:

- I. The Board resolves that the Authorized Officers, collectively, are empowered, authorized and directed to authorize payment in the name and on behalf of the Harris Center, without Board signature approval, the below liabilities for employee benefits with stated monthly not-to-exceed amounts. Approval and authorization by each Authorized Officer is required to initiate and complete the payment or transfer of liabilities for employee benefits. Each Authorized Officer must affix his or her own signature (physical or electronic, as permitted) to any foregoing payment or transfer to conclusively establish authority and approval to carry out this resolution;

Vendor	Description	Monthly Not-to-Exceed
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$ 24,4 500,000
UNUM Insurance	Life Insurance, AD&D, LTD, Vision, Individual Disability Insurance	—\$220,000
Blue Cross Blue Shield of TX Cigna Health and Life Insurance	Health, Dental, and Life Insurance	\$ 2,6 300,000

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Transforming Lives

Cigna-Dental	Dental Insurance	-\$100,000
--------------	------------------	------------

- II. The Chief Financial ~~and Administrative~~ Officer shall prepare a monthly report of all financial transactions related to the payment of the liabilities for employee benefits and submit the report to the Harris Center Board of Trustees Resource Committee. The
- II. Chief Financial ~~and Administrative~~ Officer shall ensure all supporting documentation sufficient to demonstrate the business purpose of the transaction(s), its occurrence and the accuracy of the amount are retained and available upon request by the Harris Center Board of Trustees.

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ALL OF THE FOREGOING SHALL BE EFFECTIVE
~~February~~ April 22, 2022

Shaukat Zakaria, Chair
The Harris Center for Mental Health and IDD
Board of Trustees

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Gerald Womack, Secretary
The Harris Center for Mental Health and IDD
Board of Trustees

STATE of TEXAS
COUNTY OF HARRIS

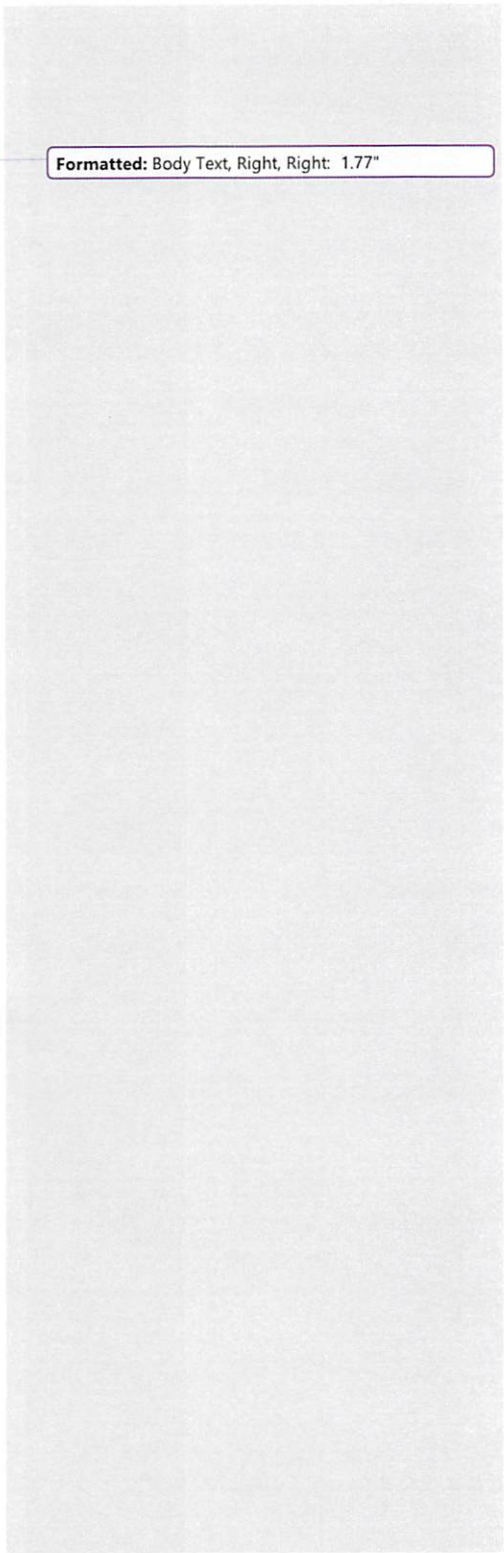
Subscribed and sworn to before me this _____ day of

_____, 2022.

Notary Public in and for the State of Texas

My Commission Expires: _____

Notary ID: _____



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EXHIBIT F-51



February 15, 2022

Request for Board Approval
Transfer January 2022 Enhanced FMAP Funds to COVID-19 eFMAP Reserve

Background: The Families First Coronavirus Response Act (FFCRA) authorized an increase of 6.2% to the Federal Medical Assistance Percentage (FMAP).

The enhanced FMAP (eFMAP) increases the federal share in the Medicaid program and applies to The Harris Center's January 2022 DSRIP payments, resulting in \$417,409 of additional funding to be utilized for COVID-19 relief.

Board authorization is required to move funds from the DSRIP Fund to the COVID-19 eFMAP Reserve.

\$486,658	COVID-19 eFMAP Reserve as of 1/31/2022
<u>+ \$417,409</u>	Jan 2022 eFMAP
= \$904,067	COVID eFMAP Reserve Fund Balance after transfer

FY2022 and Beyond: Remaining Balance of \$904,067 will be utilized for COVID-related relief. Authorization to pull funds out of the Reserve Fund must be granted by the Board.

Request Summary: Transfer \$417,409 related to the eFMAP portion of the January 2022 DSRIP payment to the COVID-19 eFMAP Reserve Fund to be utilized for COVID-19 relief during FY2022 and beyond.

Sean Kim, MBA, CPA
 Chief Financial Officer
 The Harris Center for Mental Health and IDD

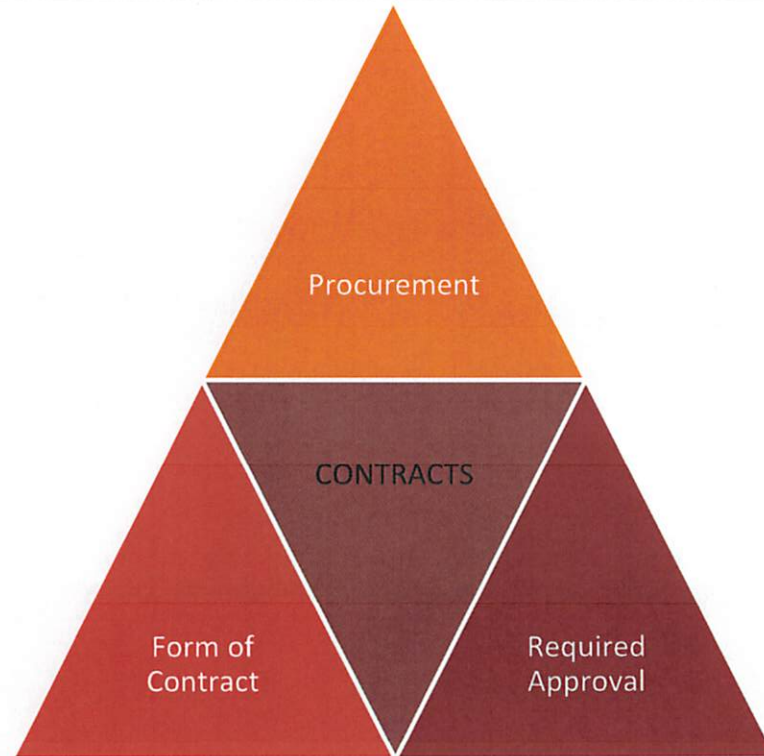
EXHIBIT F-52

The Harris Center: Procurement and Contracting Initiative


MICKI MORRIS
PARTNER
ROGERS MORRIS & GROVER, LLP




Contracts: Three Prong Checklist



For All Purchases, Ask Yourself . . .

- ❖ Is this purchase subject to procurement laws?
 - ❖ How will I create a binding contractual relationship with the vendor for this purchase?
 - ❖ Who must approve this purchase contract?
- 

Local Mental Health Authorities Purchasing Contracts

- ❖ In recent years, the Texas Comptroller's procurement standards for local mental health authorities has been revamped to align more closely with the Uniform Guidance for federal grants
 - ❖ The Harris Center's contracts and purchases are subject to both state grant management standards and the federal Uniform Guidance standards (and for projects funded by both, whichever is more restrictive)
 - ❖ Effective January 1, 2022, the Comptroller replaced the prior state grants standards (UGMS) with TXGMS, which is more aligned with the federal Uniform Guidance
 - ❖ Purchasing procedures differ based on dollar amount and contract type
- 

Harris Center Contract Types

Community Services

MHMR Services for Consumers

Good and Non-Community Services

Supplies and Commodities
Maintenance Services
Technology Services, Hardware and Software
Business and Financial Services

Construction Services

New construction and improvements to real property
Renovations, alterations, additions and upgrades to facilities and sites

Professional Services


Medical Professionals
Architects and Engineers
Appraisers
Accountants




Community Services

- ❖ Community Services are defined as mental health and mental retardation services required to be available in each local service area pursuant to the Texas Health and Safety Code Sec. 534.053(a), for which The Texas Department of Mental Health and Mental Retardation contracts through the performance contract as well as all other services specified in the performance contract
- ❖ Governed by Chapter 412 of the Texas Administrative Code

Procurement Thresholds: Community Services

- ❖ **Less than \$5,000:** No competitive procurement required
 - ❖ **\$5,000 or more but less than \$25,000:** Informal solicitation/multiple quotes required, except for physicians and nurses, who may not be competed on the basis of price
 - ❖ **\$25,000 or more:** Formal RFP (Request for Proposals) required, except for physicians and nurses, who may not be competed on the basis of price
 - ❖ **Optional Method:** Open Enrollment RFA (Request for Application) process
- 

Procurement Thresholds: Goods and Non-Community Services


- ❖ **Up to \$3,000:** No competition required
 - ❖ **Over \$3,000 but less than \$250,000:** Informal solicitation/multiple quotes required (must take affirmative steps to include MWBEs)
 - ❖ **\$250,000 or more:** Formal RFP (Request for Proposals) required
- 

Procurement Thresholds: Construction Services


- ❖ **Up to \$3,000:** No competition required

 - ❖ **Over \$3,000 but less than \$250,000:** Informal solicitation/multiple quotes required (must take affirmative steps to include MWBEs)

 - ❖ **\$250,000 or more:** Formal Request for Sealed Bids/Proposals required

 - ❖ Follow requirements of Texas Government Code Chapter 2269, to the extent consistent with TXGMS and federal Uniform Guidance
 - Cost-plus contracts are prohibited (i.e., Design Build, Construction Manager-at-Risk)
 - Price must be fixed at time of contracting (lump sum or fixed unit prices)
- 

Statutory Professional Services: Any \$ Amount

- ❖ Subject to Texas Government Code Chapter 2254, Subchapter A
 - ❖ Selection by competitive bidding is prohibited for professional services listed in 2254.002:
 - Physicians, Nurses and Optometrists
 - Architects, Engineers, Surveyors, Landscape Architects and Interior Designers
 - Accountants
 - Real Estate Appraisers
 - ❖ Providers of above services must be selected on basis of qualifications and demonstrated competence, and awarded contracts for a fair and reasonable price
 - ❖ Federal regulations require formal RFQ at **\$250,000 or more**
- 

Procurement Exceptions

Under both TXGMS and 2 CFR Part 200, procurement through solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

- (1) the item is available only from a single source, and there is no functional competing equivalent in the marketplace;
- (2) a public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (typically requires government declaration);
- (3) the awarding agency or pass-through entity expressly authorizes noncompetitive proposals;
or
- (4) after solicitation of a number of sources, competition is determined inadequate.



Community Services (other than
Doctors and Nurses)

Goods and Non-Community
Services

Construction Services

Professional Services listed under
Tex. Gov't Code §2254.002

Less than \$5,000

No process required
(25 TAC §412.59)

More than \$5,000 and less than \$25,000

Informal solicitation/multiple quotes required
(recommend 3)
(25 TAC §412.58)

\$25,000 or more

Formal RFP with special publication/notice
requirements
(25 TAC §412.55)

ALTERNATIVE: Open Enrollment

RFA (Request for Application) with special
publication/notice requirements
(25 TAC §412.60)

Up to \$3,000

No process required
(TXGMS)

Over \$3000 but less than \$250,000

Informal solicitation of multiple quotes
(recommend 3 or more)
(TXGMS and 2 CFR Part 200)

\$250,000 or more

Formal Request for Bids or Proposals
(TXGMS and 2 CFR Part 200)

Up to \$3,000

No process required
(TXGMS)

Over \$3,000 but less than \$250,000

Informal solicitation of multiple quotes
(recommend 3 or more)
(TXGMS and 2 CFR Part 200)

\$250,000 or more

- Request for Sealed Bids
- Request for Sealed Proposals
- Job Order Contracting
- CM-at-Risk and Design-Build
prohibited

(Tex. Gov't Code Ch. 2269, TXGMS and 2
CFR Part 200)

Formal RFO required at \$250,000 or more

(TXGMS and 2 CFR Part 200)

Any \$ Amount

May not select providers on the basis of
competitive bids; must select providers based on
qualifications and demonstrated competence,
for a fair and reasonable price
(Tex. Gov't Code 2254.003; 2254.004)

EXHIBIT F-53

Information Security Follow Up – IT Roadmap

Information Technology Strategic Focus Areas
FY2022 - FY2024

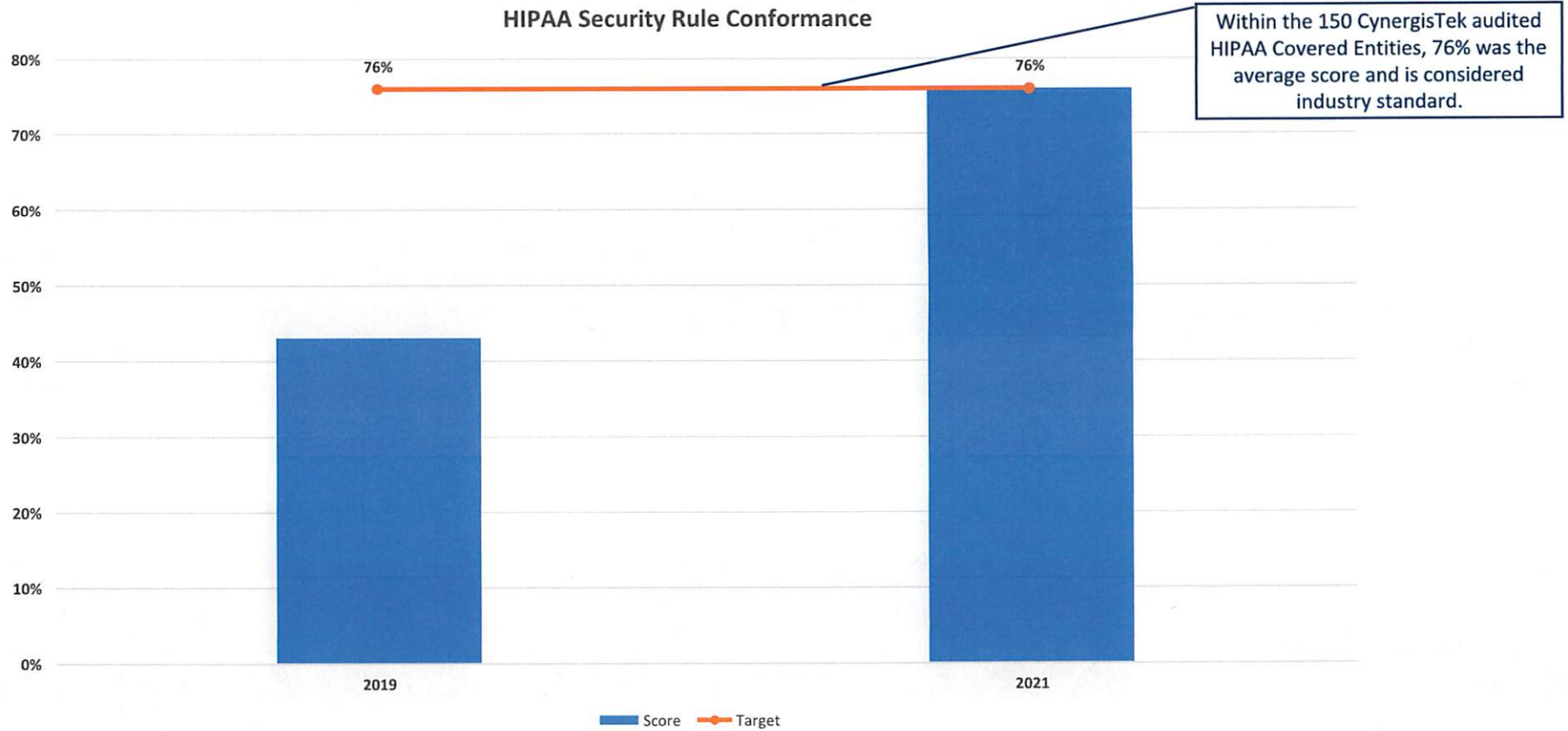
Presented by: Mustafa Cochinwala, Chief Information Officer

Overview

- The 2019 and 2021 Harris Center computer security risk assessments were conducted by CynergisTek.
- Risk Levels were assessed against the NIST Cybersecurity Framework using the COBIT Maturity Model.
- The assessments also covered the Center's level of conformance with the HIPAA Security Rule and scores were compared within the CynergisTek healthcare customer portfolio.
- The HIPAA Security Rule conformance score of 76% is derived from the Harris Center meeting 34 of the 45 metrics.

**Within the 150 CynergisTek audited HIPAA Covered Entities, 76% was the average score and is considered industry standard.*

HIPAA Security Rule Conformance



NIST Cybersecurity Framework and COBIT Explained

NIST: National Institute of Standards and Technology

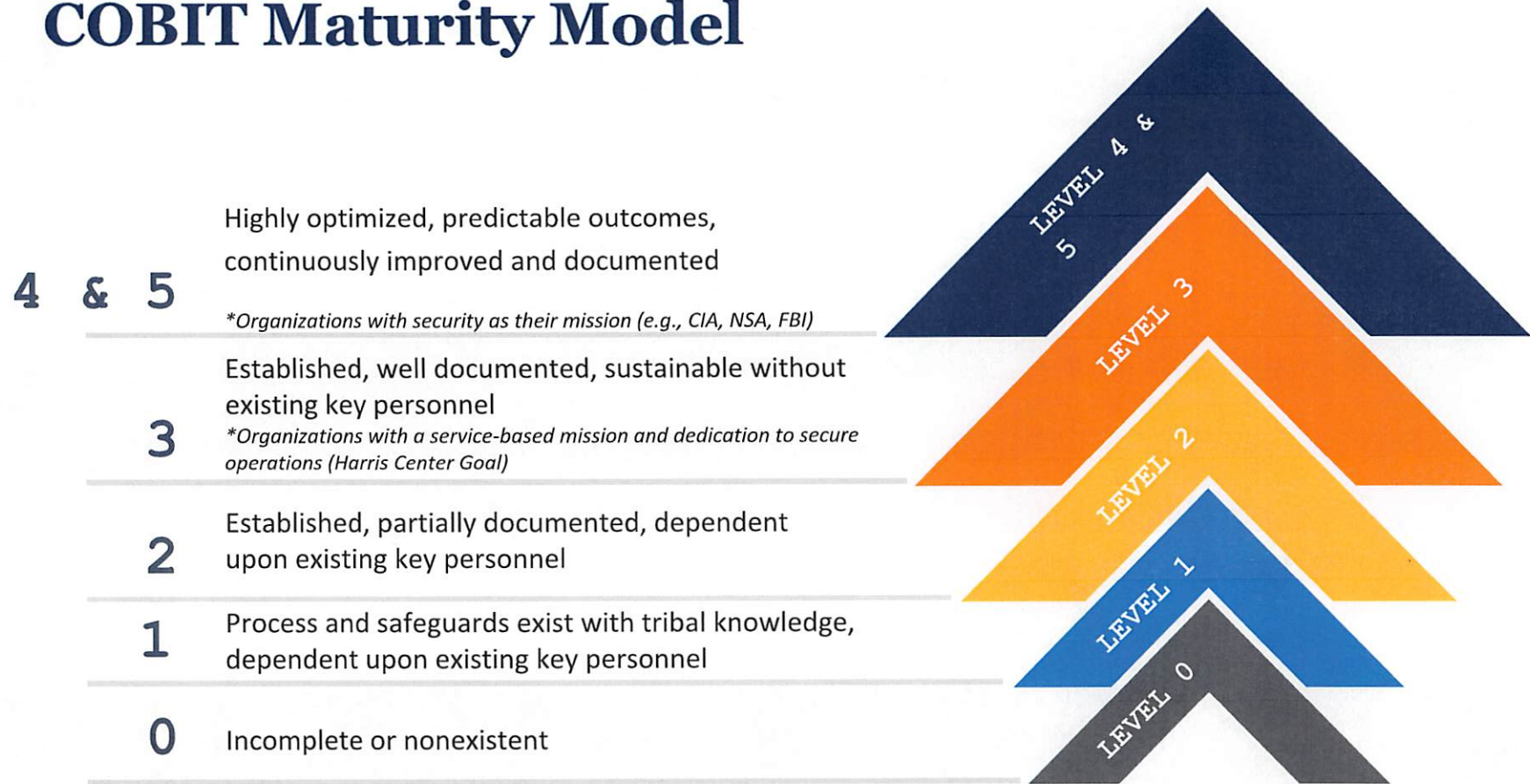
The NIST Cybersecurity Framework was prepared with extensive private sector input and issued in Feb. 2014 in response to Presidential Executive Order 13636, improving Critical Infrastructure Cybersecurity.

COBIT: Control Objectives for Information and Related Technologies

The COBIT framework was created to bridge the gap between technical issues, business risks and control requirements.

COBIT can be implemented in any organization from any industry to ensure quality, control and reliability of information systems.

COBIT Maturity Model



NIST Cybersecurity Framework COBIT Scores

FISCAL YEAR	IDENTIFY	PROTECT	DETECT	RESPOND	RECOVER	PROGRAM AVERAGE
2019	1.0	1.3	2.0	1.2	1.7	1.44
2021	1.7	1.8	2.7	3.0	2.3	2.30

*See previous slide for COBIT score descriptions.

*Harris Center Goal: 3.0



Thank You

EXHIBIT F-54

February 2022

NEW CONTRACTS UNDER 50k

SNAPSHOT SUMMARY
NEW CONTRACTS
LESS THAN \$50,000

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
FY22 NEW CONTRACTS									
ADMINISTRATION									
1	Allen Austin Lowe and Powers, Inc. dba Allen Austin Global Executive Search	No	Interim Leadership and Consulting Services		\$48,000.00	02/07/22- until terminated	GR	Consultant Services secured to Texas Government Code 2254 Standard	This Agreement is to provide an Interim Consultant and Executive Leadership in the Human Resources Department during the temporary absence of the Vice President for Human Resources and Organizational Development. Consultant will provide day-to-day direction for direct reports and HR functions. Rate: \$175.00 per hour capped at 37 hours per week or < \$650.00 per week. Total NTE: \$48,000.00
2	Asset Systems, Inc.	No	Software Platform		\$6,159.00	02/01/22- 02/28/23	GR	Consumer Driven	The Agency has an existing vendor client relationship with AssetWIN. This Agreement is to upgrade existing software platform to cloud-based solution with mobile direct application.
3	Daniel Snare	No	Executive Consultant		\$15,000.00	01/01/22- 04/30/22	GR	Requested by Agency Board	This Agreement is a new Consulting Agreement with Daniel Snare to complete an assessment of Board of Trustee operations and to provided subsequent recommendations or trainings specifically curtailed for the Board.
4	Lorman Education Services	No	Online Educational Service		\$2,990.00	12/01/21- 12/31/22	GR	N/A	The Agency's Legal Services and Contracts Services Department is seeking to contract an online educational service to provide professional development training related to various legal topics, business, and technical skills for department staff.
5	Kristen N. Smith, MD	No	Telemedicine Services		\$25,000.00	03/01/22- 04/29/22	GR	1099	This Agreement is for Telemedicine Behavioral Health Services for Child and Adolescent at Co Location Clinics.
6	Phase Engineering, LLC	Yes	Assessment Services		\$2,700.00	02/01/22- 08/31/22	Capital Funds FM21.1126.23	Per Contracts/Meet City's Request for Assess	This Agreement is for Phase Engineering, LLC to do a Noise Assessment and an Explosives Hazard Assessment at the 6160 South Loop East location, in regards to the building of the 6168 Apartments. The NTE total of \$2,700.00 is for both services.
CPEP/CRISIS SERVICES									
FORENSICS									
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									
7	Joy Beth Davis	No	Community First Choice Day Habilitation/Community Support & Respite Services		\$10,000.00	01/11/22- 08/31/22	State Funds	Consumer Driven	Consumer is requesting Respite and CFC Services through this Provider.
INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI									
LEASES									



Executive Contract Summary

Contract Section ▲

Contractor*

Allen Austin Lowe and Powers Inc. d/b/a Allen Austin Global Executive Search

Contract ID #*

2022-0346

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Allen Austin Lowe and Powers Inc. d/b/a Allen Austin Global Executive Search and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other 2254 Qualifications |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/7/2022

Contract Term End Date* (?)

3/7/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 48,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Interim Leadership and Consulting Services

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person 

Name*

Allen Austin Lowe and Powers Inc. d/b/a Allen Austin Global
Executive Search

Address*

Street Address

4801 Woodway Drive

Address Line 2

Suite 130W

City

Houston

State / Province / Region

TX

Postal / Zip Code

77056-1884

Country

US

Phone Number*

8326542087

Email*

acretu@allenaustin.com

Budget Section 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 48,000.00	592000

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

\$175.00 Per Hour up to a maximum of (37) hours per week
or \$6500 total spend whichever is less.

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Franco, Veronica	2/7/2022

Budget Manager Approval(s)

Approved by

Approval Date

Erica Brown

2/8/2022

Procurement Approval

File Upload (?)

Approved by

Approval Date

Sign

Contract Owner Approval

Approved by

Approval Date

[Signature]

2/8/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Approval Date*

Shastegia Behn

2/8/2022



Executive Contract Summary

Contract Section ▲

Contractor*

Asset Systems

Contract ID #*

2022-0297

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Asset Systems, Inc.

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/1/2022

Contract Term End Date* (?)

2/28/2023

If contract is off-cycle, specify the contract term (?)

2/1/2022 - 2/28/2023

Fiscal Year* (?)

2022

Amount* (?)

\$ 6,159.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Upgrade existing software platform to cloud-based solution with mobile direct application.

Contract Owner*

Sean Kim

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

We have existing vendor client relationship for AssetWIN.

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Please_DocuSign_Asset_Systems_-_The_Harris_C.pdf 1.86MB

Vendor/Contractor Contact Person

Name*

Alden Snyder

Address*

Street Address

24W500 Maple Avenue

Address Line 2

#216

City

Naperville

Postal / Zip Code

60540

State / Province / Region

IL

Country

US

Phone Number*

630-428-8594

Email*

asnyder@assetsystems.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1122	\$ 6,159.00	551002

Budget Manager	Secondary Budget Manager
Campbell, Ricardo	Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Paick, Daniel	2/2/2022

Budget Manager Approval(s) 

Approved by

Ricardo Campbell

Approval Date

2/2/2022

Procurement Approval 

File Upload (?)

Approved by

Approval Date

Contract Owner Approval 

Approved by

Sean Kim

Approval Date

2/2/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasthya Behu

Approval Date*

2/2/2022



Executive Contract Summary

Contract Section

Contractor*

Dan Snare

Contract ID #*

2021-0290

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Dan Snare

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other **Consultant requested by agency Board and under Contract Description/Type**

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

1/1/2022

Contract Term End Date* (?)

4/30/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 15,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Conduct an assessment of Board operations and provide recommendations and training.

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Dan Snare

Address*

Street Address

4231 Greeley Street

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77006-5527

Country

US

Phone Number*

7132035247

Email*

snaredw@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 15,000.00	542000

Budget Manager	Secondary Budget Manager
BROWN, ERICA S.	CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)
150.00 per hour billed monthly. estimated hours are between 75 and 90 not to exceed 100 hours or \$15,000.00.

Project WBS (Work Breakdown Structure)* (?)
Conduct an assessment of Board operations and provide recommendations and training.

Requester Name	Submission Date
FRANCO, VERONICA A	12/20/2021

Budget Manager Approval(s) 

Approved by	Approval Date
	12/20/2021

Procurement Approval 

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval 

Approved by	Approval Date
	1/4/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*	Approval Date*
	1/4/2022



Executive Contract Summary

Contract Section



Contractor*

Lorman Education Services

Contract ID #*

2021-0282

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center
Lorman Education Services

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other [REDACTED]

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other [REDACTED]

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

12/1/2021

Contract Term End Date* (?)

12/31/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 2,990.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The Harris Center's Legal Services and Contracts Department is seeking an online educational service to provide professional development training related to various legal topics, business, and technical skills for department staff.

Contract Owner*

Kendra Thomas

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

The Harris Center For Mental Health And Idd + Lorman Partnership.pdf 1.6MB

Vendor/Contractor Contact Person

Name*

Beck Erickson

Address*

Street Address

2510 Alpine Road

Address Line 2

City

Eau Claire

Postal / Zip Code

54703-9560

State / Province / Region

WI

Country

US

Phone Number*

715-855-7142

Email*

berickson@lorman.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No. *
1110	\$ 897.00	542000
Budget Manager	Secondary Budget Manager	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No. *
1119	\$ 2,093.00	542000
Budget Manager	Secondary Budget Manager	
CAMPBELL, RICARDO	BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name	Submission Date
GERARDO, CHRISTINA A.	1/6/2022

Budget Manager Approval(s) ▲

Approved by

Erica Brown

Approval Date
1/6/2022

Approved by

Ricardo Campbell

Approval Date
1/6/2022

Procurement Approval ▲

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval ▲

Approved by

Kendra D. Thomas

Approval Date
1/6/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shadkyia Behm

Approval Date*

1/6/2022



Executive Contract Summary

Contract Section

Contractor*

Kristin N. Smith, MD

Contract ID #*

2022-0342

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Kristin N. Smith, MD and The Harris Center for Mental Health and IDD Services

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other 1099

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

3/1/2022

Contract Term End Date* (?)

4/29/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2022

Amount* (?)

\$ 25,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other 1099

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Telemedicine Behavioral Health Services for Child and Adolescent at Co Location Clinics

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

02-02-2020 to 08-28-2020; FY20 Contract ID 7675

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Kristin N. Smith, MD

Address*

Street Address

6113 Greywalls Drive

Address Line 2

City

McKinney

Postal / Zip Code

75070-7268

State / Province / Region

TX

Country

US

Phone Number*

312028205292

Email*

ksmithmd@yahoo.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2200	\$ 25,000.00	540503

Budget Manager	Secondary Budget Manager
Shelby, Debbie	Loera, Angelica

Provide Rate and Rate Descriptions if applicable* (?)

12hrs/wk @ \$220/hr for 9 weeks

Project WBS (Work Breakdown Structure)* (?)

0.00

Requester Name	Submission Date
Shelby, Debbie	2/1/2022

Budget Manager Approval(s) 

Approved by	Approval Date
	2/1/2022

Procurement Approval 

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval 

Approved by	Approval Date
	2/1/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*	Approval Date*
	2/2/2022

Executive Contract Summary

Contract Section

Contractor *

Phase Engineering, LLC

Contract ID # *

2022-0344

Presented To *

- Resource Committee
- Full Board

Date Presented *

2/15/2022

Parties * (?)

Phase Engineering, LLC and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other per contracts/meet city's request for assessment |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date * (?)

2/1/2022

Contract Term End Date * (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)
2022

Amount* (?)
\$ 2,700.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Phase Engineering will do a Noise Assessment and an Explosives Hazard Assessment at the 6160 S Loop East location in regards to the building of the 6168 Apartments. \$2700.00 per proposal for both services

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor* Yes No Unknown**Please add previous contract dates and what services were provided***

FY2021 - environmental services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?) Yes No Unknown**Please provide the HUB status***

WBE - Women owned business.

Community Partnership* (?) Yes No Unknown**Supporting Documentation Upload (?)**

Phase Engineering - Proposal Letter 6160 apartments.pdf 59.58KB

Vendor/Contractor Contact Person**Name***

Phase Engineering, LLC / Tracy Watson

Address *

Street Address

5524 Comish Street

Address Line 2

City

Houston

Postal / Zip Code

77007-4304

State / Province / Region

TX

Country

US

Phone Number *

7138548670

Email *

proposals@phaseengineering.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 2,700.00	900040

Budget Manager

Brown, Erica

Secondary Budget Manager

Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable * (?)

see attached proposal - \$2700.00

Project WBS (Work Breakdown Structure) * (?)

FM21.1126.23

Requester Name

Harper, Sarah

Submission Date

2/2/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/2/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

2/2/2022

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Shasthya Belin

Approval Date *

2/2/2022



Executive Contract Summary

Contract Section

Contractor*

Joy Beth Davis

Contract ID #*

2022-0301

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Joe Beth Davis

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

1/11/2022

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

NA

Fiscal Year* (?)

2022

Amount* (?)

\$ 10,000.00

Funding Source*

State

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Individual is requesting Respite and CFC services.

Contract Owner*

Mike Downey

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

09-01-2020 through 08-30-2021. Respite and CFC services.

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Joe Beth Davis

Address*

Street Address

5323 Holly View Drive

Address Line 2

City

Houston

Postal / Zip Code

77091-2717

State / Province / Region

TX

Country

US

Phone Number*

832.716.7484

Email*

joy.davis040@gmail.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3585	\$ 10,000.00	543005/543009

Budget Manager	Secondary Budget Manager
ADAMS-AUSTIN, MAMIE L	DOWNEY, MICHAEL D

Provide Rate and Rate Descriptions if applicable* (?)

\$10.00 per hour for Respite Services
\$10.00 per hour for CFC Services

Project WBS (Work Breakdown Structure)* (?)

NA

Requester Name	Submission Date
WILLS, THOMAS	1/11/2022

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

1/11/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Michael Downey

Approval Date

1/11/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behn

Approval Date*

1/11/2022

EXHIBIT F-55

February 2022

RENEWALS UNDER 50k

SNAPSHOT SUMMARY
 CONTRACT RENEWALS
 LESS THAN \$50,000

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	FY2021 NTE AMOUNT	FY2022 NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY22 CONTRACT RENEWALS								
	ADMINISTRATION								
1	Don'Angelo Bivens	No	Executive Coaching Partner for the General Counsel	\$17,000.00	\$17,000.00	01/01/22- 06/30/22	GR	Consultant Agreement	Six (6) Month Renewal of Agreement
2	Assa Abloj Entrance Systems US, Inc.	No	Maintenance of Automatic Doors at NPC	\$2,079.00	\$2,079.00	03/01/21- 02/28/22	GR	Maintenance Agreement	Annual Renewal of Agreement
	CPEP/CRISIS SERVICES								
	FORENSICS								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES								
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES-ECI								
	LEASES								
3	City of Houston-Department of Health & Human Services	No	Property Lease for the 5th Ward Multi-Service Center located at 4014 Market Street, Houston, Texas	\$1,934.40	\$1,934.40	05/01/21- 05/01/22	GR	Sole Source	Annual Renewal of Agreement
4	City of Houston-Department of Health & Human Services	No	Property Lease for the West End Multi-Service Center located at 170 Heights, Houston, Texas	\$3,973.32	\$3,973.32	05/01/21- 05/01/22	GR	Sole Source	Annual Renewal of Agreement
5	City of Houston-Department of Health & Human Services	No	Property Lease for the Magnolia Multi-Service Center located at 7037 Capital, Suite 103, Houston, Texas	\$3,581.28	\$3,581.28	05/01/21- 05/01/22	GR	Sole Source	Annual Renewal of Agreement
	MENTAL HEALTH SERVICES								



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

2021-0128

Contractor Name*

Don'Angelo & Company, LLC

Service Provided* (?)

Professional Executive Coaching Partner for the General Counsel to enhance executive relationships, leadership presence of team and forge a strategic path forward.

Term for Off-Cycle Only*

6/1/2021 - 12/31/2021

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Consultant Agreement |

Contract NTE* (?)

\$17,000.00

Rate(s)/Rate(s) Description

\$17,000.00 Total NTE with initial payment of \$8,500.00 payable within 30 days upon execution of Agreement.

Unit(s) Served*

1101

G/L Code(s)*

542000

Current Fiscal Year Purchase Order Number*

CT141126

Contract Requestor*

Christina Gerardo

Contract Owner*

Kendra Thomas

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year 


Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 17,000.00	542000
Budget Manager*	Secondary Budget Manager*	
BROWN, ERICA S.	CAMPBELL, RICARDO	

Fiscal Year* (?)	Amount* (?)
2022	\$ 17,000.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
General Revenue (GR)

Contract Content Changes 

Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner 

Contract Owner* (?)

Please Select Contract Owner

Kendra Thomas

Budget Manager Approval(s) 

Approved by



Contract Owner Approval 

Approved by



Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*



Approval Date*

1/11/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

7106

Contractor Name*

ASSA ABLOY Entrance Systems US Inc.

Service Provided* (?)

Maintenance of Automatic Doors at NPC.

Term for Off-Cycle Only*

3/1/2021 - 2/28/2022

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other Maintenance Agreement

Contract NTE* (?)

\$2,079.00

Rate(s)/Rate(s) Description

\$2,079.00

Unit(s) Served*

9206

G/L Code(s)*

557001

Current Fiscal Year Purchase Order Number*

CT140894

Contract Requestor*

Patricia Singh

Contract Owner*

Kim Kornmayer

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No


Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9206	\$ 2,079.00	557001
Budget Manager*	Secondary Budget Manager*	
OSHMAN, JODEL	KORNMEYER, KIMBERLY A	

Fiscal Year* (?)	Amount* (?)
2023	\$ 2,079.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

0

Contract Funding Source*

General Revenue (GR)

Contract Content Changes 

Are there any required changes to the contract language?* (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Assa Abloy Quote.pdf

1.06MB

Contract Owner



Contract Owner* (?)

Please Select Contract Owner

Kim Kornmayer

Budget Manager Approval(s)



Approved by

Jedid Oshman

Contract Owner Approval



Approved by

KIM KORNMAYER

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasthya Behn

Approval Date*

1/18/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

5156

Contractor Name*

City of Houston - Department of Health & Human Services

Service Provided* (?)

Property located at 4014 Market street (Fifth Ward); Fifth Ward MSC.

Term for Off-Cycle Only*

5/1/2021 - 5/1/2022

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Contract NTE* (?)

\$1,934.40

Rate(s)/Rate(s) Description

\$161.20

Unit(s) Served*

0000

G/L Code(s)*

126006

Current Fiscal Year Purchase Order Number*

FY22 PO# 141592

Contract Requestor*

Debbie Shelby

Contract Owner*

Mike Downey

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?*(?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?*(?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?*(?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?*(?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?*(?)

Yes No

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor?*(?)

Yes No

Renewal Information for Next Fiscal Year 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4736	\$ 1,934.40	126006
Budget Manager*		Secondary Budget Manager*
Shelby, Debbie		Loera, Angelica

Fiscal Year*(?)	Amount*(?)
2022	\$ 1,934.40

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*

General Revenue (GR)

Contract Content Changes 

Are there any required changes to the contract language?*(?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No


File Upload (?)

Contract Owner 

Contract Owner* (?)

Please Select Contract Owner

Mike Downey

Budget Manager Approval(s) 

Approved by

Debbie Chambers Shelby

Contract Owner Approval 

Approved by

Michael Downey

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasteyia Behm

Approval Date*

1/27/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

5157

Contractor Name*

City of Houston - Department of Health & Human Services

Service Provided* (?)

Property located at 170 Heights (West End Multi-Service Center).

Term for Off-Cycle Only*

5/1/2021 - 5/1/2022

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract NTE* (?)

\$3,973.32

Rate(s)/Rate(s) Description

\$331.11

Unit(s) Served*

0000

G/L Code(s)*

126006

Current Fiscal Year Purchase Order Number*

FY22 PO# CT141560

Contract Requestor*

Debbie Shelby

Contract Owner*

Mike Downey

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Renewal Determination



Is the contract being renewed for next fiscal year with this Contractor? * (?)

Yes No

Renewal Information for Next Fiscal Year



Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4913	\$ 3,973.32	126006

Budget Manager*	Secondary Budget Manager*
Shelby, Debbie	Loera, Angelica

Fiscal Year* (?)	Amount* (?)
2022	\$ 3,973.32

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
General Revenue (GR)

Contract Content Changes



Are there any required changes to the contract language? * (?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner 

Contract Owner* (?)

Please Select Contract Owner

Mike Downey

Budget Manager Approval(s) 

Approved by

Debbie Chambers Shelby

Contract Owner Approval 

Approved by

Michael Downey

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasthya Behn

Approval Date*

1/27/2022



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2022

Contract ID#*

6111

Contractor Name*

City of Houston - Department of Health & Human Services

Service Provided* (?)

Lease Occupancy Agreement for the Magnolia Multi-Service Center located at 7037 Capital, Suite 103, Houston, TX.

Term for Off-Cycle Only*

5/1/2021 - 5/1/2022

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input checked="" type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Contract NTE* (?)

\$3,581.28

Rate(s)/Rate(s) Description

\$298.44

Unit(s) Served*

0000

G/L Code(s)*

126006

Current Fiscal Year Purchase Order Number*

FY22 PO# CT141561

Contract Requestor*

Debbie Shelby

Contract Owner*

Mike Downey

File Upload (?)

Evaluation of Current Fiscal Year Performance

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?*(?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?*(?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?*(?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?*(?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?*(?)

Yes No

Renewal Determination ^

Is the contract being renewed for next fiscal year with this Contractor?*(?)

Yes No

Renewal Information for Next Fiscal Year ^

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4736	\$ 3,581.28	126006
Budget Manager*	Secondary Budget Manager*	
Shelby, Debbie	Loera, Angelica	

Fiscal Year*(?)	Amount*(?)
2022	\$ 3,581.28

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
General Revenue (GR)

Contract Content Changes ^

Are there any required changes to the contract language?*(?)

Yes No

Will the scope of the Services change?*

Yes No

Is the payment deadline different than net (45)?*

Yes No

Are there any changes in the Performance Targets?*

Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation?*

Yes No

File Upload (?)

Contract Owner 

Contract Owner* (?)

Please Select Contract Owner

Mike Downey

Budget Manager Approval(s) 

Approved by

Debbie Chambers Shelby

Contract Owner Approval 

Approved by

Michael Downey

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shasthya Behn

Approval Date*

1/27/2022

EXHIBIT F-56

February 2022


AMENDMENTS UNDER 50k

SNAPSHOT SUMMARY
 CONTRACT AMENDMENTS
 LESS THAN \$50,000

	CONTRACTORS	HUB/MWBE	PRODUCT/SERVICE DESCRIPTION	PREVIOUS AMOUNT	INCREASE AMOUNT	NTE AMOUNT	CONTRACT PERIOD	FUNDING	BID/TAG-ON	COMMENTS
	FY21/22 AMENDMENTS									
	ADMINISTRATION									
1	Data Shredding Services of Texas, Inc.	No	Agency-Wide Shredding Services	\$25,351.00	\$200.00	\$25,551.00	09/01/21- 08/31/22	GR	Competitive Bid	CCBHC-Expansion Program at 5901 Long Drive requested a new bin in 07/2021 that needs to be added to purchase order for FY22 and remaining years. The Contractor will pickup documents weekly/bimonthly/monthly as specified by program/site and destroy them as required by destruction certificates.
2	Open Minds	No	Consulting Services for the participation and facilitation of the Agency's Board of Directors 2021 Strategic Planning Process.	\$31,160.00	\$8,312.00	\$39,472.00	02/01/22- 08/31/22	GR	RFQuote	This Amendment is to increase funds to pay for outstanding invoices.
3	RdIR Architects	Yes	Architectural Services	\$17,500.00	\$14,375.00	\$31,875.00	11/01/21- 08/31/22	GR	Business Continuity	RdIR will provide architectural services for site master planning and phasing studies for SE Clinic in regards to adjacent property @ 5959 Long Drive \$12,500 per quote plus \$1875.00 contingency for a total amount of \$14,375.00
4	RdIR Architects	Yes	Design/Construction Drawings for Substance Abuse Clinic	\$17,000.00	\$7,000.00	\$24,000.00	01/05/22- 08/31/22	Capital Funds FM22.1126.01	RFQualification	This Amendment is to increase the NTE funds to add showers and relocate entrance door to enclose additional space added to Crisis Line area. Design and permit plans to be proved by RdIR, adding this project to current contract for 3rd floor projects.
5	Safety Alert Network	No	24 Hour GPS Monitoring Services of the Agency Owned Vehicles	\$1,580.00	\$520.00	\$2,100.00	01/01/22- 12/31/22	GR	N/A	Safety Alert is a 24 hour monitoring and reporting call Service for all Center owned vehicles. This Amendment is requesting additional funds to cover costs for new vehicles that were recently added to the Fleet. Additionally, to pay for decal stickers for new vehicles or to replace worn stickers.
	CPEP/CRISIS SERVICES									
	CRISIS SERVICES									
	FORENSICS									
	INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES									



Executive Contract Summary

Contract Section **Contractor***

Data Shredding Services of Texas, Inc.

Contract ID #*

7623

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

Data Shredding Services and The Harris Center

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input checked="" type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 25,351.00

Increase Not to Exceed*

\$ 200.00

Revised Total Not to Exceed (NTE)*

\$ 25,551.00

Fiscal Year* (?)
2022

Amount* (?)
\$ 25,551.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Unit 2111 - CCBHC-Expansion Program (Rm 502) located at 5901 Long Dr requested a new bin in 7/2021 that needs to be added to purchase order for FY22 and remaining years. Contractor will pickup documents weekly/bimonthly/monthly as specified by program/site and destroy them as required by destruction certificates.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY2015-FY2021 Document Destruction

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person 

Name*

Lee Wright

Address*

Street Address

618 West 18th Street

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77008-3610

Country

United States

Phone Number*

(713) 463-9300

Email*

lwright@datashredservice.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No. *
2111	\$ 200.00	543034
Budget Manager SHELBY, DEBBIE C		Secondary Budget Manager LOERA, ANGELICA D

Provide Rate and Rate Descriptions if applicable* (?)

\$15 for the 1st 64L bin per location and \$5 for each additional bin. 95L bins are \$14; \$3 per box.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name	Submission Date
BURNETT-GIPSON, ANNELL M	12/30/2021

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date
12/30/2021

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa Cochinnwala

Approval Date
12/31/2021

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*


Shakya Belu

Approval Date*

1/13/2022



Executive Contract Summary

Contract Section **Contractor***

Open Minds

Contract ID #*

2021-0074

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center for Mental Health and IDD
 Open Minds

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/1/2022

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 31,160.00

Increase Not to Exceed*

\$ 8,312.00

Revised Total Not to Exceed (NTE)*

\$ 39,472.00

Fiscal Year* (?)

2022

Amount* (?)

\$ 8,312.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Pay outstanding invoice

Contract Owner*

Wayne Young

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Open Minds

Address*

Street Address

15 Lincoln Square

Address Line 2

City

Gettysburg

State / Province / Region

PA

Postal / Zip Code

17325

Country

US

Phone Number*

717-334-1329

Email*

jsantoyo@openminds.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1101	\$ 8,312.00	542000

Budget Manager	Secondary Budget Manager
Brown, Erica	Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Franco, Veronica	1/31/2022

Budget Manager Approval(s)

Approved by



Approval Date

2/1/2022

Procurement Approval

File Upload (?)

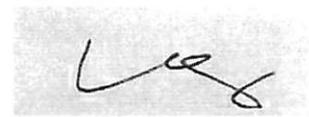
Approved by

Sign

Approval Date

Contract Owner Approval

Approved by



Approval Date

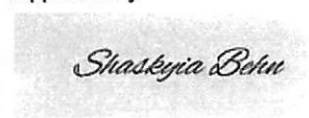
2/1/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*




Approval Date*

2/1/2022



Executive Contract Summary

Contract Section **Contractor***

RdIR Architects

Contract ID #*

2021-0260

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

RdIR Architects and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other business continuity |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

11/1/2021

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 17,500.00

Increase Not to Exceed*

\$ 14,375.00

Revised Total Not to Exceed (NTE)*

\$ 31,875.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 31,875.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

RdIR will provide architectural services for site master planning and phasing studies for SE Clinic in regards to adjacent property @ 5959 Long Drive \$12,500 per quote plus \$1875.00 contingency for a total amount of \$14,375.00

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/2012 to present - architectural services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

MBE - Minority Owned Business, includes Asian, Black, Hispanic and Native American.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

RdIR 22-0110_HarrisCenterSEClinicMasterPlan.pdf

107.72KB

Vendor/Contractor Contact Person

Name*

RdIR Architects / Daniel Ortiz

Address*

Street Address

800 Sampson Street #104

Address Line 2

City

Houston

Postal / Zip Code

77003-3329

State / Province / Region

TX

Country

United States

Phone Number*

7138683121

Email*

dortiz@rdlr.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1124	\$ 14,375.00	569015

Budget Manager

BROWN, ERICA S.

Secondary Budget Manager

CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)

see attached quote

\$12,500 per quote plus \$1875.00 contingency for total amount of \$14,375.00

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name

HARPER, SARAH A

Submission Date

1/12/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

1/12/2022

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

1/12/2022

Contracts Approval

Approve*

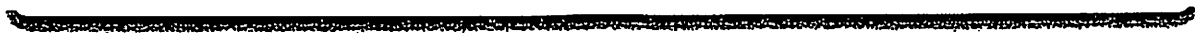
- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behn

Approval Date*

1/12/2022





Executive Contract Summary

Contract Section

Contractor*

RdIR Architects

Contract ID #*

2021-0293

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2021

Parties* (?)

RdIR Architects and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input checked="" type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

1/5/2022

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 17,000.00

Increase Not to Exceed*

\$ 7,000.00

Revised Total Not to Exceed (NTE)*

\$ 24,000.00

Fiscal Year* (?)
2022

Amount* (?)
\$ 24,000.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

FS Capital Project FM22.1126.01 7th Floor Emergency Center. Improvements to add showers and relocate entrance door to enclose additional space added to Crisis Line area. Design and permit plans to be proved by RdIR, adding this project to current contract for 3rd floor projects

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

9/1/2012 to present - architectural services

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide the HUB status*

MBE - Minority Owned Business, includes Asian, Black, Hispanic and Native American.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

RdIR 22-0121_HarrisCenter7thFloorShower.pdf 129.39KB

Vendor/Contractor Contact Person

Name*

RdIR Architects / Daniel Ortiz

Address *

Street Address

800 Sampson Street #104

Address Line 2

City

Houston

State / Province / Region

TX

Postal / Zip Code

77003-3329

Country

United States

Phone Number *

7138683121

Email *

dortiz@rdlr.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1126	\$ 7,000.00	900040

Budget Manager

Brown, Erica

Secondary Budget Manager

Campbell, Ricardo

Provide Rate and Rate Descriptions if applicable* (?)

see attached proposal - \$7000.00

Project WBS (Work Breakdown Structure)* (?)

FM22.1126.01

Requester Name

Harper, Sarah

Submission Date

1/31/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/1/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

2/2/2022

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *


Shakeya Behm

Approval Date *

2/2/2022



Executive Contract Summary

Contract Section **Contractor***

Safety Alert Network

Contract ID #*

7412

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

Safety Alert Network and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other [REDACTED]

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input checked="" type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other N/A [REDACTED] |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

1/1/2022

Contract Term End Date* (?)

12/31/2022

If contract is off-cycle, specify the contract term (?)

1/1/2022-12/31/2022

Current Contract Amount*

\$ 1,580.00

Increase Not to Exceed*

\$ 520.00

Revised Total Not to Exceed (NTE)*

\$ 2,100.00

Fiscal Year* (?)
2022

Amount* (?)
\$ 2,100.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Safety Alert is a 24 hour monitoring and reporting call services for all Center owned vehicles, driven by Certified employees. Requesting an increase due to additional vehicles being added and the purchase of decals.

Contract Owner*

Todd McCorquodale

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

March 1,2017 - February 28, 2018
January 2019 - December 2019
January 2021 - December 2021

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

Vendor does not meet HUB requirements.

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person



Name*

Baron Davis

Address*

Street Address

3488 Brentwood Drive

Address Line 2

City

Baton Rouge

Postal / Zip Code

70809

State / Province / Region

LA

Country

US

Phone Number*

(225) 928-4314

Email*

baron@safetyalert.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1150	\$ 520.00	553002
Budget Manager	Secondary Budget Manager	
CAMPBELL, RICARDO	BROWN, ERICA S.	

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Soto, Jessica

Submission Date

1/24/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

1/24/2022

Contract Owner Approval

Approved by

Todd McCorquodale

Approval Date

1/24/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shakya Belin

Approval Date*

1/24/2022

EXHIBIT F-57

February 2022
Affiliation Agreements, Grants,
MOU's and Revenues
Information Only



Executive Contract Summary

Contract Section

Contractor*

STEPHEN F. AUSTIN STATE UNIVERSITY

Contract ID #*

2022-0000

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

THE HARRIS CENTER FOR MENTAL HEALTH AND IDD & STEPHEN F. AUSTIN STATE UNIVERSITY'S SCHOOL OF PROFESSIONAL COUNSELING

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|---|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

1/1/2022

Contract Term End Date* (?)

10/31/2026

If contract is off-cycle, specify the contract term (?)

N/A

Current Contract Amount*

\$ 0.00

Increase Not to Exceed*

\$ 0.00

Revised Total Not to Exceed (NTE)*

\$ 0.00

Fiscal Year* (?)

Amount* (?)

2022

\$ 0.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

THIS AGREEMENT WILL ALLOW STUDENTS ENROLLED IN STEPHEN F. AUSTIN STATE UNIVERSITY'S SCHOOL OF PROFESSIONAL COUNSELING TO COMPLETE CLINICAL FIELD PLACEMENTS AS PART OF THEIR DEGREE REQUIREMENTS. THE STUDENTS WILL UTILIZE THE SKILLS GAINED THROUGH EDUCATION WHILE ADHERING TO AGENCY POLICY AND PROCEDURES.

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Specify Name*

STEPHEN F. AUSTIN STATE UNIVERSITY

Supporting Documentation Upload (?)

PCOU.5395.021.202210.Weber.pdf

338.22KB

Vendor/Contractor Contact Person

Name*

DR. LEIGH KIRBY

Address*

Street Address
420 East Starr Avenue
Address Line 2

City
Nacogdoches

State / Province / Region
TX

Postal / Zip Code
75961

Country
US

Phone Number*

936.468.1250

Email*

leigh.kirby@sfasu.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1108	\$ 0.00	0.00
Budget Manager BROWN, ERICA S.		Secondary Budget Manager CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

WILLIAMS, JEDONNE L.

Submission Date

1/14/2022

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

1/18/2022

Contract Owner Approval

Approved by

Lesleigh Robertson

Approval Date

1/20/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

1/21/2022



Executive Contract Summary

Contract Section

**Contractor***

TEXAS A&M COMMERCE

Contract ID #*

2022-0302

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

THE HARRIS CENTER FOR MENTAL HEALTH & IDD AND THE DEPARTMENT OF PSYCHOLOGY, COUNSELING, & SPECIAL EDUCATION - TEXAS A&M UNIVERSITY COMMERCE

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

1/7/2022

Contract Term End Date* (?)

12/31/2022

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2002

Amount* (?)

\$ 0.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|--|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input checked="" type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

This agreement will allow students enrolled in the Department of Psychology, Counseling, and Special Education of Texas A&M Commerce to complete clinical placements with The Harris Center as part of their academic requirements. These students will utilize the skills learned while adhering to agency policy and procedures.

Contract Owner*

Lesleigh Robertson

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

PREVIOUS COUNSELOR AGREEMENT

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

SCHOOL IS NOT HUB

Community Partnership* (?)

Yes No Unknown

Specify Name*

TEXAS A&M - COMMERCE

Supporting Documentation Upload (?)

Leslie Varela - Practicum Application.pdf

118.19KB

Vendor/Contractor Contact Person

Name*

LINDA BALL

Address*

Street Address

2600 W Neal St

Address Line 2

City

Commerce

Postal / Zip Code

75428-4311

State / Province / Region

TX

Country

US

Phone Number*

9038865649

Email*
Linda.ball@tamuc.edu

Budget Section 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1108	\$ 0.00	N/A
Budget Manager BROWN, ERICA S.		Secondary Budget Manager CAMPBELL, RICARDO

Provide Rate and Rate Descriptions if applicable* (?)
N/A

Project WBS (Work Breakdown Structure)* (?)
N/A

Requester Name
WILLIAMS, JEDONNE L.

Submission Date
1/7/2022

Budget Manager Approval(s) 

Approved by


Approval Date
1/7/2022

Procurement Approval 

File Upload (?)

Approved by


Approval Date

Contract Owner Approval 

Approved by


Approval Date
1/12/2022

Contracts Approval

- Approve*
- Yes
 - No, reject entire submission
 - Return for correction

Approved by*

Shadleyia Belu

Approval Date*

1/12/2022



Executive Contract Summary

Contract Section

**Contractor***

University of Houston Clear Lake

Contract ID #*

2022-0306

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center for MH and IDD Services and The University of Houston Clear Lake

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

6/1/2022

Contract Term End Date* (?)

5/31/2023

If contract is off-cycle, specify the contract term (?)

university calendar year

Fiscal Year* (?)

2022

Amount* (?)

\$ 0.00

Funding Source*

Private Pay Source

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Practicum agreement with University of Houston Clear Lake to provide students clinical and education experiences with The Harris Center for MH and IDD Services.

Contract Owner*

Monalisa Jiles

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Dr. Sara Elkins

Address*

Street Address

2700 Bay Area Boulevard

Address Line 2

City

Houston

Postal / Zip Code

77058

State / Province / Region

TX

Country

US

Phone Number*

2812833315

Email*

elkins@uhcl.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
6205	\$ 0.00	n/a

Budget Manager	Secondary Budget Manager
WILLIAMS-WESLEY, SHEENIA L.	Jiles, Monalisa

Provide Rate and Rate Descriptions if applicable* (?)

0

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
WILLIAMS-WESLEY, SHEENIA L.	1/25/2022

Budget Manager Approval(s) 

Approved by	Approval Date
	1/25/2022

Procurement Approval 

File Upload (?)

Approved by	Approval Date
	

Contract Owner Approval 

Approved by	Approval Date
	1/26/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*	Approval Date*
	1/26/2022



Executive Contract Summary

Contract Section **Contractor***

AmeriHealth Caritas Texas, Inc.

Contract ID #*

2022-0343

Presented To*

- Resource Committee
 Full Board

Date Presented*

2/15/2022

Parties* (?)

AmeriHealth Caritas Texas, Inc. and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
 Board Approval (Total NTE Amount is \$50,000.00+)
 Grant Proposal
 Revenue
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|---|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Funding Source*

Private Pay Source

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other MCO

Justification/Purpose of Contract/Description of Services Being Provided* (?)

This is a managed care contract to be in-network with them.

The funding will be coming from the MCO (insurance), therefore this funding and budget information is not applicable.

Contract Owner*

Sean Kim

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

MCO is not a hub

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

TEMPLATE Physician Agmt_TX_9.1.21_rev 11.23.21.pdf	404.88KB
ACTX_211577050 Contract Inquiry Form_Final.pdf	128.16KB
ACTX_211649258 Ownership Control Disclosure form_v01_WEB.pdf	553.38KB
TX_PDIF_Ancillary.pdf	1.26MB
TX_PDIF_BehavioralHealth.pdf	1.09MB
W-9 Form.pdf	129.05KB

Vendor/Contractor Contact Person

Name*

Tina Mitchell

Address*

Street Address

200 Stevens Drive

Address Line 2

Suite 100

City

Philadelphia

Postal / Zip Code

19113

State / Province / Region

PA

Country

US

Phone Number*

919-410-2727

Email*

tmtchell@amerihealthcaritas.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1122	\$ 0.00	0000
Budget Manager Campbell, Ricardo		Secondary Budget Manager Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Paick, Daniel

Submission Date

2/1/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

2/2/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean Kim

Approval Date

2/2/2022

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shakyla Behm

Approval Date*

2/2/2022



Executive Contract Summary

Contract Section ▲

Contractor*

Health Value Management, Inc. DBA Humana Behavioral Health Network

Contract ID #*

2022-0341

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

Humana Behavioral Health Network and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|---|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input checked="" type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2023

Funding Source*

Private Pay Source

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other MCO

Justification/Purpose of Contract/Description of Services Being Provided* (?)

This is a managed care contract to be in-network with them.

The funding will be coming from the MCO (insurance), therefore this funding and budget information is not applicable.

Contract Owner*

Sean Kim

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

MCO is not a hub

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

HBHN Facility TX 06-2015 w.Medicaid.docx	103.01KB
Facility Cred App and Checklist (unlocked).pdf	362.52KB

Vendor/Contractor Contact Person

Name*

Ace Eclar

Address*

Street Address

2001 West John Carpenter Freeway

Address Line 2

Building 2

City

Irving

Postal / Zip Code

75063

State / Province / Region

TX

Country

United States

Phone Number*

469-759-4127

Email*

aeclar2@humana.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
1122	\$ 0.00	00000
Budget Manager Campbell, Ricardo		Secondary Budget Manager Brown, Erica

Provide Rate and Rate Descriptions if applicable* (?)

n/a

Project WBS (Work Breakdown Structure)* (?)

n/a

Requester Name	Submission Date
Paick, Daniel	2/1/2022

Budget Manager Approval(s)

Approved by

Ricardo Campbell

Approval Date

2/1/2022

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sean Kim

Approval Date

2/1/2022

Contracts Approval

Approve*

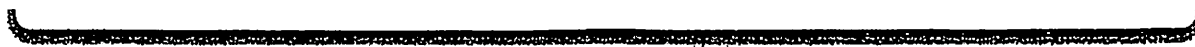
- Yes
- No, reject entire submission
- Return for correction

Approved by*

Shaskyia Behn

Approval Date*

2/1/2022





Executive Contract Summary

Contract Section

Contractor*

US Committee for Refugees and Immigrants

Contract ID #*

n/a 2022-0298

Presented To*

- Resource Committee
- Full Board

Date Presented*

2/15/2022

Parties* (?)

The Harris Center for Mental Health and IDD and US Committee for Refugee and Immigrants

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$50,000.00)
- Board Approval (Total NTE Amount is \$50,000.00+)
- Grant Proposal
- Revenue
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input checked="" type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other n/a |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

1/1/2022

Contract Term End Date* (?)

8/31/2022

If contract is off-cycle, specify the contract term (?)

1/1/2022 through 8/31/2022

Fiscal Year* (?)

2022

Funding Source*

Federal

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

To offer Mental Health First Aid training for refugees and immigrants, parents, caregivers, school personnel, community primary care, and specialty care providers.

Contract Owner*

Jennifer Battle

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Same services provided from September 2020 to August 2021

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Jennifer Montour

Address*

Street Address

2231 Crystal Drive

Address Line 2

City

Arlington

State / Province / Region

VA

Postal / Zip Code

22202

Country

US

Phone Number*

512-256-3310

Email*

jmontour@uscritx.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7003	\$ 0.00	543058

Budget Manager	Secondary Budget Manager
CAMPBELL, RICARDO	BROWN, ERICA S.

Provide Rate and Rate Descriptions if applicable* (?)

The Harris Center will be paid \$300.00 per training.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name	Submission Date
PRASAD, CARROLL C	12/29/2021

Budget Manager Approval(s) 

Approved by



Approval Date
12/29/2021

Procurement Approval 

File Upload (?)

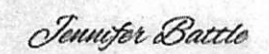
Approved by

 Sign

Approval Date

Contract Owner Approval 

Approved by



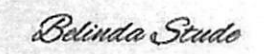
Approval Date
12/29/2021

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*



Approval Date*
12/30/2021

EXHIBIT F-58

ABBREVIATION LIST

46B Not Competent to stand trial HCJ

A

ACT Assertive Community Treatment
ADL Activities of Daily Living
AFDC Aid to Families with Dependent Children
ALF Assisted Living facility
ANSA Adult Needs and Strengths Assessment
AOT Assisted out- patient treatment

APS Adult Protective Services
ARC Association for Retarded Citizens
AUDIT-C Alcohol Use Disorders Identification Test

B

BABY CANS Baby Child Assessment needs (3-5 years)
BHO Behavioral Health Organization
BDSS Brief Bipolar Disorder Symptom Scale
BNSA Brief Negative Symptom Assessment

C

CANS Child and Adolescent Needs and Strengths
CAPEs Child and Adolescent Psychiatric Emergency Services
CAPS Child and Adolescent Psychiatric Services
CARE Client Assessment and Registration
CARF Commission on Accreditation of Rehabilitation Facilities
CAS Child and Adolescent Services
CBCL Children's Behavioral Checklist
CBHN Community Behavioral Health Network
CBT Cognitive behavior therapy
CCBHC Certified Community Behavioral Health Clinic
CCR Clinical case review
CCSI Chronic Consumer Stabilization Initiative
CCU Crisis Counseling Unit
CHIP Children's Health Insurance Plan
CIDC Chronically Ill and Disabled Children
CIRT Crisis Intervention Response Team
CIWA Clinical Institute Withdrawal Assessment for Alcohol
CMAP Children's Medication Algorithm Project
CMBHS Clinical Management for Behavioral Health Services
CMS Centers for Medicare and Medicaid
COC Continuity of Care

COD Co-Occurring Disorders Unit
COPSD Co-occurring Psychiatric and Substance Abuse Disorders
COR Council on Recovery
CPEP Comprehensive Psychiatric Emergency Programs
CPOSS Charleston Psychiatric Outpatient Satisfaction Scale
CPS Children's Protective Services
CRCG Community Resource Coordination Group
CRU Crisis Residential Unit
CSC Community Service Center
CSCD Community Supervision and corrections department
CSP Community Support plan
CSU Crisis Stabilization Unit
CYS Community Youth Services

D
DFPS Department of Family and Protective Services
DHHS Department of Health and Human Services
DID Determination of Intellectual Disability
DLA-20 Daily Living Activities-20 Item Version
DRB Dangerousness review board
DSM-5 Diagnostic and Statistical Manual of Mental Disorders, 5th Edition
DSRIP Delivery System Reform Incentive Payment Program

E
ECI Early Childhood Intervention
EO Early Onset
EPSDT Early Periodic Screening Diagnosis and Treatment

F
FACT Forensic Assertive Community Team
FF Flex Funds
FSIQ Full Scale Intelligence Quotient
FSPA Jail -Forensic Single Portal
FTND Fagerstrom Test for Nicotine Dependence
FY Fiscal Year

G
GAF Global Assessment of Functioning
GR. General Revenue

H

HAM-A	Hamilton Rating Scale for Anxiety
HCJPD	Harris County Juvenile Probation Department
HCPC	Harris County Psychiatric Center
HCPI	Harris County Psychiatric Intervention
HCPS	Harris County Protective Services for Children and Adults
HCS	Home and Community Services
HCS-O	Home and Community Services – OBRA
HCSO	Harris County Sheriff's Office
HH	Harris Health System
HHS	Health Human Services
HHSC	Health and Human Services Commission
HMO	Health Maintenance Organization
HOT	Homeless Outreach Team
HPD	Houston Police Department
HRC	Houston Recovery Center

I

ICAP	Inventory for Client and Agency Planning
ICC	Interim Care Clinic
ICF-ID	Intermediate Care Facility for Intellectual Disability
IEP	Individual Education Plan
IFSP	Individual Family Support Plan
IHR	In Home Respite
IRG	Innovative Resource Group
IRP	Individualized recovery plan

J

JDC	Juvenile Detention Center
JJAEP	Juvenile Justice Alternative Education Program
JSS	Job Satisfaction Scale

K**L**

LAR	Legislative Appropriations Request
LIDDA	Local IDD Authority
LMHA	Local Mental Health Authority
LOC	Level of Care – LOC A= Authorized and LOC R= Calculated
LOS	Length of Stay
LPHA	Licensed Professional of the Healing Arts
LSA	Local Service Area

M

MACRA	Medicare Access and CHIP Reauthorization Act
MAPS	Mental Retardation Adult Psychiatric Services
MBOW	Medicaid Managed Care Report (Business Objects)
MCO	Managed Care Organization
MCOT	Mobil Crisis Outreach Team
MCAS	Multnomah Community Assessment Scale
MDU	Multiple Disabilities Unit
MHW	Mental Health Warrant
MMPI-2	Minnesota Multiphasic Personality Inventory 2nd Edition
MoCA	Montreal Cognitive Assessment
MSU	Maximum security unit

N**N**

NAMI	National Alliance for the Mentally Ill
NEO	New Employee Orientation
NGRI	Not Guilty for Reason of Insanity (46C)
NPC	Neuro-Psychiatric Center
NWCSC	Northwest Community Service Center

O

OSAR	Outreach Screening Assessment and Referral
OASS	Overt Agitation Severity Scale
OHR	Out of Home Respite
OVSOM	Office of Violent Sexual Offenders Management

P

PAP	Patient Assistance Program (for Prescriptions)
PASARR	Preadmission Screening and Annual Residential Review
PATH	Project to Assist in the Transition from Homelessness
PCH	Personal Care Home
PCM	Patient care monitoring
PDP	Person Directed Plan
PDSA	Plan-Do-Study-Act
PES	Psychiatric Emergency Services
PHCRU	Post Hospitalization Crisis Residential Unit
PHQ-9	Patient Health Questionnaire-9 Item Version
PHQ-A	Patient Health Questionnaire-9 Modified for Adolescents
PI	Performance Improvement
PIP	Performance Improvement Plan
PMAB	Prevention and Management of Aggressive Behavior
POC	Plan of Care

PoC-IP Perceptions of Care-Inpatient
ProQOL Professional Quality of Life Scale
PSRS Positive Symptom Rating Scale
PSS Parent Satisfaction Scale

Q
QAIS Quality Assurance and Improvement System
QMHP Qualified Mental Health Professional
QI Quality Improvement
QIDS-C Quick Inventory of Depressive Symptomology-Clinician Rated

R
RC Rehab Coordination
ROI Release of Information
RM Recovery Manager
RTC Residential Treatment Center

S
SAM Service Authorization and Monitoring
SAMHSA Substance Abuse and Mental Health Services Administration
SC Service Coordination
SECSC Southeast Community Service Center
SEFRC Southeast Family Resource Center
SMAC Sequential Multiple Analysis tests
SMHF State mental health facility
SNF Skilled Nursing Facility
SP Service Package (SP1, etc)
SPA Single portal authority
SSLC State living facility
SWCSC Southwest Community Service Center
SWFRC Southwest Family Resource Center
SUD Substance Use Disorder

T
TAC Texas Administrative code
TANF Temporary Assistance for Needy Families
TCOOMMI Texas Correctional Office on Offenders with Medical or Mental Impairments
TDCJ Texas Department of Criminal Justice
THKC Texas Health Kids
THSteps Texas Health Steps
TIC Trauma informed Care
TMAP Texas Medication Algorithm Project

TMHP Texas Medicaid & Healthcare partnership
TJJD Texas Juvenile Justice Department
TRR Texas Resiliency and Recovery
TWC Texas Workforce Commission

U
UR Utilization Review

V
V-SSS Visit-Specific Satisfaction Scale

W

X

Y