



# Contract Review Sheet

**SO-5426-23 (1)**

Intergovernmental Agreement #: **SO-5426-23** Amendment #: **1**

Contact: **Bethany Johnston** Department: **Sheriff's Office**

Phone #: **503-589-3261** Date Sent: **Tuesday, February 27, 2024**

Title: **SOAR Program**

Contractor's Name: **Chemeketa Community College**

Term - Date From: **July 1, 2023** Expires: **June 30, 2025**

Original Contract Amount: \$ **387,347.19** Previous Amendments Amount: \$ **-**

Current Amendment: \$ **123,263.27** New Contract Total: \$ **510,610.46** Amd% **32%**

☐ Incoming Funds ☐ Federal Funds ☐ Reinstatement ☐ Retroactive ☒ Amendment greater than 25%

Source Selection Method: **50-0010 General Exemptions (IGAs and QRFs)**

Description of Services or Grant Award

Chemeketa Community College will provide Student Opportunity for Achieving Results (SOAR) program service to Community Correction clients. Original IGA was for \$387,347.19. Amendment 1 is for additional funding of + \$123,263.27. For a total amount of \$510,610.46 for 23-25 biennium.

Desired BOC Session Date: **3/20/2024** Files submitted in CMS for Approval: **2/28/2024**

Agenda Planning Date: **3/7/2024** Printed packets due in Finance: **3/5/2024**

Management Update: **3/5/2024** BOC upload / Board Session email: **3/6/2024**

BOC Session Presenter(s) **Cmdr. Mike Hartford**

## FOR FINANCE USE

Date Finance Received: **2/27/2024** Date Legal Received: \_\_\_\_\_

Comments: **Y**

## REQUIRED APPROVALS

DocuSigned by:  
  
D1FCCAACDB14CB...  
2/27/2024  
Finance - Contracts Date

DocuSigned by:  
  
D69BA3AAB0AC4BE...  
3/5/2024  
Contract Specialist Date

DocuSigned by:  
  
60C98A6F708240B...  
3/4/2024  
Legal Counsel Date

DocuSigned by:  
  
1E984034585E453...  
3/4/2024  
Chief Administrative Officer Date



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

Meeting date: Wednesday, March 20, 2024Department: Sheriff's OfficeTitle: Amendment #1 for the contract Students Opportunity for Achieving Results (SOAR) Program ServicesManagement Update/Work Session Date: Tuesday, March 5, 2024 Audio/Visual aids ☐Time Required: 5 min Contact: Bethany Johnston Phone: x3261

**Requested Action:**

Staff recommends approving the amendment #1 to the contract for services with SOAR in the amount of \$123,263.27 for a contract total of \$510,610.46 to provide services to the Marion County Correctional Clients through June 30, 2025.

**Issue, Description & Background:**

Chemeketa Community College will provide curriculum that includes cognitive Behavioral Interventions for the offenders seeking employment, (CBI-OSE). The SOAR program service is for Community Correction Clients for the 23-25 Biennium.

**Financial Impacts:**

Adding \$123,263.27 to the contract with the new total \$510,610.46

**Impacts to Department & External Agencies:**

The CJC grant program financially supports Oregon Localities that are reducing recidivism through evidence-based practices and data driven research; increasing public safety through collaboration and increasing offender accountability.

**List of attachments:**

BOC agenda review form, Contract review sheet, Amendment #1 Attachment and original contract

**Presenter:**

Commander Mike Hartford

**Department Head Signature:**

DocuSigned by:

A8360599C95D420...



**Marion County**  
OREGON

**AMENDMENT 1 to SO-5426-23 the  
INTERGOVERNMENTAL AGREEMENT  
between**

**MARION COUNTY and CHEMEKETA COMMUNITY COLLEGE**

The Intergovernmental Agreement, entered into pursuant to ORS Chapter 190, as may be amended from time to time, the “Agreement,” between Marion County “County”, a political subdivision of the State of Oregon, and Chemeketa Community College, [CCC] dated July 01, 2023.

The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by ~~striketthrough~~):

4.1 The total amount paid under this contract shall not exceed \$510,610.46 ~~\$387,347.19~~  
Payments under this contract shall be made on a prorated schedule according to the following terms:

4.2 Request for payments shall be submitted to the County in alignment with the following schedule:

\$124,869.00 October 1, 2023

\$124,869.00 January 1, 2024

\$130,436.23 July 1, 2024 ~~\$68,804.00~~ ~~July 1, 2024~~

\$130,436.23 January 1, 2025 ~~\$68,804.00~~ ~~January 1, 2025~~

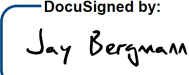
Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. The Parties certify that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.


MARION COUNTY SIGNATURES  
BOARD OF COMMISSIONERS


Chair \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature:  3/1/2024  
DocuSigned by: A8360599C95D420...  
Department Director or designee \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature:  3/4/2024  
DocuSigned by: 4E984034585E453...  
Chief Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Signature:  3/4/2024  
DocuSigned by: 60C98A6F708240B...  
Marion County Legal Counsel \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Signature:  2/27/2024  
DocuSigned by: D1FCGAAGCDB14CB...  
Marion County Contracts & Procurement \_\_\_\_\_ Date \_\_\_\_\_

CHEMEKETA COMMUNITY COLLEGE

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



# Contract Review Sheet

SO-5426-23

Intergovernmental Agreement #: SO-5426-23 Amendment #: \_\_\_\_\_

Contact: Bethany Johnston Department: Sheriff's Office

Phone #: 503-589-3261 Date Sent: Tuesday, June 6, 2023

Title: SOAR Program

Contractor's Name: Chemeketa Community College

Term - Date From: July 1, 2023 Expires: June 30, 2025

Original Contract Amount: \$387,347.19 Previous Amendments Amount: \$0.00

Current Amendment: \$0.00 New Contract Total: \$387,347.19 Amd% 0%

☐ Incoming Funds ☐ Federal Funds ☐ Reinstatement ☐ Retroactive ☐ Amendment greater than 25%

Source Selection Method: 50-0010 General Exemptions (IGAs and QRFs) licitation Num

Description of Services or Grant Award

Chemeketa Community College will provide Student opportunity for achieving results (SOAR) program services to Community Corrections clients.

IGA Amount is \$387,347.19 for 23-25 Biennium with options to renew every two years through June 30, 2029.

Desired BOC Session Date: 6/28/2023 BOC Planning Date: 6/15/2023

Files submitted in CMS: 6/7/2023 Printed packet & copies due in Finance: 6/13/2023

BOC Session Presenter(s) Jay Bergmann

## FOR FINANCE USE

Date Finance Received: \_\_\_\_\_ Date Legal Received: \_\_\_\_\_

Comments: Y

## REQUIRED APPROVALS

Cambie Selig 6/20/23 [Signature] 6/20/23  
Finance Contracts Date Contract Specialist Date

Doreen E. Ketter 6/20/23 [Signature] 6/20/23  
Legal Counsel Date Chief Administrative Officer Date





MARION COUNTY BOARD OF COMMISSIONERS


**Board Session Agenda Review Form**

Meeting date: Wednesday, June 28, 2023 June 21, 2023

Department: Sheriff's Office Agenda Planning Date: 06/15/2023 Time required: 5 min

☐ Audio/Visual aids

Contact: Bethany Johnston Phone: 503-589-3261

Department Head Signature: 

**TITLE**

Consider Approval of the Intergovernmental Agreement for Chemeketa Community College in the amount of \$387,347.19 to provide Students Opportunity For Achieving Results (SOAR) Program services to Community Correction Clients through June 30, 2025

**Issue, Description & Background**

Chemeketa Community College will provide courses in evidence based practice forming and implementation. A Navigator for coaching will be provided to SOAR participants including an action plan for each student achievements during the program and will continue to review the action steps related to education and employment. They will be provided curriculum that includes Cognitive Behavioral Interventions for Offenders Seeking Employment (CBI-OSE). The SOAR Program service is for Community Correction Clients for the 23-25 Biennium with the option to renew every two years through June 30, 2029.

**Financial Impacts:**

The total amount of the agreement is \$387,347.19, for the 2023-2025 biennium.

**Impacts to Department & External Agencies**

Payments under this contract shall be made on a prorated schedule quarterly.  
\$124,869.00 October 1, 2023  
\$124,869.00 January 1, 2024  
\$68,804.00 July 1, 2024  
\$68,804.00 January 1, 2025

**Options for Consideration:**

1. Approve the agreement for services with Chemeketa Community College SOAR Program
2. Deny the agreement for services with Chemeketa Community College SOAR Program
3. Take no action at this time.

**Recommendation:**

Staff recommends option 1, that the board approve the agreement for services with Chemeketa Community College SOAR program in the amount of \$387,347.19

**List of attachments:**

Board Agenda Review Form, Contract Review Sheet, Original IGA.

**Presenter:**

Undersheriff Wood, Commander Bergmann

*Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)*



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

---

Copies to:

Jay Bergmann, jbergmann@co.marion.or.us Bethany Johnston, Btjohnston@co.marion.or.us
---

**INTERGOVERNMENTAL AGREEMENT**  
**Between**  
**MARION COUNTY and CHEMEKETA COMMUNITY COLLEGE**  
**SO-5426-23**

**1. PARTIES TO AGREEMENT**

This Agreement between Chemeketa Community College, hereafter called Agency, and Marion County, a political subdivision of the state of Oregon, hereafter called County, is made pursuant to ORS 190.010 (Cooperative Agreements).

**2. PURPOSE/STATEMENT OF WORK**

The purpose of this Agreement is to establish the terms and conditions under which the Agency will provide SOAR (Student Opportunity for Achieving Results) Program services to County. These services are further described in Section 5.

**3. TERM AND TERMINATION**

- 3.1 This Agreement is effective on the date it has been signed by all parties and all required County approvals have been obtained. This Contract expires on June 30, 2025. The parties may extend the term of this Contract in two-year increments provided that the total Contract Term does not extend beyond June 30, 2029
- 3.2 This agreement may be terminated by mutual consent of both parties at any time or by either party upon 30 days' notice in writing and delivered by mail or in person. Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- 3.3 County may terminate this agreement effective upon delivery of written notice to Agency or at such later date as may be established under any of the following conditions:
  - a. If funding from federal, state, or other sources is not obtained or continued at levels sufficient to allow for the purchase of the indicated quantity of services. This agreement may be modified to accommodate a reduction in funds.
  - b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this agreement or are no longer eligible for the funding proposed for payments authorized by this agreement.
  - c. If any license, certificate, or insurance required by law or regulation to be held by Agency to provide the services required by this agreement is for any reason denied, revoked, or not renewed.
  - d. If Agency fails to provide services called for by this agreement within the time specified herein or any extension thereof.

- e. If Agency fails to perform any of the provisions of this agreement or so fails to pursue the work as to endanger the performance of this agreement in accordance with its terms and after written notice from County, fails to correct such failure(s) within ten (10) days or such longer period as the County may authorize.

- 3.4 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

#### **4. FUNDING AND BILLING**

- 4.1 The total amount paid under this contract shall not exceed \$387,347.19. Payments under this contract shall be made on a prorated schedule according to the following terms:
- 4.2 Request for payments shall be submitted to the County in alignment with the following schedule:

\$124,869.00 October 1, 2023

\$124,869.00 January 1, 2024

\$68,804.00 July 1, 2024

\$68,804.00 January 1, 2025

Requests for payment shall be submitted to the County quarterly to the attention of:

Marion County Sheriff's Office

PO BOX 14500

Salem, OR 97309

Email: [so-contracts@co.marion.or.us](mailto:so-contracts@co.marion.or.us)

Final invoices are due no later than January 1, 2025.

#### **5. OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT**

- 5.1 Under the terms of this agreement, agency shall:
  - a. For the time period of July 1, 2023 through June 30, 2024: Dedicate two full time staff members in support of the employment and education component of the Student Opportunity for Achieving Results (SOAR).
  - b. For the time period of July 1, 2024 through June 30, 2025: Dedicate one full time staff member in support of the employment and education component of the Student Opportunity for Achieving Results (SOAR)
  - c. Provide a facility on campus to accommodate the SOAR program.
- 5.2 Ensure any courses offered will be in evidence-based practice format and implementation.
- 5.3 Provide an action plan for each student, including a completed resume.

- a. The action plan is defined as a summary of what the student achieved during the program and recommended ongoing action steps related to education and employment.
  - b. Navigator coaching will be provided to SOAR participants electing to pursue a college education.
- 5.4 Provide curriculum that includes Cognitive Behavioral Interventions for Offenders Seeking Employment (CBI-OSE).
- 5.5 Demonstrate an understanding of the characteristics of the population being served, including any structural, cultural, and/or linguistic barriers faced by the population. Work with the Marion County Sheriff's Office to respond to those barriers and provide culturally responsive services to the target population.
- 5.6 Provide statistical information as requested by County. Related requirements include, but not limited to:
  - a. Class facilitation;
  - b. Course paperwork requirements, which include completed student attendance rosters, completed class student notes, and completed facilitator evaluations;
  - c. Ongoing education and employment tracking, and support for successful job placement, which include one-on-one meetings, employment networking and employment preparation activities.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement. The parties agree that this agreement shall be administered and construed under the laws of the state of Oregon.

- 6.1 The Marion County Sheriff's Office is committed to complying with all the requirements of PREA (Prison Rape Elimination Act). In order to protect inmates from sexual abuse and to ensure they get the help they need if they are victimized, PREA requires all contractors and volunteers to receive specialized training on how to recognize the warning signs and how to report a case.
- 6.2 Contractors, employees, and volunteers interacting with inmates shall:
  - a. View the PREA Contractor Training Presentation at the following link  
[https://prezi.com/0ebedyz1xjy/?token=f3d32de2c5ff329ee9f60b63ab34e41e8ac49b72cffcc282f4c4e1d9ea58c3af&utm\\_campaign=share&utm\\_medium=copy](https://prezi.com/0ebedyz1xjy/?token=f3d32de2c5ff329ee9f60b63ab34e41e8ac49b72cffcc282f4c4e1d9ea58c3af&utm_campaign=share&utm_medium=copy)
  - b. Acknowledge the review and receipt of PREA training by signing, dating and returning the PREA Volunteer and Contractor Information Acknowledgement Form in Attachment A. Signed acknowledgement forms shall be returned by email to [SO-contracts@co.marion.or.us](mailto:SO-contracts@co.marion.or.us)

- c. Health Insurance Portability and Accountability Act (HIPAA): Comply with the Health Insurance Portability and Accountability Act (HIPAA): The Business Associate Contract Provisions required by the Health Insurance Portability and Accountability Act, Pub. Law No. 104-191 (See Addendum #1)

**7. NONDISCRIMINATION**

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations in the performance of this agreement.

**8. HOLD HARMLESS**

To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, each party agrees to waive, forgive, and acquit any and all claims it may otherwise have against the other and the officers, employees, and agents of the other, for or resulting from damage or loss, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of his or her official duties.

**9. INSURANCE**

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon tort claims act (ORS 30.260 TO 30.300).

**10. MERGER CLAUSE**

Parties concur and agree that this agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change to the terms of this agreement shall bind either party unless in writing and signed by both parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its terms and conditions.

**11. AMENDMENTS**

This agreement may be amended if mutually agreed to by both parties.

**12. NOTICES**

Any notice required to be given the Agency or County under this Agreement shall be sufficient if given, in writing, by first class mail or in person as follows:

To Agency:

Holly Nelson, Executive Dean  
Chemeketa Community College  
P.O. Box 14007  
Salem, OR 97309-7070  
[holly.nelson@chemeketa.edu](mailto:holly.nelson@chemeketa.edu)

To County:

Procurement and Contracts Manager  
555 Court Steet NE Suite 5242  
PO BOX 14500  
Salem, OR 97309  
Email: [cshlag@co.marion.or.us](mailto:cshlag@co.marion.or.us)

13. **SIGNATURES**

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below.

**MARION COUNTY SIGNATURE  
BOARD OF COMMISSIONERS:**

Columbillo 6/21/2023  
Chair Date

Ki Ann 6-21-2023  
Commissioner Date

D. B. 6-21-2023  
Commissioner Date

Authorized Signature: Mr. Wood 6.20.2023  
Sheriff or UnderSheriff Date

Authorized Signature: Janet 6/20/2023  
Chief Administrative Officer Date

Reviewed by Signature: Jane E. Vetter 12/20/23  
Marion County Legal Counsel Date

Reviewed by Signature: Cambria June 20, 2023  
Marion County Contracts & Procurement Date

**CHEMEKETA COMMUNITY COLLEGE**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



## ADDENDUM #1

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT BUSINESS ASSOCIATE CONTRACT PROVISIONS

#### INTRODUCTION

This Addendum to the contract between County, a political subdivision of the State of Oregon, hereinafter called the County, and Chemeketa Community College, hereinafter called Contractor is required by the Health Insurance Portability and Accountability Act of 1996, (HIPAA), as amended.

WHEREAS, County will make available or transfer to Contractor certain information in conjunction with goods or services that are being provided by Contractor to County, that is confidential and must be afforded special treatment and protection.

WHEREAS, Contractor will have access to or receive from County certain information that can be received, maintained, used or disclosed only in accordance with this Contract and the Department of Health and Human Services Security Rule and Privacy Rule, 45 Code of Federal Regulations (CFR) Parts 160, 162 and 164.

NOW THEREFORE, the parties agree as follows:

#### 1. Definitions.

- a. BUSINESS ASSOCIATE shall mean Chemeketa Community College.
- b. BREACH means acquisition, access, use or disclosure of protected health information (PHI) in a manner that: (i) is not permitted by the HIPAA Privacy Regulations; (ii) poses a significant risk of financial, reputational, or other harm to the individual; and (iii) is not excluded from the definition of "Breach" found at 45 CFR 164.402. In the event of any inconsistency between the definition of "Breach" in this Agreement and the definition in the Privacy Regulations, the definition in the Privacy Regulations will control.
- c. COVERED ENTITY shall mean Marion County.
- d. HITECH Act shall mean the Health Information Technology for Economic and Clinical Health Act, Title XIII of the American Recovery and Reinvestment Act Public. Law No. 111-5.
- e. INDIVIDUAL shall mean the person who is the subject of the information and has the same meaning as the term "individual" defined in 45 CFR 160.103 and includes a person who qualifies as a personal representative pursuant to 45 CFR 164.502 (g).
- f. PRIVACY RULE shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, Subparts A and E.
- g. PROTECTED HEALTH INFORMATION shall have the same meaning as the term in 45 CFR 160.103, limited to information created or received by Business Associate from or on behalf of Covered Entity.
- h. REQUIRED BY LAW shall have the same meaning as the term in 45 CFR 164.103.

- i. SECRETARY shall mean the Secretary of the federal Department of Health and Human Services (HHS) and any other HHS officer or employee with delegated authority.
- j. SECURITY RULE shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160, and 164, Subparts A and C.
- k. UNSECURED PROTECTED HEALTH INFORMATION shall mean Protected Health Information in any form, including electronic, paper or verbal, that is not rendered usable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary pursuant to the HITECH Act, as such guidance may be updated by the Secretary from time to time.

Terms used, but not otherwise defined, in the Agreement shall have the same meaning as those terms in 45 CFR 160.103, 164.304 and 164. 501.

2. **Term.**

The term of the HIPAA obligations under this addendum shall commence as of the effective date of this contract and shall expire when all of the information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or if it is infeasible to return or destroy protected health information, protections are extended to the information in accordance with the termination provisions in this contract.

3. **Limits on Use and Disclosure.**

Business Associate shall not use or disclose protected health information provided or made available by Covered Entity for any purpose other than as expressly permitted or required by this contract or as Required by Law.

4. **Permitted Uses and Disclosures by Business Associate.**

a. **Statutory Duties.**

- (1) Business Associate acknowledges that it has a statutory duty under the HITECH Act to, among other duties:

- (A) effective February 17, 2010, use and disclose Protected Health Information only in compliance with 45 C.F.R. § 164.504(e) (the provisions of which have been incorporated into this Agreement); and
- (B) effective February 17, 2010, comply with 45 C.F.R. §§ 164.308 ("Security Standards: General Rules"), 164.310 ("Administrative Safeguards"), 164.312 ("Technical Safeguards"), and 164.316 ("Policies and Procedures and Documentation Requirements"). In complying with 45 C.F.R. § 164.312 ("Technical Safeguards"), Business Associate shall consider guidance issued by the Secretary pursuant to Section 13401(c) of the HITECH Act and, if a decision is made to not follow such guidance, document the rationale for that decision.

- (2) Business Associate acknowledges that its failure to comply with these or any other statutory duties could result in civil and/or criminal penalties under 42 U.S.C. §§1320d-5 and 1320d-6.

- (3) As of the effective date of Section 13405(d) of the HITECH Act, Business Associate may not receive direct or indirect remuneration in exchange for Protected Health Information unless permitted by the Act or regulations issued by the Secretary.

b. **General Use and Disclosure Provision.**

Except as otherwise limited in this contract, Business Associate may use or disclose protected health information to perform the functions, activities or services for, or on behalf of, Covered Entity as specified in the contract between the parties, provided that such use or disclosure would not violate the Security and Privacy Rules if done by the Covered Entity, or the minimum necessary policies of Covered Entity.

c. **Permissible Requests by Covered Entity.**

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Regulations if done by Covered Entity.

5. **Additional Purposes for Uses and Disclosures by Business Associate.**

- (a) Except as otherwise limited in this Contract, Business Associate may use protected health information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- (b) Except as otherwise limited in this Contract, Business Associate may disclose protected health information for the proper management and administration of the Business Associate, provided that:
- (i) The disclosure is required by Law;
  - (ii) Reasonable assurances are obtained from the person to whom the information is disclosed that it will remain confidential and be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, that the person will use appropriate safeguards to prevent use or disclosure of the information, and that the person immediately notifies Business Associate of any instances of which the confidentiality of the information has been breached per section 6.d of this Contract;
  - (iii) Except as otherwise limited in this Contract, Business Associate may use protected health information to provide data aggregation services to Covered Entity as permitted by 45 CFR 164.504(e)(2)(i)(B).
  - (iv) Business Associate may use protected health information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1).
  - (v) As of the effective date of Section 13405(d) of the HITECH Act, Business Associate may not receive direct or indirect remuneration in exchange for Protected Health Information unless permitted by the Act or regulations issued by the Secretary.

6. **Business Associate Obligations:**

- a. Limits on Use and Further Disclosure Established by Contract and Law. Business Associate agrees that information provided or made available by Covered Entity shall not be further used or disclosed other than as permitted or required by the Contract or as Required by Law.
- b. Appropriate Safeguards. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the protected health information other than as provided for by this Contract.
- c. Mitigation of Harmful Effects. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of the use or disclosure of protected health information by Business Associate in violation of the requirements of this Contract.
- d. Reports of Breach. Per the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA) Public. Law 111-5, Business Associate agrees to report to Covered Entity as soon as possible any use or disclosure of the protected health information not provided for by this Contract of which it becomes aware. If a breach of unsecured protected health information occurs at or by a Business Associate, the Business Associate must notify the Covered Entity no later than 60 days from the discovery of the breach. To the extent possible, the Business Associate should provide the Covered Entity with the identification of each individual affected by the breach as well as any information required to be provided by the Covered Entity in its notification to affected individuals.
- e. Subcontractors and Agents. Business Associate agrees to ensure that any agent, including any subcontractor, to whom it provides protected health information received from, or created by Business Associate on behalf of Covered Entity agrees in writing to the same terms, conditions and restrictions on the use and disclosure of protected health information as contained in this Contract.
- f. Right of Access to Information. Business Associate agrees to provide access, at the request of Covered Entity, to protected health information in a Designated Record Set, either to the Covered Entity, or as directed by Covered Entity to an Individual. This right of access shall conform with and meet the requirements of 45 CFR 164.524, including substitution of the words "Covered Entity" with Business Associates where appropriate.
- g. Amendment and Incorporation of Amendments. Business Associate agrees to make and incorporate any amendments to protected health information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR 164.526.
- h. Provide Accounting. Business Associate agrees to make internal practices, books, and records, including policies and procedures and protected health information relating to the use and disclosure of protected health information received from, or created or received by Business Associate on behalf of, Covered Entity available to Covered Entity, the Secretary, or the Secretary's designee for the purposes of determining compliance with the Security and Privacy Rules.
- i. Documentation of Disclosures. Business Associate agrees to document disclosures of protected health information and information related to these disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of protected health information in accordance with 45 CFR 164.528.

- j. Access to Documentation of Disclosures. Business Associate agrees to provide Covered Entity information collected in accordance with Section 6(i) of this Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of protected health information in accordance with 45 CFR 164.528.
- k. False Claims, Fraud and Abuse. Business Associate shall cooperate with and participate in activities to implement and enforce the Covered Entity's policies and procedures to prevent, detect and investigate false claims, fraud and abuse relating to Oregon Health Plan, Medicare or Medicaid funds. Business Associate shall cooperate with authorized State of Oregon entities and Centers for Medicare and Medicaid (CMS) in activities for the prevention, detection and investigation of false claims, fraud and abuse. Business Associate shall allow the inspection, evaluation or audit of books, records, documents, files, accounts, and facilities as required, to investigate the incident of false claims, fraud or abuse. Business Associate is required to verify that their staff and Contractors are not excluded from providing services under this contract funded by Medicare and Medicaid before services are provided. Business Associate is required to check the following databases for excluded individuals and entities:
  - Office of Inspector General (OIG)  
<https://oig.hhsc.state.tx.us/Exclusions/Search.aspx>
  - Excluded Parties List System (EPLS) [www.epls.gov](http://www.epls.gov)

#### **7. Obligations of Covered Entity**

- a. Limitations in Notice of Privacy Practices. Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity, in accordance with 45 CFR 164.520, to the extent that the limitation may affect Business Associate's use or disclosure of protected health information.
- b. Changes in Use or Disclosure of Protected Health Information. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose protected health information, to the extent that the changes may affect Business Associate's use or disclosure of protected health information.
- c. Restrictions on Use or Disclosure of Protected Health Information. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of protected health information, that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that the restriction may affect Business Associate's use or disclosure of protected health information.

#### **8. Permissible Requests by Covered Entity**

Covered Entity shall not request Business Associate to use or disclose protected health information in any manner that would not be permissible under the Security and Privacy Rules if done by Covered Entity, except if the Business Associate will use or disclose protected health information for, and the Contract includes provisions for, data aggregation or management and administrative activities of Business Associate.

#### **9. Security Assurances, the Business Associate will.**

- a. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the County as required by the Health Insurance Portability and Accountability Act of

1996 and the requirements of Health Insurance Reform, the Security Standards (45CFR Parts 160, 162 & 164); and, effective February 17, 2010, to comply with the provisions of the Security Rule identified in this Agreement.

- b. Ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect it;
- c. Report to the County any material attempted or successful unauthorized access, use, disclosure, modification, or destruction of information, interference with system operations in an information system, or any security incident of which it becomes aware;
- d. Authorize termination of the contract by the County, if the County determines that the Business Associate has violated a material term of the contract.

10. **Termination of Contract.**

- a. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

- (1) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Contract, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
- (2) Immediately terminate this Contract, if Business Associate has breached a material term of this Contract and cure is not possible; or
- (3) If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

- b. Effect of Termination.

- (1) Except as provided in paragraph (2) of this section, upon termination of this Contract, for any reason, Business Associate shall return or destroy all protected health information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to protected health information that is in the possession of subcontractors or agents of Business Associate. Business Associate, its subcontractors or agents, shall retain no copies of the protected health information. In the event that Business Associate requests protected health information, Covered Entity retains the right to grant or deny.
- (2) In the event that Business Associate determines that returning or destroying protected health information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon written notice to Covered Entity that return or destruction of protected health information is infeasible, Business Associate shall extend the protections of this Contract to the protected health information and limit further uses and disclosures of protected health information to those purpose that make the return or destruction infeasible, for so long as Business Associate, its subcontractors or agents maintains protected health information.

11. **Miscellaneous Provisions.**

- a. **Regulatory References.** A reference in this Contract to a section in the Security and Privacy Rules means the section as in effect or as amended.
- b. **Amendment.** The Parties agree to take any action as is necessary to amend this Contract from time to time needed for Covered Entity to comply with the requirements of the Security and Privacy Rules and the Health Insurance Portability and Accountability Act of 1996.
- c. **Survival.** The respective rights and obligations of Business Associate under Section 10 (b) of this Contract, Effect of Termination, shall survive the termination of this Contract.
- d. **Interpretation.** Any ambiguity in this Contract shall be resolved to permit Covered Entity to comply with the Security and Privacy Rules.
- e. **Entire Agreement.** This Contract consists of this Addendum and the Contract, together which constitutes the entire agreement between the Parties. Any alterations, variations, modifications or waivers of any provisions shall be valid only when they have been submitted in writing and approved by the Parties.

12. **Qualified Service Organization Contract Provisions.**

- a. CONTRACTOR is required to follow the Federal Drug and Alcohol law 42 C.F.R. Part 2, Subchapter A, as amended.
- b. COUNTY will make available or transfer to CONTRACTOR certain information in conjunction with goods or services that are being provided by CONTRACTOR to COUNTY, that is confidential and must be afforded special treatment and protection.
- c. CONTRACTOR will have access to or receive from COUNTY certain information that can be received, maintained, used, or disclosed only in accordance with this Contract and the Federal Drug and Alcohol law 42 C.F.R. Part 2, Subchapter A.
- d. CONTRACTOR Shall:
  - (1) Acknowledge that in receiving, storing, processing, or otherwise dealing with any information from the Program about the patients in the Program, it is fully bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2; and
  - (2) Undertake to resist in judicial proceedings any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the federal confidentiality regulations, 42 C.F.R. Part 2.

## Attachment A

### **PREA Volunteer and Contractor Information Acknowledgement Form**

Our goal at The Marion County Sheriff's Office is to keep everyone safe. Part of achieving that goal is making sure everyone understands how to prevent, detect, and respond to sexual misconduct. All Contractors, Volunteers and Employees must understand PREA (Prison Rape Elimination Act) rules and how to report a problem, or issue in the unlikely event misconduct is witnessed or reported by a victim.

**Important Rules to Know:** No one is ever allowed to engage in sexual misconduct.

- Sexual misconduct includes any kind of sexual contact, regardless of whether the other party agreed to the contact or not.
- This also includes sexual harassment: saying sexual things, saying things about someone's body, talking about whom someone likes to date, or making offensive gestures or comments.

Employees, contractors, and volunteers are prohibited from having any kind of romantic relationship with an adult in custody. There is no such thing as consent to sexual activity in a correctional setting.

Employees, contractors, and volunteers are prohibited from sharing personal details, such as their personal contact information, except in order to carry out their professional responsibilities. Similarly, employees, volunteers, and contractors are prohibited from making contact with adults in custody outside of each facility through any means (e.g., in person meetings, texting, or on social media), except in order to carry out their professional responsibilities.

**How We Keep Everyone Safe:** At the Marion County Sheriff's Office, we do a number of things to keep everyone safe, including:

- Educating adults in custody about their right to be free from sexual misconduct
- Conducting background checks of the individuals, we hire.
- Training employees, volunteers, and contractors on our policies on preventing, detecting, and responding to sexual misconduct.
- Maintaining appropriate supervision of adults in custody.
- Offering a number of ways adults in custody and others can report problems at each facility.
- Fully investigating all allegations of sexual misconduct.
- Providing services and support to adults in custody who allege they have been sexually abused.
- Protecting employees and adults in custody from retaliation for reporting problems or helping with an investigation



**What to Do If Sexual Misconduct is suspected, witnessed, or reported:**

- If an incident of sexual misconduct is witnessed or suspected, you must report it immediately by contacting a deputy or non-sworn employee.
- If an adult in custody discloses something that suggests an incident of sexual misconduct has occurred, stay calm, listen to what they are saying, take the report seriously, and convey a message of support (e.g., "I'm glad you were strong enough to come to me."). Let the adult in custody know the incident will be reported and an investigation will be conducted to make sure they are safe. Inform them the information will not be shared beyond those who need to know to fix the problem.
- If an adult in custody wants to share an incident and asks that it not be repeated, let them know about your limits of confidentiality. This includes reporting certain behaviors by law once you have knowledge or reasonable suspicion that a crime is being or has been committed.
- For example, you might say, "I am glad you came to me, and I can understand why you would not want me to tell anyone. If it is about someone hurting, harassing, or threatening you. I am required to report it. I respect your decision if you do not want to tell me as a result. But if you tell me, I can work with you to get help."

**Questions:** If you have questions pertaining to your PREA responsibilities or other facility rules, or your responsibilities while you are here, you may contact us by calling the Marion County Jail's Administrative section at (503) 581-1183.

**Acknowledgement:** By signing this form, you acknowledge that you have received, read, and understand your responsibilities regarding the Marion County Sheriff's Office sexual misconduct prevention, detection, and response policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_