

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

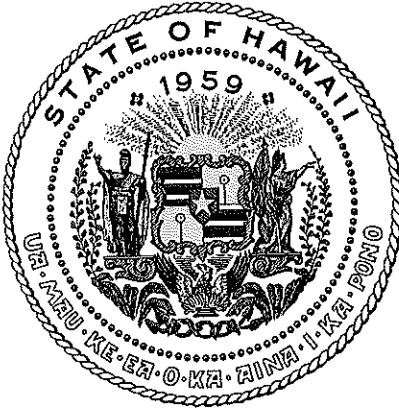

AUTHORIZED SIGNATURE

Sione Naata; Executive Director

PRINT NAME AND TITLE

01/19/2023

DATE



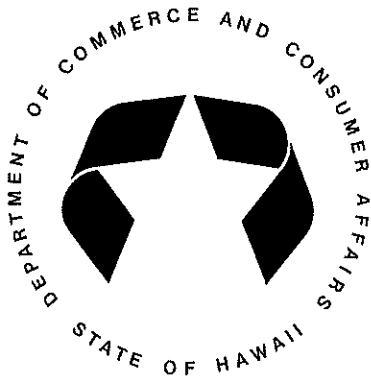
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BOBBY BENSON CENTER

was incorporated under the laws of Hawaii on 01/02/1986 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: December 05, 2022

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Bobby Benson Center

(Typed Name of Individual or Organization)

 01/18/2023
(Signature) (Date)

Sione Naeata, Executive Director

(Typed Name & Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

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

Please see attached Certificate of Good Standing dated 12/05/2022.

2. Declaration Statement

Please see attached signed Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawaii Revised Statutes dated 01/18/2023.

3. Public Purpose

Bobby Benson Center is confirming that these funds, if appropriated, will be used for the public purpose of providing Substance Use Disorder and Co-Occurring Mental Health Treatment Services through Residential Treatment for Adolescents ages 13-17 years and Continuum of Care Services (including Intensive Outpatient and Outpatient Services) to both Adolescents and Adults (18+ years).

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

A father's heartbreak and a dream of a better future for at-risk youth in Hawaii was the driving force behind the establishment of the Bobby Benson Center (BBC). Major Dave Benson, formerly of the Honolulu Police Department, founded BBC in 1990 after losing one of his sons (Bobby Benson, age 15) to suicide after a long struggle with substance use, ADHD and depression. The Benson's struggled for years to get the necessary help for Bobby and when he passed away Major Benson vowed to create a center for Hawaii's youth so that no other parent would have to go through the same struggle. BBC's mission is to serve individuals and families in Hawaii affected by substance use and co-occurring disorders, employing best practices through a continuum of treatment services.

Over three decades BBC has built a reputation within the State for providing excellent treatment services. BBC foundation is its Residential Treatment Center which operates a DOH-licensed 30-bed Special Treatment Facility for adolescents with substance abuse and co-occurring disorders. In light of recent research BBC understands that the earlier intervention occurs and in the least restrictive environment, the better the outcome. BBC also recognizes the need for services to the adult population. In October of 2019, BBC expanded to offer services on a continuum of care (which includes Outpatient and Intensive Outpatient services) for both youth and adults. This endeavor was aimed at

making our services accessible to clients across the State that have experienced intensified symptoms during the pandemic. We have received contracts and support from the State Alcohol and Drug Abuse Division and the City and County Grant In Aid organizations. The need for Continuum of Care services has been greater than initially anticipated and we have experienced a sharp increase in the demand for our services. Services include assessment, outpatient and intensive outpatient treatment, discharge planning, residential services, case management, consultation and aftercare services.

The mission at the Bobby Benson Center is to serve individuals and families in Hawaii affected by substance use and co-occurring disorders, employing best practices through a continuum of treatment services.

The BBC is fully accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) for the following: Intensive Outpatient Treatment: Integrated: SUD/Mental Health (Adults), Outpatient Treatment: Integrated: SUD/Mental Health (Adults), Outpatient Treatment: Integrated: SUD/Mental Health (Children and Adolescents), Residential Treatment: Integrated: SUD/Mental Health (Children and Adolescents).

Six (6) Months post Clinical Discharge surveys of our clients found:

- 95% of clients surveyed reported that they were satisfied with the services they received and feel like
- 93% of clients surveyed reported that BBC improved their life
- 94% of clients surveyed stated they have utilized the skills they learned while in treatment at BBC
- 95% of clients surveyed felt satisfied with the progress they made while attending BBC
- 95% of clients surveyed felt their culture and background were respected; and reported feeling a deeper connection
- 98% of clients surveyed
- 85% of clients surveyed maintained 6 months of sobriety
- 75% of clients surveyed of clients have improved relationships
- 80% of clients surveyed are pursuing or have obtained educational or career goals

With 32 years of service delivery experience, BBC has earned the community's trust and have built and sustained several partnerships to address the pervasive problems that face our Hawaii's at-risk populations. BBC has several Memorandum of Understanding and/or contracts with organizations throughout the state. Please see attached MOU's and Contracts.

2. The goals and objectives related to the request;

The BBC's vision is to connect, empower and transform lives. To give individuals the knowledge and skills needed to reach their highest potential. This applies not only to the clientele we serve but extends to our staff as well.

Goal One: Provide optimal treatment services that help people with substance use disorders achieve and maintain a meaningful and sustained recovery.

Goal Two: Provide optimal treatment services that help people with Co-occurring Disorders (Mental Health Disorders) develop skills and other means to cope with their mental health issues so that they might live their best life.

Goal Three: Provide services that are tailored to the individual's needs and that are best suited to where they are at.

Goal Four: To build connections and rebuild relationships between the individual and their families, their peers, their communities and with themselves.

Goal Five: Empower individuals and families through: Education, Skills Building, Career Building, Cultural Grounding, Self-Esteem and Confidence Building, and more.

Goal Six: Overcome and heal their trauma allowing the individual to release themselves from these emotional barriers in their lives.

Goal Seven: Recruit highly motivated and skilled staff

Goal Eight: Grow and retain skilled staff through multiple avenues such as enhanced training, team building, incentives and recognition programs.

Objectives

For the Grant Term:

- A minimum of 50 unduplicated youth will receive treatment through BBC's Residential Treatment Program.
- A minimum of 25 unduplicated youth will receive treatment services through BBC's Continuum of Care Treatment services.
- A minimum of 80 unduplicated Adults will receive treatment services through BBC's Continuum of Care Treatment services.
- Hire at least 20 new hires: Specifically (1) accounts payable/payroll clerk, (1) Accounts Receivable/Credentialing Specialist, (1) Facilities Technician, (1) Part Time Cook, (1) Culture Component Instructor, (1) Substance Use Disorder/Mental Health Group Facilitator, (1) Activities Coordinator, (1) Public Relations Coordinator, (2) Certified Substance Abuse Counselors, (1) Ho'okele Facilitator, (9) Youth Counselors/House Managers.

3. The public purpose and need to be served;

In a study done by Mental Health America (2020) it was found that mental health is increasing at an alarming rate. Amongst individuals who identify with more

than one race their rate of having some sort of mental health illness is significantly higher (at 12.4%) than the national average of 9.7%. Hawaii is ranked 7th in the nation for prevalence of Mental Health illness with around 187,000 adults in need of mental health services. Hawaii also ranks 11th in the nation for Adults with substance use disorders with around 76,000 adults needing substance use disorder treatment services. Amongst youth, Hawaii is ranked 10th in the nation for prevalence of Major Depressive Disorder (which is approximately 19,000 youth) and 16th in the nation for substance use disorder (SUD) (approximately 4,000 youth). Only 32% of adults, in Hawaii, that are in need of mental health treatment get the services they need as compared to 42% nationally. The percentage of youth receiving mental health services within Hawaii is slightly higher than adults at 33%.

National data show that a large majority of Native Hawaiians/Pacific Islanders live in lower-income families, suggesting a greater need for support to address SUD and mental health disorders (SAMHSA, 2020). The Wall Street Journal reported the importance of addressing the memory, depression, anxiety and sleep disorders often brought on by Covid-19. A study in Italy of 402 people found that 31% reported depression, 28% post-traumatic stress disorder and 42% reported feelings of anxiety since Covid-19 (Bhattacharya, 2020).

Covid-19 has only increased the urgency for these types of services. Covid-19 factors such as social isolation, absence of school structure, unemployment, increased substance use and domestic and other forms of violence have enhanced the urgent need for these services. Adults and Young Adults reporting adverse mental health conditions in the last six months has rapidly increased due to Covid-19. In fact, the CDC found that there was almost a 41% increase in reports of people suffering from some sort of adverse mental health disorder since Covid-19.

Eddie Mersereau; LCSW, CSAC, Deputy Director of Behavioral Health at the Hawaii Department of Health has stated that "I wouldn't say we weren't in a mental health crisis before Covid-19, but now it's being exacerbated...the increase in stress and anxiety and depression that we're starting to see, we think it's going to be on the rise for the next six to 12 months (Lyte, 2020)."

The US Census Bureau has estimated that the amount of Americans needing services has tripled since the onset of Covid-19 and agencies throughout Hawaii have reported massive increases of individuals reaching out for services such as the crisis line and AYW 211 who have both seen a 500-600% increase in calls (Blair, 2020).

The CDC has recommended that the public health response to the COVID-19 pandemic "should [be to] increase intervention and prevention efforts to address associated mental health conditions." And that "addressing mental health disparities and preparing support systems to mitigate mental health consequences as the pandemic evolves will continue to be needed urgently."

On Oahu, there has been a growing need for mental health treatment that is accessible and less restrictive than hospitalization or residential treatment. There is a large gap of services for young adults, ages 18 to 25 years, and limited services available for adults in need of intensive services in a much less restrictive environment.

Unresolved or treated mental health issues can lead to a myriad of personal, professional, and societal issues. It can also lead to maladaptive and risky behaviors such as increased substance use, domestic violence, sex trafficking, homelessness, self-harm and further traumatization/victimization. One must heal the mind and soul before they can begin to live a meaningful and successful life. Addressing a person's mental health and giving them skills and resources to help them become self-aware and self-sustaining is critical to long term success.

Offering different levels of care and services, BBC aims to help those within our communities who are struggling with both SUD and MHDs so that they may be able to have a healthy degree of functioning and become positive contributors to their communities. When a large part of a community's population is suffering from either MHD or SUDs it is difficult for the community as a whole to thrive and most often these communities become overwhelmed with crime, homelessness and violence. This frequently becomes generational as maladaptive behaviors are passed down from generation to generation. Breaking the cycle in just one adolescent or adult has the ability to change the lives of hundreds.

BBC is committed to creating strong and healthy communities in which individuals feel empowered and confident in the value they contribute to their family, workplace/school, neighborhoods and the State of Hawaii. Dismantling the barriers that have held those suffering back from self-actualization and fulfillment is crucial in the long term vitality of any community. Societal breakdown happens when we ignore the most vulnerable amongst us, thinking it is not the responsibilities of society to care, when in fact the very strength of our communities is reliant on supporting those who are struggling and help them find strength within themselves. Give a man a fish and he eats for a day, teach a man to fish and he can feed himself the rest of his life. Providing Clinical Evidence Based services like the ones BBC offers is akin to teaching a man to fish, once they are able to develop the necessary skills, heal past trauma and overcome the obstacles in their lives they will become less dependent on government services.

Bobby Benson Center has remained a place of employment on the North Shore of Oahu for over 32 years. During the pandemic we were able to maintain the majority of our staff without impacting their work or pay. However, the pandemic has had a major impact on the Bobby Benson Center. We have lost several staff due to the increase in costs throughout the State (many have left the State) and BBC is finding it difficult to recruit staff. Talented and skillful staffing is critical to the success of Bobby Benson Center.

4. Describe the target population to be served; and

Youth and Adults Struggling with Substance Use and Co-Occurring Disorders through residential and/or Continuum of Care Services.

Individuals throughout Oahu seeking employment or who are currently employed through the Bobby Benson Center.

5. Describe the geographic coverage.

The Bobby Benson Center Residential Services serves the entire State of Hawaii, The Bobby Benson Center Continuum of Care Services serves Oahu. Both programs offer employment opportunities to individuals living on Oahu.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

BBC offers the optimal standard of care which includes: screening, comprehensive assessment of the individual's needs, determining appropriate level of care, individualized treatment planning, outpatient and intensive outpatient treatment (group, individual and family counseling at different frequencies and intensities), discharge planning, consultation, case management as well as aftercare services and linking of the individual to community resources to ensure a successful actualization of treatment goals and success. Suitable interventions can decrease relapse potential and increase the chances of long-term sobriety and success. BBC provides substance use treatment that is classified as "clinically managed" services by the American Society of Addiction Medicine (ASAM).

Mission of Bobby Benson Center

To serve individuals and families in Hawaii affected by substance use and co-occurring disorders employing best practices through a continuum of treatment services.

- Ensure effective and responsive relationships with all referring State agencies and other sources to facilitate referral, treatment and discharge of youth are maintained.
- Ensure all accreditation, licensing, and contract standard requirements are met.
- Maintaining the capacity of existing bed space at Bobby Benson Center.

The Bobby Benson Center (Bobby Benson Center) is a residential treatment center for Hawaii youth ages 13-17 years suffering from substance use (SUD) and mental health disorders (MHD). The Center is a multidisciplinary therapeutic environment that incorporates best-practices utilizing the principles, methods, and procedures consistent with the current research and standards of care.

Bobby Benson Center aligns with the **Juvenile Detention Alternatives Initiative (JDAI)** as we also strive to help youth and their families gain control of their lives and help them to avoid further institutionalization. We believe wholeheartedly that helping these youth will not only benefit them but their families and communities as well.

The Bobby Benson Center is committed to **Family Strengthening Youth Development**. We believe that family involvement (when appropriate for the wellbeing of the youth) in treatment is critical to the success of the youth. At the Bobby Benson Center each client and family/legal guardian, as part of a multidisciplinary team, takes an active role in the development of the youth's treatment plan and are encouraged to participate in their youth treatment. We believe that family reunification and healing whenever possible is the best scenario for the youth. Bobby Benson Center's aim is to connect families with resources that will continue to support them when youth have been discharged from the facility. Treatment is based on complete assessments, diagnosis, level of impairment, and any additional needs as identified by family and youth.

The Bobby Benson Center utilizes **Trauma Informed Care**. In keeping with current evidenced based practices Bobby Benson Center moved away from the "level system" in 2013 and has prescribed to a trauma informed approach which: "(1) emphasizes the healing power of the relationship between treatment provider and survivor; (2) views symptoms as adaptations; (3) posits that crises can best be managed and eventually reduced through the development of feeling skills; (4) views the youth and the treater as an essential part of the healing process, and; (5) expects the work to have an impact on the treater that parallels the impact of trauma on the survivor". In collaboration with Child and Family Services and the Klingberg Traumatic Stress Institute, Bobby Benson Center adopted the Risking Connections model created by Karen Saakvitne.

The Bobby Benson Center is committed to the principles outlined in the **Prison Rape Elimination Act (PREA)**. We take all acts of violence and unwanted sexual behavior seriously and will not tolerate abuse of any kind. The Bobby Benson Center is also committed to the safety and well being of all clients regardless of sexual orientation or gender identification and believe that all clients deserve to be treated in an affirming and caring manner. We aim to offer **Lesbian, Gay, Bisexual, Transgender, or Questioning (LGBTQ) support** throughout their stay and direct them to resources that can offer support after discharge. The Bobby Benson Center also is a **Gender Responsive Services** provider. We serve both Male and Female youth as well as those who identify as transgendered or non-conforming. We do not give preferential treatment based on one gender or another, however girls who are pregnant are given priority for admission.

The primary clinical interventions are fundamentally strength based, integrating available evidence based practice of clinical treatment for the mental disorders of adolescents and an abstinence based recovery from substance use, abuse, and dependence. The primary clinical approach for addressing these issues is

influenced by a clinical foundation grounded on evidence-based interventions as identified by the American Academy of Pediatrics (2011) such as cognitive behavioral treatment (CBT), CBT with parents, Exposure, Social and Problems Solving Skills Training, Family therapy, Medication Management and Monitoring, and Motivational Interviewing to name a few. **Motivational Interviewing (MI)** is an important component to treatment at the Bobby Benson Center. Each of our therapists are trained in MI techniques and utilize the skills in the treatment of the youth. We believe that MI helps the youth better engage in treatment and motivate them to create positive behavioral change.

Bobby Benson Center provides a treatment orientation that is strength based, child centered, family focused, and culturally sensitive. The Bobby Benson Center focuses on the individual and their family and believes that treatment should be culturally aware and sensitive to their needs. **Cultural and Linguistic Competency** is key to providing the best services possible. We also are **Committed to the Professional Development** of staff. Clinical and residential staff receive on-going training to review skills and knowledge to implement the procedures associated with the designated clinical interventions as well as to update the understanding of underlying behaviors, including but not limited to cultural influences, history of trauma, developmental considerations, family history, and psychological foundations. These skills and the evaluation for training needs are routinely reviewed in weekly case review studies with the treatment team. Additional training and skills are identified in this process to facilitate the development of an Annual Training Plan.

There is a significant amount of research that suggests that the most effective form of treatment is one that is delivered in the most appropriate and least restrictive level of care. Youth referred to Bobby Benson Center has had little success in traditional outpatient settings and those suffering from substance abuse benefit more from longer-term treatment structures due to co-occurring/dual-diagnosis conditions. Research findings support the broad-spectrum application of cognitive-behavioral treatment, as the best treatment modality for substance abuse recovery, especially for adolescents with co-occurring disorders. Our focus with CBT is to address alcohol/drugs, relapse prevention, and any other adverse childhood experiences that may have contributed their drug/alcohol abuse and addiction by helping the client to:

- Increase self-insight, connect current feelings and behaviors to thought patterns and distortions;
- Develop methods of coping with negative emotional states;
- Learn methods to cope with cognitive distortions; develop essential skills to meet the many stressful demands inherent in life without the use of drugs (i.e., parents/guardians integration, healthy socialization with peers, anger management, vocational skills, academic skills, recreational and leisure skills, communication skills, etc.);
- Take responsibility and make amends to family members that have been harmed through their actions. Thereby, facilitating family support and understanding of addiction and mental health and helping the family and

client communicate current family dynamics and past events and feelings with the hope to promote healing within the unit.

- Identify high-risk relapse factors and develop strategies to address them;
- Understand relapse as process and an event;
- Understand and negate illicit drug cues as well as actual craving
- Understand and develop skills to better manage social pressures to use substances;
- Develop a supportive relapse prevention network;
- Work toward a balanced lifestyle;
- Develop a plan to interrupt a lapse or relapse.

One of the key elements of our program is the development of trust between the staff and the client in order to provide a corrective relationship experience with adults and authority figures.

At Bobby Benson Center the client:

- Are valued and treated with respect
- Learn to trust caring adults and use them for support in times of crisis
- Become aware of their patterns of self-defeating behavior
- Acquire strength-based social skills
- Learn to accept responsibility for inappropriate actions
- Act as a mentor and model appropriate behaviors for peers

Client's therapy experience is a significant and necessary component of the milieu treatment program. Clients receive a minimum of 1 hour of Individual Therapy weekly, a minimum of 1 hour of Family Therapy every week, Anger Management group once a week, and Process Group Therapy daily. In Individual Therapy, the client has the opportunity to safely process past individual traumas that are impacting current functioning and that, in many cases, are the root of why clients began maladaptive behaviors. Each therapist receives ongoing training on how to address such trauma using evidence based treatments.

Each staff member, therapist, teacher, and other direct care providers are trained in an advanced, interactive therapeutic strategy called Life Space Crisis Intervention (LSCI). This intervention maintains that each crisis situation can be turned into learning opportunities for children and youth with chronic patterns of self-defeating behaviors. Rather than focus solely on consequences for behaviors, the Center views stressful incidents as opportunities to gain insight and then work towards a corrective emotional and behavioral experience. The entire staff is also trained to observe the adolescents in positive behaviors and to recognize them immediately. The staff is aware that their attitudes and relationships with the adolescents are essential in motivating changes in behaviors. School at the Center is 3 hours a day, 4 days a week. While attendance is mandatory, the staff discuss weekly how to apply incentives for clients to participate and pass all their classes. IEPs apply to some clients and others would like to learn vocational skills. The Bobby Benson Center Learning Center provides both according to the client's needs and the family's input.

Fetal Alcohol Spectrum Disorders (FASD) are the most common form of developmental disability in the western world. FASD is tricky because the effects can be manifested in various ways with different people, with some it can be physical, with others mental and some a combination of both with either developmental impairments or delays. The use of alcohol by a pregnant woman can severely affect the development of a young fetus. FASD are the long-term effects of in Utero exposure to alcohol (and in some cases other illicit substances). This population (including various other developmental and neuro-developmental spectrum disorders) can be tougher to deal with in day to day interactions, when acting on impulse, and especially during a high stress or crisis as they have a harder time implementing coping skills in the moment. Bobby Benson Center has had numerous clients who have been diagnosed with an FASD and understands the added insight and education needed to support staff in interactions with this type of client.

Learning/developmental disabilities, moodiness/mood swings, hyperactivity, struggles with memory, attention and coordination as well as other physical detraments are associated with in Utero exposure. These determinants affect the youth's behavior which can intern effect social interactions, struggles in school and impulse control. Although FASD cannot be cured and seems to get worse/more intense with age, youth and adults can be educated on, build insight into and identify healthy mechanisms for coping to help the youth/adult be able to live a productive/successful life. FASD treatment could also include medication for one or more of the various symptoms experienced by these youth. The key in helping all youth who attend the Bobby Benson Center program is to figure out what is best for the individual's long term success through assessment and then treatment plan to best support the youth's goals and success.

Discharge planning is a team effort and begins upon admission to Bobby Benson Center. The team process incorporates communication and collaboration between staff at Bobby Benson Center, the resident, family members, and community partners. This information and collaboration is obtained through a variety of mechanisms that include case review, family therapy, external treatment team meetings, court hearings, and individualized education planning with the residents' home school. A child is considered non-clinically discharged if they have not met these criteria upon leaving the program.

Service Description and Implementation

Treatment is based on the strengths and needs as identified by client and family, psychological/psychiatric evaluations, care coordinators/case managers, probation officers, and the multidisciplinary team at Bobby Benson Center. Evidence-based interventions (EBI) are intended to build on these strengths and needs as well as their diagnosis. The identified EBI strategies are discussed during the weekly 2 hr. case review meeting. During these meetings therapists extend a clinical case for utilizing a particular intervention with a client and how that intervention is consistent with the client's strengths, needs, and diagnosis. External team meetings occur at least once a month. Family therapy sessions

occur weekly or more frequently as clinically indicated. Family and client case management typically occurs daily and includes involvement with the child's family. Evidence-based service options are discussed with parents/legal guardians throughout the client's stay through these mechanisms and families are asked to participate in the evaluation of treatment through filling out Bobby Benson Center's monthly Family Input form.

Upon admission to Bobby Benson Center, the team determines the most effective and appropriate treatment plan and reviews the plan with the multidisciplinary team and other necessary stakeholders promptly after admission. An updated monthly treatment plan submitted to the external treatment team as well as Bobby Benson Center's Clinical Director, Teacher, and Chemical Dependency facilitator to address new and/ or ongoing challenges and goals. A discharge summary is provided to pertinent multidisciplinary team members within 7 calendar days of discharge.

At least one hour of individual therapy is provided weekly for each client and documented 24 hours after the encounter. Weekly family sessions are provided for each client and their family and will be documented 24 hours after the encounter. External team meetings, court hearings, and all encounters with the Bobby Benson Center Nurse (including medication administration) will be documented within 24 hours of service. A contracted child psychiatrist will see each child once a month and will document encounters. The education staff document at least once a week to update the progress of the child in school. Chart review occurs quarterly to ensure that clients are receiving the services promised and also to ensure that there is congruence between client diagnosis, medical needs, family input, treatment goals, and interventions.

The Bobby Benson Center seeks to hire staff that relate and are responsive to the needs and circumstances of our youth and their families. They reflect the myriad of cultures found among our state and have an understanding of the familial and community dynamics where our youth and families reside. Many staff are bi-lingual speaking both English and Hawaiian, Hawaiian pidgin, Samoan, Tongan, Tagalong, Japanese, and Spanish. The clients recently translated the 12 Steps into Hawaiian pidgin which are now posted in every building in the Center. When language becomes a barrier in access to treatment, when available the Bobby Benson Center staff translates. When there is a need, and if the parents authorize it, Bobby Benson Center hires a professional translator to see to the linguistic needs of the client and family.

Upon admittance to the Bobby Benson Center, youth are immediately integrated into the milieu and receive orientation to the program. Additionally a peer pal and staff buddy are assigned to youth to ensure a connection is immediately established. Each youth is given the opportunity to learn and develop the skills, behaviors, and thought processes that will help them be successful in their personal relationships, families, and their community which is rooted in Hawaiian values and has been shared with "locals" whose ancestors came to work the fields of the islands.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Outcome	Timeline
Graduate a minimum of 24 clients from Residential Treatment Services with a Clinical Discharge	1 year grant period
Provide 144 Ho'okele/Cultural Exploration sessions	12 per month for a 1 year grant period
Provide 16 Extracurricular Activities (off facility)	4 per month for a 1 year grant period
Provide 144 on facility activities (Sporting, Life Skills, Cultural, Educational, Crafting, Peer Bonding, etc.)	12 per month for a 1 year grant period
Provide 624 Groups (Anger Management, Process Group, Step Group, DBT, Relapse Prevention, SMART Recovery, Big Book Study, Why Try, AA/NA meetings)	13 per week for a 1 year grant period
Provide 30 hours of training to all staff	1 year grant period
R.I.C.H. Champion program	1 monthly over a 1 year grant period
Team Buildings	Once a quarter for a 1 year grant period

- 3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and** Bobby Benson Center has an active Quality Assurance Program that consists of several committees who meet on a monthly/weekly basis such as: Board of Directors, Executive, Quality Assurance/Management, Safety, Financial, and Clinical Case Review. The Committee's head reviews all meeting minutes and gives feedback or gets clarification on items noted in the meeting minutes. Within the report the department/committee members acknowledge

accomplishments, strengths, needs, strategic goals and address obstacles, propose action steps and give feedback on what is working and what needs improvement. The Executive Team coordinates all activities relative to the Quality Assurance Plan and other monitoring processes at Bobby Benson Center. This includes other committees addressing health, safety, and professional staff needs. Under the direction of the Executive Director the QAC provides staff support and coordination for all quality assurance activities.

Bobby Benson Center has a Quality Assurance plan for the organization as a whole which clearly identifies Bobby Benson Center's mission, vision, services provided, how they are delivered, who is qualified to deliver the services, who qualifies for services, and how we assess the quality and utilization of our services. Each department at Bobby Benson Center has a 5-year Quality Assurance Plan (QAP) that shows the department's role in accomplishing the mission of Bobby Benson Center and includes: the department's vision, two S.M.A.R.T. goals, S.W.O.T. and risk analysis, Processes and Flow Charts, and current Job Descriptions/Performance Evaluations.

The Quality Assurance Coordinator (QAC) is the designated staff member who coordinates all Audit reviews ensuring documentation is ready and available to audit reviewers. Bobby Benson Center agrees to undergo any and all program assessments and/or reviews. Audit recommendations are addressed in a timely manner and implemented to improve the quality of our program. Bobby Benson Center believes in actively improving our services and sets goals to achieve for the center as a whole and for each department. These are followed up on a monthly basis during our QA committee meeting. In our annual strategic planning meeting our Bobby Benson Center Executive Team, Management Team and Board of Directors will meet to discuss both our 5 years goals and our fiscal year goals, evaluate them for successes, obstacles/challenges, and make necessary adjustments to ensure success. Progress will be documented in both our monthly QA report and our Annual Strategic Planning report.

To achieve the desired outcomes Bobby Benson Center utilizes best practices and current research to employ such treatment activities, models and approaches. Bobby Benson Center firmly believes in the Trauma Informed Care Model with a Risking Connections approach, Motivational Interviewing, CBT and DBT, providing wholesome recreational activities, client centered and family oriented treatment, assessments to help determine appropriate level of care, continuing to further the clients education, and participation in CD-ED classes and family, individual and group therapy. Also part of its output Bobby Benson Center keeps a client roster listing the name, date of birth, date of admissions. Bobby Benson Center also records unduplicated clients served. The unduplicated client count is to be included in our quarterly reports, culminating in a final unduplicated client count on our final report.

The center also maintains records of the number of clients referred for substance abuse treatment assessment, assessments completed, assessment not completed and why, number of clients referred to treatment, number of youth who were admitted to treatment, number of youth discharged from treatment and their status of discharge (clinical or non-clinical), average length of treatment. Bobby Benson Center also tracks the number of clients who receive services for less than 30 days as well as those receiving services for more than 30 days. Lastly, Bobby Benson Center tracks the number of client's Legal Guardian(s), Parent(s), and/or Family members referred for services and who actually received services. If contracted, Bobby Benson Center will provide all this information to Judiciary on a monthly basis. Unduplicated client rosters will be presented to the Judiciary on quarterly reports and aggregated year-end reports.

Bobby Benson Center sets measurable clinical outcomes that are focused on the health, function and quality of life that result from our care. These outcomes are critical to providing safe, accessible and effective care and establish the long term benefit to both the individual, their families and communities. Bobby Benson Center focuses on integrated outcomes. Bobby Benson Center targets the multiple impacts of substance use; and both substance use and mental health outcomes. Bobby Benson Center measures risk reduction per life domain and the trajectory of reduced risk and use over time.

- **Individual:** Improvement of Mental Health and reduction of substance use. Tools used to measure individual progress: CAFAS, Ohio Scales (both youth and parent), Client survey, ASAM placement criteria, Follow-up surveys)
- **Substance Use:** Drug screens/reported substance. Tools used to measure substance use: DAST-10, AUDIT, CAGE-AID, ADAD, YASI, ASAM Placement criteria, supplemental questionnaire, diagnostic criteria checklist, UA records, follow-up surveys)
- **Risk behaviors:** Reduction in risk behaviors (criminal activity, truancy, trafficking). Tools used to measure risky behaviors: CSEC and Trauma Screening, and Follow-up surveys.
- **Mental health symptomatology:** Decrease in hospitalizations and/or institutionalization. Ways to measure Mental Health symptomatology: Weekly review as part of Case review as well as tracking trends and patterns of reportable incidents and sentinel events.
- **Family:** Level of functionality within the family, quality of family relationships; monitoring and supervision; if youth remains in home and community at end of treatment. Bobby Benson Center

measures family progress: Ohio Youth Scales, CAFAS, Family survey, and family therapy progress notes.

- **School:** In school and passing; no new suspensions or expulsions; days truant. Bobby Benson Center measures this through communication with the client's school and various achievements. It also utilizes the follow-up survey.
- **Community:** No new court charges (Probation violations; misdemeanors; felonies). Accept responsibility for their actions and make amends where possible. Bobby Benson Center measures the client's community involvement through follow up surveys and community surveys.
- **Peers/Social:** Prosocial peers and activities. The client builds and maintains healthy relationships with their peers, teachers, and other community members. This is measured by follow-up surveys and Peer Affiliation and Social Acceptance (PASA).
- **Retention:** Attends and engages in their treatment, maintains sobriety, continues use of skills learned while in program. Bobby Benson Center maintains a record of each client's attendance of each treatment activity offered and their level of engagement. It also follows up with the client 6 months, 12 months and 24 months post discharge to see if they are still utilizing the skills they learned while in treatment and determine sobriety.

Methods of Data Collection

Functionality and Perception of Care

Bobby Benson Center currently utilizes the CAFAS and the Ohio Scales for Youth Survey to measure the youth's response to treatment and gain insight into perception of care of both the youth and their legal guardian(s).

Customer Satisfaction

Bobby Benson Center uses several surveys to measure the satisfaction of those served: Client survey (conducted mid treatment and prior to discharge), Family Survey (done post discharge), Community/External Team Survey (done post discharge); Bobby Benson Center also has several suggestion/feedback boxes located throughout the facility accessible to clients, staff, and other parties involved. These boxes are reviewed by our Executive and Clinical Director who then present a summary to the Executive team for discussion. Bobby Benson Center also has a grievance process for clients, staff and others. Follow-up Surveys (these are sent out 6 months, 12 months and 24 months from client's clinical discharge date).

Data Management

Bobby Benson Center currently utilizes the following data storage options to store information: 1.) Online cloud-based data storage 2.) onsite public server (data is organized and stored in different folders that are accessible only to the appropriate staff members who need access to do their jobs), 3.) Each current client has two physical client records (charts): a.) Black Client charts which are secured in a locked cabinet in the administration building b.) Client Medical Charts secured in a locked filing cabinet inside the nursing office. 4.) Client information and data collection is also stored in Apricot Case Management Software.

Access to current client charts storage is limited to staff needing immediate access in order to perform their duties. Discharged youth's records are closed out into pressboards and stored in locked cabinets located in the therapist's office and access to these charts is limited to appropriate staff. Bobby Benson Center currently uses WITS and CAMHD's MAX system to document clinical documentation, group notes, Individual/Family/Group Therapy notes, Progress notes, services provided, Intake and Discharge notes, Medical Notes, and billing information. All staff are encouraged to backup all their files onto USB drives that must remain secured on the facility.

Data is to be accessible to all appropriate staff or external entities as required for them to do their jobs. Any data storage and retrieval must be in accordance with Bobby Benson Center Policy and Procedure and/or federal laws. Data will be used for programmatic and internal evaluation purposes. Research activities/projects must be approved in writing by the Bobby Benson Center's Executive and Clinical Directors and consents to obtain/release information must be signed by both the youth and their legal guardian.

Program Evaluation System

The Program Evaluation System is designed to meet the following objectives:

- Assure that there is optimal utilization of professional staff members to meet the service needs of youths.
- To assure that the program is operated in a cost effective manner.
- To systematically evaluate the administrative and programmatic directions of the facility.
- To evaluate, on an ongoing basis, the attainment of program and service goals.
- To evaluate the attainment of goals based upon an assessment of the objectives achieved.
- To maintain demographic information to determine character of youth case load.
- To present to the Board of Directors at monthly meetings goals and objectives and the ability to attain such pre-established goals and objectives.

- To establish mechanisms for a yearly review of the Program Evaluation System and its effectiveness as a management information system.

Quality Review of Client Care

Chart reviews (current and discharged youth) are performed quarterly by the Clinical Director (CD) or other Qualified Mental Health Provider (QMHP) to ensure all documentation and client records are accurate and in compliance with the highest standards set by all our accrediting, licensing, contracting and funding providers. Concerns found during these reviews are addressed immediately and all necessary steps are taken to correct any areas of non-compliance. The review helps the Bobby Benson Center ensure that all necessary information has been collected and documented correctly, that the client's needs are being met, that they are receiving the services promised and that the quality of care meets best practices and the highest of standards.

Confidentiality

Bobby Benson Center strictly adheres to all federal confidentiality laws such as the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2. All Youths' Health Protected Information (HPI), arrest, and case management records are kept strictly confidential and under the management of Bobby Benson Center administrators. Bobby Benson Center will comply and ensure that all Release of Information is completed for youth and families, to provide adequate consistency in services that include, but is not limited to, treatment plan creations and case management for the youth and their families. These are basic and necessary expectations for all youth and families that come through Bobby Benson Center.

Exception In the cases of reported child abuse, neglect, or if the youth is in imminent danger to him/herself or others. In such cases, their records will be disclosed to the appropriate agency so adequate support can be provided. Any released information will have all identifiers removed prior to release unless the youth and their legal guardian specify otherwise in writing. Failure to comply with any of Bobby Benson Center's written Policy and Procedures and/or standards set by: Federal Law, Bobby Benson Center contracts or other Accrediting/Licensing bodies, will result in a progressive corrective action as outlined in our Policy and Procedures.

Program Evaluation

Bobby Benson Center's evaluation of services has several purposes: 1) to gain timely insights and feedback of program services so that adjustments can be done and so the immediate needs of the youth and their family are met quickly 2) To encourage data based decisions and to help in making informed decisions in the program planning process 3) Ensure the quality of our services and programs 4) Identify Strengths, Weaknesses, Opportunities and Threats of the program 5)

Provide evidence of the effectiveness of the program to all stakeholders. 6) To assure that the program is operating in a cost-effective manner.

Reporting

Bobby Benson Center submits written quarterly and year-end reports (to both CAMHD and Judiciary) summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are submitted 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.

Reports consists of a statement by the Bobby Benson Center to the work accomplished during the reporting period and include statements of the nature of the work performed, identification of persons served by the applicant during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the applicant, as well as a statement of what activities are proposed to be accomplished during the next reporting period. Upon request, Bobby Benson Center can meet with representatives of the Judiciary to discuss the progress of the work required.

The Bobby Benson Center will submit a final written report to the Judiciary at the end of the contract period. The report shall include documentation of the Bobby Benson Center's overall effort towards meeting the program goals and objectives, to include information on the outcome(s) of quality improvement activities in which the program is engaged. Furthermore, the Bobby Benson Center shall furnish any additional reports or information that the Judiciary may from time to time require or request.

4. ***List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.***

BBC measures both quantitatively and qualitatively when evaluating the effectiveness of its services.

Quantitative measures (participation information) are to include:

- Graduate a minimum of 24 clients from Residential Treatment Services with a Clinical Discharge
- Provide 12 Ho'okele/Cultural Exploration sessions per month
- Provide 4 Extracurricular Activities off facility per month
- Provide 12 on facility activities per month (Sporting, Life Skills, Cultural, Educational, Crafting, Peer Bonding, etc.)

- Provide 13 Groups per week (Anger Management, Process Group, Step Group, DBT, Relapse Prevention, SMART Recovery, Big Book Study, Why Try, AA/NA meetings)
- Graduate a minimum of 25 clients from Residential Treatment Services with a Clinical Discharge
- Provide 12 Ho'okele/Cultural Exploration sessions per month
- Provide 4 Extracurricular Activities off facility per month
- Provide 12 on facility activities per month (Sporting, Lifeskills, cultural, educational, crafting, peer bonding, etc.)
- Provide 13 Groups per week (Anger Management, Process Group, Step Group, DBT, Relapse Prevention, SMART Recovery, Big Book Study, Why Try, AA/NA meetings)
- Clients will attend and actively participate in at least 75% of all activities, groups and therapy sessions.
- Provide 30 hours of training to all staff
- Recognize 1 staff per month through our R.I.C.H. Champion program
- 4 Team Buildings per year

A more qualitative measure will give us an understanding of impact:

- 80% of all BBC clients who successfully completed treatment will report upon discharge a high level of confidence in their ability to become and remain thoughtful, engaged and positive contributing members of their communities.
- 80% of all individuals who successfully complete treatment through BBC services will report upon discharge an increase in meaningful and healthy relationships.
- 80% of all individuals who successfully completed treatment through BBC services will report 1 year post discharge continued meaningful and healthy relationships.
- 85% of all individuals will report 6 months post discharge that they are either gainfully employed or enrolled in some type of educational program.
- 90% of BBC clients will report that they received services appropriate to their needs while in treatment.
- 95% of BBC clients who need additional services, resources and support will report that BBC advocated for their needs and worked toward providing the additional support they needed.
- BBC staff will report an 85% satisfaction rate with their employment.

IV. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
 - a. Budget request by source of funds (See attached)
 - b. Personnel salaries and wages (See attached)

- c. Equipment and motor vehicles (Not applicable)
- d. Capital project details (Not applicable)
- e. Government contracts, grants, and grants in aid (See attached)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
75,019.75	75,019.75	75,019.75	75,019.75	300,079

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

See attached

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

See attached

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

See attached

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

See attached

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

BBC has been providing adolescent residential substance use treatment services since September 10, 1990. BBC represents the first non-hospital substance use program for adolescents in Hawaii. In October of 2019 BBC began offering screening, assessment, placement determination referral, outpatient and intensive outpatient services also. The BBC applies a trauma informed framework in Risking Connections with the philosophy that the individual if provided with the adequate tools and knowledge can be a positive contributor to their family, community and society. With the three decades plus of experience BBC has developed the specialized skills needed in effectively approaching substance abuse with youth. BBC has proven itself to be very skilled and effective at treating youth with substance use disorders as evidenced by both

high utilization and analysis of performance measures. BBC is skilled in empowering the youth and their families to gain insight into their maladaptive behaviors, learn necessary skills and overcome barriers.

BBC works in collaboration with the youth and their families to create a Strength, Needs, Abilities, Preference and Recommendations (SNARP) profile. BBC with the youth and their family creates an individualized treatment/service plan for each client in accordance to the recommendations, needs, strengths, and abilities of the youth and their family. Ensuring services occur in a manner conducive to realistic and attainable goals that are in the best interest of the individuals. The youth are treated as experts and collaborators in their treatment and are encouraged to advocate for themselves during the entire treatment process. Treating the client in this manner fosters feeling empowered, increasing self-respect, self-trust and a sense of self-worth through developing positive relationships. Development of healthy family relationships through participation in the process is also highly encouraged and is vital to the overall success and sustainability of long-term sobriety for the youth.

Healthy connections between staff and clients are also crucial to providing a positive experience for the client with service providers, other adults and authority figures. BBC has used evidenced based/best practices for over three decades such as Dialectical Behavioral Therapy, Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, and Motivational Interviewing. Trauma informed care is integrated within the milieu with these clinically and evidenced based practices of treatment. BBC uses best practices in a multidisciplinary therapeutic environment utilizing the principles, methods, and procedures consistent with the current research and standards of care. Holistic collaboration with external team members and additional agencies helps to ensure that the client is provided with necessary/appropriate individualized services. Focusing on a common goal helps to provide structure and support for both the individual and their families resulting in more sustainable outcomes.

BBC, in 2013 adopted A Trauma Informed Care approach with the Risking Connections model to be more conducive with evidence based clinical practices for mental health disorders. In addition, BBC utilizes a strengths-based recovery system that uses the stages of change model to support the client in gaining insight into and decreasing and/or abstinence from substance use and other maladaptive behaviors. BBC has non-discrimination policies for non-conforming youth and regularly trains staff on culture and diversity. BBC has worked with several outside agencies to provide training on LGBTQ population and is working closely with the CAMHD to provide safe and effective treatment for this vulnerable population of clients.

BBC remains in full compliance with the OHCA and Child and Adolescent Mental Health Division (CAMHD), as well as maintaining full accreditation with CARF, ADAD and with our major health insurance companies. With combined efforts of all staff, BBC maintains standards expected and are met in a timely manner. For

this specific proposal the target population would be adults who for whatever reason receive services from the first circuit of the Judiciary branch of the state of Hawaii and their families.

BBC has provided treatment and coordination of care services to youth and families in Hawaii for over three decades. BBC has contracted with the Child and Adolescent Mental Health Department (CAMHD) and the Judiciary for the past decades to provide residential treatment services for adolescents and their families. BBC has contracted with the Office of Youth Services (OYS) to provide day treatment services from 2012 to 2015. During this period of time, BBC was able to successfully operate the program but had to unfortunately close in 2015 due to discontinuation of funding. BBC had contracted with the Alcohol and Drug Abuse Division (ADAD) to provide residential treatment services for many years until ADAD discontinued funding for residential treatment services for youth. In 2019, BBC contracted with ADAD to provide Coordinated Access Resource Entry (CARES) services, which is ongoing through BBC's Continuum of Care services. The purpose of the CARES contract is to assist clients in finding appropriate levels of care through: Screenings, assessments, and determine the appropriate level of care for placement, then providing services through the identified level of care being outpatient, intensive outpatient or residential services for the youth as needed.

Bobby Benson Center continues to receive excellent audit reviews from the following agencies: CARF, CAMHD, ADAD and OHCA. With combined efforts of all staff, Bobby Benson Center maintains standards expected and are met in a timely manner. CARF - awarded three year accreditation (2022-2025); We passed with a 95% and above on ADAD (2016-2022); OHCA (2016-2023) passed; CAMHD (2016 - 2022).

* Recommendations from audit reports are implemented to improve quality service

REFERENCES LIST	
<p>ADAD Melanie Cordova, MPH, MBA Program Specialist</p> <p>Phone: (808) 692-7618 Email: Melanie.Cordova@doh.hawaii.gov</p>	<p>CAMHD *Clinical Services Kurt Humphrey, M.D. Medical Director</p> <p>Phone: (808) 733-9880 Email: Kurt.Humphrey@doh.hawaii.gov</p>
<p>JUDICIARY Louise K Crum Program Specialist</p> <p>Phone: (808) 954-8226 Email: Louise.K.Crum@courts.hawaii.gov</p>	<p>CAMHD *Performance Management Dana Abdinoor, LSW Performance Manager</p> <p>Phone: (808) 733-4451 Email: Dana.Abdinoor@doh.hawaii.gov</p>
<p>CARF Vidal Ramirez Resource Specialist</p> <p>Phone: (888) 281-6531 ext. 7131 Email: vramirez@carf.org</p>	<p>CAMHD Ariel Wallace-Wong, MSW Program Monitoring Specialist</p> <p>Phone: (808) 733-9133 Email: ariel.wallace-wong@doh.hawaii.gov</p>
<p>OHCA Roel Salanga, R.N. Nurse Consultant, STF/TLP Coordinator</p> <p>Phone: (808) 692-7412 Email: roel.salanga@doh.hawaii.gov</p>	

CONTRACT	DESCRIPTION OF SERVICES	PERIOD OF PERFORMANCE	POINT OF CONTACT	CONTACT INFO
CAMHD	CBR 3 Services, Family, Group, and Individual Therapy, Care Coordination, Transitional Services, Substance Abuse Screening, Assessment, Intake, Health & Wellness Planning, Discharge	2019-2023	Carol Evans	Address: 3627 Kilauea Avenue, Room 101 Honolulu, Hawaii 96816 Phone: 808-733-9333 Email: Carol.Evans@doh.hawaii.gov
JUDICIARY	Same as above	2019-2023	Anona Gabriel	Phone: 808-965-8275 Email: Anona.L.Gabriel@courts.hawaii.gov
HMSA	Same as above	2019-2023	Linda Chan	Address: 818 Keeaumoku St Honolulu HI 96814 Phone: 808-948-5903 Email: Linda_N_Chan@hmsa.com
KAISER	Same as above	2019-2023	Shari Ilalaole	Address: 2828 Pa'a St. Honolulu, HI 96819 Phone: 808-432-5777 Email: shari.ilalaola@kp.org
ADAD	Coordination, Transitional Services, Substance Abuse Screening, Assessment, Intake, Health & Wellness Planning, Discharge Group, and Individual Counseling	2019-2023	Melanie Cordova	Address: 601 Kamokila Blvd. Room 360 Kapolei, HI 96707 Phone: 808-692-7618 Email: Melanie.Cordova@doh.hawaii.gov

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Bobby Benson Center's residential campus is located on Oahu's beautiful North Shore in Kahuku. One of the strengths of Bobby Benson Center's location is its remote distance from the typical areas where youth have engaged in high-risk behaviors. There are few distractions in this setting. The layout is open with a varied lush tropical landscape providing an atmosphere for the youth's recovery. In this tranquil environment youth and their families are taught skills needed to promote a full and lasting recovery to substance use and co-occurring disorders.

The entire facility is wheelchair accessible. Two cabins have wheelchair accessible rooms and bathroom facilities. The main building includes administrative offices, conference room, nurse's office, reception area, command room and other staff offices and storage areas. This building is adjacent to the bathrooms, laundry facility and a longhouse style community dining hall that can serve 65 people. The recently renovated kitchen is part of the dining hall and is fully functional. The dining hall can also house large facility wide activities. There is a central field in the center of the facility that is surrounded by a walkway that leads to the four residential cabins and to the schoolhouse (20 x 30 foot building). The schoolhouse is located on the western end of the facility primarily used for educational purposes. Cabins 1 and 2 house female clients and Cabins 3 and 4 house male clients. Each residential cabin has five bedrooms, with its own AC unit and bathroom. Each cabin is licensed for eight beds (two clients each in four bedrooms). The center of the cabin is designed as the living room area furnished with comfortable couches and chairs where clients can relax and enjoy entertainment and/or each other's company. All rooms in the cabins are outfitted with energy blackout curtains that provide privacy, coolness in the summer and retaining the heat in the winter. The windows all have screens to keep out bugs and other insects. Each cabin also has a therapist's office that is separate from the youth's housing so that the youth can receive therapy in a safe and confidential space. Cabin two also has an office space dedicated to the Executive Director.

There is an alarm on the outside of each cabin in the event clients elope from the facility. In addition, a perimeter fence surrounds the whole facility, which deters trespassers from entering Center grounds. The entrance gate has a call box with a code known only to personnel. Emergency procedures and Evacuation routes are posted in all buildings. There is also a disaster plan booklet in each of the buildings. Emergency drills such as fire, power outage, tsunami, bomb threats are conducted each quarter.

A trailer is located opposite the dining hall with offices for Continuum of Care Services for the North Shore and Ko'olau communities. It has enough separation so that services can be provided to both youth and adults without crossing paths.

Bobby Benson Center also leases a property located at 2045 Kamehameha IV Road, Honolulu, HI 96819. The facility is a physical business address located within the Kalihi HPD District 5 and is registered as a business within the State of Hawaii. The property meets all required standards of the contract and will adhere to the Americans with Disabilities Act (ADA) requirements. Accessible parking for those with disabilities, HPD officers and youth/families will be provided without cost to them. The facility is accessible 24 hours a day 7 days a week and as such measures to ensure the safety of staff, youth and their family, HPD and others is prioritized. Such measures include adequate external lighting, close proximity of parking to the entrance of the facility, secured and monitored entrance that must be buzzed in to allow entrance. In addition to being safe it is also important that the facility is welcoming and well maintained. Bobby Benson Center has secured a property that does not have any architectural barriers that would impede any individual with disabilities from accessing the facility and/or services. It also has an ADA compliant bathroom that is wheelchair accessible. All staff are trained on how to work with or assist disabled individuals. Services animals whenever applicable will be welcomed and Bobby Benson Center will make it clear that services animals are allowed on property through visible signage. Additionally, all signage throughout the facility will be ADA compliant with large font, non-discriminatory wording, and include Braille lettering.

VI. Personnel: Project Organization and Staffing

1.a. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Proposed Staffing BBC Residential

Staffing ratio at Bobby Benson Center Residential is 1:4 (one staff to 4 clients). An increase of staff is warranted by an emergency situation or special needs of the youth. Regardless of any given situation Bobby Benson Center maintains a staff ratio of 1:4.

Bobby Benson Center Residential

Monday – Friday daily staffing patterns consists of:

1. Executive Director
2. Clinical Director
3. Substance Use Disorder & Mental Health Group Facilitator
4. Intake Coordinator
5. 3 Master Level Therapists
6. Human Resources Coordinator/Accountant
7. Operations Manager
8. Quality Assurance Coordinator
9. Registered Nurse

10. Food Service Manager
11. Accounts Payable Clerk/Credentialing Specialist
12. Accounts Receivable Clerk
13. Front Desk Receptionist/RN Administrative Assistant

DAY SHIFT

1. 700 Shift: 1 Shift Leader
2. 700 Shift: 6-7 Youth Counselors
3. 700 Shift: 1 Cook

EVENING SHIFT

1. 1500 Shift: 1 Shift Leader
2. 1500 Shift: 5-6 Youth Counselors
3. 1500 Shift: 1 Cook

OVERNIGHT SHIFT

1. 2300 Shift: 1 Shift Supervisor
2. 2300 Shift: 1 Shift Leader
3. 2300 Shift: 4 House Managers

WEEK END STAFFING PATTERN

(SATURDAY & SUNDAY) CONSISTS OF:

DAY SHIFT

1. 700 Shift: 1 Shift Leader
2. 700 Shift: 6-7 Youth Counselors
3. 700 Shift: 1 Cook

EVENING SHIFT

1. 1500 Shift: 1 Shift Leader
2. 1500 Shift: 5-6 Youth Counselors
3. 1500 Shift: 1 Cook

OVERNIGHT SHIFT

1. 2300 Shift: 1 Shift Leader
2. 2300 Shift: 4 House Managers

CONTRACTED PROVIDERS

1. Medical Director
2. Psychiatrist
3. Registered Dietician

*All staffing numbers depend primarily on the current census.

Each client is assigned a primary Therapist. Bobby Benson Center therapists hold masters level degrees in a behavioral mental health field and the Addiction Counselors are certified substance abuse counselors (CSAC). The average caseload is 6. To

ensure all clients are provided with adequate substance use treatment, a CSAC provides support services to therapists and youth. These support services include: monthly progress updates to care teams, introduction to self-help groups in the community, obtaining sponsorship, referral to outpatient services, relapse prevention linking to community organizations.

Proposed Staffing Continuum of Care (COC)

BBC COC will employ (1) Program Manager/Therapist, (2) CSACs/Counselors who will be Full-Time Equivalent and shall dedicate 100% of their time to this contract. Additionally BBC employs (1) Clinical Director (who will dedicated 10% of their time to the program), (1) Intake Coordinator (Who will dedicate 20% of their time to the program), (1) Human Resources Coordinator/Accountant (Who will dedicate 5% of their time to program), and (1) Quality Assurance (Who will dedicate 5% of their time to program).

Bobby Benson Center will also provide support services utilizing BBC's current staffing which is to include but not be limited to Executive Director, IT, Facilities Technician, and Accounts Receivables Clerk, Accounts Payable/Payroll/Credentialing Specialist.

Other Proposed Staff (Residential and COC):

1. Culture Component Instructor
2. Substance Use Disorder/Mental Health Group Facilitator
3. Activities Coordinator
4. Public Relations Coordinator

Prior to working with any client, all prospective employees must complete and pass a comprehensive credentialing/screening process which includes but is not limited to: Criminal Background Check (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), fingerprinting, verifying resume/application information, and employment/reference checks. Additional employment requirements are as follows: TB clearance and employment physical must be completed prior to being scheduled for New Hire Orientation and must be done annually to continue employment. A criminal history record check will be done annually. All direct line staff are required to maintain CPR and 1st Aid certification and will be provided to employees at BBC's expense. A file will be kept for each employee that will be created and maintained by the HR coordinator. Each file will contain all pre-employment, credentialing/screening documentation, proof of training, CPR and 1st Aid Certification, and all other files regarding the employee. These records will be maintained by our HR Coordinator at the BBC during employment and held in an offsite records storage facility for 10 years from the date of termination of employment.

BBC reserves the right to assign additional duties and to add, delete, or modify essential or marginal job functions. This job requires strict compliance with all company policies and procedures including but not limited to all state and federally mandated patient privacy laws and regulations (E.g. HIPAA). The job requires maintaining professional relationships with patients consistent with reasonable expectations for behavioral health practice.

An increase of staff is warranted by an emergency situation or special needs of the clients.

1.b. Staff Qualifications

Job Descriptions and Resumes are available upon request

Executive Director

The Executive Director holds a full-time position at Bobby Benson Center. Mr. Sione "Ford" Naeata holds a Master's in Business Administration and a Bachelor's of Science Degree in International Business Management. Mr. Naeata has been employed at Bobby Benson Center since 2004 and has held various front-line positions as a Youth Counselor, Shift Leader and Operations Manager prior to the Executive Director position. During his time he has mastered different therapeutic skills and approaches including earning his Certified Substance Abuse Program Administrator. He has a sound knowledge of Bobby Benson Center and the Behavioral Health field and what it takes to succeed in the industry. The primary responsibility of the Executive Director is to oversee day-to-day operations and execute policies, programs and initiatives. The Executive Director also serves as a liaison to the state, city and county, private partner agencies and all internal and external stakeholders. He networks with other healthcare professionals and agencies as necessary to facilitate business relationships to market Bobby Benson Center.

Clinical Director

Oversees all clinical aspects of the treatment program at the Bobby Benson Center. The Clinical Director holds a Masters in Social Work and vast experience in working with at risk youth in the behavioral Health field. The Clinical Director Jennifer Cabe has served as a case manager, care coordinator and therapist prior to serving as a clinical director and she has over 7 years in the field of Behavioral Health. She provides direct supervision to the therapists, care coordinators, intake counselors and counselors. The Clinical Director conducts weekly case review and bi-weekly therapists supervision and oversees incidents/sentinels, treatment plans, discharge summaries. The Clinical Director also conducts ongoing training for all clinical staff.

Substance Use Disorder & Mental Health Group Facilitator

The responsibility of the SUD & MH group facilitator to cover a multitude of areas such as planning and overseeing the facilitation of the following curriculum: chemical dependency education, relapse prevention, DBT skills group, cultural group, step/work group, anger management, Why Try, SMART group, the attendance of AA/NA meetings, as well as individual substance abuse counseling as needed. He/she will

also provide training to Bobby Benson Center staff as needed in the areas of substance abuse counseling, education, and general knowledge. He/she maintains his/her CSAC certification and promotes obtaining CSAC certification to other staff at the center.

Certified Substance Abuse Counselors (2)

Bobby Benson Center's CSACs have achieved years of experience with working with at-risk youth particularly those struggling with Substance Abuse and Mental Health disorders. These counselors have a combined average of 15 years in the field and have earned Master's degrees and other certifications. All other counselors are CSAC applicants and are eligible for their CSAC certification exam within the next 12 months and continue to train in acquiring that certification. These counselors are well versed in Trauma Informed Care, Chemical Dependency, Dialectical Behavioral Therapy, Conflict Cycle, Redirection, Handle With Care, Relapse Prevention and AA/NA 12 step program. These counselors facilitate multiple groups daily and coordinate client's treatment with the primary therapist, the clinical team and external teams including Probation Officers and Care Coordinators. While these counselors work in a milieu setting, they have mastered individualized treatment work and engagement with each individual client.

Intake Coordinator

Reports to the Clinical Director. The current Intake Coordinator has been employed with Bobby Benson Center since 2017. The main responsibility of Bobby Benson Center's Intake Coordinator is as follows: 1) complete a screening and facilitate the process of the assessment and admission of clients into the program, 2) network with other healthcare professionals and agencies as necessary to facilitate admission, 3) support and consult in treatment and discharge planning, 4) document and maintain records that reflect compliance with state reporting mandates, 5) initial insurance authorizations for clients with private third party payers and ongoing authorizations for caseloads, 6) have a working knowledge of DSM V TR criteria for psychoactive substance abuse and dependence and the American Society of Addiction Medicine Criteria (ASAM), and 7) participate actively in continuing education and quality assurance activities. Community outreach and marketing is an important aspect of this position which integrates into special projects as assigned by the Clinical Director or Executive Director.

Program Manager/Therapist

The current Program Manager/Therapist for the Bobby Benson Center is a graduate of Brigham Young University Hawaii and University of Hawaii Manoa. Joseph Spurrier graduated in Social Work from both programs and is currently working towards his clinical licensure. Mr Spurrier has extensive experience in the Behavioral Health field. He is well versed in outreach, screening, assessments, DBT, CBT, Trauma Informed Care, Motivational Interviewing and a host of other modalities of Treatment. Mr Spurrier has over 15 years of experience in the field and is a member of National Association of Social Workers, Hawaii Substance Abuse Coalition, American Association of Children's Residential Centers and others. He is very well connected with partner agencies including CAMHD, ADAD, Judiciary, AMHD, HYSN, HHHRC, FQHCs and many other agencies.

Therapist

Three therapists have a Masters of Social Work degree (The Master Degrees are in the areas of: Counseling, Psychology and Social Work). One therapist has an MA and MFT degree, one therapist has additional certifications CSAC and ICAD. All therapists consistently demonstrate a thorough understanding of how to help the youth in the program through individual therapy, group therapy and family therapy. Supervision is always sought when needed. A typical caseload is between 5 – 7 clients.

Culture Component Instructor

Under the direction of the Clinical Director the Culture Component Instructor (CCI) will assess clients' needs for cultural programs; plans, organizes, schedules and implements cultural programs and events and performs other work as required. The CCI is responsible for evaluating and planning cultural programs and events in order for the Bobby Benson Center to meet client needs. The CCI will operate with a high degree of independence to plan and organize programs and events. Tasks include but limited to: Plan, organize, schedule and implement cultural programs and events, conducts field research to assist in establishing goals and activities, prepares recommendations on cultural program development and implements programs through liaison with community groups, educational organizations, coordinates and/or performs various public relation activities prepares speeches, scripts, exhibits, films, newsletters, and press releases to publicize cultural programs, develop and coordinate a wide variety of cultural programs and events to increase community involvement and interest, work with officials, volunteers and others to develop, represents the Bobby Benson Center in local, regional and state cultural events, coordinates workshops in cooperation with local artists, educational organizations and community groups and maintains the inventory of equipment and supplies used for the culture program. The CCI will have the following: A working knowledge of the practices and techniques of planning, organizing, evaluating and administering cultural programs and events; Working knowledge of community cultural organizations and activities; Some knowledge of marketing and promotional techniques of cultural events; and some knowledge of grant or funding sources and grant preparation. They must also have the ability to: Establish and maintain effective working relationships with community organizations and groups, administrative staff and the general public; Plan, organize, schedule, and implement a wide variety of cultural programs and events; Prepare comprehensive and concise written reports, news releases, program descriptions, budget proposals and grant applications; Speak effectively before diverse groups; Evaluate the effectiveness of cultural activities in the community; and Collect and publish information concerning cultural organizations active in the county

Activities Coordinator

Activities Coordinator (AC) will oversee Bobby Benson Center Clients' activities and events calendar. In this role, he/she will organize on-site activities and off-site excursions, seeking to build a sense of community while enriching the lives of our residents. These activities may include but are not limited to crafts, game nights, exercise classes, or cultural enrichment (such as museum exhibits, book readings, or cooking classes). The AC will have a flexible schedule around the holidays, as seasonal entertainment can significantly uplift the spirits of our residents. The AC will have some

experience in recreation as well as an energetic, positive attitude. Duties and responsibilities include: Create and Manage a Bobby Benson Center's Client Activities calendar, Organize on-site activities and events, Organize off-site excursions, Encourage resident and staff's participation, Confirm bookings or reservations as needed, Engaging in community outreach activities, such as attending health fairs or volunteering at schools or community centers, Coordinating with facility tech to ensure a safe and fun environment for all participants and in accordance with all State regulations. Required Skills include: **Leadership:** Leadership skills can help you become an effective activator. As an activator, you may be responsible for planning and leading activities, which requires you to be a strong leader. **Communication:** Communication is another crucial skill for AC. The AC will be responsible for communicating with the Ops Manager, the Clinical Director and the Shift Leaders. **Organization:** Organization is another crucial skill for the AC. He/ she will be responsible for planning and coordinating several events at once, so it's important to be able to manage your time effectively and keep track of all the details of each event. **Time management:** Having good time management skills will help the AC prioritize his/her tasks and make sure they complete them on time. **Problem-solving:** Problem solving skills will help the AC and the team find solutions to challenges they may face during an event.

Human Resources Coordinator/Accountant Manager

The HR Coordinator/Accountant position is a full time position that plays an integral part in providing administrative support to the Bobby Benson Center programs. Bobby Benson Center's HR/Accountant coordinates all personnel needs and issues with the management team of the Bobby Benson Center. She achieved Bachelors of Science in Business from Brigham Young University of Hawaii and is currently working towards her MBA. In the field of finance, she has over 10 years of experience in Hiring and Training, AR, AP, Payroll and bookkeeping for non profit companies. At Bobby Benson Center, the HR/Accountant oversees the internal controls, investments, monthly and yearly financials and all the taxes paid out by the Bobby Benson Center. Currently she is entering her 5th year at the Bobby Benson Center.

Operations Manager

The primary responsibility of the Operations Manager is to oversee the general operation of the center across all shifts. The Operations Manager is also responsible for working closely with Human resources for the hiring of youth counselors and house managers. He or she will collaborate with the Clinical Director in overseeing all training and supervisions for the youth counselors and house managers. On an annual basis, the Operations Manager will complete the annual performance evaluations for all staff under his or her supervision. The Operations Manager will routinely engage in the following Core Functions related to the Hawaii requirements for certification as a Substance Abuse Counselor: Orientation, Counseling, Crisis Intervention, Client Education, Report & Record Keeping, and Consultation with Other Professionals. To further assist staff that are interested in becoming Hawaii Certified Substance Abuse Counselors they are offered additional training in Screening, Assessment, Intake, Treatment Planning, Case Management and Referral. They are also offered training

opportunities in the co-facilitation process in group therapy. Whenever possible, training will be on-the-job.

Quality Assurance Coordinator (QAC)

The QAC is a full-time position that reports directly to the Executive Director. Bobby Benson Center's current QAC, Elizabeth Nowland has been with Bobby Benson Center for over 14 years and has held various positions within the company. She has been in her current role of QAC for a year and a half. Miss Nowland holds a Bachelor's of Arts Degree in Psychology from Brigham Young University-Hawaii and a Master's in Business Administration from American Public University and is currently pursuing a second Master's Degree in Psychology. The primary responsibility of the Quality Assurance Coordinator is to oversee all quality assurance aspects of the Bobby Benson Center program and ensure compliance with all funding, licensing and accreditation requirements. The Quality Assurance Coordinator must possess expertise in program management requirements for the following: CAMHD, CARF, ADAD, Judiciary, private health insurance providers and any other funding. Licensing or accrediting agency contracting with Bobby Benson Center. The Quality Assurance Coordinator is responsible for ensuring that Bobby Benson Center staff and Board are documenting and maintaining all records used for licensing and accreditation purposes.

Registered Nurse

Provides nursing services 5 days per week. The primary responsibility of the nurse is to address the physical concerns and needs of Bobby Benson Center clients. The nurse is also responsible for coordinating appointments with the Psychiatrist and ensuring that clients and their families give informed consent for any psychotropic medications. The nurse monitors adherence to the medical directives of the Medical Director. The nurse reviews all medical policies and procedures and ensures compliance with state and federal laws as well as licensing and accreditation standards. Obtains a nursing assessment on each client admitted to the center. Oversees the implementation of the medical treatment plan and provides a limited amount of biomedical screening. Initiates and participates in medical discharge planning, including placement (as necessitated) and referral. Leads health education seminars for clients and staff as needed. Participates in continuing education and is involved in quality assurance by participating in the Safety and Infection Control Committee. The nurse is required to maintain a current Hawaii license to practice in the state.

Primary Cook and 2 Part Time Cooks

The primary cook's responsibility is working with our contracted registered dietitian in preparing the menu for our clientele according to relevant guidelines. This primary cook position sets the menu recipe, menu schedule and inventories supplies for all cooking needs. The cook is responsible to the primary cook and assists in the preparation of all meals. The Primary Cook has an extensive background in cooking and meal preparation in a variety of culinary experiences.

Accounts Payable Clerk/Credentialing of Staff

Reports to the Accountant. The main responsibilities of the accounts payable clerk are:

- Processing of accounts payable/paying bills/cutting checks
- Posting of accounts payable in QuickBooks
- Payment inquiries: receive A/P calls and assist with historical cost analysis
- Expenditures: collect receipts and enters expenditures in QuickBooks
- Attend Meetings
- Other accounting duties as assigned: Audits – financial, work compensation and unemployment, tax related items: W-9, W-2. 1099.

Credentialing of Staff

Falls under the Human Resources Department. Credentialing of staff is required by CAMHD, Accreditation and NCZA standards, Legal Liability and for the safety of youth. Bobby Benson Center maintains credentialed staff at all times.

Accounts Receivable Clerk

The Accounts Receivable Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Accounts Receivable Clerk must comply with established policies and procedures. This position maintains a detailed record of each client's financial account, completes and submits monthly billings for specific funding source and insurance companies; also processes initial intake monies for client accounts, upon a client's exit processes final account balances.

In the area of recruitment, the Youth counselors and House Managers are selected upon the criteria of having either:

- Worked with chemically-dependent youth through their participation in 12-step programs
- Worked with youth through participation in youth-groups, church programs and/or
- Are students in a related field (i.e. social work, counseling, psychology). The youth counselors are additionally selected for: a.) their ability to develop rapport with adolescents, b.) their ability to develop and maintain appropriate professional boundaries and 3.) Their ability to seek and accept supervision.

The majority of the staff consists of the direct line staff which includes the **Youth Counselors** and **House Managers** that work in one of the three shifts throughout the day. All staff regardless of position offered are required to attend a 40 hour orientation training prior to being placed into their positions. Besides the initial training upon hire, staff is given repetitive training throughout the year in specified areas by the Clinical Director, Program Manager, Clinicians, the RN and Human Resource Manager. The direct line staff are supported by supervision sessions to manage adolescent behavior in the milieu. In the course of the day youth counselors assist in facilitating recreational activities, chemical dependency education, life-skills, community closure groups and task groups and keeping clients safe and encouraging participation in scheduled programs and treatment.

House Managers

Are the overnight staff that monitors clients throughout their sleep cycle. The primary duty of the House Manager is to remain awake and alert to any client needs that may arise during the overnight shift. During this shift time, the House Managers are also responsible to review written notes by the day staff and ensure the file is up to standards that are required. They also assist in taking center inventory of supplies and implement any center housekeeping and making bed checks every 15 minutes.

Youth Counselors

The primary responsibility of the youth counselor is to facilitate substance abuse treatment activities. The youth counselor is also responsible for the comfort, safety and welfare of the client. The youth counselor promotes the recovery of the clients through facilitation of recovery related treatment activities such as task groups, chemical dependency education groups, educational video and discussion groups, life-skills groups, clean and sober recreational activities, and 12-step related activities. The youth counselor engages in one-to-one counseling with clients on an as-needed basis and reports these encounters with the appropriate Therapist. The youth counselor takes direction regarding therapeutic activities from the designated Shift Leader.

CONTRACTED SERVICES

Medical Director

Our agreement with him reflects the responsibility to oversee all clientele medical aspects of the Center. He is available for consultation, authenticates client medication, and consults with the RN on any client medical concerns. He conducts client physical examinations as needed and sees clients for their medical appointments either here at the center or his place of business in Laie. The Medical Director is required to maintain a current Hawaii license to practice in the state.

Psychiatrist

Dr. Yamaki specializes in Child and Adolescent Psychiatry and services our clientele bi-monthly here at the center. Our RN communicates with Dr. Yamaki on a regular basis in between visits and confers regarding medication usage and recommendations. The Psychiatrist is required to maintain a current Hawaii license to practice in the state.

Registered Dietician

She is a registered dietician consultant with the American Dietetic Association. Her services expand to provide consultation to the primary cook for dietary and supplemental intake for client's nutrition. She may provide nutritional goals for clients with input from the RN, Medical Director and/or clinicians. The Dietician is required to maintain a current Hawaii license to practice in the state.

1.c. Supervision and Training

All direct service professionals and paraprofessionals are required to participate in (1) one hour of supervision during weekly program meetings. An individual supervision plan is developed for staff members and all supervision sessions are documented (date and duration, name and credentials of supervisor, goals and interventions, session

summary). The QMHP or Mental Health Provider (MHP) professional providing the supervision is responsible for documenting all sessions provided. Individualized supervision will be provided on an as-needed basis to address any concerns/performance issues. All Bobby Benson Center staff are required to receive at least 24 hours of training upon hire (prior to working with the youth) and 30 hours of annual training thereafter.

Additional training is provided according to program and staffing needs and is determined by 1) querying staff for their input, 2) discussions of training needs that occur in Bobby Benson Center's monthly committee meetings, 3) needs that arise due to observation and supervision of staff 4) specific training required by our contractors. All staff working directly with the youth must be CPR and 1st aid certified and are expected to maintain their certification throughout their employment with Bobby Benson Center.

QMHP

The Qualified Mental Health Professional of the Bobby Benson Center shall oversee all the clinical aspects and supervisory supervision of this contract.

MHP

The Mental Health Professional shall serve as the supervisor and shall manage the day-to-day operations of the contract. He/She shall also provide the clinical/management supervision of the contract.

2. Organization Chart

See attached

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization:

<u>Position Title</u>	<u>Compensation</u>
Executive Director	\$97,000
Clinical Director	\$78,500
Accountant/HR Coordinator	\$65,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Bobby Benson has no pending litigation or outstanding judgments.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Bobby Benson Center is licensed by the State of Hawaii Department of Health Office of Health Care Assurance (OHCA) as a 30-bed Special Treatment Facility

Bobby Benson Center is accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) for the following: Intensive Outpatient Treatment: Integrated: SUD/Mental Health (Adults), Outpatient Treatment: Integrated: SUD/Mental Health (Adults), Outpatient Treatment: Integrated: SUD/Mental Health (Children and Adolescents), Residential Treatment: Integrated: SUD/Mental Health (Children and Adolescents). Accreditation expires 2025.

Bobby Benson Center is in the process of renewing its accreditation with the State of Hawaii Alcohol and Drug Abuse Division (ADAD). Our accreditation expired April 2022 and we have submitted our application to renew but are awaiting ADAD to schedule our site review.

3. Private Educational Institutions

Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

The Financial Sustainability Plan at Bobby Benson Center involves continuing to offer residential services to at-risk youth in Hawaii allowing for continuous and dependable cash flow over the next five years. BBC wants to increase its current client base by applying for a fee-for-service program with the Med Quest Division. BBC's grant writer is actively involved in applying for new funding sources, keeping track of grants awarded, and when grants are due to be submitted. We are endeavoring to be more visible statewide, sharing the vision and mission of Bobby Benson Center. Our long-term plan is to continue offering additional services including, adult treatment and possibly outpatient care. These items are outlined in Action Items listed below.

Action Items

- Ensure continuous compliance with all funder requirements is maintained which allows continuous cash flow.
- Apply for the Judiciary contract that will come available in the near future and any RFPs that Bobby Benson Center is eligible for.
- Increase client admissions by submitting an application with the Department of Health, Med Quest Division for the fee-for-service program.
- Research and formalize contracts with new insurance companies.
- Be more visible to attract new donors to help increase donor funding via a revamped facebook page, fundraiser, open house, participating in community awareness programs to name a few.
- The grant writer tracks all grant awards, due dates for grant application submissions, researches other grants

- Long term goal: Increase other types of services such as services for adults who need drug and alcohol abuse treatment. These clients can come from the local community, other islands in the state, or from other states.

Goals that will be met by working toward and completing action items include:

- Provide financial stability and growth;
- Create services to more people in need;
- Enable Bobby Benson Center to become a leader in services we provide; and
- An ongoing Plan will enable Bobby Benson Center to consider available possibilities.

This Financial Sustainability Plan is a working document subject to continual review and revision by staff and board members to align actions with our mission and vision. Bobby Benson Center's Executive Team will meet monthly to discuss the plan and its progress.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: **Bobby Benson Center**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	134,160	0	0	102,960
2. Payroll Taxes & Assessments	23,743	0	0	23,743
3. Fringe Benefits	18,576	0	0	15,480
TOTAL PERSONNEL COST	176,479			142,183
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	4,500	0	0	50,000
3. Lease/Rental of Equipment	3,600	0	0	0
4. Lease/Rental of Space	24,500	0	0	22,000
5. Staff Training	10,500	0	0	10,000
6. Supplies	1,200	0	0	0
7. Telecommunication	9,800	0	0	0
8. Utilities	19,500	0	0	50,000
9. Client activities	18,000	0	0	10,000
10. Staffing Recruitment & Retention	20,000	0	0	10,000
11. Administrative expenses	12,000	0	0	0
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	123,600	0	0	152,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,079	0	0	294,183
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,079	Slone Naeata (808) 293-7555		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Slone Naeata</i> 01/18/2023		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	300,079	Slone Naeata; Executive Director Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **Bobby Benson Center**

Contracts Total: 4,589,736

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Department Of Health	7/1/22-6/30/23	CAMHD	State	3,292,300
2	JUDICIARY	7/1/22-6/30/23	JUDICIARY	State	233,600
3	Department Of Health	10/1/21-9/30/23	ADAD	State	245,000
4	Federal Courts	10/1/22-9/30/24	USPOHI	US	150,000
5	Commercial Insurances	7/1/22-6/30/23	HMSA, KAISER, UHA	State	219,000
6	City & County GIA	10/1/21-9/30/22	C&C	Honolulu	199,836
7	State GIA	7/1/19-6/30/20	State	State	250,000
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Applicant: Bobby Benson Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
TOTAL:	NA					
JUSTIFICATION/COMMENTS:						

Applicant: **Bobby Benson Center**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: