ATTACHMENT F - SCOPE OF WORK

Spokane County seeks qualified vendors to provide pretrial case management and support in District Court. The goal of the Supported Release Program (the "Program") is to maintain public safety and increase court appearances while reducing the costs of pre-trial incarceration for individuals with eligible criminal cases. Vendors selected for the Program will be Supported Release Providers ("Providers") who offer case management, care coordination, direct services, and/or referrals to community-based services for individuals awaiting trial, thereby facilitating stabilization while minimizing the costs and implications of pretrial incarceration. Providers are independent contractors and any relationship established under the Program between Providers and Spokane County shall not constitute a partnership, joint venture, agency, or employment relationship, and Providers are not affiliates, partners, officers, employees, representatives, agents, or assigns of Spokane County or any Spokane County Department.

Providers will maintain contact with participants, provide court date reminders, and accompany participants to court appearances, as necessary. Providers will also determine appropriate levels of case management including but not limited to the provision of and/or referral to appropriate community-based services.
Specific responsibilities shall include the following:

- Working collaboratively with relevant government agencies, including but not limited to, District Court, the Office of the County Public Defender, the Office of the County Prosecutor, the Office of Pre-Trial Services, and the Office of Law & Justice to implement the Program. and assist participants and prospective participants.
- Regularly attending court hearings in District Court to explain to prospective participants the nature of the Program and services offered.
- Attend, as appropriate, District Court hearings to assist enrolled participants and/or provide information to the Court, Defense, or Prosecution.
- Conducting an intake/needs assessment with prospective participants at their first appearance hearing or prior to their release from custody, whichever occurs first. The intake will utilize an evidence-based assessment tool that follows best practices and trauma informed care.
- Assigning participants to the appropriate case management Program which may include, but not be limited to, providing specific treatment or referral to services such as housing, behavioral health treatment, public benefits, vocational and educational services, and transportation.
- Developing, maintaining, and leveraging partnerships with other relevant community-based service providers to facilitate participant stabilization upon release. Community-based service providers may include, but not be limited to, behavioral health agencies, clinicians and other specialists, and non-profits focusing on emergency assistance, public benefits, and/or housing support.
- Remaining in contact with defense counsel and providing updates, when requested or as needed.
- Ensuring case managers attend all court appearances for assigned caseload.
- Informing the assigned public defender when individual successfully completes case management goals.
- Developing policies and practices for identifying and providing services to participants (e.g. programing, bus passes, application fees).
- Providing language accessibility and physical accommodations when appropriate.
- Developing policies and procedures to support a participant's successful transition out of the Program when their case resolves.
- Develop performance measures which determine the success of the Program.
- Maintaining a current database and all necessary documentation of services and performance metrics.
- Complying with all monthly, quarterly, annual reporting requirements of the Program, including but not limited to the Washington State Public Records Act.
- Participating in an evaluation of the model, including but not limited to providing data to evaluate the effectiveness of the Program