

PROPOSER INFORMATION

Proposer Name: JADE Wellness Center

Authorized Representative Name & Title: Abbie Scanio, Vice President
Address: 4105 Monroeville Blvd. Monroeville, PA 15146

Telephone: 412-889-8208

Email: abbie@myjadewellness.com

Website: www.myjadewellness.com

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership

Date Incorporated: September 30, 2009

Partners and/or Subcontractors included in this Proposal: n/a

How did you hear about this RFP? *Please be specific.* Allegheny County Behavioral Health Providers Meeting

Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing? Yes No

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Lucy Garrighan	412-400-5555	lucy@myjadewellness.com
Contract Processing Contact	Abbie Scanio	412-889-8208	abbie@myjadewellness.com
Chief Information Officer	Daniel Garrighan	412-889-9000	dan@myjadewellness.com
Chief Financial Officer	Abbie Scanio	412-889-8208	abbie@myjadewellness.com
MPER Contact*	Abbie Scanio	412-889-8208	abbie@myjadewellness.com

* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.
We only have one owner, Lucy M. Garrighan and do not operate an official board.

Board Chairperson Name & Title: Lucy Garrighan

Board Chairperson Address: 4105 Monroeville Blvd. Monroeville, PA 15146

Board Chairperson Telephone: 412-400-5555

Board Chairperson Email: lucy@myjadewellness.com

REFERENCES

Provide the name, affiliation, and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

Alice Bell, Prevention Point Pittsburgh, 400 Melwood Ave. Suite 205 Pittsburgh, PA 15213, [REDACTED]
[REDACTED] E: Abell@pppggh.org

Leah Masciantonio, U.S Probation & Pretrial Services Office: 700 Grant St. Suite 2120, Pittsburgh, PA 15219, [REDACTED] E: leah_masciantonio@pawp.uscourts.gov

Eric G. Hulsey, Senior Technical Advisor, Drug Use Epidemiology and Data, Overdose Prevention Program, E: Eric.hulsey@gmail.com

PROPOSAL INFORMATION

Date Submitted 2/11/2022

Amount Requested: \$432,000

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information,

recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- MWDBE and VOSB documents
- Allegheny County Vendor Creation Form
- 3 years of audited financial reports
- W-9
- Draft of proposed rules and requirements
- Letter from owner permitting a Recovery House, if applicable
- Notice to the community, if applicable
- Certificate of occupancy, if applicable

REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 120 points. Your response to this section should not exceed 25 pages.

A. Organizational Experience (20 points possible)

1. Describe your experience providing housing and supportive services to individuals with a history of unhealthy substance use.

Since 2010 JADE Wellness Center has been on a mission to offer the most exceptional care to those struggling with substance abuse disorders. JADE's treatment philosophy is unique, recognizing that every person requires a specialized approach to his or her recovery. Providing unprecedented treatment and putting the patient first is the standard in which JADE provides care. JADE believes in a strength based, cooperative care model between the client and the treatment team, allowing the individual to guide their own treatment plan based on their own identified goals and needs. At JADE, we empower patients to recognize that long-term and self-directed recovery is well within reach and provide the tools and foundation to obtain this long-term recovery. JADE acknowledges that there are different paths to recovery and therefore offers an array of treatment options including state-of-the art medical and clinical intervention all backed by best practice guidelines. By offering multiple services on a continuum, JADE can enhance outcomes and streamline individuals' experience in recovery. Service offerings at JADE Wellness Center range from *level of care assessment to intensive outpatient programming, individualized and family counseling, certified recovery specialists, case management, overdose prevention, psychiatric evaluation and medication assisted treatment through FDA-approved medication.*

While housing is not a service currently offered directly by JADE Wellness Center on our continuum, when we analyze our growth, housing has always been on the horizon, and this RFP comes at the most opportune time to progress on our roadmap of service offerings and quality care. Licensing and operating three outpatient facilities, at JADE we identify issues of housing for our many patients in early recovery. By providing a recovery-oriented living environment and support services to individuals we can set the foundation for individuals to successfully progress to self-directed, independent recovery.

As a Certified Assessment Center of Allegheny County, JADE has exponential experience working with a unique cohort of like-minded treatment providers and referral sources to identify and coordinate admission to the optimum level of care and supportive services. During this referral process there is an emphasis on non-clinical needs and social determinates of health and assistance in addressing these needs through resources and coordination of care. Additionally, JADE's Center of Excellence is equipped with over a decade worth of developed resources and referrals to accompany our patients on their journey to recovery from unhealthy

substance use. Through established, long-term working relationships with county providers, including RCOs, HSAO, Merakey, Justice Related Services, Occupation and Vocational resources, Housing resources such as Allegheny Links, Central Outreach, Primary Care Providers, Allegheny County Overdose Coalition, Prevention Point Pittsburgh, Probation and Parole, Legal resources, and many other external resources, we are able to assist in the development of recovery capital and address non-clinical barriers. These relationships and experience will aid in ensuring recovery house residents are connected with the appropriate supportive services to meet their needs.

2. Describe your experience helping individuals with diverse identities transition out of inpatient treatment facilities and/or the Jail on their path to recovery.

It is the goal of JADE Wellness Center to aid in an individual's early recovery by providing a safe, supportive living environment after inpatient treatment or incarceration. It is important to reduce risk factors in one's early recovery such as homelessness and other social determinates of health. JADE has been successful in forging relationship and partnerships with our communities legal and criminal justice system along with residential treatment providers. JADE can provide expertise in navigating barriers to one's recovery and providing ready access to recovery housing for the most needed clientele. While working directly with our contracts at Federal pre-trial and probation as well as county probation, in conjunction with coordinating care with Renewal Center, JADE has tremendous experience providing services to countless individuals transitioning out of incarceration. Prior to COVID-19 it was not uncommon for JADE Certified Recovery Staff with proper clearance to report weekly to the Allegheny County jail to perform LOCA on inmates soon being discharged and in need of treatment. It is one of JADE's core missions to ensure continuity of care upon discharge from incarceration because we understand how volatile this time can be.

JADE's seamless referral process to and from inpatient treatment, similarly, allows for continued patient care to and from inpatient without any disruptions to the recovery process. We place a great emphasis on recovery planning and recovery capital enhancement through case management and peer services aimed at addressing the unique needs of this diverse patient population in need of continued care following discharge from a controlled environment. JADE has dozens of active referral agreements on file with residential treatment providers including, POWER, Pyramid, Sojourner, Spirit Life, St. Joseph Institute, Three Rivers Youth, Gaiser Center, Gateway, Gaudenzia Inc, Greenbriar, Humble House, Magee Women's Hospital, Mercy Behavioral Health, ALPHA House, Butler Hospital and many more. Because of these existing relationships there will be immediate access to care to those appropriate for recovery housing services upon completion of inpatient treatment or release from incarceration.

B. Housing (30 points possible)

3. Describe how many Recovery Houses you would like to provide, how many bedrooms the House(s) will have and how many Residents you intend to serve per House at any given time.

JADE Wellness Center intends to have one large recovery house offering in Pittsburgh, Pennsylvania. The housing will be made up of 15 bedrooms and accommodate and serve up to 20 diverse, male, adult residents in Allegheny County, plus support staff, at any given time. Single and dual occupant bedrooms will be available for residents.

4. Describe the intake materials that you would complete and share with incoming Residents.

As a designated Certified Assessment Center of Allegheny County, JADE Wellness Center plans to have all individuals complete our universal Level of Care Assessment (LOCA) within 24-hours of admittance to the Recovery House. The LOCA, captures medical history, drug and alcohol history, and personal history, amongst other areas which has been uniquely developed by JADE Wellness Center and three other licensed providers in Allegheny County with the oversight of Community Care Behavioral Health. The JADE LOCA is recognized and accepted by all substance abuse treatment partners in the geographical area, which will aid in ease of referral for our case management team and certified recovery specialists (CRS) if treatment is determined to be needed in addition to recovery housing. HIPPA consent and Drug and Alcohol consents will be completed at this time. All members will receive a Resident Handbook upon intake to the recovery house which will include House Rules and Regulations (attached), Reason for Discharge, Grievance and Appeals Process, Duties and Repairs Procedures, Overdose Risk, Relapse Rates and Naloxone overview process, available Treatment Options, Support Services and Medication Assisted Treatment Risk and Benefits Guide. A prescription of Narcan will also be provided to each resident of the house.

5. Attach a draft set of your proposed rules and requirements for the Recovery House. In the space below, describe your plan for addressing Residents should they fail to comply with the rules and requirements.

All residents are required to sign off on the attached set of House Rules and Regulations, as enclosed in their resident handbook, upon admittance to the house. The rules shall be set forth a foundation to provide a safe, secure environment free from substances. Each resident shall be versed in the expectation of the recovery house community and the need for mutual respect. Patients will be made to understand the repercussion of not following said rules will end in termination of residency from the house with referral either made to inpatient treatment or

temporary housing, as applicable on a case-by-case basis, prior to being asked to sign off on the rules. All signatures will be stored in the resident's unique client record.

6. Describe the site(s) and amenities of your Recovery House(s).

- a. If you have the site(s) already identified, please include a description of the neighborhood(s) the House(s) is located in and if public transit and groceries are nearby. Do you own or rent the house(s)? If currently renting, attach a letter from the owner permitting your organization to operate a Recovery House at that site.
- b. If you do not have the site(s) already identified, please provide your plan to identify an appropriate site and what key aspects you will look for during your search.

JADE Wellness Center has submitted and had accepted an offer to purchase a previous Care Home in Millvale Borough, Allegheny County, contingent upon the possible approval of this RFP. The proposed Recovery House is currently licensed as a Care Home, which we've identified meets all requirements not only for location and amenities, but as laid out in the DDAP 717 Recovery House regulations. Policies and Procedures for the Recovery House are already prepared and ready for submission to DDAP pending RFP approval, based upon the 717 regulations and in line with the Appendix A: Recovery Housing Checklist.

The physical, 15-bedroom house, located in Pittsburgh, Allegheny County, with convenience to ACCESS transportation and the Allegheny County Bus Line. The Port Authority has a bus stop within 3 minutes walking distance. Multiple grocery and basic needs options are easily accessible for residents to from this point of entry. Residents will be provided with a list of the closest stores and corresponding bus routes. Additionally, our CRS staff will make themselves available on dedicated days for travel to and from local grocery/convenience stores and treatment services, including daily routes to JADE Wellness Center's Southside and Wexford, both of which are close by in proximity.

7. Describe your plan for being responsive to the needs/concerns of both Residents and neighbors. Attach your notice to the community, if you already have it. If you do not, describe how you will notify the community about the Recovery House.

The success of a Recovery House is highly contingent upon the community it serves. Accomplishing positive reintegration into a community will be a goal for all residents. Residents will be educated about what it means to be living in a group community and the importance of being mindful of others around you. Topics of discussion, which are also included in the resident handbook, will include, where to park your car, designated smoking areas outside of the house, and hours of house operation; All members are expected to be inside the home tentatively between the hours of 10:00 p.m. to 6:00 a.m. This includes when to be inside the house to conscientiously reduce noise for neighboring homes. Any employment needs that conflict with this house rule will be reviewed by the client's case manager to approve on a case-by-case basis.

Each resident will be assigned their own list of duties to aid in maintaining the house and at intake they will be alerted to the process to identify and request repairs. All repairs will be reported in writing to the house manager and made within 48 hours of report. In the case that the repair cannot be made in 48 hours and is a hinderance to the safety of the house residents; including items such as heating, water, electric, transfer will be completed to alternate safe housing.

JADE will stress open communication with neighbors and community members providing transparency of who we are, and the benefits provided to the community from the services we offer. We welcome feedback and conflict resolution for any unmet concerns identified and will ensure neighbors have proper means of communication with the house manager and understand how to submit any issues for consideration. Leadership has already reached out to members of the Millvale Borough, 21st Legislative District, as well as several local legislatures. We were pleasantly welcomed with open arms and look forward to a prosperous relationship with them should we be granted the RFP.

8. Describe your plan to ensure that your proposed Recovery House(s) meet(s) the structural standards requirements, as described in section 2.2 of the RFP. Attach the certificate of occupancy for the Recovery House, if you already have it.

A most recent survey and appraisal of the proposed Recovery House prove no structural issues and support the building is in good standing. *Certificate of Occupancy attached.* As a previous care home located in Allegheny County, the appropriate safety measures, such as fire extinguishers, smoke alarms and multiple forms of egress are already installed on each level and easily accessible in case of emergency.

Residents will be given an updated common/living area with amenities that include, but are not limited to; television, two workstations including two desktop computers with internet access and Microsoft office tools, sitting area & games. Each bedroom will be updated with fresh paint and include a singular or dual singular flame retardant bed, proper amount of square footage per state regulations, an armoire or chest of drawers and natural lighting from an internal window. Six full baths with proper ventilation, including a shower/tub, toilet and sink, are located throughout the entire home, providing more than enough to meet DDAP Chapter 717 regulations.

Medication will be stored in a locked med room, accessible only by staff. Prescription medication and some over the counter medications; including, but not limited to cough suppressants and antihistamines will be required to be stored in said locked room.

Food shall be stored in a commercial grade Kitchen, which includes a commercial grade refrigerator, oven, and dishwasher. The Kitchen area will also accommodate dining seating for up to 20 individuals at any given time. Ample pantry space will be available and assigned to all residents for safe keeping of perishable and non-perishable items.

The Recovery House will have a furnace capable of maintain an indoor temperature that complies with the County Health Department codes. The housing shall have a working air conditioning that will managed by the house manager and turned on during the appropriate times/ months of the year as necessary.

Washer and dryers are onsite at the JADE recovery house and will be made available for all the Residents' use. To avoid conflict, the house manager shall be responsible for completing and maintain an accurate schedule of times for individuals to use the washer/ dryer throughout the week, in addition to open times for general use.

C. Supporting Residents (35 points possible)

9. Describe your philosophy for engaging and supporting Residents on their path to recovery.

Jade Wellness Center's philosophy for engaging and supporting residents on their path to recovery is aligned with best practice guidelines. JADE aims to offer a safe, healthy recovery house, free of substances, that mimics a family like environment for those in recovery from addictions. JADE recognizes substance use disorders as a chronic condition requiring diverse treatment modality, thus JADE will put an emphasis on peer supports, mutual support groups and recovery support services and tailoring treatments/ connections of services to those that best meet the need of each person individually. Abstinent lifestyle will be reinforced but shall not prohibit the use of FDA approved Medication Assisted Treatments when prescribed by a licensed medical professional. MAT educational materials, including the overdose risk and treatment benefit guide, will be provided during intake and all members will be encouraged to consider appropriate FDA Medication Assisted Treatment interventions during recovery planning. JADE is proud to staff some of the most knowledgeable physicians and psychiatrists in the industry, such as Medical Director Dr. Shannon Allen and Psychiatrist Dr. Gina Goszinski, on the forefront of addiction medicine, connecting individuals with MAT and psychiatric supports, if deemed necessarily, shall prove a seamless system. Whenever possible members will receive long-acting injectable FDA approved treatments to reduce diversion and MAT compliance issues. *All JADE locations currently have the following medication services available within 24 hours:*

- i. Suboxone *Buprenorphine
- ii. Sublocade * long acting-injectable buprenorphine
- iii. Vivitrol/ReVia *Injectable or Oral Naltrexone
- iv. Psychiatric Evaluation and Medication Management

v. Naloxone/Narcan

10. Describe your approach to building and monitoring a Recovery Plan with Residents.

The staff and Resident will together create the Recovery Plan within 24 hours of the Resident's arrival. Recovery plans will be developed through a cooperative approach considering all patient needs, strengths, non-clinical barriers, and social determinants of health. The Recovery Plan will prioritize connecting residents to treatment and peer supports, locating permanent housing, finding employment, and meeting other unmet, non-treatment needs. An emphasis will be placed on the importance of attendance to preferred support services, such as twelve-step meetings, SMART recovery, Celebrate Recovery, Recovery Ministries, Recovery Community Centers and Organizations and Recovery Advocacy Groups. Case managers will review the Recovery Plan with the client on a weekly basis to review progress towards goal completion and exploration of both clinical and non-clinical need. Plans will be updated with the resident at least once every 30 days. The Recovery Plan will aim to encourage Residents to include attendance at mutually supportive, self-help groups and outside professional services.

11. Describe your plan for connecting Residents to treatment, employment, housing and other supports so that they successfully transition to independence.

Recognizing early recovery as a crucial and impactful period for change, the Level of Care Assessment (LOCA), performed at admission, will be critical in identifying unmet needs. Following the LOCA, each individual shall be assigned to a certified recovery specialist (CRS), peer in recovery with lived experience, to assist in meeting the goals and recommendations as outlined by the LOCA. We at JADE find the CRS extremely influential in not only bridging the gaps to outside services and resources but providing social supports which is just as important in early recovery. To aid in timely compliance and follow up to the treatment and recovery care plan, CRS will be made available to meet with residents in person, virtually or telephonically as needed during their time in the recovery house. As a COE, JADE Wellness Center has immense experience in working with individuals to navigate early recovery. Resources regularly available to individuals enrolled in JADE programs, include but are not limited to;

- i. **Employment-** Not only does JADE and its CRS regularly connect patients to supportive employment resources, such as Career Links, LifeWorks, and OVR, but we place an importance on identifying other areas in need of support related to employment. CRS will regularly work with patients and residents on resume development, job seeking techniques, interview skills strengthening and job

presentation. The Recovery House will have workstations set up including computers to encourage job seeking and continued education.

- ii. **Housing-** The Initial Recovery Plan will place a strong emphasis on housing, preparing the individual for successful discharge into the community, from time of admission. All residents will register, with the assistance of their case manager, with the Allegheny Link, Allegheny County's long-term living service, within 7 days of admission. A follow up assessment call will be held within 30 days, and 30 days thereafter until housing is solidified, until housing is obtained. Case managers are strongly encouraged to be present during the initial call to promote transparency of barriers and aid the patient in developing a successful housing plan appropriate to their needs. All members must provide documentation of this plan for secure housing prior to discharge from the recovery home. JADE has a wonderful working relationship with HSAO (see attached letter of support) and additional community resources, like HSAO, will be incorporated as needed and developed specifically to each individual resident's recovery plan.
- iii. **Transportation-** At JADE, our CRS operate to the mantra; "Do it for them, do it with them, cheer them on". In addition to CRS providing transportation to and from internal treatment services, an emphasis will be placed on skill building of navigating the PORT Authority Transportation Services, how to secure bus tickets and arranging access rides. Development of adequate and reliable transportation will be a required goal throughout the recovery planning process.
- iv. **Additional unmet needs-** JADE CRS and Case Management staff are trained and equipped to provide supportive services to, include;
 1. Public entitlements, especially Medicaid and Food Stamps, to help ensure food security. All members will be assisted with funding through case management services. ALDA and MCO eligibility will be reviewed for any individual who presents uninsured upon admission.
 2. Legal aid to address criminal records or debt-related issues.
 3. GED/literacy classes
 4. College/Vocational job training
 5. Medical/Dental treatment
 6. Parenting classes
 7. Family counseling & Family Services
 8. Outpatient Drug and Alcohol Treatments
 9. Mental Health treatment and counseling- **Residents also enrolled in JADE traditional outpatient services or high-intensity outpatient services will be eligible for psychiatric evaluation per JADE Medical Director and Board-Certified Addictions Psychiatrist. Many secondary, co-occurring needs, are treatable through the*

JADE outpatient program without referral to outside establishments.

- 10.** Stress and anger management
- 11.** Finance and budgeting classes
- 12.** Probation/Parole offices
- 13.** Volunteer/Community Services
- 14.** Driver's license restoration
- 15.** Tax consulting
- 16.** County assistance offices

12. Describe your plan for ensuring that Residents have peer supports.

As an awarded Center of Excellence at all three JADE locations, each member of the JADE Recovery House will have access to a primary peer support specialist upon admissions regardless of treatment referral source. Peer support specialist will assist in the recovery planning and progressing against recovery plan goals. Peer supports, being in recovery, will share lived experience in navigating and overcoming similar barriers as the residents of the recovery home. Each CRS has a JADE cellphone and are accessible to patients as needed throughout their recovery journey. JADE is consistently identifying, training, and adding dedicated and qualified CRS to aid in this navigation process. Residents will be alerted that with 18 months on a recovery pathway they too may be eligible to become a CRS. Interested residents can be assisted with necessary CRS training through JADE Wellness Center and their partnerships. As a Recovery Friendly Workforce, JADE prides itself on being able to give back and employ past patients and residents, when appropriate and applicable.

13. Describe your plan for creating a supportive recovery community among Residents.

Comradery and meaningful connections are held highly during the recovery process. As a family owned and operated treatment center, emphasis is always put on relationships and ensuring each patient feels like they are a part of something bigger. Inspiring hope and fellowship are important to the JADE Treatment Programs. We aim to duplicate these efforts within the walls of the JADE Recovery House. Weekly meetings will ensure the group is interacting as a cohesive unit. Recovery Friendly Group Outings will act as team building and aid in contingency management rewards for proper house behavior and maintained sobriety. The house will be equipped with hobbies and extra-curricular activities, such as crafts, games and entertainment to further support group activities. Sharing job duties and acting in cohesion to maintain and proper living environment will be crucial to maintaining a supportive recovery

community. The House manager and house staff will be crucial in monitoring resident engagement and ensuring adherence to these goals.

14. Describe your plan for supporting a Resident in the event of relapse and for preserving the stability of other Residents of the House in the event of a Resident's relapse.

If a relapse is indicated members, with the support of case management and CRS team will have 24 hours to gain admission to appropriate, residential level of care. As JADE Wellness Center leadership staff maintains a position as a board member with Pathways to Care and Recovery this resource will be a first line consideration for those who indicate a relapse has occurred. Through Pathways to Care and Recovery members can utilize the safe place to stay program while transitioning to residential treatment setting. Ultimately, members will receive updated LOCA and ASAM and coordinate admission to a controlled, residential treatment center. Communication will continue with resident during this fragile time and transportation will be provided to residential treatments as needed.

The referral will not be viewed as punitive. Residents being referred to residential services based on relapse will be granted readmission to the recovery house as applicable. Other members of the House will be monitored for stability by agency CRS during these scenarios and ongoing to ensure their recovery is not placed in jeopardy because of witnessing relapse of a house member.

15. Describe your approach for involuntary termination of a Resident from the Recovery House, including the possible reasons for termination, the process to notify a Resident and DHS, and the appeals process.

While successful discharge and readmittance into the community of all the residents is the mission of the JADE Recovery House, unplanned discharge may occur. The following is a list of reasons for unplanned discharge may occur from the JADE Recovery House, in compliance with the DDAP Chapter 717 regulations:

1. Residents may not use drugs on or off the premise
2. Residents cannot be in the house past 90 days
3. Non-adherence to recovery plan, which includes refusal to engage in case management services and weekly meetings offered by the recovery house
4. Refusal to comply with level of care assessment mutually agreed upon recommendation and referral.
5. Residents may not act violently or threaten safety of other staff

6. Residents must abide by policies of visitation of friends or relatives,
7. Residents must abide by policy of prescribed medication adherence, administration, and storage
8. Residents with identified severe and persistent mental health needs requiring inpatient monitoring, which can include suicidal thoughts and ideations.

**The resident will be notified in writing of involuntary discharge. A written incident report will be provided to DHS within 48 hours of unplanned discharge from agency Recovery House.*

D. Staffing/Training Plan (10 points possible)

16. Describe your staffing plan and include details about the number of staff you will have per Recovery House, their functions and levels of experience. If any Recovery House staff are currently employed at your organization, please include their names and a short description of their qualifications.

The Recovery House will have a staff person onsite and awake 24 hours per day, seven days per week. Staff members will be comprised of a house manager, house operators & staff, case managers and certified recovery specialist, with lived recovery experience along with treatment technicians. The House Manager is not required to live onsite but will have their name, address and contact information posted in the common area and readily available as needed 24/7. The House manager will be responsible for orienting new residents and coordinating weekly-mandatory meetings for recovery support. Any issues amongst staff or ethical conflicts identified will be reported to the house manager. Should the house manager be unavailable or not applicable to the severity of the situation, the JADE Wellness Center Director's contact information will also be readily accessible for all members of the house and posted in a commons area.

All staff working in the JADE recovery home will sign affidavit within the employee handbook and kept on file in their personnel chart, certifying all referrals to and from the recovery home shall remain organic and at no time shall there be any gain in receiving a referral to or from the recovery home. Such behavior will result in immediate termination from the facility and may be prosecuted by law. Staff will be expected to sign off on and comply by the JADE Wellness Center Drug Free Workplace policy certifying acceptance of pre-employment drug screening, screening at random and for reasonable suspicion. Additionally, written policies and procedures, as approved by DDAP, and the employee handbook will outline and address orientation of staff, staff rules of conduct, supervision and relapse of recovering staff.

Each staff person will have a training plan onsite, approved by the Department of Drug and Alcohol Programs Licensure, as well as a job description highlighting written duties. All

training certificates will be kept on file for staff that will work directly with clients. The training plan shall specify each staff member will be versed **at hire in:**

- Fire Safety
- Screening and Assessment (*Only needed for staff completing LOCAs*)
- American Society of Addition Medicine [ASAM] (*Only needed for staff completing LOCAs*)
- Naloxone/Narcan Training: *All staff shall complete an overdose prevention and response training at time of hire including 'get naloxone now' training and Train-PA's Naloxone Training Video: [PA-DOH: Naloxone Training Video - TRAIN PA - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#). Additionally, staff will develop skills in over dose detection and administration of naloxone. In addition to staff readiness JADE will ensure clients all receive accurate training on administration of naloxone, have access to their own Narcan, have a strong understanding of high-risk behaviors that contribute to overdose. Each member will complete an overdose relapse risk consent at time of admission upon receiving a naloxone kit or a naloxone prescription. The recovery house will have Narcan available for onsite staff or client use. Narcan expirations are checked regularly by house manager. It is also imperative that Recovery Planning includes family and support system education on naloxone use for at risk of overdose.*

Within six months to one year of hire:

- Addictions 101
- Confidentiality
- Case Management Overview
- Basic HIV DDAP Approved
- TB/STD/Hepatitis
- Cultural Competency
- CPR and First Aid

Within two years of hire:

- Recovery Oriented Systems of Care
- Motivational Interviewing
- Mental Health
- Harm and risk reduction

**12 hours continued education thereafter; House manager will conduct annual training plan evaluations and put annual requests out to staff for needed trainings and trainings of interest we may be able to bring in house.*

17. Describe your plan to recruit, train and retain qualified staff. Include how you will ensure that staff have lived experience and are reflective of the population that they serve.

Jade Wellness Center has worked hand in hand with Pro A and Allegheny County Bureau of Drug and Alcohol services to assist interested members in accessing sponsored CRS training and subsequent employment. Along with training development, JADE Wellness Center offers a competitive workplace that is recovery friendly for those who identified as members of the recovery community. An emphasis is placed on employment satisfaction. Flexible accommodations around employees with families and fringed benefits such as 401k, paid time off, medical and dental benefits have been highly successful in aiding staff retention and employee satisfaction. With an already existing Peer Support program, our agency has many ties to the recovery community and continues to grow our Certified Recovery Specialist team year after year, most often finding candidates who engaged in JADE Wellness Center treatment services. Maintained satisfaction is important to the stakeholders at JADE Wellness Center. Employees are evaluated on an annual basis and compensation increases often times accompany said evaluations.

E. Administration (10 points possible)

18. Describe your plan for maintaining accurate, secure client records and reporting data in a timely way.

Jade Wellness Center will maintain electronic health records for each Resident and keep records safely stored in a password protected and encrypted, certified electronic device. JADE Wellness Center currently uses highly ranked Qualifacts by Carelogic for EHR needs and will continue to use Qualifacts to track the services, progress and treatments of the recovery house Residents as deemed necessary. House Manager/Case Manager is responsible for maintaining these records. Each staff member will have their own unique user account within the record. A Resident has the right to inspect their own record. Records will be signed and dated by the patient upon orientation and will include:

- Agreement to abide by the rules and requirements of the Recovery House
- Consent Form(s)
- Drug and Alcohol Pennsylvania Client Placement Criteria evaluation or treatment referral contact
- A written log or a separate entry within the activity notes that records the nature and disposition of referrals made to outside resources.
- Activity notes indicating a Resident's overall progress and current status in meeting his/her goals and needs, updated on a weekly basis.

**All notes will be electronically signed and dated and signed by the individual making the entry.*

JADE Wellness Center will operate and abide 4 Pa. Code 255.5 and 42 CFR PRT II, *Confidentiality of Alcohol and Drug Abuse Patient Records*, following our current confidentiality policy, most recently reviewed, and approved by DDAP as recently as December 2021.

19. Describe how you will track and monitor performance measures for quality assurance and make appropriate changes based on those performance measures.

It is the goal of the JADE Recovery House to abide by and meet the benchmarks proposed by DHS:

- *75% of Residents abstain from using drugs and alcohol while in Recovery Housing*
- *90% of Residents exit to a permanent housing placement*
- *80% of Residents who did not have income, gained income while in Recovery Housing*
- *90% of Residents who were eligible for public entitlements, gained public entitlements while in Recovery Housing (e.g., Medicaid, Food Stamps)*
- *90% of Residents participated in safe and sober activities while in Recovery Housing*
- *90% of Residents who wanted to be connected to long term treatment supports while in Recovery Housing received connection*
- *100% of Residents were connected to physical and dental health supports while in Recovery Housing (if needed)*
- *75% of Residents indicated satisfaction with their experience in Recovery Housing, as measured by a satisfaction survey administered at discharge from the Recovery House.*

JADE Wellness Center is accustomed to meeting benchmarks involved in other projects we are involved in with Community Care Behavioral Health and feel the proposed benchmarks are well within our reach. We at JADE, are also fluent in submitting monthly outcome reports for our Certified Assessment Center and will have no problem complying to submit monthly reporting to DHS. JADE has the internal capacity to build, track and monitor our own integral reports pulled straight from our electronic health record regarding benchmarks identified. JADE will be able pull reporting monthly, quarterly and/ or annual as deemed necessary for reporting on performance measure and service utilization by DHS. All reports will access real time electronic health data and recovery plan compliance and progress to assess member outcomes through Pentaho Report Designer. Reports can be generated on demand and will accurately reflect member progress. Every unique member will have documented outcome measures throughout their residency which includes benchmarks towards; abstinence during residency, permanent housing placement upon discharge from residency, gainful employment acquisition, needed public entitlement acquisition including Medicaid and food stamps, participation in sober activities along with leisure and recreational activity development, long-term treatment support

development, physical health including Primary Care access, access to dental care, and resident satisfaction through satisfaction survey prior to discharge.

F. Financial Management and Budget (15 points possible)

20. Provide a line-item budget that reflects a realistic estimate of the costs associated with implementing the Recovery House. Please include total expenses and revenues, and any matching federal, state, local and/or private sector funds to support the Recovery House. Provide a budget narrative that clearly explains and justifies all line items in the proposed line-item budget.

At Jade Wellness Center we are family owned and operated. For the past 12 years all of our endeavors are 100% self-funded, and we anticipate the upstart of this recovery house to be the same. It is important to us as an agency to always be reinvesting in our business and what we offer our patients and the Community at large. The majority of the upstart cost will be associated with the acquisition of the physical house designed to meet the standards of DDAP Chapter 717 regulations. A 10% down payment will be required to purchase the property in mind. In addition to 10%, we anticipate additional costs to the tune of approximately \$40,000 to purchase furnishings and completely re-paint the aesthetics of the house, which is otherwise in great standing. As a family agency, we view our centers as a reflection of who we are. It is very important for the house to reflect the appearance of the rest of our JADE products, which we pride ourselves on being welcoming, clean and tranquil. The funds from the down payment will come from monies received at the end of 2021 and set aside specifically for the use of reinvestment and expansion.

Upfront Spending:

Down Payment	\$47,500.00
Furnishing:	\$20,000.00
Paint/Aesthetics	\$20,000.00
Total:	\$87,500.00

Additional expenses will come from the house mortgage, utilities, supplies and not only staffing the house 24/7, but staffing the house with employees making a livable wage and fringe benefits relevant to today's economy, as we gear up to full capacity. In the most conservative projections, we expect to be at a break even at a little over half capacity, or month three into month four and to reach full capacity by month 6 into month 7; however, from the feedback we have been receiving from peers in the community, we do not anticipate it taking nearly that long. We feel very strong in the accompanying projections, being a part of this industry for over a decade with successfully running three centers.

Monthly Fixed Cost:

Mortgage	\$2,800.00
Utilities	\$1,000.00
Staff (24/7/365):	
<i>FT House CRS/CASE Management</i>	\$2,880.00
<i>FT House CRS/CASE Management</i>	\$2,720.00
<i>FT House Tech</i>	\$2,560.00
<i>FT House Tech</i>	\$2,560.00
<i>PT House Tech</i>	\$1,280.00
Payroll Tax	\$960.00
Employee Benefits	\$3,000.00
Employee Training	\$150.00
Liability Insurance	\$1,200.00
Urine Drug Screens	\$300.00
Maintenance	\$300.00
Travel Expense	\$504.00
Supplies/Cintas	\$500.00
Telephone/Internet	\$375.00
Local Taxes:	\$150.00

Anticipated Monthly Expenses

\$22,903.00

As you will note, it takes a lot of resources to run a successful Recovery House. While we feel comfortable the Recovery House will be able to self-sustain based on capacity, leadership anticipates making new relationships and strategic partnerships with charitable organizations in the community who share our mission of delivering the very best value of services to those suffering with substance use disorders. To aid in enhancing the program, we will be looking for donations to offset certain costs and provide added benefits to the residents of the home. Things we would like to provide to residents through endowments, possible grants and donations include increased transportation, day passes for activities around the City of Pittsburgh, possible instruments, and other hobbies to advance the creative outlet of our residents, additional computers as needed to aid in workforce development and continued education, and more furnishings.

At JADE our mission will always be to provide the highest level of care for the treatment of people living with substance abuse disorders and make available every possible resource to assist each patient in achieving peace and comfort in a life free of drugs and alcohol. It is important to us that the individuals we serve feel unbiased support and a sense of deserving of quality care. To obtain our mission, we are consistently reinvesting in our service offerings when applicable to enhance the services our patients receive. We will make every diligent effort to provide the same care to those accessing our Recovery House that we have become synonymous for over the years.



**HUMAN SERVICES
ADMINISTRATION ORGANIZATION**

101 BELLEVUE ROAD, SUITE 001

PITTSBURGH, PA 15229

PHONE: (412) 301-8232 FAX: (412) 301-8239

To Whom it May Concern:

I am writing this letter in support of JADE Wellness and their pursuit to open recovery housing in Allegheny County. HSAO's relationship with JADE Wellness has always been a collaborative one built on a foundation of mutual passion to serve folks who suffer from substance use disorder. Over the years we have joined efforts in court rooms, in treatment locations, and in the community.

Hearing that JADE has now decided to pursue the venture of housing for individuals was welcomed news. Additional resources are so very needed to support long term recovery by ensuring that basic needs are met. Based on what we have seen from staff at JADE over the years in terms of compassion and dedication we believe that they would be a great fit to provide this service line and hope to see their housing as an option for individuals soon.

Sincerely,

Shannon Sommers

Unit Manager

101 Bellevue Road

Pittsburgh, Pa 15229

State Representative
Robert W. Mercuri
28th Legislative District

Harrisburg Office:
P.O. Box 202028
Harrisburg, PA 17120-2028
Phone: 717-772-9943
Fax: 717-782-2932



District Office:
5500 Brooktree Rd, Ste 100
Wexford PA 15090
Phone: 412-369-2230
Fax: 724-934-6443

RepRobMercuri.com
Facebook.com/reprobmercuri
rmercuri@pahousegop.com

House of Representatives
Commonwealth of Pennsylvania
Harrisburg

Allegheny County Department of Human Services
Request for Proposals – Recovery Housing
One Smithfield St
Pittsburgh, PA 15222

February 11, 2022

RE: JADE Wellness Recovery Housing Request for Proposal (RFP)

To Whom it May Concern:

I write on behalf of JADE Wellness, which has a location that lies within House District 28, which I am privileged to represent in the Pennsylvania General Assembly. It is my honor to voice my support for JADE Wellness and their Recovery Housing RFP.

There is a great need within Allegheny County and all of Pennsylvania for Recovery Housing. A necessary step in the process of recovery is for individuals to live in a safe environment that provides boundaries, guidance and sets them up for success on re-entry into independent living.

JADE Wellness has been serving our community since 2010 with a focus on aiding individual's early recovery by providing a safe, supportive living environment after inpatient treatment or incarceration. This mission directly aligns with the goal of Recovery Housing. JADE recognizes that there are different paths to recovery and therefore offers an array of treatment options including state-of-the art Medical and Clinical intervention all guided by best practice guidelines.

I have seen first-hand the knowledge and passion of one of JADE's Addiction Psychiatrists, Dr. Gina Goszinski, who has been a member of my Mental Health and Substance Use Task Force since March of 2021. Dr. Goszinski has been an integral part of creating awareness and advocating for the needs of those individuals seeking recovery.

JADE Wellness Centers are a great asset to the region and our Commonwealth and I believe the addition of a Recovery House facilitated by JADE would provide stable and comprehensive recovery care to those in need in our community.

Thank you for your consideration of JADE Wellness and the importance of Recovery Housing.

Best Regards,

A handwritten signature in black ink that reads "Robert W. Mercuri".

Rob Mercuri
State Representative
28th House District

CC: Lucy M. Garrighan, CEO and Founder JADE Wellness Centers
Dr. Gina Goszinski, Addiction Psychiatrist, JADE Wellness

BRANDON MARKOSEK, MEMBER
25TH LEGISLATIVE DISTRICT

116-A EAST WING
P.O. BOX 202025
HARRISBURG, PENNSYLVANIA 17120-2025
(717) 772-4511
FAX: (717) 705-1886

COMMERCE BUILDING
4232 NORTHERN PIKE, SUITE 303
MONROEVILLE, PENNSYLVANIA 15146
(412) 856-8284
FAX: (412)374-9242

BMARKOSEK@PAHOUSE.NET



House of Representatives
COMMONWEALTH OF PENNSYLVANIA
HARRISBURG

COMMITTEES
COMMERCE
GAMING OVERSIGHT
PROFESSIONAL LICENSURE

February 10, 2022

Allegheny County
Department of Human Services
1 Smithfield St, Pittsburgh, PA 15222

To Whom it May Concern:

Please accept this letter as my ardent support of Jade Wellness of Monroeville's consideration through RFP for Recovery Housing.

Jade Wellness provides treatment, counseling, case management, psychiatry, and much more to those struggling with addiction and associated mental illnesses. The resources that this award provides would allow for individuals to receive around-the-clock safety and care.

Jade Wellness has recently earned the Opiate Use Disorder Center of Excellence Provider Specialty Status through the state of Pennsylvania. I personally recommended Jade Wellness for this designation because can attest to the care that Ms. Garrighan has for her organization and the lives that it helps transform for the better. In these trying times, we must give human service professionals the tools they need to continue their great work.

Therefore, I respectfully urge you to approve Jade Wellness's for an RFP award for recovery housing. Thank you for your consideration in this request. If you have any questions regarding my endorsement of this application, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Brandon Markosek".

Brandon Markosek
State Representative
25th Legislative District

cc: Lucy Garrighan – Founder, Jade Wellness

JADE WELLNESS CENTER RECOVERY HOUSE RULES

You have decided to live in an environment that is alcohol and drug-free. The following House Rules are provided as a foundation to assist in helping run the facility as smooth as possible while promoting a cooperative, supportive environment conducive to the needs of recovery.

GENERAL HOUSE RULES UPON MOVE-IN:

- 1. Residents, staff, and visitors may not use alcohol or drugs on or off the premises of the Recovery House.** *All residents must be willing to support the recovery culture of the house. In the event of relapse, member will be involuntarily terminated immediately and work with case management to secure admissions to inpatient level of care when necessary. All members will receive multiple Toxicology tests. Tests will be conducted twice weekly with additional monthly oral mouth swab to account for attempts of adulterated urine drug screens.*
- 2. Residents and visitors may not act violently or threaten the safety of other Residents or staff.** *All members must refrain from engaging in any criminal activity. Any member will cease residency if they pose a threat to themselves, to others or to the property. Any resident or guest caught stealing of anything will be immediately discharged from the house.*
- 3. Length of Stay-** *Residents may not stay in the Recovery House for longer than 90 days. All Recovery Plans will include long-term housing goals. Interventions to achieve long-term housing goals will begin upon admission and updated at least once every 30 days throughout the maximum 90 day stay. Progress towards housing goals will be reviewed weekly.*
- 4. Expectation for Recovery Support-***Residents must attend weekly, mandatory recovery support meetings offered by the Recovery House. A schedule of house meetings will be posted in common area, in addition to being included in client handbook at admissions, and attendance is considered a part of compliance to maintain residency in the recovery house.*
- 5. Residents must participate in case management services-***Case management services will be required to attend by members of the recovery house on a weekly basis.*
- 6. Participation in Recovery Planning.** *Residents must develop and participate in a Recovery Plan. The initial Plan will be developed 24 hours upon arrival and include goals surrounding linkages to treatment, peer supports, employment needs and long-term housing. the plan shall be updated, at a minimum, of once every 30 days during their time in the Recovery House.*

JADE WELLNESS CENTER RECOVERY HOUSE RULES

7. **Curfew-** *Curfew is established and enforced for all residents. Daily curfews can be found posted in the commons area. Exceptions, such as employment requests, may be granted on a case-by-case basis.*
8. **Weekly Schedule-** *Weekly Schedules are required to be submitted to the house Manager by 3:00p.m. each Friday for the following week either in person or electronically. Weekly schedules are essential, so staff is able to keep track of all residents and ensure their safety and support is being looked after appropriately at all times.*
9. **Medications-** *Residents must inform Recovery House staff of any and all medications. All medications must be documented in the resident's electronic record at intake and as necessary to reflect changes.*

RESIDENT EXPECTATIONS:

- *Residents have the right to choose their Recovery Referral Source:** Members are encouraged to pick their preferred treatment pathway and treatment provider. Residents are welcome to utilize JADE Wellness Center's continuum of care for outpatient and high-intensity outpatient services but in no way does access to residency rely on participation in any program specific treatment provider. Following the Level of Care Assessment, if referral is necessary client choice will be critical in the recommendation process and a minimum of 3 appropriate referral sources will be provided to all clients in need of treatment services.
- * Residents are expected to keep the house clean and safe.** A list of chores will be posted in the common space and updated weekly. Residents are expected as a member of the House to complete their assigned tasks in a timely manner. Any issues will result in possible probation and a disciplinary action plan.
- * Residents must treat all shared spaces with common courtesy and respect.** Please do not leave personal items in these areas after you are finished using them. Please share the utilities provided in the common areas with other residents. Failure to do so may result in scheduled allotted times for use of common areas.
- * Residents are encouraged and expected to be good neighbors.** Residents will not longer outside after curfew. Residents will respect designated parking spaces for the Recovery Home. Residents will abide by the designated smoking areas outside and always clean up after themselves by using the strategically placed receptacles.

ADDITIONAL HOUSE RULES

JADE WELLNESS CENTER RECOVERY HOUSE RULES

1. *Each Resident accepts full responsibility for any personal property or belongings. Residents are strongly encouraged to keep personal items in locked storage area. Should you not have locked storage area, you are free to ask a staff member and we will happily provide you with something to ensure your belongings are kept safe.*
2. *Recovery House staff are not responsible for the loss, damage and/or theft of any resident's personal property or belongings, unless due to fire or flood.*
3. *Residents are expected to keep healthy boundaries. This includes not borrowing money from other residents and/or staff. Borrowing or lending money is often an issue that can cause arguments or other problems between residents. It can also create situations of mistrust. Therefore, it is not permitted while living in the JADE Recovery House.*

VIOLATION OF ANY RULE MAY RESULT IN IMMEDIATE DISCHARGE FROM THE HOUSE

I, _____, agree to follow all Recovery House rules.

CLIENT SIGNATURE _____ DATE _____

JWC STAFF SIGNATURE _____ DATE _____

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF LABOR AND INDUSTRY

BUREAU OF OCCUPATIONAL AND INDUSTRIAL SAFETY



OCCUPANCY PERMIT

THE FOLLOWING BUILDING HAS BEEN INSPECTED BY THE DEPARTMENT OF LABOR AND INDUSTRY AND HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE FIRE AND PANIC LAW, (ACT 299, APRIL 27, P. L. 465 AS AMENDED), AND THE PLANS APPROVED BY THE DEPARTMENT UNDER THE FILE NUMBER AND DATE LISTED BELOW.

EVERGREEN ASSISTED LIVING INC
141 EVERGREEN AV
141 TO 145 EVERGREEN* EVERGRE AV
MILLVALE PENNSYLVANIA 15209

APPROVAL IS FOR THE FOLLOWING CLASSIFICATION(S):

C2 GROUP HABITATION
LP LARGE PERSONAL CARE HOME(9 OR MORE RESIDENTS)

THIS OCCUPANCY PERMIT AUTHORIZES OCCUPANCY OF THIS BUILDING AS LONG AS THE BUILDING IS MAINTAINED IN ACCORDANCE WITH THE FIRE AND PANIC LAW, REGULATIONS AND THE PLAN APPROVAL.

FILE NUMBER	PLAN APPROVAL DATE	PLAN CODE	DRAWING INDEX	FIELD INSPECTION DATE	INDUSTRIAL BOARD VARIANCES	ACCESSIBILITY BOARD VARIANCES
297764	10/21/96	P	96-11156	1.13.97		

James Mobley
MOBLEY

INSPECTOR

645

Charles J. Suddler, Jr.

DIRECTOR

Bureau of Occupational and Industrial Safety

BOROUGH OF MILLVALE

DEPARTMENT OF BUILDING INSPECTION AND CODE ENFORCEMENT

501 LINCOLN AVENUE
PITTSBURGH, PA 15209

PHONE: 412-821-2777
FAX: 412-821-7710

October 06, 2005

Evergreen Assisted Living Inc.
141/145 Evergreen Ave.
Millvale, Pa. 15209

Re: 141/145 Evergreen Ave., Millvale, PA

Dear Sirs

This letter is to notify you that your structural renovations conform with all the local zoning and building codes of the Borough of Millvale. The occupant load increase from 30 residents to 36 residents has been granted by me based on the increase in square footage and added means of egress supplied by the new structure.

Sincerely,



Michael D. Snyder
Code Official/Zoning Officer/Building Inspector

Code.sys™ Code Consulting, Inc.

Michael D. Snyder
Code Official

321 GRANT AVENUE
PITTSBURGH, PA 15209
412-821-0337, ext. 20
412-821-0699 Fax