

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

Agreement between the Arizona Department of Economic Security (“ADES”) and the Arizona Health Care Cost Containment System (“AHCCCS”)

Arizona Revised Statutes (A.R.S.) § 35-148(A) authorizes a State Agency to reimburse for services performed or to advance funds to another State Agency for services to be performed pursuant to an Interagency Service Agreement and authorizes such funds to be credited to the appropriation account of the agency performing the services for use by such agency.

The term of this Agreement shall begin on July 1, 2026 or the date of last signature, whichever is later, and shall end on June 30, 2031, unless otherwise amended.

THEREFORE, it is agreed that ADES and AHCCCS (the “Parties”) shall abide by all the terms and conditions of this Agreement.

THE SIGNATORY CERTIFIES POSSESSING THE AUTHORITY TO BIND HIS/HER STATE AGENCY TO THIS AGREEMENT.

**FOR AND ON BEHALF OF THE
ARIZONA DEPARTMENT OF ECONOMIC SECURITY:**

**FOR AND ON BEHALF OF THE
ARIZONA HEALTH CARE COST CONTAINMENT
SYSTEM:**

<i>Yesenia Sandoval</i>	 Tracey Thomas (Jul 10, 2026 09:13:29 PDT)
Signature	Signature
Yesenia Sandoval	Tracey Thomas
Printed Name	Printed Name
Chief Procurement Officer	Procurement Manager
Title	Title
07/10/2026	07/10/2026
Date	Date
DS27-003310	YH27-0032
ADES Agreement Number	Agency Agreement Number

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

MISSION AND VISION STATEMENTS

- 1.1. ADES Mission: To strengthen individuals, families, and communities for a better quality of life.
- 1.2. ADES Vision: A thriving Arizona.
- 1.3. AHCCCS Vision: To be the recognized national leader in providing high quality, whole-person public health care.
- 1.4. AHCCCS Mission: Helping Arizonans live healthier lives by ensuring access to quality health care across all our communities.

2. PURPOSE OF AGREEMENT

This Agreement recognizes that Competitive Integrated Employment (CIE) is central to recovery and aims to:

- 2.1. Ensure that individuals living with a Serious Mental Illness (SMI) designation have access to comprehensive employment services.
- 2.2. Increase successful CIE outcomes for individuals living with SMI.
- 2.3. Create the conditions for interdisciplinary teams to form and provide services that neither AHCCCS nor ADES/Rehabilitation Services Administration (RSA) can independently provide.
- 2.4. Provide a service delivery model that establishes a coordinated employment service continuum for individuals living with SMI, progressing from prevocational skill development through vocational placement and long-term job retention support by:
 - 2.4.1. Maintaining and improving service coordination between ADES/RSA and AHCCCS through a structured statewide referral process to ensure the quickest and highest level of care provided to Mutual Clients while adhering to evidence-based practice,
 - 2.4.2. Training RSA staff, as appropriate to this ISA, in the area of psychiatric disabilities to be able to effectively serve individual needs,
 - 2.4.3. Determining eligibility for RSA services as soon as possible, recognizing that the best practice is for Eligibility Determination to occur within 30 days of a signed Vocational Rehabilitation (VR) Application,
 - 2.4.4. Ensuring coordination, cooperation, and collaboration efforts between AHCCCS and ADES/RSA through a coordinator position established by each agency, and
 - 2.4.5. Serving as a framework for bringing together the resources of the two systems, building upon existing efforts, and facilitating a broad spectrum of joint State and local initiatives.

3. DEFINITIONS

- 3.1. Arizona Department of Economic Security (ADES) – A State of Arizona agency providing a variety of social support services to Arizona residents contributing to enhancing their economic standing and improving their overall quality of life.
- 3.2. Arizona Health Care Cost Containment System (AHCCCS) – Founded in 1982, the Arizona Health Care Cost Containment System (written as AHCCCS and pronounced 'access') is Arizona's Medicaid program. Medicaid is a Federal healthcare program jointly funded by the Federal and State governments for individuals and families who may qualify for acute or long-term services.
- 3.3. Auxiliary Site/Point-of-Contact Sites – As determined by ADES/RSA and AHCCCS, based on regional locations and SMI enrollment numbers, these Health Homes are assigned VR staff; however on-site ISA program services (e.g., monthly on-site VR orientation, bi-annual presentations to clinic staff on VR services, and weekly co-location of the VR counselors) are not required.
- 3.4. Client – A person with one or more disabilities receiving services from RSA.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

- 3.5. Clinical Team – Refers to a behavioral health outpatient multidisciplinary team at Health Homes that collaborate to provide integrated, patient-centered care. Team members often include licensed professionals (doctors, counselors, etc.), Case Managers, and Behavioral Health Technicians/Specialists, among others.
- 3.6. Community Rehabilitation Provider (CRP) – An agency or individual approved to provide employment-related services and support to individuals with disabilities served by RSA/VR.
- 3.7. Competitive Integrated Employment (CIE) – Work that is performed on a full-time or part-time basis for which an individual is compensated at or above minimum wage and comparable to the customary rate paid by the employer to employees without disabilities performing similar duties and with similar training and experience; receiving the same level of benefits provided to other employees without disabilities in similar positions; at a location where the employee interacts with other individuals without disabilities; and presented opportunities for advancement similar to other employees without disabilities in similar positions.
- 3.8. Extended Supported Employment (ESE) – Ongoing services (Job Coaching) needed to support and maintain an individual with a disability in employment after the RSA/VR program terminates employment-related services and support. These services are funded by the Managed Care Organizations.
- 3.9. Health Home – A provider that either provides or coordinates and monitors the provision of all primary, physical health, behavioral health and services and supports to treat the whole person. A Health Home can be an Outpatient Behavioral Health Clinic, a Federally Qualified Health Center (FQHC) or an Integrated Care Provider. Members may or may not be formally assigned to a Health Home.
- 3.10. Individualized Plan for Employment (IPE) – A written program of services developed jointly by RSA with a Client that comprehensively documents the goals, responsibilities, and services necessary for the Client to obtain and maintain employment.
- 3.11. ISA Designated Program Sites – As determined by ADES/RSA and AHCCCS, based on regional locations and SMI enrollment numbers, these Health Homes require assigned VR Counselors and on-site ISA program services (e.g., monthly on-site VR orientation, bi-annual presentations to clinic staff on VR services, and weekly co-location of the VR counselors).
- 3.12. Job Coaching – Post-vocational services, in accordance with the member's individualized treatment plan, which enable members to maintain their current employment or assist members in obtaining the skills needed for promotional opportunities.
- 3.13. Managed Care Organization (MCO) – An organization or entity that has a prepaid capitated Contract with AHCCCS to provide goods and services to members either directly or through subcontracts with providers, in conformance with contractual requirements, AHCCCS Statutes and Rules, and Federal law and regulations.
- 3.14. Managed Service Provider Human Services (MSP) – ADES RSA contracts with a Managed Service Provider, currently GuideSoft, Inc. dba Knowledge Services to assist in providing sourcing, assignment and management of a Vendor Network and Vendor Network Services that are utilized by ADES and its Clients.
- 3.15. Member – An eligible individual who is enrolled in AHCCCS, as specified in ARS 36-2931, 36-2901, 36-2901.01 and ARS 36-2981. Also referred to as Title XIX/XXI member or Medicaid member.
- 3.16. Mutual Client – A person who has been determined to have a Serious Mental Illness, is an enrolled member of AHCCCS, and is determined to be eligible for, is receiving, or has received, appropriate VR services from RSA coordinated by a VR Counselor.
- 3.17. Rehabilitation Services Administration (RSA) – An administration within ADES which provides VR and other services to persons with disabilities.
- 3.18. Rehabilitation Specialist – Staff employed by the Health Home as part of the Clinical Team whose duties include employment and rehabilitation-related activities (e.g., employment, meaningful community involvement activities). Rehabilitation Specialists assist members in regaining, maintaining, or improving abilities needed for daily life that have been lost or impaired due to sickness, injury, or a disability.
- 3.19. Serious Mental Illness (SMI) – SMI is not a diagnosis but rather a designation made by a licensed psychologist from established criteria that qualifies individuals for extra support. A Serious Mental Illness

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

is a chronic and long term mental health condition which impacts a person's ability to perform day-to-day activities or interactions.

- 3.20. Service Plan – A written description of covered health services, and other supports, which may include individual goals, family support services, care coordination, and plans to help the member better their quality of life.
- 3.21. Staffing – A meeting held among staff members to discuss the status and progress of one or more Mutual Clients to plan future treatment and/or services.
- 3.22. Vocational Rehabilitation (VR) – A program under RSA that provides a variety of services to persons with disabilities, with the ultimate goal to prepare for, enter into, and/or retain employment.
- 3.23. Vocational Rehabilitation Counselor (VR Counselor) – An employee of RSA that supports individuals with physical, mental, or emotional disabilities to secure, maintain, or return to employment by developing an IPE, assessing skills, providing vocational counseling, and coordinating job training and/or placement.

4. SERVICE DESCRIPTION

Joint and coordinated service delivery will be accomplished through:

- 4.1. Service Delivery Setting
 - 4.1.1. Service provision to Mutual Clients in the most integrated setting possible to meet their vocational needs and integration in the community.
 - 4.1.1.1. AHCCCS, through the MCOs, has established Health Homes throughout the State.
 - 4.1.1.2. AHCCCS and ADES/RSA determine Health Homes as ISA Designated Program Sites or Auxiliary/Point-of-Contact Sites based upon SMI enrollment and other pertinent factors.
 - 4.1.1.3. RSA/VR Counselors will be assigned to ISA Designated Program Sites for coordination of care between RSA/VR staff and Health Homes.
 - 4.1.2. ISA Designated Program Sites that have dedicated RSA staff assigned will provide functional workspace for RSA staff.
- 4.2. Service Delivery Model – Elements of the model include the following:
 - 4.2.1. Prevocational Services (MCO-funded through clinical programs)
 - 4.2.1.1. Career interest exploration and general work readiness training
 - 4.2.1.2. Benefits counseling Arizona Disability Benefits 101 (AZ DB101)
 - 4.2.1.3. Behavioral health stabilization and symptom management
 - 4.2.1.4. Referrals to ADES/RSA
 - 4.2.2. Vocational Rehabilitation Services (RSA/VR-funded)
 - 4.2.2.1. Comprehensive vocational assessment and planning
 - 4.2.2.2. Job development and competitive job placement
 - 4.2.2.3. Disability-related training and reasonable accommodations
 - 4.2.2.4. Time-limited Job Coaching until employment stabilization
- 4.3. Service Delivery Expectations
 - 4.3.1.1. Functional workspace at Health Homes for RSA staff
 - 4.3.1.2. Monthly Onsite VR Orientation
 - 4.3.1.3. Weekly Consultations
 - 4.3.1.4. VR overview to Health Home Staff
 - 4.3.1.5. Integrated Service Planning
- 4.4. Service Delivery Oversight
 - 4.4.1. Maintain ADES/RSA and AHCCCS positions whose primary function is to monitor the requirements in this ISA.
 - 4.4.1.1. For ADES/RSA
 - 4.4.1.1.1. ADES/RSA Statewide Behavioral Health Coordinator.
 - 4.4.1.1.2. ADES/RSA Statewide Behavioral Health Specialist.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

- 4.4.1.2. For AHCCCS
 - 4.4.1.2.1. AHCCCS Employment Administrator.
- 4.4.2. ISA Advisory Committee.
 - 4.4.2.1. The ISA Advisory Committee focuses on collaboration, data review, problem solving, and continuous quality improvement to ensure timely, coordinated, and person-centered services that support CIE outcomes for Mutual Clients.
- 4.4.3. Statewide Collaborative Protocols (Exhibit A).
 - 4.4.3.1. AHCCCS, ADES/RSA, and the MCOs shall implement, and update as needed, Statewide Collaborative Protocols (Exhibit A), which shall describe the roles and responsibilities of each entity working with individuals under this Agreement.

5. RESPONSIBILITIES

ADES and AHCCCS agree as follows:

5.1. Joint Responsibilities. Both Parties will:

- 5.1.1. Administrative responsibilities.
 - 5.1.1.1. ADES/RSA and AHCCCS positions that manage the ISA shall:
 - 5.1.1.1.1. Monitor activities and operations to ensure that all goals and objectives under this Agreement are met.
 - 5.1.1.1.2. Participate in program review to preserve integrity of service provision by:
 - a. Coordinating provision of services,
 - b. Joint program and data review,
 - c. Monitoring and evaluating for shared quality improvement, and
 - d. Maintaining clear expectations between AHCCCS and ADES/RSA.
 - 5.1.1.1.3. Plan and propose new programs and initiatives.
 - 5.1.1.1.4. Co-facilitate meetings/trainings, including the ISA Advisory Committee meeting, the annual ISA Coordination Meeting, and any ad hoc meetings, if necessary.
 - 5.1.1.1.5. Provide technical support to all staff directly involved in the service delivery under this Agreement.
 - 5.1.1.1.6. Work with each respective State Agency's internal departments to receive, review, and approve proposed annual budgets.
 - 5.1.1.1.7. Train and provide technical assistance to ADES/RSA and Health Home staff who provide direct Mutual Client services. Depending on training topics and availability of training staff, training may also be available to the following target groups:
 - a. Community rehabilitation program staff and contracted providers, and
 - b. Persons receiving services, family members, and advocates.
 - 5.1.1.1.8. Provide technical assistance to each other in areas specific to roles, contracting, and understanding of processes, policies, and regulations.
 - 5.1.1.1.9. Coordinate activities of the ISA Advisory Committee. The Committee shall:
 - a. Consist of, at a minimum, the following members: the AHCCCS Employment Administrator, the ADES/RSA Statewide Behavioral Health Coordinator, the ADES/RSA Statewide Behavioral Health Specialist, and the AHCCCS appointed MCO Employment Representatives.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

- b. Participate in virtual or in-person meetings every other month to:
 - 1. Review AHCCCS and ADES/RSA Quarterly Reports,
 - 2. Resolve any identified operational issues,
 - 3. Review and make recommendations for all parties involved in serving this target population regarding trainings, and process/service improvement activities, and
 - 4. Schedule, develop, and conduct ad hoc committees as necessary.
 - c. In coordination with the MCO's and ADES/RSA, convene ISA coordination meetings to include AHCCCS/RSA/MCO administrators, regional RSA staff, Rehabilitation Specialists, community providers and other appropriate partners to support training, communication, and planning.
- 5.1.2. RSA staff and Rehabilitation Specialists responsibilities.
 - 5.1.2.1. Functional workspace at Health Homes for RSA staff.
 - 5.1.2.1.1. ISA Designated Program Sites that have dedicated RSA staff assigned will provide functional workspace for RSA staff to carry out the service objectives.
 - 5.1.2.1.2. Functional workspace includes access to a confidential area when meeting with mutual or prospective clients, a desk, chairs, and a telephone. In this workspace, RSA/VR staff must have the capability to receive any site safety alerts.
 - 5.1.2.2. Monthly Onsite VR Orientation.
 - 5.1.2.2.1. RSA staff will provide Orientation to VR Services at the assigned ISA Designated Program Site a minimum of one time per month and at least one Rehabilitation Specialists must be present.
 - a. RSA staff will utilize the [Vocational Rehabilitation Referral Form](#) when conducting VR Orientations at the clinical site.
 - b. Copies of the Vocational Rehabilitation Referral Form will be provided to the Rehabilitation Specialists to be placed in the clinical record.
 - c. RSA staff may also provide the VR Orientation at a local VR office, by phone, virtually, or at an alternate community location that best meets the needs of the individual.
 - d. Orientations may also be conducted one-on-one.
 - 5.1.2.3. Weekly Consultations.
 - 5.1.2.3.1. RSA staff and Rehabilitation Specialists shall conduct weekly consultations regarding the progress of Mutual Clients. Participation can be face-to-face, via email, via videoconferencing, or by telephone. MCOs and ADES/RSA must monitor their respective staff as to whether or not the weekly consultations are occurring to ensure adherence to the Statewide Collaborative Protocols (Exhibit A). Refer to the Statewide Collaborative Protocols (Exhibit A) for additional details.
 - 5.1.2.4. VR overview to Health Home Staff.
 - 5.1.2.4.1. Coordinated by Rehabilitation Specialists and facilitated by RSA/VR staff twice each year, provide training and/or education to Health Home Clinical Teams to promote the intended benefits of the RSA/VR program and encourage referrals.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

5.1.2.5. Integrated Service Planning.

5.1.2.5.1. VR Counselors and Clinical Teams collaborate to coordinate respective services in support of the Mutual Client's employment related goals.

5.2. AHCCCS shall:

5.2.1. Include the Agreement's requirements as contract terms in its contracts with MCOs.

5.2.2. Provide behavioral health services to Mutual Clients through the MCOs and their contracted providers to include prevocational and ESE services.

5.2.2.1. If, due to locality, the provision of ESE services is not possible, the MCO shall determine alternative methods of implementing ESE services. Commitments to provide ESE services shall be made prior to the implementation of IPEs for Mutual Clients who will need such supports.

5.2.2.2. ESE services include, but are not limited to, the following:

5.2.2.2.1. Assistance in maintaining employment to include:

- a. Job Coaching through regular contacts with the member, member's parents or Guardians (if applicable), and/or the employer, and
- b. Job counseling and/or job monitoring and related support services.

5.2.2.2.2. Assistance in assessment and identification of ongoing employment support needs; access to the resources necessary to meet those needs; and natural and peer support environments.

5.2.2.3. Mutual Clients will be offered ESE services by MCOs' contracted providers or funded directly by the MCOs, and

5.2.2.4. Refer to the Statewide Collaborative Protocols (Exhibit A) for additional details regarding roles and responsibilities in the ESE process.

5.2.3. Contractually direct the MCOs to address the vocational rehabilitation needs of Mutual Clients in their service planning that includes:

5.2.3.1. Vocational choices, and

5.2.3.2. Incorporating any pertinent information provided by RSA VR staff into the Service Plans, if applicable.

5.2.4. Request Provider Directories from the MCOs on an annual basis in January to share with ADES/RSA that includes Health Home contact information and Rehabilitation Specialist assignments.

5.2.4.1. MCOs shall report via email to the AHCCCS Employment Administrator and the ADES/RSA Statewide Behavioral Health Coordinator any Health Home site closures, relocations, or any other significant changes that will affect the delivery of services under this Agreement.

5.2.5. Request SMI census data from the MCOs on an annual basis in January on Health Home locations to share with ADES/RSA.

5.2.5.1. AHCCCS and ADES/RSA shall use this data to determine which Health Home site locations will be identified as ISA Designated Program Sites and which will be identified Auxiliary/Point-of-Contact Sites to ensure appropriate VR staff coverage.

5.2.5.2. ADES/RSA and the MCOs shall use this data to assess the penetration rates of each identified provider location in order to determine where technical assistance may be required.

5.3. ADES will:

5.3.1. Provide VR services to assist Mutual Clients in becoming self-sufficient through meaningful and sustained work through the development of an IPE, which includes the provision of the specific VR services needed to achieve the employment outcome, including, but not limited to:

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

- 5.3.1.1. Vocational counseling and guidance,
 - 5.3.1.2. Career exploration, vocational assessment, job planning, and supported education,
 - 5.3.1.3. Work exploration and work adjustment activities,
 - 5.3.1.4. Specific job preparation (including educational opportunities, on-the-job training, other skill building activities, retraining, etc.),
 - 5.3.1.5. Individual Job Development and Retention (JDR),
 - 5.3.1.6. Transitional employment placements,
 - 5.3.1.7. Supported employment services, which continue until job stability is achieved, and
 - 5.3.1.8. Vocational support services such as tools, supplies, and assistive technology services (including adaptive aids/devices, etc.), as needed.
- 5.3.2. Train RSA staff to work with Mutual Clients, in coordination with Rehabilitation Specialists, by:
- 5.3.2.1. Participating at the highest level possible as a member of the Clinical Team or upon request to:
 - 5.3.2.1.1. Discuss a potential referral when an individual intends to work,
 - 5.3.2.1.2. Provide recommendations and/or information for those currently receiving vocational services through ADES/RSA, and
 - 5.3.2.1.3. Transition a Mutual Client from VR supported employment service to MCO-funded ESE service in coordination with the clinical program team after the Mutual Client's achievement of successful employment.
 - 5.3.2.2. Discussing issues that may arise during the collaborative process and develop strategies to correct deficiencies and improve performance.
- 5.3.3. Notify Health Homes when a Mutual Client transitions to ESE from VR services to coordinate a seamless transition of services.

6. PAYMENT REQUIREMENTS

6.1. Both Parties agree to fund the service provision under this Agreement as follows:

- 6.1.1. ADES/RSA will submit an annual List of Proposed Expenditures to AHCCCS that lists each of the agreed-upon service delivery areas in the following categories:
 - 6.1.1.1. Number of funded full-time employees (FTE)
 - 6.1.1.1.1. Vocational Rehabilitation Counselors,
 - 6.1.1.1.2. Field Support staff (such as Rehabilitation Technicians, Purchasing Technicians), and
 - 6.1.1.1.3. Central Office Administration, RSA Regional staff, and AHCCCS Employment Administrator supported under this agreement
 - 6.1.1.2. Purchase of VR services for Mutual Clients being served under this program.
- 6.1.2. An Annual RSA BHS Budget (Attachment 1) shall be mutually agreed upon by both Parties and added to this Agreement by amendment each year.
- 6.1.3. The Annual RSA BHS Budget (Attachment 1), may only be increased or decreased through a mutually agreed upon amendment. An amendment shall not be necessary whenever there is an increase of less than 10% in any budget category and the increase is offset by an equal value decrease in another budget category or categories.
- 6.1.4. Any budgetary modifications to this Agreement shall be:
 - 6.1.4.1. Consistent with the goals of this Agreement, and
 - 6.1.4.2. Reviewed and approved by both Parties and included as an amendment to this Agreement.
- 6.1.5. AHCCCS shall transfer non-Federal dollars to ADES/RSA 21.3% of the approved Annual RSA BHS Budget (Attachment 1) in quarterly increments. This amount represents the AHCCCS funding contribution for the service provision under this Agreement.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

- 6.1.6. ADES/RSA will use these funds to generate Federal Basic Support grant dollars for the purpose of funding ADES/RSA personnel and other costs for the provision of the VR program and fulfillment of its responsibilities under this Agreement.
- 6.1.7. ADES/RSA shall return unspent funding contribution money to AHCCCS no later than one hundred eighty (180) days after Fiscal Year End.

7. REPORTING REQUIREMENTS

- 7.1. ADES/RSA will submit to AHCCCS Quarterly Reports to include the following data:
 - 7.1.1. Programmatic data:
 - 7.1.1.1. Number of applicants per region,
 - 7.1.1.2. Number of eligible applicants per region,
 - 7.1.1.3. Cumulative number of Mutual Clients served per region,
 - 7.1.1.4. Average number of days for an ADES/RSA Eligibility Determination to a signed IPE,
 - 7.1.1.5. Number of Mutual Clients placed on a waiting list as a result of the order of selection,
 - 7.1.1.6. Number of Mutual Clients engaged in vocational activities (e.g. work experiences, preparation for work, supported employment, etc.) during the period,
 - 7.1.1.7. Data for Mutual Clients who become successfully employed, including retention of employment, average wage and hours employed, and,
 - 7.1.1.8. Number of closures with employment.
 - 7.1.2. Network/Service Delivery data:
 - 7.1.2.1. Providers lost and/or gained that are jointly contracted with ADES/RSA, or its Managed Service Provider and MCOs, including the name of each provider, contracted capacity, counties served, and an analysis of the impact on the sufficiency of the network, as applicable.
 - 7.1.2.2. Where, as a result of the loss of a provider, service provision or availability is impacted, ADES/RSA and AHCCCS will develop a plan for addressing the gap and the plan for transitioning persons to appropriate alternate services.
 - 7.1.3. ADES/RSA data on staffing levels of those who are dedicated to activities and services delivered under this agreement, including:
 - 7.1.3.1. ADES/RSA Vocational Rehabilitation Counselor FTE per RSA Region,
 - 7.1.3.2. ADES/RSA Vocational Rehabilitation Counselor Current FTE per RSA Region,
 - 7.1.3.3. ADES/RSA Number of Vocational Rehabilitation Counselor full time (FT) & part time (PT) per RSA Region,
 - 7.1.3.4. ADES/RSA Vocational Rehabilitation Counselor Vacancies per RSA Region,
 - 7.1.3.5. ADES/RSA Rehabilitation Technician/Purchasing Technician Total FTE per RSA Region,
 - 7.1.3.6. ADES/RSA Rehabilitation Technician/Purchasing Technician Current FTE per RSA Region,
 - 7.1.3.7. ADES/RSA Supervisors Total FTE per RSA Region, and
 - 7.1.3.8. ADES/RSA Supervisors Current FTE per RSA Region
 - 7.1.4. Quarterly financial expenditure reports shall include at a minimum: expenditures for contracted and non-contracted services in the following budget categories: Personnel, Employee-Related Expenses, Professional and Outside Services, Equipment, Travel, Aid to Organizations, Other Operating Expenses, IT Direct and Indirect charges (if applicable). ADES/RSA shall submit financial expenditure reports to BHSinvoices@azahcccs.gov.

- 7.2. Reports shall be sent to:

Arizona Health Care Cost Containment System
Division of Health Care Services

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

ATTN: AHCCCS Employment Administrator
150 N. 18th Ave., Phoenix, AZ 85007
OR by email to bhsinvoices@azahcccs.gov

- 7.3. Quarterly Reports will be submitted according to the following schedule:
- | | |
|-------------------------------|------------|
| For the reporting period: | Due Date: |
| July 1 through September 30 | October 15 |
| October 1 through December 31 | January 15 |
| January 1 through March 31 | April 15 |
| April 1 through June 30 | July 15 |
- 7.4. AHCCCS will submit to the ADES/RSA Statewide Behavioral Health Coordinator, annually in January:
- 7.4.1. MCO Provider Directories
 - 7.4.2. SMI census data
- 7.5. Both parties reserve the right to request from one another the submittal of any additional or revised reports or Exhibits related to service provision and contract performance throughout the duration of the contract without formal amendment.
- 7.6. Reporting Requirements may change during the Contract term. AHCCCS will be notified about any change in reporting forms by email (BHSInvoices@azahcccs.gov).
- 7.7. ADES/RSA will invoice AHCCCS for the funding contribution within fifteen (15) calendar days following the execution of this Agreement and quarterly thereafter by the 1st (first) day of July, October, January and April.
- 7.7.1. AHCCCS shall transfer its funding contribution to ADES/RSA within fifteen (15) calendar days upon receipt of ADES/ RSA's invoice.
- 7.8. ADES/RSA will submit its invoices for the AHCCCS funding contribution to:
Arizona Health Care Cost Containment System (AHCCCS)
ATTN: AHCCCS Finance Administrator
150 N. 18th Ave., Phoenix, AZ 85007
By email: BHSInvoices@azahcccs.gov
- 7.9. AHCCCS shall submit its funding contribution to:
AZ Department of Economic Security
ATTN: DERS Finance and Budget Unit
PO BOX 6123, Mail Drop 53F1
Phoenix, Arizona 85005
By email: fboafpa@azdes.gov
- 7.10. Within 30 days following the end of each quarter, AHCCCS shall invoice ADES/RSA for the AHCCCS Employment Administrator position at .5 FTE. Invoices shall be sent electronically to RSAFinance@azdes.gov.

8. NOTICES

- 8.1. All notices to AHCCCS regarding this Agreement shall be sent to the following address:

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

Arizona Health Care Cost Containment System
ATTN: AHCCCS Procurement
150 N. 18th Ave., MD 15003 Phoenix, AZ 85007
By email: procurement@azahcccs.gov

8.2. All notices to ADES regarding this Agreement shall be sent to the following address:

AZ Department of Economic Security
Rehabilitation Services Administration
ATTN: ADES/RSA Statewide Behavioral Health Coordinator
PO Box 6123 2NW Mail Drop 5371
Phoenix, AZ 85005-6123
By email: RSAInvoices@azdes.gov

9. EXHIBITS

9.1. The following list of exhibits constitutes an integral part of subject Agreement:

9.1.1. Exhibit A: Statewide Collaborative Protocols

10. ATTACHMENTS

10.1. The following list of attachments constitutes an integral part of subject Agreement:

10.1.1. Attachment 1: Annual RSA BHS Budget

11. EXTENSION

This Agreement may be extended through a mutual written amendment. The term of this Agreement should not exceed five (5) years.

12. TERMINATION

12.1. This Agreement may be terminated by mutual agreement of the Parties at any time during the term of this Agreement.

12.2. Each Party shall have the right to terminate this Agreement by written request to the Agency Chief Procurement Officer. Written notice of termination shall be received by either party at least thirty (30) days prior to the effective date of said termination.

13. AMENDMENTS

13.1. This Agreement may be amended only by mutual written amendment. No agent, employee or other representative of either Party is empowered to alter any of the terms of this Agreement, unless done in writing and signed by the authorized representative of the respective Parties.

13.2. Either Party shall give written notice to the other party of any non-material alteration that affects the provisions of this Agreement. Non-material alterations that do not require a written amendment are as follows:

13.2.1. Change of telephone number.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

13.2.2. Change in authorized signatory.

13.2.3. Change in the name and/or address of the person to whom notices are to be sent.

14. APPLICABLE LAW

This Agreement shall be governed and interpreted by the laws of the State of Arizona.

15. ARBITRATION

The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §§ 12-1518(B) and 12-133, except as may be required by other applicable statutes.

16. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, the State may within three years after execution terminate this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of either party, at any time while the Agreement is in effect, becomes an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party to the Agreement with respect to the matter of this Agreement.

17. DATA SHARING AGREEMENT

When determined by ADES that sharing of confidential data will occur with AHCCCS, AHCCCS shall complete ADES Data Sharing Request Agreement and submit the completed Agreement to ADES Program Designated Staff prior to any work commencing or data shared. A separate Data Sharing Request Agreement shall be required between AHCCCS and each ADES Program sharing confidential data.

18. NON-AVAILABILITY OF FUNDS

In accordance with A.R.S. § 35-154, every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by ADES at the end of the period for which funds are available. No liability shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

19. PRIOR SERVICES

The Parties agree that if similar services were provided by AHCCCS prior to the start date of this Agreement, those services will be compensated as though having been performed under this Agreement.

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

Exhibit A – Statewide Collaborative Protocols

Attached as a separate Adobe Acrobat Document

Interagency Service Agreement (ISA)	
Agreement No.: DS27-003310	
Description: Coordination of Services – Serious Mental Illness	

Attachment 1 - Annual RSA BHS Budget

Attached as a separate Adobe Acrobat Document