

**CONTRACT AMENDMENT NO. 2**  
**TELEPSYCHIATRY AND TELETHERAPY SERVICES**  
**CONTRACT NO. COR-SVCS-2023-0476-HSB**

This CONTRACT AMENDMENT No. 2 amends the above-referenced contract between the **State of Montana, Department of Corrections** (State), whose address and phone number are P.O. Box 201301, 5 South Last Chance Gulch, Helena, MT 59620-1301, 406-444-3930 and **Frontier Psychiatry, PLLC**, (Contractor), whose address and phone number are 27 N 27<sup>th</sup> St., Ste. 21-E, Billings, MT 59101, (406) 200-8471.

This Contract is amended for the following purpose(s) (New language underlined, deleted language interlined):

- 1) In accordance with Section 1, of the above-referenced contract, entitled Effective Date, Duration, and Renewal, parties mutually agree to extend this Contract upon execution through August 31, 2024, per the terms, conditions, and prices agreed upon. This is the 1<sup>st</sup> renewal, 2<sup>nd</sup> year of the Contract. This Contract, including any renewals, may not exceed a total of seven (7) years.
- 2) In accordance with Section 3, of the above-referenced contract, entitled Services and/or Supplies, parties mutually agree to the following language changes to provide services upon execution of the amendment.

**3. SERVICES AND/OR SUPPLIES**

**3.1 State Facility Locations for Services.** Contractor will provide telepsychiatry and teletherapy services specified herein at the ~~following~~ State facilities and State contracted facilities mutually agreed upon by both parties.

**3.2 Telepsychiatry and Teletherapy Services.** Contractor and State will mutually agree upon a per facility per week number of behavioral health evaluation and treatment clinical hours ~~at contract outset cumulative total of up to forty-eight (48) hours per week~~ of telepsychiatry and teletherapy services, ~~thereafter, any change in hours must be requested in writing and agreed upon thirty (30) days in advance of proposed change.~~ Hours may be changed effective immediately through a process of mutual consent between Contractor and State.

No changes to subsections 3.21 through 3.2.4 and 3.3.

- 3) In accordance with Section 4, of the above-referenced contract, entitled, parties mutually agree to the following language changes to provide services upon execution of the amendment.

The parties agree that the warranties set forth above do not require uninterrupted or error-free operation of hardware or services unless otherwise stated in the specifications.

These warranties are State's exclusive warranties and replace all other warranties or conditions, express or implied, including, but not limited to, the implied warranties or conditions of merchantability and fitness for a particular purpose.

No other changes were made to section 4.

- 4) In accordance with Section 5, of the above-referenced contract, entitled Services and/or Supplies, parties mutually agree to the following language changes to provide services upon execution of the amendment.

**5. CONSIDERATION/PAYMENT**

**5.1 Payment Schedule.** In consideration of the Telepsychiatry and Teletherapy Services to be provided, State shall pay Contractor according to the following schedule:

**5.1.1 Conduent Billing.** The Contractor must bill all billable telepsychiatry and teletherapy services to Conduent on an HCFA-1500 claim form. Billing information shall include, but is not limited to, CHIMES ID, the inmate MDOC number, valid diagnosis codes, and Montana Medicaid's current procedure/service codes. Claims must be submitted to:

Conduent Claims Processing Unit  
PO Box 8000  
Helena, MT 59604

The Contractor acknowledges that they will be compensated by Conduent according to current fee schedules and limits as contained in Montana Medicaid's Manual. Only claims submitted by the Contractor within one (1) year of date of service shall be processed.

All Contractor claims must be submitted within one (1) calendar year of date of service. The State will accept no adjustments, including coding and late-charge adjustments, later than 30 days after payment of the original claim. Payment for claims submitted after one calendar year, or adjustments or late charges submitted later than 30 days after payment of the original claim, which would have resulted in an increased payment if timely submitted, will be forfeited. The State shall have no liability for claims, when said claims are not submitted in accordance with this requirement.

No changes to subsections 5.1.2 through 5.4

- 5) In accordance with the above-referenced contract, parties mutually agree to add the following language changes to provide services upon execution of the amendment.

**34. CONTRACT OVERSIGHT**

**34.1 CIO Oversight.** The Chief Information Officer (CIO) for the State of Montana, or designee, may perform contract oversight activities. Such activities may include the identification, analysis, resolution, and prevention of deficiencies that may occur within the performance of contract obligations. The CIO may require the issuance of a right to assurance or may issue a stop work order.

**34.2 Right to Assurance.** If State, in good faith, has reason to believe that Contractor does not intend to, is unable to, or has refused to perform or continue performing all material obligations under this Contract, State may demand in writing that Contractor give a written assurance of intent to perform. Contractor's failure to provide written assurance within the

number of days specified in the demand (in no event less than five business days may, at State's option, be the basis for terminating this Contract and pursuing the rights and remedies available under this Contract or law.

**34.3 Stop Work Order.** State may, at any time, by written order to Contractor require Contractor to stop any or all parts of the work required by this Contract for the period of days indicated by State after the order is delivered to Contractor. The order must be specifically identified as a stop work order issued under this clause. Upon receipt of the order, Contractor will immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, Contractor will resume work. The State Project Manager will make the necessary adjustment in the delivery schedule or contract price, or both, and this Contract will be amended in writing accordingly.

**34.4 System Security.** Contractor will ensure systems delivered under this Contract are adequately secure. For purposes of this Contract, adequate security is defined to require compliance with federal and State of Montana security requirements and to ensure freedom from those conditions that may impair the State's use of its data and information technology or permit unauthorized access to the State's data or information technology. The State of Montana has established control standards and policies that align with the NIST Cybersecurity Framework. The latest revision of NIST SP 800-53 is used for control adherence evaluation established after developing a security categorization utilizing FIPS PUB 199. Thus, Contractor will provide reasonable proof, through independent audit reports, that the system specified under this Contract meets or exceeds federal and State of Montana security requirements to ensure adequate security and privacy, confidentiality, integrity, and availability of the State's data and information technology. Annual assurance statements will be delivered to the Contract Liaison. Annual assurance statements must contain a detailed accounting of the security controls provided and must be in the form of a NIST Security Assessment Report or FedRAMP Security Assessment Report.

**34.5 Physical Access.** Contractor represents and warrants that it has established and during the Term it will at all times enforce:

- (a) Physical protection mechanisms for all information assets and information technology to ensure such assets and technology are stored and protected in appropriate data centers;
- (b) Appropriate facility entry controls limiting physical access to systems that store or process data;
- (c) Processes to ensure access to facilities is monitored and is restricted on a "need to know" basis; and
- (d) Controls to physically secure all Confidential Information and to properly destroy such information when it is no longer needed.

**34.6 Prohibited Activities and Spoofing.** Licensor and its officers, employees, agents, subcontractors, and affiliated users, will not violate or attempt to violate the security of the State's network or interfere or attempt to interfere with the State's systems, networks, authentication measures, servers or equipment, or with the use of or access to the State's network

by any other user. Such prohibited activity includes (i) accessing or logging into a server where access is not authorized; (ii) unauthorized probing, scanning, or testing the security or vulnerability of the State's network or other systems; and (iii) attempting to portray itself as the State or an affiliate of the State or otherwise attempting to gain access, without authorization, via the State's network or systems to any account or information technology resource not belonging to Licensor or its officers, employees, agents, subcontractors, and affiliated users ("Spoofing"). Licensor will not perform unauthorized Spoofing or scanning of any kind, including user account identity. Systems will not Spoof the mt.gov domain or engage in Email Spoofing. Email Spoofing is the creation of email messages with a forged sender address. For example, Email Spoofing includes creating or sending emails using the State's domain.

Except as modified above, all other terms and conditions of Contract No. **COR-SVCS-2023-0476-HSB including Amendment #1**, remain unchanged.

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**STATE OF MONTANA**  
**Montana Department of Corrections**  
**5 S. Last Chance Gulch**  
**Helena, MT 59601**

**Frontier Psychiatry, PLLC**  
**27 N 27<sup>th</sup> St.**  
**Ste. 21-E**  
**Billings, MT 59101**

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Cynthia McGillis-Hiner 6/22/2023  
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Cynthia McGillis-Hiner, Bureau Chief (Date)  
Health Services Bureau

DocuSigned by:  
Reza Hosseini Ghomi 6/22/2023  
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Reza Hosseini Ghomi (Date)

Approved as to Form:

DocuSigned by:  
Ashley Salmon 6/21/2023  
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Ashley Salmon, Contracts Officer (Date)  
Financial Services Bureau

Approved as to Legal Content:

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Iryna O'Connor 6/21/2023  
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Iryna O'Connor, Legal Counsel (Date)  
Legal Services Bureau

Chief Information Officer Approval:

Contractor is notified that, under the provisions of 2-17-514, MCA, the Department of Administration retains the right to cancel or modify any contract, project, or activity that is not in compliance with the Agency's Plan for Information Technology, the State Strategic Plan for Information Technology, or any statewide IT policy or standard.

DocuSigned by:  
Kevin Gilbertson 6/22/2023  
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Kevin Gilbertson (Date)  
Chief Information Officer  
Department of Administration  
ITPR# \_10020\_202369122434

**CONTRACT AMENDMENT NO. 1  
TELEPSYCHIATRY SERVICES  
FRONTIER PSYCHIATRY, PLLC  
CONTRACT NO. COR-SVCS-2023-0476-HSB**

This CONTRACT AMENDMENT No. 1 amends the above-referenced contract between the **State of Montana, Department of Corrections** (State), whose address and phone number are P.O. Box 201301, 5 South Last Chance Gulch, Helena, MT 59620-1301, 406-444-3930 and **Frontier Psychiatry, PLLC**, (Contractor), whose address and phone number are 27 N 27<sup>th</sup> St., Ste. 21-E, Billings, MT 59101, (406) 200-8471. This Contract is amended for the following purpose(s):

- 1) In accordance with Section 3, of the above-referenced contract, entitled Services and/or Supplies, parties mutually agree to the following language changes to provide services upon execution of amendment. **(New language underlined, deleted language interlined.)**

**3.1 State Facility Locations for Services.** Contractor shall will provide telepsychiatry services specified herein at the following State facilities and State contracted facilities mutually agreed upon by both parties.

~~Montana State Prison  
Riverside Special Needs Unit  
Montana Women's Prison  
Pine Hills Correctional Facility  
Passages ADT/ASRC — including inmate workers and CAP participants —  
Elkhorn Treatment Center  
START (Sanction, Treatment, Assessment, and Revocation Center)~~

No changes to Section 3.2

**3.3 Administrative Records.** Contractor shall create and maintain patient records per normal course of patient care within the Contractor's Electronic Health Records (EHR). ~~State shall pay for and complete an integration between the State's EHR (Techcare) and the Contractor's EHR (CharmHealth) within the first 150 days of this contract. Contractor's clinicians will not be expected to access or use State tools, including Techcare, beyond 150 days from the start of this Contract. Using this integration, the State will have full access to patient records. Administrative records may be furnished upon request by the State with at least 14 days' notice.~~

No changes to Section 3.4

- 2) In accordance with Section 5, of the above-referenced contract, entitled Consideration/Payment, Subsection 5.1.2, entitled administrative Support and Overhead Fee (Time not billed through Conduent), parties mutually agree to the following rate changes to provide services upon execution of amendment. **(New language underlined, deleted language interlined.)**

**5.1.2 Administrative Support and Overhead Fee (Time not billed through Conduent).** State will pay a monthly administrative and management fee equal to twenty (20) percent of total professional fees billed to Conduent during the previous month. These fees will cover work including, but not limited to, no-shows, clinic cancellations, State-initiated administrative work, clinical training, program and workflow

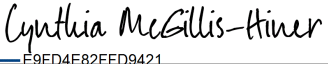
design, other consultations, and State Facility lockdowns. Contractor will send a detailed invoice monthly to the State showing the Conduent amount billed and the calculated fee. The monthly maximum fee will not exceed thirteen thousand five-hundred and 00/100 Dollars (\$13,500.00) and contract annual fee maximum amount will not exceed one hundred sixty-two thousand and 00/100 Dollars (\$162,000.00).

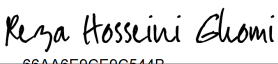
No changes to Sections 5.1, 5.1.1, and 5.1.3 through Subsection 5.4.

Except as modified above, all other terms and conditions of Contract No. COR-SVCS-2023-0476-HSB, remain unchanged.


**STATE OF MONTANA**  
**Montana Department of Corrections**  
**5 S. Last Chance Gulch**  
**Helena, MT 59601**

**Frontier Psychiatry, PLLC**  
**27 N 27<sup>th</sup> St.**  
**Ste. 21-E**  
**Billings, MT 59101**


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Cynthia McGillis-Hiner, Bureau Chief (Date)  
Health Services Bureau

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Reza Hosseini Ghomi (Date)

Approved as to Form:

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Kristi L. Hernandez, Contracts Officer (Date)  
Financial Services Bureau

Approved as to Legal Content:

DocuSigned by:  
  
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Molenda McCarty, Legal Counsel (Date)  
Legal Services Bureau

**TELEPSYCHIATRY SERVICES  
FRONTER PSYCHIATRY, PLLC  
COR-SVCS-2023-0476-HSB**

**THIS CONTRACT** is entered into by and between the State of Montana, **Montana Department of Corrections**, (State), whose address and phone number are P.O. Box 201301, 5 S. Last Chance Gulch, Helena, MT 59620-1301 and (406) 444-3930, and **Frontier Psychiatry, PLLC**, (Contractor), whose address and phone number are 27 N 27<sup>th</sup> St., Ste. 21-E, Billings, MT 59101, (406) 200-8471.

**1. EFFECTIVE DATE, DURATION, AND RENEWAL**

**1.1 Contract Term.** The Contract's initial term is September 1, 2022 through August 31, 2023, unless terminated earlier as provided in this Contract. In no event is this Contract binding on State unless State's authorized representative has signed it. The legal counsel signature approving legal content of the Contract and the procurement officer signature approving the form of the Contract do not constitute an authorized signature.

**1.2 Contract Renewal.** State and Contractor may renew this Contract under its then-existing terms and conditions by mutual consent (subject to potential cost adjustments described below in Section 2) in one (1)-year intervals, or any interval that is mutually agreed upon by the State. This Contract, including any renewals, may not exceed a total of seven (7) years.

**2. COST ADJUSTMENTS**

**2.1 Cost Adjustments Negotiated Based on Changes in Contractor's Costs.** After the Contract's initial term and if State agrees to a renewal, the parties may negotiate cost adjustments at the time of Contract renewal. Any cost increases must be based on demonstrated industrywide or regional increases in Contractor's costs. State is not obligated to agree upon a renewal or a cost increase.

**3. SERVICES AND/OR SUPPLIES**

Contractor shall provide State the following Telepsychiatry Services at all State Facilities:

**3.1 State Facility Locations for Services.** Contractor will provide telepsychiatry services specified herein at the following State facilities and State contracted facilities:

Montana State Prison  
Riverside Special Needs Unit  
Montana Women's Prison  
Pine Hills Correctional Facility  
Passages ADT/ASRC – including inmate workers and CAP participants  
Elkhorn Treatment Center

**3.2 Telepsychiatry Services.** Contractor and State will agree upon a per facility per week number of behavioral health evaluation and treatment clinical hours at contract outset cumulative total of up to forty-eight (48) hours per week of telepsychiatry services, thereafter, any change in hours must be requested in writing and agreed upon thirty (30) days in advance of proposed change. Hours may be changed effective immediately through a process of mutual consent between Contractor and State.

**3.2.1 .** Contractor will block off designated time each week to be dedicated to providing behavioral health care for offenders in State Facilities. Contractor will collaborate with State to schedule



offenders as clinically indicated and constitutionally mandated in accordance with established National Commission on Correctional Healthcare (NCCHC) Mental Health Care Standards. Contractor will use a queuing system in which patients are scheduled based on 1) Clinical urgency and 2) Rank order of referral request date. State will defer to Contractor on determination of standard of care with regard to time and manner of clinical care delivery, ensuring NCCHC standards of care are achieved.

**3.2.2** . As referenced in Montana Department of Corrections (MDOC) Policies 4.5.2 Responsible Health Authority, 4.5.25 Pharmaceuticals (included as Attachment A), and all other applicable policies identified by State, Contractor shall follow applicable State guidelines when providing services to offenders. Contractor shall utilize formulary medications or submit a clinical justification for non-formulary medication approval.

**3.2.3** . State will be responsible for management of all medical, psychiatric, and behavioral health matters related to offenders including, but not limited to, refills and monitoring of medications until such time that a behavioral health clinician from Contractor has completed an initial formal evaluation. After Contractor has established a patient-clinician relationship with an offender, Contractor will be responsible for management of offender's behavioral health medications. State will collaborate with Contractor in monitoring efficacy and tolerability of behavioral health medications during appointment interim, report any issues immediately to Contractor. Individual Contractor clinicians will use best efforts to respond to any communications from State by their next scheduled clinic day. Nothing in this Contract shall be construed as suggesting that Contractor will be available for crisis, "on call," or other on-demand services. Communications between State and Contractor shall occur during regular business hours.

**3.2.4** . Contractor shall conduct psychiatric evaluations as clinically indicated through referral by the State Health Services Bureau, and assist, when necessary, with offender screening for admission to the Montana State Hospital, located in Warm Springs, Montana. Contractor shall coordinate treatment services with the medical contractor in cases where offender is being provided with both psychiatric and medical care.

**3.3 Administrative Records.** Contractor shall create and maintain patient records per normal course of patient care within the Contractor's Electronic Health Records (EHR). State shall pay for and complete an integration between the State's EHR (Techcare) and the Contractor's EHR (CharmHealth) within the first 150 days of this contract. Contractor's clinicians will not be expected to access or use State tools, including Techcare, beyond 150 days from the start of this Contract. Using this integration, the State will have full access to patient records. Administrative records may be furnished upon request by the State with at least 14 days' notice.

**3.4 State Responsibilities.** To assist the Contractor in the delivery of services provided to offenders, State will provide the following:

- Training to Contractor on MDOC Policy and Procedures; Formulary
- Storage space for clinical records and access to such records by Contractor in connection with the provision of services; and
- State will work with the Contractor to interface with the EHR system after implementation is completed.

## **4. WARRANTIES**

**4.1 Warranty of Services.** Contractor represents and warrants that the services will be performed in a professional and workmanlike manner with a degree of care, skill, and competence that is consistent with generally accepted industry standards reasonably expected of similar types of engagements. Contractor warrants that the manner in which it provides the services conform to the Contract requirements, including all descriptions, specifications, and attachments made a part of this Contract. State's acceptance of services

provided by Contractor shall not relieve Contractor from its obligations under this warranty. In addition to its other remedies under this Contract, at law, or in equity, State may require Contractor to promptly correct, at Contractor's expense, any services failing to meet Contractor's warranty herein. Services corrected by Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished.

## **5. CONSIDERATION/PAYMENT**

**5.1 Payment Schedule.** In consideration of the Telepsychiatry Services to be provided, State shall pay Contractor according to the following schedule:

**5.1.1 Conduent Billing.** The Contractor must bill all billable telepsychiatry services to Conduent on an HCFA-1500 claim form. Billing information shall include, but is not limited to, CHIMES ID, the inmate MDOC number, valid diagnosis codes, and Montana Medicaid's current procedure/service codes. Claims must be submitted to:

Conduent Claims Processing Unit  
PO Box 8000  
Helena, MT 59604

The Contractor acknowledges that they will be compensated by Conduent according to current fee schedules and limits as contained in Montana Medicaid's Manual. Only claims submitted by the Contractor within one (1) year of date of service shall be processed.

All Contractor claims must be submitted within one (1) calendar year of date of service. The State will accept no adjustments, including coding and late-charge adjustments, later than 30 days after payment of the original claim. Payment for claims submitted after one calendar year, or adjustments or late charges submitted later than 30 days after payment of the original claim, which would have resulted in an increased payment if timely submitted, will be forfeited. The State shall have no liability for claims, when said claims are not submitted in accordance with this requirement.

**5.1.2 Administrative Support and Overhead Fee (Time not billed through Conduent)** State will pay a monthly administrative and management fee equal to twenty (20) percent of total professional fees billed to Conduent during the previous month. These fees will cover work including, but not limited to, no-shows, clinic cancellations, State-initiated administrative work, clinical training, program and workflow design, other consultations, and State Facility lockdowns. Contractor will send a detailed invoice monthly to the State showing the Conduent amount billed and the calculated fee.

**5.1.3 Per Diem.** This rate is inclusive of all travel and per diem. State will not compensate Contractor for travel or travel time, lodging, meals, supplies, or any expense incurred by Contractor while performing services identified within the Contract.

**5.2 Withholding of Payment.** Subject to provisions of Section 18, Event of Breach – Remedies, State may withhold payments to Contractor if Contractor has breached this Contract. Such withholding may not be greater than, in the aggregate, 5% of the total value of the subject statement of work or applicable contract.

**5.3 Payment Terms.** Unless otherwise noted in the solicitation document, State has thirty (30) days from receipt to pay invoices, as allowed by § 17-8-242, MCA. Contractor shall provide banking information at the time of Contract execution in order to facilitate State's electronic funds transfer payments.

**5.4 Reference to Contract.** The Contract number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the Contract. If the number is not provided, State is not obligated to timely pay the invoice.

**6. NON-EXCLUSIVE CONTRACT**

The intent of this Contract is to provide state agencies with an expedited means of procuring supplies and/or services. This Contract is for the convenience of state agencies and is considered by State to be a “Non-exclusive” use contract. Therefore, agencies may obtain this product/service from sources other than the Contract holder(s) as long as they comply with Title 18, MCA, and their delegation agreement. State does not guarantee any usage.

**7. ACCESS AND RETENTION OF RECORDS**

**7.1 Access to Records.** Contractor shall provide State, Legislative Auditor, or their authorized agents access to any records necessary to determine Contract compliance. State may terminate this Contract under Section 17, Contract Termination, without incurring liability, for Contractor’s refusal to allow access as required by this section. (§ 18-1-118, MCA.) Offender’s protected health information (PHI) shall not be made accessible to Legislative Auditor Division without a HIPAA-compliant release and if applicable a 42 CFR Part-2 compliant release signed by the offender.

**7.2 Retention Period.** Contractor shall create and retain all records supporting the Telepsychiatry Services for a period of eight (8) years after either the completion date of this Contract or termination of the Contract.

**8. ASSIGNMENT, TRANSFER, AND SUBCONTRACTING**

Contractor may not assign, transfer, or subcontract any portion of this Contract without State’s prior written consent. (§ 18-4-141, MCA) Contractor is responsible to State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by Contractor. No contractual relationships exist between any subcontractor and State under this Contract.

**9. DEFENSE, INDEMNIFICATION / HOLD HARMLESS**

Contractor agrees to protect, defend, and indemnify State, its elected and appointed officials, agents and employees, while acting within the course and scope of their duties as such, harmless from and against all claims, demands, causes of action, liabilities, damages, judgments, expenses or fees, and causes of action of any kind of character, including the cost of defense thereof and attorney fees, arising or awarded in favor of Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, omissions of services in any way resulting from or allegedly resulting from the acts or omissions of Contractor, or Contractor's violation of an offender's civil rights. Nothing herein shall be construed as an agreement by Contractor to release, indemnify and hold harmless State, its officials, agents, or employees from liability for property caused by the negligence, carelessness, or intentional acts of State, its officials, agents, or employees, unless said officials, agents, or employees are acting under the direction or control of Contractor.

## 10. REQUIRED INSURANCE

**10.1 General Requirements.** Contractor shall maintain for the duration of this Contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by Contractor, agents, employees, representatives, assigns, or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

**10.2 Primary Insurance.** Contractor's insurance coverage shall be primary insurance with respect to State, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by State, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

**10.3 Specific Requirements for Commercial General Liability.** Contractor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of **\$1,000,000** per occurrence and **\$2,000,000** aggregate per year to cover such claims as may be caused by any act, omission, or negligence of Contractor or its officers, agents, representatives, assigns, or subcontractors.

State, its officers, officials, employees, and volunteers are to be covered and listed as additional insureds for liability arising out of activities performed by or on behalf of Contractor, including the insured's general supervision of Contractor, products, and completed operations, and the premises owned, leased, occupied, or used.

**10.4 Specific Requirements for Professional Liability.** Contractor shall purchase and maintain occurrence coverage with combined single limits for each wrongful act of **\$1,000,000** per occurrence and **\$2,000,000** aggregate per year to cover such claims as may be caused by any act, omission, negligence of Contractor or its officers, agents, representatives, assigns, or subcontractors. Note: If "occurrence" coverage is unavailable or cost prohibitive, Contractor may provide "claims made" coverage provided the following conditions are met: (1) the commencement date of this Contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years; and (2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

**10.5 Deductibles and Self-Insured Retentions.** Any deductible or self-insured retention must be declared to and approved by State. At the request of State either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects State, its officers, officials, employees, or volunteers; or (2) at the expense of Contractor, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

**10.6 Certificate of Insurance/Endorsements.** A certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverages has been received by Department of Corrections, P.O. Box 201301, 5 S. Last Chance Gulch, Helena, MT 59620-1301. *The certificates must name the State of Montana as certificate holder and Contractor shall provide copies of additional insured endorsements required by Contractor's commercial general liability and automobile liability policies.* Contractor must notify State immediately of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. State reserves the right to require complete copies of insurance policies at all times.

**10.7 Specific Requirements for Cyber/Data Information Security Insurance.** The Contractor shall purchase and maintain cyber/information security insurance coverage with combined single limits for each wrongful act of \$2,000,000 per occurrence to cover the unauthorized acquisition of personal information such as social security numbers, credit card numbers, financial account information, or other information that uniquely identifies an individual and may be of a sensitive nature in accordance with § 2-6-1501, MCA through § 2-6-1503, MCA. If the Contractor maintains higher limits than the minimums shown above, the State requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the State. Such insurance must cover, at a minimum, privacy notification costs, credit monitoring, forensics investigations, legal fees/costs, regulatory fines and penalties, and third-party liability settlements or judgements as may be caused by any act, omission, or negligence of the Contractor's officers, agents, representatives, assigns or subcontractors. Note: If occurrence coverage is unavailable or cost-prohibitive, the State will accept 'claims made' coverage provided the following conditions are met: 1) the retroactive date must be shown, and must be before the date of the contract or the beginning of contract work; 2) insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work; and 3) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of work.

## **11. LICENSURE**

Contractor agrees to provide the State with copies of appropriate current licenses issued under Title 37 of the Montana Code Annotated for all persons performing services under this Contract, prior to services stated herein being provided.

## **12. COMPLIANCE WITH WORKERS' COMPENSATION ACT**

Contractor shall comply with the provisions of the Montana Workers' Compensation Act while performing work for State of Montana in accordance with §§ 39-71-401, 39-71-405, and 39-71-417, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor's exemption, or documentation of corporate officer status. Neither Contractor nor its employees are State employees. This insurance/exemption must be valid for the entire Contract term and any renewal. Upon expiration, a renewal document must be sent to State Procurement Bureau, P.O. Box 200135, Helena, MT 59620-0135.

## **13. COMPLIANCE WITH LAWS**

**13.1 Applicable Laws.** Contractor shall, in performance of work under this Contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act 42 U.S.C. § 18001 et seq. Contractor will comply with the Prison Rape Elimination Act 34 U.S.C. § 30301 et seq., the Prison Rape Elimination Act final rule 28 CFR Part 115, and MDOC Policy 1.1.17, Prison Rape Elimination Act, to include incident reporting. State has a zero-tolerance policy as to incidents of sexual assault/rape or sexual misconduct in its correctional facilities or premises. Contractor is referred to § 45-5-501 MCA. Any subletting or subcontracting by Contractor subjects subcontractors to the same provisions. In accordance with § 49-3-207,

MCA, and State of Montana Executive Order No. 04-2016, Contractor agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this Contract.

**13.2 Affordable Care Act.** The Affordable Care Act requires a Contractor, if Contractor is an applicable large employer under the ACA, to provide healthcare coverage for its employees who provide services for the State and work for 30 or more hours per week. This coverage must also cover the eligible employee's dependents under the age of 26. The coverage must (a) meet the minimum essential coverage, minimum value, and affordability requirements of the employer responsibility provisions under Section 4980H of the Code (ACA), and (b) otherwise satisfy the requirements of the Code § 4980H (ACA).

#### **14. DISABILITY ACCOMMODATIONS**

State does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

#### **15. REGISTRATION WITH THE SECRETARY OF STATE**

Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are domiciled in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with §§ 35-14-1505, 35-8-1001, and 35-12-1309 MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. §§ 35-8-1001, 35-12-1302, and 35-14-1502, MCA. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sosmt.gov>.

#### **16. INTELLECTUAL PROPERTY/OWNERSHIP**

**16.1 Title and Ownership Rights.** State retains title to and all ownership rights in all data and content, including but not limited to multimedia or images (graphics, audio, and video), text, and the like provided by State (the "Content"), but grants Contractor the right to access and use Content for the purpose of complying with its obligations under this Contract and any applicable statement of work.

**16.2 Ownership of Work Product.** Contractor shall execute any documents or take any other actions as may reasonably be necessary, or as State may reasonably request, to perfect State's ownership of any Work Product. Work product is defined as: (i) all deliverables and other materials, products, or modifications that Contractor has developed or prepared for State under this Contract; (ii) any program code, or site-related program code that Contractor has created, developed, or prepared under or primarily in support of the performance of its specific obligations under this Contract; and (iii) manuals, training materials, and

documentation. Contractor shall execute any documents or take any other actions as may reasonably be necessary, or as State may reasonably request, to perfect State's ownership of any "Work Product".

**16.3 Copy of Work Product.** Contractor shall, at no cost to State, deliver to State, upon State's request during the term of this Contract or at its expiration or termination, a current copy of all Work Product in the form and on the media in use as of the date of State's request, or such expiration or termination. All information described in (i) and (ii) is collectively called the "Work Product".

**16.4 Ownership of Contractor Pre-Existing Materials.** Contractor retains ownership of all literary or other works of authorship (such as software programs and code, documentation, reports, and similar works), information, data, intellectual property, techniques, subroutines, algorithms, methods or related rights and derivatives that Contractor owns at the time this Contract is executed or otherwise developed or acquired independent of this Contract and employed by Contractor in connection with the services provided to State (the "Contractor Pre-existing Materials"). Contractor Pre-existing Materials are not Work Product. Contractor shall provide full disclosure of any Contractor Pre-existing Materials to State before its use and to prove its ownership. If, however, Contractor fails to disclose to State such Contractor Pre-existing Materials, Contractor shall grant State a nonexclusive, worldwide, paid-up license to use any Contractor Pre-existing Materials embedded in the Work Product to the extent such Contractor Pre-existing Materials are necessary for State to receive the intended benefit under this Contract. Such license shall remain in effect for so long as such Pre-Existing Materials remain embedded in the Work Product. Except as otherwise provided for in Section 16.2, Ownership of Work Product, or as may be expressly agreed in any statement of work, Contractor shall retain title to and ownership of any hardware it provides under this Contract.

## **17. CONTRACT TERMINATION**

**17.1 State Termination for Cause with Notice to Cure Requirement.** State may terminate this Contract in whole or in part for Contractor's failure to materially perform any of the services, duties, terms, or conditions contained in this Contract after giving Contractor written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than thirty (30) days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

**17.2 State Termination for Convenience.** State may, by written notice to Contractor, terminate this Contract without cause and without incurring liability to Contractor. State shall give notice of termination to Contractor at least sixty (60) days before the effective date of termination. State shall pay Contractor only that amount, or prorated portion thereof, owed to Contractor up to the date State's termination takes effect. This is Contractor's sole remedy. State shall not be liable to Contractor for any other payments or damages arising from termination under this section, including but not limited to general, special, or consequential damages such as lost profits or revenues.

**17.3 Contractor Termination for Cause with Notice to Cure Requirement.** Contractor may terminate this Contract for State's failure to perform any of its duties under this Contract after giving State written notice of the failure. The written notice must demand performance of the stated failure within a specified period of time of not less than thirty (30) days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

**17.4 Contractor Termination for Convenience.** Contractor may, by written notice to State, terminate this Contract without cause and without incurring liability to State. Contractor shall give notice of termination

to State at least sixty (60) days before the effective date of termination. Contractor shall not be liable to State for any damages arising from termination under this section, including but not limited to general, special, or consequential damages such as lost profits or revenues.

**17.5 Reduction of Funding.** State must, by law, terminate this Contract if funds are not appropriated or otherwise made available to support State's continuation of performance of this Contract in a subsequent fiscal period. (§ 18-4-313(4), MCA). If state or federal government funds are not appropriated or otherwise made available through the state budgeting process to support continued performance of this Contract (whether at an initial contract payment level or any contract increases to that initial level) in subsequent fiscal periods, State shall terminate this Contract as required by law. State shall provide Contractor the date State's termination shall take effect. State shall not be liable to Contractor for any payment that would have been payable had the Contract not been terminated under this provision. As stated above, State shall be liable to Contractor only for the payment, or prorated portion of that payment, owed to Contractor up to the date State's termination takes effect. This is Contractor's sole remedy. State shall not be liable to Contractor for any other payments or damages arising from termination under this section, including but not limited to general, special, or consequential damages such as lost profits or revenues.

**17.6 Right of Assurance.** If State, in good faith, has reason to believe that Contractor does not intend to, is unable to, or has refused to perform or continue performing all material obligations under this Contract, State may demand in writing that Contractor give a written assurance of intent to perform. Contractor's failure to provide written assurance within the number of days specified in the demand (in no event less than five business days) may, at State's option, be the basis for terminating this Contract and pursuing the rights and remedies available under this Contract or law.

## **18. EVENT OF BREACH – REMEDIES**

**18.1 Event of Breach by Contractor.** Any one or more of the following Contractor acts or omissions constitute an event of material breach under this Contract:

- Products or services furnished fail to conform to any requirement;
- Failure to submit any report required by this Contract;
- Failure to perform any of the other terms and conditions of this Contract;
- Beginning work under this Contract without prior State approval or breaching Section 23.1, Technical or Contractual Problems, obligations; or
- Voluntary or involuntary bankruptcy or receivership.

**18.2 Event of Breach by State.** State's failure to perform any material terms or conditions of this Contract constitutes an event of breach.

**18.3 Actions in Event of Breach.** Upon Contractor's material breach, State may:

- Terminate this Contract under Section 17.1, State Termination for Cause with Notice to Cure Requirement and pursue any of its remedies under this Contract, at law, or in equity; or
- Treat this Contract as materially breached and pursue any of its remedies under this Contract, at law, or in equity.

Upon State's material breach, Contractor may:



- Terminate this Contract under Section 17.3, Contractor Termination for Cause with Notice to Cure Requirement, and pursue any of its remedies under this Contract, at law, or in equity; or
- Treat this Contract as materially breached and, except as the remedy is limited in this Contract, pursue any of its remedies under this Contract, at law, or in equity.

**19. FORCE MAJEURE**

Neither party is responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party uses its best efforts to remedy such failure or delays. A party affected by a force majeure condition shall provide written notice to the other party within a reasonable time of the onset of the condition. In no event, however, shall the notice be provided later than five working days after the onset. If the notice is not provided within the five-day period, then a party may not claim a force majeure event. A force majeure condition suspends a party's obligations under this Contract, unless the parties mutually agree that the obligation is excused because of the condition.

**20. WAIVER OF BREACH**

Either party's failure to enforce any contract provisions after any event of breach is not a waiver of its right to enforce the provisions and exercise appropriate remedies if the breach occurs again. Neither party may assert the defense of waiver in these situations.

**21. CONFORMANCE WITH CONTRACT**

No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the Contract shall be granted without the State's prior written consent. Product or services provided that do not conform to the Contract terms, conditions, and specifications may be rejected and returned at Contractor's expense.

**22. LIAISONS AND SERVICE OF NOTICES**

**22.1 Contract Liaisons.** All project management and coordination on State's behalf must be through a single point of contact designated as State's liaison. Contractor shall designate a liaison that will provide the single point of contact for management and coordination of Contractor's work. All work performed under this Contract must be coordinated between State's liaison and Contractor's liaison.

Steffani Turner is State's liaison

5 S. Last Chance Gulch

Helena, MT 59602

(406) 444-1547

[Steffani.Turner@mt.gov](mailto:Steffani.Turner@mt.gov)

Reza Hosseini Ghomi is Contractor's liaison

27 N 27<sup>th</sup> St.

Ste. 21-C

Billings, MT 59101

(406) 200-8471

[reza@frontier.care](mailto:reza@frontier.care)

**22.2 Contract Manager.** State's Contract Manager identified below is State's single point of contact and shall perform all contract management on State's behalf. Written notices, requests, complaints, or any other issues regarding this Contract should be directed to State's Contract Manager.

Kristi Hernandez is State's Contract Manager  
5 S. Last Chance Gulch  
Helena, MT 59602  
(406) 444-9649  
[Kristi.hernandez@mt.gov](mailto:Kristi.hernandez@mt.gov)

**22.3 Notifications.** State's liaison and Contractor's liaison may be changed by written notice to the other party. Written notices, requests, or complaints must first be directed to the liaison. Notice may be provided by personal service, email, mail, or facsimile. If notice is provided by personal service or facsimile, the notice is effective upon receipt; if notice is provided by mail, the notice is effective on the third business day after mailing.

**22.4 Identification/Substitution of Personnel.** The personnel identified or described in Contractor's proposal shall perform the services provided for State under this Contract. Contractor agrees that any personnel substituted during the term of this Contract must be able to conduct the required work to industry standards and be equally or better qualified than the personnel originally assigned. State reserves the right to approve Contractor personnel assigned to work under this Contract and any changes or substitutions to such personnel. State's approval of a substitution will not be unreasonably withheld. This approval or disapproval shall not relieve Contractor to perform and be responsible for its obligations under this Contract. State reserves the right to require Contractor personnel replacement. If Contractor personnel become unavailable, Contractor shall provide an equally qualified replacement in time to avoid delays to the work plan.

## **23. MEETINGS**

**23.1 Technical or Contractual Problems.** Contractor shall meet with State's personnel, or designated representatives, to resolve technical or contractual problems occurring during the Contract term or to discuss the progress made by Contractor and State in the performance of their respective obligations, at no additional cost to the State. State may request the meetings as problems arise and will be coordinated by State. State shall provide Contractor a minimum of three full working days' notice of meeting date, time, and location. Face-to-face meetings are desired; however, at Contractor's option and expense, a conference call meeting may be substituted. Contractor's consistent failure to participate in problem resolution meetings, Contractor missing or rescheduling two consecutive meetings, or Contractor's failure to make a good faith effort to resolve problems may result in termination of the Contract.

**23.2 Failure to Notify.** If Contractor fails to specify in writing any problem or circumstance that materially affects the costs of its delivery of services or products, including a material breach by State, about which Contractor knew or reasonably should have known with respect to the period during the term covered by Contractor's status report, Contractor shall not be entitled to rely upon such problem or circumstance as a purported justification for an increase in the price for the agreed upon scope.

**23.3 State's Failure or Delay.** For a problem or circumstance identified in Contractor's status report in which Contractor claims was the result of State's failure or delay in discharging any State obligation, State shall review same and determine if such problem or circumstance was in fact the result of such failure or delay. If State agrees as to the cause of such problem or circumstance, then the parties shall extend any deadlines or due dates affected thereby and provide for any additional charges by Contractor. This is Contractor's sole remedy. If State does not agree as to the cause of such problem or circumstance, the parties shall each attempt to resolve the problem or circumstance in a manner satisfactory to both parties.

**24. TRANSITION ASSISTANCE**

If this Contract is not renewed at the end of this term, if the Contract is otherwise terminated before project completion, or if particular work on a project is terminated for any reason, Contractor shall provide transition assistance for a reasonable, mutually agreed period of time after the expiration or termination of this Contract or particular work under this Contract. The purpose of this assistance is to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to State or its designees. The parties agree that such transition assistance is governed by the terms and conditions of this Contract, except for those terms or conditions that do not reasonably apply to such transition assistance. State shall pay Contractor for any resources utilized in performing such transition assistance at the most current Contract rates. If State terminates a project or this Contract for cause, then State may offset the cost of paying Contractor for the additional resources Contractor utilized in providing transition assistance with any damages State may have sustained as a result of Contractor's breach.

**25. CHOICE OF LAW AND VENUE**

Montana law governs this Contract. The parties agree that any litigation concerning this bid, proposal, or this Contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees, except as provided in Section 9, Defense, Indemnification/Hold Harmless.

**26. TAX EXEMPTION**

State of Montana is exempt from Federal Excise Taxes (#81-0302402) except as otherwise provided in the federal Patient Protection and Affordable Care Act 42 U.S.C. § 18001 et seq.

**27. PERSONAL PROPERTY TAX**

All personal property taxes will be paid by Contractor.

**28. AUTHORITY**

This Contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

**29. SEVERABILITY**

A declaration by any court or any other binding legal source that any provision of the Contract is illegal and void shall not affect the legality and enforceability of any other provision of the Contract, unless the provisions are mutually and materially dependent.

**30. PARAGRAPH HEADINGS**

The captions and headings set forth in this Contract are for convenience of reference only and shall not be construed so as to define or limit the terms and provisions hereof.

**31. SCOPE, ENTIRE AGREEMENT, AND AMENDMENT**

**31.1 Contract.** This Contract consists of thirteen (13) numbered pages, any Attachments as required, and Contractor’s response, as amended. In the case of dispute or ambiguity arising between or among the documents, the order of precedence of document interpretation is the same.

**31.2 Entire Agreement.** These documents are the entire agreement of the parties. They supersede all prior agreements, representations, and understandings. Any amendment or modification must be in a written agreement signed by the parties.

**32. WAIVER**

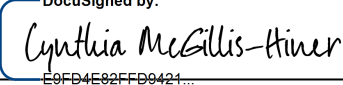
State’s waiver of any Contractor obligation or responsibility in a specific situation is not a waiver in a future similar situation or is not a waiver of any other Contractor obligation or responsibility.

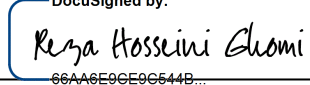
**33. EXECUTION**

The parties through their authorized agents have executed this Contract on the dates set out below.

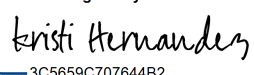
**STATE OF MONTANA  
Montana Department of Corrections  
5 S. Last Chance Gulch  
Helena, MT 59601**

**Frontier Psychiatry  
27 N 27<sup>th</sup> St.  
Ste. 21-E  
Billings, MT 59101**

DocuSigned by:  
  
8/22/2022  
E9FB4E82FFD0421...  
Cynthia McGillis-Hiner, Bureau Chief (Date)  
Health Services Bureau

DocuSigned by:  
  
8/19/2022  
66AA6E9CE9C644B...  
Reza Hosseini Ghomi (Date)  
Chief Innovation Officer

Approved as to Form:

DocuSigned by:  
  
8/19/2022  
3C5659C707644B2...  
Kristi L. Hernandez, Contracts Officer (Date)  
Financial Services Bureau

Approved as to Legal Content:

DocuSigned by:  
  
8/19/2022  
41E945492B274F4...  
Molenda McCarty, Legal Counsel (Date)  
Legal Services Bureau

**ATTACHMENT A**

**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.25	Subject: <b>PHARMACEUTICAL OPERATIONS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 5: Clinical Services	Effective Date: July 1, 1998
Department Director Signature: /s/ Brian Gootkin	Revised: 4/19/2021
Medical Director Signature: /s/ Dr. Paul Rees	
Clinical Services Division Administrator Signature: Connie Winner	

**I. POLICY**

The Department of Corrections facility health care staff will ensure that all medications are prescribed, distributed, and administered, procured, and disposed of in accordance with state and federal laws and regulations.

**II. APPLICABILITY**

All secure care facilities Department owned and contracted, as specified in contract.

**III. DEFINITIONS**

**Accounting** – The act of recording, summarizing, analyzing, verifying, and reporting medication usage.

**Administer** – The act in which a single dose of an identified drug is given to an offender.

**Clinical Policy Team** – A team which may consist of the Department Clinical Services Division administrator, medical director, dental director, managed care RN, facility or program designated health authority, mental health or psychiatric representative, and facility or program administrator.

**DEA Controlled Substances** – Medications that are under the jurisdiction of the federal Controlled Substances Act (1971).

**Dispense** – The placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the offender, the contents of the container, and all other vital information.

**Dispose** – The destruction of medication on its expiration date or when retention is no longer necessary or suitable (e.g., upon discharge of the offender from the facility) or the provision of medication to the offender upon discharge (in accordance with the continuity of care principle).

**Distribution** – The system for delivering, storing, and accounting for medications from the source of supply to the nursing station or point where they are administered to the offender.

**Drug Formulary** – A list available to authorized prescribers of medications available without pre-approval in health care programs. Medications not listed on the formulary are considered non-formulary and require pre-approval from the Clinical Services Division before use in health care programs.

Policy No. DOC 4.5.25	Chapter 4: Facility/Program Services	Page 2 of 3
Subject: <b>PHARMACEUTICALS</b>		

**Health Care Providers** – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

**Pharmaceutical** – Any drug, chemical, vaccine, hormone or medication that may only be dispensed by a licensed or certified provider to render treatment, evaluation, or health care.

**Procure** – The act of ordering medications for the facility.

#### **IV. DEPARTMENT DIRECTIVES**

##### **A. Pharmaceutical Distribution**

1. Health care providers will procure, dispense, and administer pharmaceuticals in accordance with all state and federal regulations.
2. An unlicensed person may observe an offender self-administer medications, give verbal prompts or reminders, or hand a prefilled labeled medication holder to the offender.

##### **B. Pharmaceutical Procedures**

1. Each facility will develop procedures that comply with all state and federal regulations and that address:
  - a. prescribing;
  - b. procurement and distribution;
  - c. dispensing and administration in a timely and safe manner;
  - d. storage and disposal;
  - e. accountability and maximum security of Drug Enforcement Agency (DEA) controlled substances;
  - f. procedures for offender self-administration; and
  - g. adequate supplies of antidotes and emergency medications.
2. The facility maintains records as necessary to ensure adequate control and accountability for all medications, except those that may be purchased over the counter.
3. Drug storage and medication areas are devoid of outdated, discontinued, or recalled medications, except in a designated area for disposal.
4. All medications are stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation, and security.
5. Antiseptics, other medications for external use, and disinfectants are stored separately from internal and injectable medications. Medications requiring special storage (e.g., refrigeration) for stability are so stored.
6. An adequate and proper supply of antidotes and other emergency medications (e.g., Naloxone, Epinephrine) and related information are readily available to staff.
7. The poison control telephone number is posted in areas where overdoses or toxicologic emergencies are likely.

Policy No. DOC 4.5.25	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: <b>PHARMACEUTICALS</b>		

8. Consulting pharmacists will be utilized for locations with no staff pharmacists to provide consultation and documented inspections on a regular basis, but no less than quarterly. Off-site Satellite locations are included in inspection schedules.

### **C. Formulary Management**

1. The Department Clinical Services Division administrator and medical director will:
  - a. develop the drug formulary with the assistance of the consulting pharmacist and the clinical policy team; and
  - b. define the approval process for using non-formulary medication.

## **V. CLOSING**

Questions concerning this policy should be directed to the Clinical Services Division administrator.

## **VI. REFERENCES**

- A. *P-D-01, P-D-02; National Commission on Correctional Health Care Standards for Health Services in Prisons, 2018*
- B. *Y-D-01; National Commission on Correctional Health Care Standards for Health Services in Juvenile Detention and Confinement Facilities, 2015*
- C. *MH-D-01; National Commission on Correctional Health Care Standards for Mental Health Services in Correctional Facilities, 2015*
- D. *Statutes and Rules Relating to Physicians, Nursing, Nurse Practitioners and Physician Assistants as issued by the Montana Department of Professional Licensure*
- E. *37.8.202, 41.5.1802 MCA*
- F. *20.9.623, 24.159.1604, 24.174.1111 Administrative Rules of Montana*

## **VII. ATTACHMENTS**

None



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.2	Subject: <b>RESPONSIBLE HEALTH AUTHORITY</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 5: Clinical Services	Effective Date: Oct. 1, 1997
Department Director Signature: /s/ Brian Gootkin	Revised: 4/19/2021
Medical Director Signature: /s/ Dr. Paul Rees	
Clinical Services Division Administrator Signature: /s/ Connie Winner	

### **I. POLICY**

The Department of Corrections will provide constitutionally mandated, quality health care to offenders in Department and contracted secure care facilities.

### **II. APPLICABILITY**

All secure facilities Department of Corrections owned and contracted, as specified in the contract.

### **III. DEFINITIONS**

**Clinical Policy Team** – A team which may consist of the Department Clinical Services Division administrator, bureau chief, medical director, dental director, managed care RN, facility or program designated health authority, mental health or psychiatric representative, and facility or program administrator.

**Clinical Services** – All necessary services including medical, mental health, dental and vision care.

**Clinical Services Division (CSD)** – The division that oversees all medical, mental health, dental and vision services for all offenders in the custody of the Department in secure and contracted facilities.

**Clinical Services Division Administrator** – The administrator responsible for overseeing the Clinical Services Division and is the designated Responsible Health Authority for the Department.

**Designated Dental Authority** – The dental clinician (DMD or DDS) designated by the Clinical Services Division Administrator to oversee dental services.

**Designated Health Authority** – Regardless of local title, the individual at the facility or program level who is responsible for health services, as designated by the Responsible Health Authority.

**Designated Mental Health Authority** – Regardless of local title, the individual at the facility or program level who is responsible for mental health services, as designated by the Responsible Mental Health Authority.

**Drug Formulary** – A written list of prescription and nonprescription medications that are ordinarily available to authorized prescribers, including consultants, working for the facility.

**Health Care** – The sum of all actions, preventive and therapeutic, taken for the physical and mental



Policy No. DOC 4.5.2	Chapter 4: Facility/Program Services	Page 2 of 3
Subject: <b>RESPONSIBLE HEALTH AUTHORITY</b>		

well-being of a population. Health care includes medical, dental, mental health, nutrition, and other ancillary services, as well as maintaining clean and safe environment conditions.

**Health Care Staff** – Includes qualified health care professionals and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

**Medical Director** – The physician(s) designated by the Clinical Services Division administrator to oversee clinical practice decisions requiring medical judgments for offenders under Department jurisdiction.

**Qualified Health Care Professionals** – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for offenders, including contracted or fee-for-service professionals.

**Responsible Health Authority** –The Clinical Services Division administrator who oversees all levels of health care and assures quality, accessible and timely clinical services for offenders. The individual is appointed by the Department director.

#### IV. DEPARTMENT DIRECTIVES

##### A. Clinical Policy Team

1. The Department clinical policy team will:
  - a. develop, revise, and monitor the implementation of Department clinical services policies, procedures, protocols, and managed care policies;
  - b. review and approve each facility or program's clinical service procedures, and protocols;
  - c. oversee the drug formulary;
  - d. make medical, dental, vision, and mental health administrative judgments based on policies and protocols;
  - e. provide policy guidance and oversight to offender health care professionals;
  - f. monitor the level and quality of facility and program clinical services to ensure compliance with all applicable standards;
  - g. oversee the Department's health care-related, continuous quality improvement program;
  - h. provide professional direction and leadership; and
  - i. guide the Department's compliance with adult and youth health-related legal standards.

##### B. Health Authority Requirements

1. Written job descriptions or contracts will govern the responsible health authority and medical director responsibilities.
2. Written job descriptions or contracts will govern the medical and mental health bureau chiefs' responsibilities.

Policy No. DOC 4.5.2	Chapter 4: Facility/Program Services	Page 3 of 3
Subject: <b>RESPONSIBLE HEALTH AUTHORITY</b>		

3. The responsible health authority, medical and mental health bureau chiefs, and medical director will coordinate with each other and health care staff to ensure adequate, quality, accessible, and timely clinical services for offenders.
4. The medical and mental health bureau chiefs will:
  - a. serve as a liaison between the CSD and the designated health and mental health authorities at facilities to ensure health care services are rendered in accordance with Department policy and national standards;
  - b. evaluate facility health care needs;
  - c. regularly report facility-specific health care information to the CSD administrator; and
  - d. participate in strategic planning and program development as requested by the CSD administrator.
5. The medical director will:
  - a. render the final medical judgments for offenders under Department jurisdiction; and
  - b. review community health care provider treatment recommendations.
6. The designated health and mental health authorities on-site at the facility will:
  - a. assume the responsibility to direct the medical or mental health care of inmates in collaboration with the medical director and/or other qualified health care professionals;
  - b. function within the guidelines of their respective scopes of practice; and
  - c. not place restrictions on a physician's routine practice of medicine.
7. Department qualified health care professionals will:
  - a. function within the guidelines of their respective scopes of practice; and
  - b. will not place any restrictions on a physician's routine practice of medicine.

## V. CLOSING

Questions concerning this policy should be directed to the Clinical Services Division administrator or designee.

## VI. REFERENCES

- A. *ACA Standards for Juvenile Correctional Facilities, 4<sup>th</sup> edition*
- B. *P-A-02; National Commission on Correctional Health Care Standards for Health Services in Prisons, 2018*
- C. *MH-A-01, MH-A-02; National Commission on Correctional Health Care Standards for Mental Health Services in Correctional Facilities, 2015*
- D. *Y-A-02; National Commission on Correctional Health Care Standards for Health Services in Juvenile Detention and Confinement Facilities, 2015*

## VII. ATTACHMENTS

None