OptumHealth℠

NEW MEXICO

ATTACHMENT "A"
SCOPE OF WORK

BHSD — OXFORD HOUSE, INC.
Supportive Housing
FY15 (July 1, 2014 —June 30, 2015)

The Provider shall perform the work described in this Scope of Work, which is hereby incorporated and made a part of the Agreement:

FUNDING STREAM INFORMATION

Funding Stream: Supportive Housing - BB20

PROGRAM DESCRIPTION

The New Mexico Interagency Behavioral Health Purchasing Collaborative has issued to OptumHealth New Mexico a Letter of Direction 45-A, which is attached to this Scope of Work as Exhibit 1 and incorporated herein by this reference, directing OHNM to contract with Provider for certain services as set forth below.

Provider will dedicate one (1) full-time male outreach worker to serve the State of New Mexico for the purpose of facilitating the creation of "Oxford Houses", as described below, in New Mexico. Key tasks for the outreach worker includes, but is not limited to, finding suitable houses, recruiting residents to live in the houses, obtaining a charter for the houses, and teaching the new residents the standard disciplined Oxford House system of democratic operation and financial self-support including the maintenance and as needed establishment of mutually supportive chapter. The Oxford Houses set up and run in New Mexico shall comply with the Oxford House Manual and the Oxford House Chapter Manual.

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PROVIDER INSTRUCTIONS
FOR FY15 NON-MEDICAID DOCUMENTS

The document(s) that are being delivered to you have been approved by the State of New Mexico for Fiscal Year 2015.

Please complete all of the following steps and return the completed document(s) by August 15, 2014 to the persons indicated below in Section 5.

Instructions

1. **Legal Name.** Review your Provider Name on the first page of the document to verify it is correct and that it is the Provider's legal name. If it is not, to have it corrected please email valerie.kennedy@optum.com the correct legal name as soon as possible but no later than August 15, 2014.

2. **Notice and Contact Information.** If you are a new Provider receiving a Provider Agreement, completely fill in Provider's Address, Attention contact, Phone, Fax and Email on page 13 of the Provider Agreement. **Please be sure that all information is legible.**

3. **Initial Each Page of the Document(s).** Initial the bottom of each page of each document to demonstrate that you have received the document(s).

4. **Execution Page.** Completely fill in all the blanks on the Execution Page (the last page of the document) including all of the following information:
   a) Insert TIN
   b) Insert NPI
   c) Sign the Provider Agreement
   d) Print Name and Title of the signatory in a legible manner
   e) Fill in Address, Email, Phone and Fax information

5. **Return Executed Document(s).** Return executed document(s) electronically to valerie.kennedy@optum.com **by August 15, 2014** utilizing the **EchoSign software.** Instructions are included below.

If you do not complete the document(s) in accordance with the instructions above, the document(s) will be returned to you to complete this step.

Thank you very much!

Oxford House, Inc.
BHSD Non-Medicaid Services
Date Revised 07.02.14

OptumHealth~SM~

PROVIDER INSTRUCTIONS
FOR FY15 DOCUMENT(S)
EchoSign Instructions

EchoSign is a secure, web-based signature solution for sending, signing, tracking and storing documents.

Watch a video
Watch this 3 minute video to get a quick overview of how easy it is to use EchoSign:
http://getstarted.echosign.com

Create an Account
Go to https://www.echosign.adobe.com/en/home.html
Fill in the registration form
Click [I accept, Create my Account]
Check your inbox for a "Please Verify" email and click the link

To Sign Your Documents:

1. Use the Signing Wizard to sign, initial or fill in form fields
2. Click the highlighted link in the email.
3. Follow the prompts for each field that must be completed. The fields will prompt you whether it is general information, a signature, initial or date that needs to be completed.
Note: if you are the recipient of the e-mail and not authorized to sign, there is a prompt available to forward this notification to the individual who is authorized to sign below the highlighted link in the initial e-mail.

OR

1. Print and sign the attached PDF document.
2. Fax back using the coversheet provided.

Troubleshooting
EchoSign supports all major browsers – Internet Explorer, Firefox and Safari – on PCs, Mac and Linux. On occasion, you may encounter a customer/signer with (1) an unusual browser set-up, or (2) with email problems, either of which can make it harder to sign.

Alternate Signing Processes
EchoSign has two additional solutions for any customers have any trouble signing.

1. If the customer is having trouble getting the sign page to load in their browser (e.g., a very old PC over dial-up), let them know there is a second, alternate link to sign below the default one highlighted in the e-mail.

2. The signer will then be brought to a basic version of the Sign page that better supports old PCs and slow dial-up.

Oxford House, Inc.
BHSD Non-Medicaid Services
Date Revised 07.02.14