

Contract No. tMHFA PUBLIC

TEEN MENTAL HEALTH FIRST AID ("tMHFA") AGREEMENT

THIS tMHFA AGREEMENT ("Agreement") is entered into between the NATIONAL COUNCIL FOR BEHAVIORAL HEALTH DBA "NATIONAL COUNCIL FOR MENTAL WELLBEING" ("NATIONAL COUNCIL"), and PACIFIC COUNTY HEALTH & HUMAN SERVICES ("SITE") (each, a "Party" and collectively, the "Parties"), as of June 1, 2022 ("Effective Date").

In consideration of the mutual Agreements of the Parties contained herein, and other good and valuable consideration, the Parties hereto agree as follows:

1. Scope of Services

The SITE agrees to pay for one or more of the following services:

- Tuition fee of \$3,300 per Instructor candidate to attend a public 3-day teen Mental Health First Aid (tMHFA) Instructor training. This certifies Instructors to teach the in-person delivery model of tMHFA and includes an optional 1-day training to learn the Blended delivery model. The tuition fee is inclusive of 125 tMHFA manuals, shipped to the SITE's location of choice.
- Additional tMHFA manuals at a price of \$12.95 per manual or \$1600 for 125 manuals.

NATIONAL COUNCIL will employ staff or will retain an independent contractor ("Consultant") to perform the training. NATIONAL COUNCIL will obtain reasonable assurances from Consultant that Consultant maintains all currently required licenses or certifications in good standing necessary to perform the training. Upon successful completion of the program, certified instructors will have access to the technical assistance provided by the NATIONAL COUNCIL for a period of time no less than one (1) year from completion of the certification.

2. Work Product

SITE acknowledges that NATIONAL COUNCIL is providing a standardized Training with copyrighted curricula and supplemental materials already developed and used by NATIONAL COUNCIL in delivered Trainings for various other clients. NATIONAL COUNCIL maintains all ownership rights to all Mental Health First Aid (MHFA) research, working papers, and work product (collectively, "Work Product") already developed and created pursuant to the Agreement, including all copyrights therein. Nothing Herein assigns any of NATIONAL COUNCIL's rights in Work Product, nor will be deemed to assign any of NATIONAL COUNCIL's rights to Work Product to SITE.

3. Marketing

SITE agrees that NATIONAL COUNCIL may add SITE's name to its SITE list for marketing purposes.

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4. Term and Termination.

The Term of this Agreement will begin as of the Effective Date of this Agreement and will continue until such time that the SITE notifies the NATIONAL COUNCIL that it no longer wishes to implement the tMHFA program.

4.1 Termination without Cause. After registering for a public training, SITE or Instructor candidates must notify the NATIONAL COUNCIL within 30 days of their training if they wish to cancel or transfer. Should SITE or Instructor candidate need to cancel or transfer within 30 days of the training, a \$1,000 fee per Instructor candidate will be incurred.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, this Agreement may be terminated by NATIONAL COUNCIL for cause immediately upon the occurrence of any one or more of the following events:

4.2.1 SITE does not continue to comply with NATIONAL COUNCIL's fidelity provisions of Section 12.

4.2.2 SITE is determined to have violated any material, federal, state or municipal law or regulation;

4.2.3 SITE willfully or intentionally undertakes or commits any conduct that is harmful or damages the Company, or its business or operations;

4.2.4 SITE repeatedly or continually breaches the terms or conditions of this Agreement or fails or refuses to comply with the directions, policies, standards and regulations that the NATIONAL COUNCIL may establish from time to time;

4.2.5 The attempted assignment or other unauthorized delegation of any of SITE's rights or obligations under this Agreement; or

4.2.6 SITE's violation of any intellectual property right of NATIONAL COUNCIL under the provisions of Section 2.

4.3 Termination for Nonperformance.

4.3.1 NATIONAL COUNCIL retains the right to terminate this Agreement immediately if SITE is not performing the functions outlined within this Agreement.

4.3.2 Upon termination for nonperformance, SITE shall immediately return all Work Product and other files to the NATIONAL COUNCIL. Instructors at SITE will be immediately de-accredited and are prohibited

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from teaching tMHFA at any organization. Payment of all fees shall be considered complete at time of such termination.

5. Notices

Any notices to be given by either Party under this Agreement will be sent by United States Postal Service, postage prepaid, certified, return receipt requested, or delivered by e-mail and addressed to the other Party as set forth below:

Notices to **NATIONAL COUNCIL FOR BEHAVIORAL HEALTH DBA NATIONAL COUNCIL FOR MENTAL WELLBEING** will be addressed as follows:

Alaleh Banafshe, Contracts Administrator
NATIONAL COUNCIL FOR BEHAVIORAL HEALTH DBA NATIONAL COUNCIL FOR MENTAL WELLBEING
1400 K Street NW, Suite 400
Washington, DC 20005
202-748-8786
AlalehB@thenationalcouncil.org

Notices to **PACIFIC COUNTY HEALTH & HUMAN SERVICES** will be addressed as follows:

Carole Chase, Human Services Program Specialist
PACIFIC COUNTY HEALTH & HUMAN SERVICES
7013 Sandridge Rd, Pacific County Health Dept
Long Beach, WA 98631
3606429349
cchase@co.pacific.wa.us

Notices to **PACIFIC COUNTY HEALTH & HUMAN SERVICES ACCOUNTS PAYABLE** will be addressed as follows:

NAME, TITLE *Myranda Heckard, Accountant*
ENTITY *PC HHS*
ADDRESS *1216 W Robert Bush Dr, South Bend, WA 98586*
PHONE *360-875-9343*
AP GENERAL EMAIL ADDRESS: *mheckard@co.pacific.wa.us*) *please use both*
jverboomen@co.pacific.wa.us

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6. Severability

In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and the same will be interpreted as though such invalid and illegal provision were not a part thereof. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and a court of competent jurisdiction may modify such provisions held to be invalid or illegal to preserve each Party's anticipated benefits thereunder.

7. Independent Contractors

SITE, NATIONAL COUNCIL and Consultant are separate and independent entities. The relationships between SITE, NATIONAL COUNCIL and Consultant are purely contractual and neither SITE, NATIONAL COUNCIL nor Consultant or their employees or agents, will be considered the employee or agent of any other.

8. DUTIES AND RESPONSIBILITIES OF CONTRACTOR.

- 8.1. SITE's Duties. SITE agrees to perform the services and agrees to the terms set forth on Exhibits A, B and C attached hereto and made part of this Agreement ("SITE's Obligations"). During the Term it is contemplated that circumstances may change such that the duties and responsibilities of SITE set forth on Exhibit A, B and C may be modified by a unilateral Amendment over time and from time to time. To the extent any such modification is made to Exhibit A, B and C, such modifications will be attached hereto and made part of this Agreement.

9. Representations, Warranties and Covenants.

SITE represents, warrants, and covenants that:

- 9.1. SITE will perform all its obligations under this Agreement in a skillful, professional manner in accordance with commercially reasonable standards and to the highest standards of ethical behavior.
- 9.2. SITE shall obtain and maintain at all times all required licenses, credentials, approvals or other certifications to perform the services. Further SITE shall ensure that it shall comply with all applicable governmental laws, rules and regulations when providing SITE's services.
- 9.3. SITE shall perform background checks on its Instructors of the tMHFA program and all training personnel at least once a year. The NATIONAL COUNCIL does not perform background checks.

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10. Professional Liability Insurance.

SITE shall obtain and maintain, in full force and effect during the Term of this Agreement, at its sole cost and expense, comprehensive professional liability insurance coverage with an insurance carrier reasonably acceptable to NATIONAL COUNCIL, under which SITE shall be named as Insured and NATIONAL COUNCIL as an additional insured, to protect against any liability incident to the rendering of SITE's services. Such insurance coverage shall not be less than One Million Dollars (\$1,000,000.00) per claim and Three Million Dollars (\$3,000,000.00) in the aggregate. Such policies of insurance shall provide that NATIONAL COUNCIL shall receive written notice not less than thirty (30) days prior to the cancellation or material change in coverage. At NATIONAL COUNCIL's request, SITE shall furnish certificates, endorsements and copies of all insurance policies to NATIONAL COUNCIL.

11. Program Fidelity.

THE tMHFA INSTRUCTOR CERTIFICATION PROGRAM REQUIRES THAT EACH PARTICIPANT COMPLETE THE FULL 3-DAY TRAINING AND EVALUATED PRESENTATION TO ACHIEVE CERTIFICATION. TO PROTECT THE INTEGRITY OF THE PROGRAM, THE NATIONAL COUNCIL WILL WITHHOLD CERTIFICATIONS FOR ANY TRAINING PARTICIPANT WHO DOES NOT MEET THE STANDARDS OF THE PROGRAM.

12. Survival

SITE's obligations under the following headings will survive the termination of this Agreement:

- Term and Termination
- Notices
- Indemnification
- Governing laws
- Disputes
- Venue
- Waiver of Trial by Jury
- Entire Agreement

13. Waiver

No obligation of either Party under this Agreement may be waived except by mutual written Agreement of both Parties. The failure of a Party, at any time, to enforce any provision of this Agreement will not be construed as a waiver of the provision. Until each Party has completely performed all of its obligations under this Agreement, the other Party will be entitled to invoke any remedy available to it under this

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Agreement or at law. Furthermore, a waiver of one provision of this Agreement will not be construed as a waiver of any other provision, nor will it be construed as a waiver of the same or similar provisions in the future.

14. Third Parties

No term or provision of this Agreement is for the benefit of any person who is not a Party hereto (including, without limitation, any Consultant), and no such person will have any right or cause of action hereunder.

15. Indemnification

Each Party to this Agreement shall indemnify, defend, and hold harmless the other Party from and against any and all third party liabilities, including demands, actions, judgments, appeals, costs, and reasonable counsel fees, arising out of this Agreement, except as a result of either Party's gross negligence, willful misconduct, or bad faith.

16. Limitation of Liability

Except for a breach in confidentiality and gross negligence, in no event will:

- (i) **NATIONAL COUNCIL BE HELD LIABLE TO SITE FOR ANY INDIRECT, SPECIAL INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT OR OTHERWISE, ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER OR NOT SITE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR**
- (i) NATIONAL COUNCIL be liable to SITE's for attorney's fees and related costs incurred by SITE, except for NATIONAL COUNCIL's indemnification obligations set forth above, or
- (ii) The aggregate amount of liability of NATIONAL COUNCIL and Consultant for damages or allowed damages under or in connection with this Agreement, whether in contract, tort, or any other legal theory, shall not exceed the total amounts paid or payable by SITE hereunder.

17. Force Majeure

Except for payment of sums due (which can never be excused by force majeure), neither Party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such Party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the Party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; terrorism, and events related to such acts; pandemic; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government

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authority; and other similar occurrences beyond the control of the Party declaring force majeure which such Party is unable to prevent by exercising reasonable diligence.

(a) Force majeure shall not include the inability of either the Consultant or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits under the terms of this Agreement.

(b) If either Party is delayed at any time in its obligations under this Agreement by force majeure, the delayed Party shall notify the other Party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be sent in accordance with Notices Section above, and shall make a specific reference to this Section, thereby invoking its provisions. The delayed Party shall use its best efforts to cause such delay to cease as soon as practicable and shall notify the other Party in accordance with Section 5 above when it has done so. The time of completion of the delayed Party's obligations shall be automatically extended for a period of time equal to the time of the force majeure.

19. Safety Precautions.

In the event of health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or other similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the NATIONAL COUNCIL, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the performance of the Agreement. NATIONAL COUNCIL may at its sole discretion offer all consultation(s) and or Training(s) virtually to the SITE.

20. Governing Law

This Agreement shall be construed and interpreted in accordance with the laws of the District of Columbia (without regard to its conflict of laws provisions).

21. Dispute resolution

The Parties will attempt in good faith to resolve any dispute or claim arising out of or in relation to this Agreement through negotiations between a director of each of the Parties with authority to settle the relevant dispute. If the dispute cannot be settled amicably within thirty (30) days from the date on which either Party has served written notice on the other of the dispute then the aggrieved Party must commence an action, suit or proceeding in a court of competent jurisdiction in the District of Columbia.

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22. Taxes. Unless SITE provides NATIONAL COUNCIL with a valid tax exemption certificate, SITE will pay or reimburse NATIONAL COUNCIL for all sales, use, VAT, GST, or similar transaction taxes. All transaction taxes payable by HOST will be separately stated and exclusive of the price. HOST is not liable for taxes that are statutorily imposed on NATIONAL COUNCIL, including taxes or fees measured by NATIONAL COUNCIL's net or gross income or NATIONAL COUNCIL's employment of its personnel. If SITE is incorporated or resident outside the U.S., SITE represents and warrants that (i) the Services will be performed outside the U.S. and the invoice will state that the Services were performed outside the U.S.; or (ii) if any of the Services are performed in the U.S., NATIONAL COUNCIL will state that in the invoice and provide a breakout of Services performed inside and outside the U.S. SITE will provide the withholding tax forms requested by NATIONAL COUNCIL and submit to any withholding required under U.S. tax rules.

23. Venue

In the event of litigation, venue for any claim shall lie exclusively in a court of competent jurisdiction in the District of Columbia. Each Party: (a) agrees that it is subject to the exclusive jurisdiction of such courts, (b) expressly waives any and all arguments that such courts are inappropriate or inconvenient, and (c) shall be responsible for the substantially losing Party's attorneys' fees and costs for such litigation.

24. Waiver of Trial by Jury

Each Party irrevocably waives, to the maximum extent permitted by law, all rights to trial by jury and all rights to immunity by sovereignty or otherwise any action, proceeding or counterclaim arising out of or relating to this Agreement. If a Party fails to withdraw a request for a jury trial in a lawsuit arising out of this Agreement after written notice by the other Party of violation of this section, the Party making the request for jury trial shall be liable for the reasonable attorneys' fees and costs of the other Party in contesting the request for jury trial, and such amounts shall be awarded by the court in adjudicating the motion.

25. Amendment

Except as otherwise stated in this Agreement, this Agreement may only be amended by a writing properly executed by duly authorized representatives of both Parties.

26. Entire Agreement

This Agreement constitutes the entire agreement between the Parties. Any amendment to this Agreement shall be in writing and signed by both Parties. Any headings preceding the text of the several

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Sections and subparagraphs of this Agreement are inserted solely for convenience of reference and shall not constitute a part of this Agreement **nor shall they affect its meaning**, construction, or effect.

IN WITNESS WHEREOF, the Parties have hereunto, by their duly authorized officers, set their hands and seals on the dates specified below.

**NATIONAL COUNCIL FOR BEHAVIORAL HEALTH
DBA NATIONAL COUNCIL FOR MENTAL WELLBEING**

By: _____
Jeannie Campbell
Executive Vice President

Date

PACIFIC COUNTY HEALTH & HUMAN SERVICES

By: Katie Lindstrom
Katie Lindstrom
Director

8/2/2022
Date

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EXHIBIT A DESCRIPTION OF SERVICES

1. **NATIONAL COUNCIL Obligations.** Below is a listing of services to be provided under the Agreement for this Engagement:

1.1 NATIONAL COUNCIL Consultant(s) will provide training on tMHFA to **One (1)** Instructor candidates of the SITE's choosing via a 3-day tMHFA Instructor training. Instructor candidates will select to attend one training from a list of trainings scheduled by the NATIONAL COUNCIL. Scope of work includes the following:

teen Mental Health First Aid

teen Mental Health First Aid ("tMHFA") is an evidence-based training that was brought to the United States in partnership with Lady Gaga's Born This Way Foundation. It teaches high school students in the 10th, 11th and 12th grades how to identify, understand and help their friends with mental health and substance use challenges and how to get the help of an adult. The program is designed to develop teen knowledge and skills in:

- Recognizing warning signs that a friend is developing a mental health challenge
- Understanding how to talk to a friend about mental health and seeking help
- When and how to tell a responsible adult
- Where to find appropriate and helpful resources about mental illness and professional help
- How to respond in a crisis situation

Before teaching tMHFA to youth in grades 10-12, SITES must schedule a call with a NATIONAL COUNCIL staff member and be registered as tMHFA Sites. This includes committing to teach the program with fidelity and adhering to the implementation requirements. Once accepted, tMHFA Sites may invite Instructor candidates to apply to attend a three-day tMHFA Instructor Training. The tMHFA Instructor Training will allow individuals to become certified to deliver the tMHFA program in-person at an approved tMHFA Site. Certified tMHFA Instructors can then attend an additional 1-day tMHFA Instructor training to be certified in the blended tMHFA delivery model.

teen Mental Health First Aid Instructor Certification

The 3-day tMHFA Instructor training certifies Instructor candidates to deliver the standard in-person tMHFA course. tMHFA Instructors are not empowered to train other instructors in the program. An additional 1-day tMHFA Instructor training is required in order to certify Instructor candidates to teach the blended delivery model.

To maintain tMHFA Instructor certification, tMHFA Instructors must agree to preserve the fidelity of the program by following the NATIONAL COUNCIL's guidelines:

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Instructors are also required to teach one course per year. The tMHFA Instructor Certification program is a 3-day training to learn the in-person delivery model. An additional 1-day tMHFA Instructor training is required in order to certify Instructor candidates to teach the blended delivery model. At both trainings, Instructor candidates will take pre- and post-tests before and after the training. Instructor candidates will also participate in approximately four hours of pre-work that will need to be completed prior to the Instructor Training. The tMHFA Instructor Certification Program does require that each participant complete the full Training and be evaluated after presenting a portion of the curriculum. To protect the integrity of the program, the NATIONAL COUNCIL reserves the right to withhold certification of any Training participant who does not meet the standards of the program.

NATIONAL COUNCIL will provide SITE with:

Instructor Training and Manuals

- 1 seat(s) in a public Instructor training of the Instructor candidate's choosing.
- physical copies of all materials required for the training for each Instructor candidate. This includes:
 - tMHFA Teaching Notes (6x45 and 3x90) and PPTs
 - Implementation Toolkit
 - Instructor Processing Guide
 - 125 tMHFA Manuals public 3-day teen Mental Health First Aid (tMHFA) Instructor training
 - an optional 1-day training to learn the Blended delivery model

NATIONAL COUNCIL will also support sites in program evaluation to understand tMHFA impact on teen learning and behavior. This includes pre, post, and delayed follow-up surveys, access to student evaluation data, and technical assistance related to analyzing data, reporting, and using evaluation data to sustain program.

Virtual Delivery Requirements

The course will be hosted through Zoom, and we will provide a how-to guide for participants who have never used this platform.

- Computer: Windows or Apple desktop or laptop computer OR Mobile Device/Tablet/Surface: iOS, Android, Windows
- Microphone and speakers: Participants whose computers do not have a microphone and/or speaker can use the dial-in option from their phone for audio
- HD Webcam: Either built into the user's device or external
- Internet Connection: We recommend an Internet speed of at least 5 mbps upload/download speed

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- Phone (backup audio option): Phones may be used for audio support only

2. SITE Obligations. Below is a listing of services to be provided under the Agreement for this Engagement:

tMHFA sites are required to adhere to the following Implementation requirements:

- Must implement tMHFA for teens in grades 10-12, or ages 15-18. Grade 9 and post-secondary students are not permitted.
- If teaching at a school, the course should be taught to an entire grade level of students (not individual classes) in the school.
- If teaching at a youth-serving organization or program, the course should be taught to an entire group of teens at the youth-serving organization or program.
- Schools or organizations should have approximately 10% of staff at the site trained in YMHFA. This will increase the capacity of staff members to adequately address any mental health and substance use challenges among teens.
- The school or organization offering the training must have a safety protocol in place to ensure student safety, including how to respond to a teen who's in distress and indicates they would like to be seen.
- The course should be taught in classes of approximately five to 30 teens on non-consecutive days.
- The program should not be taught in large, assembly-style sessions.
- The course should be taught on non-consecutive days (at least 1 day and no more than 2 weeks in between sessions) in classroom settings of approximately 5-30 teens. Assembly-style sessions are not permitted.
- Must arrange for two adults (one tMHFA Instructor and the other an adult trained in Youth Mental Health First Aid ("YMHFA")) to be in the classroom (virtual or in-person) for each session taught.
- Must ensure teens have completed all evaluation surveys and gather site level outcomes to report to the NATIONAL COUNCIL.
- Must distribute and collect Exit Tickets to and from each teen at the end of every session
- Must ensure that each Exit Ticket is read prior to teens leaving the site;
- Ensuring that the site has a protocol in place to responding to a teen that indicates they wish to be seen from an Exit Ticket.
- Must disseminate information to parents/ guardians about the program and/or schedule information sessions (virtual or in-person) for parents/ guardians, site staff, and students as required by the program.
- Must gather parent/ guardian contact information/ emergency contact information for each teen to be trained and have it available to tMHFA Instructors while they teach.

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3. Fees

The SITE agrees to pay for one or more of the following services:

SITE agrees to pay NATIONAL COUNCIL an all-inclusive fixed fee of **\$3,300.00** for **One (1)** tMHFA Instructor Training. SITE agrees to pay the NATIONAL COUNCIL the full payment within 30 days after services have been rendered.

Type of Training	Number	Cost
tMHFA Instructor training	1	\$3,300.00
	All-inclusive Total	\$3,300.00

Should SITE require additional manuals outside of those furnished under this Agreement for the Instructor Training, NATIONAL COUNCIL will invoice SITE separately upon order and will be paid in full. SITE will pay NATIONAL COUNCIL for such services within thirty (30) days of receiving an invoice.

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EXHIBIT B
tMHFA PROGRAM TENETS FOR SITE

tMHFA HOST site trainers are required to adhere to the following implementation requirements:

- Must implement tMHFA for teens in grades 10-12, or ages 15-18. Grade 9 and post-secondary students are not permitted.
- If teaching at a school, the course should be taught to an entire grade level of students (not individual classes) in the school.
- If teaching at a youth-serving organization or program, the course should be taught to an entire group of teens at the youth-serving organization or program.
- Schools or organizations should have approximately 10% of staff at the site trained in YMHFA. This will increase the capacity of staff members to adequately address any mental health and substance use challenges among teens.
- The school or organization offering the training must have a safety protocol in place to ensure student safety, including how to respond to a teen who's in distress and indicates they would like to be seen.
- The course should be taught in classes of approximately five to 30 teens on non-consecutive days.
- The program should not be taught in large, assembly-style sessions.
- The course should be taught on non-consecutive days (at least 1 day and no more than 2 weeks in between sessions) in classroom settings of approximately 5-30 teens. Assembly-style sessions are not permitted.
- Must arrange for two adults (one tMHFA Instructor and the other an adult trained in Youth Mental Health First Aid ("YMHFA")) to be in the classroom (virtual or in-person) for each session taught.
- Must ensure teens have completed all evaluation surveys and gather site level outcomes to report to the NATIONAL COUNCIL.
- Must distribute and collect Exit Tickets to and from each teen at the end of every session
- Must ensure that each Exit Ticket is read prior to teens leaving the site;
- Ensuring that the site has a protocol in place to responding to a teen that indicates they wish to be seen from an Exit Ticket.
- Must disseminate information to parents/ guardians about the program and/or schedule information sessions (virtual or in-person) for parents/ guardians, site staff, and students as required by the program.
- Must gather parent/ guardian contact information/ emergency contact information for each teen to be trained and have it available to tMHFA Instructors while they teach.

I Carole Chase have reviewed and understand the aforementioned tenets, and I commit to ensuring that our provision of the tMHFA course will be in compliance with the tenets and also that any individual selected to train for or to teach the tMHFA course at our site will agree to act in compliance with such tenets.

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EXHIBIT C
tMHFA PROGRAM TENETS FOR INSTRUCTORS

tMHFA HOST site trainers are required to adhere to the following implementation requirements:

- Must implement tMHFA for teens in grades 10-12, or ages 15-18. Grade 9 and post-secondary students are not permitted.
- If teaching at a school, the course should be taught to an entire grade level of students (not individual classes) in the school.
- If teaching at a youth-serving organization or program, the course should be taught to an entire group of teens at the youth-serving organization or program.
- Schools or organizations should have approximately 10% of staff at the site trained in tMHFA. This will increase the capacity of staff members to adequately address any mental health and substance use challenges among teens.
- The school or organization offering the training must have a safety protocol in place to ensure student safety, including how to respond to a teen who's in distress and indicates they would like to be seen.
- The course should be taught in classes of approximately five to 30 teens on non-consecutive days.
- The program should not be taught in large, assembly-style sessions.
- The course should be taught on non-consecutive days (at least 1 day and no more than 2 weeks in between sessions) in classroom settings of approximately 5-30 teens. Assembly-style sessions are not permitted.
- Must arrange for two adults (one tMHFA Instructor and the other an adult trained in Youth Mental Health First Aid ("tMHFA")) to be in the classroom (virtual or in-person) for each session taught.
- Must ensure teens have completed all evaluation surveys and gather site level outcomes to report to the NATIONAL COUNCIL.
- Must distribute and collect Exit Tickets to and from each teen at the end of every session
- Must ensure that each Exit Ticket is read prior to teens leaving the site;
- Ensuring that the site has a protocol in place to responding to a teen that indicates they wish to be seen from an Exit Ticket.
- Must disseminate information to parents/ guardians about the program and/or schedule information sessions (virtual or in-person) for parents/ guardians, site staff, and students as required by the program.
- Must gather parent/ guardian contact information/ emergency contact information for each teen to be trained and have it available to tMHFA Instructors while they teach.

I Carole Chase have reviewed and understand the aforementioned tenets, and I commit to ensuring that following my successful completion of the tMHFA course I will provide training in compliance with these tenets.