

## Exhibit A

### SCOPE OF SERVICES

County's Purchase Order #		County Resolution #	
Contract Name	Meghan Butcher	Contract Date	9/1/2025-8/31/2026
County's Project Manager	Brandy Schank	Contractor's Project Manager	Brandy Schank

This Scope of Services is for Contractors providing to the County certain Services pursuant to the above-referenced Contract and County Resolution. The undersigned agree that this Case Manager project ("Project") shall be conducted pursuant to the terms and conditions of the above-referenced County Report and Contract and by the following terms and conditions:

- DESCRIPTION OF INDIVIDUAL'S WORK:** *(Note: For example, if instruction is being provided, include information regarding the course name, the training schedule and location, instructor name (if important), the number of attendees, who will provide course materials and copies, etc.)*  
Completion of ARPA/VAC5 activities to include vaccine phone calls, arranging transportation, MCO initial and reassessments with focus on UTR list, ADNR/CRC ARPA activities, data entry and completion of required paperwork to meet funding requirements.
- MILESTONE/DELIVERABLE INFORMATION:** *(Note: If Contractor will be engaged in any development activities or will be providing any reports, complete this section)*

<u>Milestone No.</u>	<u>Milestone/Deliverable Description</u> Note: Include enough detail to enable someone not familiar with the Project to understand what will be delivered.	<u>Delivery Dates</u>	<u>Is Acceptance Required by the County or Contractor?</u> Note: Y or N and designate the Approving Party	<u>Costs</u>
1.	AgeGuide IIIE TCARE Program, complete assessments, data entry into program, make referrals for caregivers	9/1/25-8/31/26	No	Up to \$22,000
2.	Completing all necessary paperwork, follow up and data entry	9/1/25-8/31/26	No	Up to \$22,000

- OTHER PROVISIONS:**  
Contractual Employee will be provided with supplies, space, and equipment to do the contractual work specified above. Contractual employee will submit invoices to Project Manager every other Friday to coincide with the upcoming pay period.