**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is between Sauk County through the Justice, Diversion, and Support Program (“JDS”), 510 Broadway St., Baraboo, WI 53913 and ATTIC Correctional Services, Inc. (“ATTIC”), 107 4th St., Baraboo, WI 53913 for data collection and program evaluation for the Substance Use Diversion & Support program.

The MOU will be effective immediately upon signature by both parties and remain in effect through 9/31/2022. For the agreed upon pro-rated cost of $1,974.16, ATTIC shall provide:

* Data collection – program data will be provided to ATTIC on the developed form via secure email
* ATTIC will enter program data in a secure database and an excel spreadsheet which tracks data points agreed upon between parties.
* Monthly reports will be provided to the Justice, Diversion, and Support Programs Manager or designee no later than the 10th of the month following the end of a month; a final program performance evaluation report including all program data will be completed in collaboration with program staff and provided to the Programs Manager within thirty (30) days of the end of the grant period
* ATTIC will attend required state facilitated conference calls regarding data collection and program performance and implement required changes
* ATTIC will comply with all records requests within a reasonable time of the request being made
* ATTIC will assist JDS in complying with all records/data requests, including requests made pursuant to the Wisconsin Public Records Law, within a reasonable time of the request
* ATTIC agrees to sign and comply with the Sauk County Business Associate Agreement (BAA)
* ATTIC shall submit an invoice within thirty (30) days of full execution of this MOU. The payment in this MOU represents payment in full for all services stated and requested. No extra fees will be charged without prior agreement between both parties and amendment to this MOU being executed
* In the even ATTIC fails to meet the agreed upon terms and does/will not correct following notice of the deficiency, JDS retains the right to terminate this MOU with a thirty (30) days’ notice and a pro-rated refund

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Brent Miller, Sauk County Administrator Karla Campion, for ATTIC

 West Central Area Supervisor ATTIC Correctional Services

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Date Date