

October 24, 2025



Re: Implementing Partner Incentive Program 2025-2026

Dear WASHOE COUNTY,

We are pleased to support your LifeSet program with the Implementing Partner Incentive Program, currently set to terminate on June 30<sup>th</sup>, 2026.

The Implementing Partner Incentive Program aims to strengthen your LifeSet program to maximize its impact and to support successful expansion of your LifeSet program in and beyond its current geographic reach.

By participating in the program, you are eligible to receive Staff Support Incentives and Monthly Capacity Incentives. These require submission of the incentive form accessed via the included link (<https://redcapsp.youthvillages.org/surveys/?s=CTRFawJ3KKTRLNA8>) for months when you wish to receive the incentive.

Funds will be disbursed as outlined below per the incentive program:

- Partners submit monthly reports via the specific REDCap form linked above in order to receive incentive payments.
- Reports shall be submitted no later than 10 days after execution of the incentive agreement for the first quarter and the 10th of the month in which payouts will be processed for the remaining three quarters. Reports will be cross-referenced with census data in GuideTree and, if discrepancies arise, GuideTree will be used as the final check.
- If reports are not submitted by these established payout deadlines, partners forfeit the incentive(s) for the quarter.
- If all requirements are met, partners will be paid by the end of the month following the close of the quarter (October 31 or within 30 days of incentive agreement execution for July-September, January 31 for October-December, April 30 for January-March, and July 31 for April-June).
- "Staff Support Incentives" can be requested after the specific milestones below are met, for any staff vacancies on or after October 1, 2025:
  1. If a new staff is hired to replace a leaver and starts within 30 days of the vacancy occurring on the team, the partner can request \$500. This includes staff hired and placed into specialist and supervisor positions.
  2. If a new staff, either to replace a leaver or a new staff on a new team, is retained for six (6) months, the partner can request \$500. This includes staff hired and placed

into specialist and supervisor positions.

- Partners are eligible to request “Monthly Capacity Incentives” based on monthly average daily census per enrollment data in GuideTree:
  1. Each month during which average daily census is maintained at or above minimum capacity, the partner is eligible to receive \$1,000. For programs operating with multiple teams, the combined monthly average daily census across all teams must meet 100% of minimum capacity.
  2. Each month during which average daily census is maintained at or above 110% of minimum capacity, the partner is eligible to receive \$2,000. For programs operating with multiple teams, the combined monthly average daily census across all teams must meet 110% of minimum capacity.

The following provisions set out the roles of the parties, establish common aligned requirements and expectations and outline the reporting requirements.

What Youth Villages will do:

1. Provide a point of contact (Regional Network Lead) to collaborate in brainstorming ongoing interventions and providing support regarding staff recruitment, retention, census and referral management
2. Review KPIs monthly related to staffing and census trends
3. Review monthly with LifeSet leadership at your organization status of increasing and maximizing service capacity and interventions in place
4. Disburse quarterly payments for the incentives earned and requested per the form as outlined above
5. Support any strategic planning and implementation of additional teams and discuss potential eligibility for submission of program expansion proposals
6. Highlight organization with “Exemplary Partner” status on website and at Partner Summit, and send notification to funder, if such status is achieved

What WASHOE COUNTY will do:

1. Reinvest all incentive funds into the program, providing resources to retain the team, maintain quality services and supports for young people, promote ongoing young adult engagement, and expand programming.
2. Collaborate with the Youth Villages support team on meeting staffing and census goals.
3. Submit ongoing monthly progress reports and incentive requests via the linked reporting form.
4. Discuss incentive report submission during the monthly data review calls.

5. Ensure GuideTree youth enrollment data is accurate and complete by the end of each month (to ensure monthly average daily census KPI calculates accurately).
6. Ensure GuideTree staff data is accurate and complete by the end of each month.
7. Report on use of incentive funds at least quarterly, after receipt, during the data call.
8. Share effective strategies for utilizing incentive funds in monthly network calls and/or other communications with Youth Villages and the national partner network as a way to share best practices among partners.
9. Maintain model fidelity with caseloads, i.e. specialists cannot average more than 10 cases during the month.
10. Consistently collaborate with the Licensed Program Expert to make clinically appropriate program admission and discharge decisions, i.e. young adults enrolled should meet eligibility criteria and young adults should not be exited prior to achieving appropriate therapeutic benefits from the program. Young people should not remain in LifeSet when maximum therapeutic benefits have been achieved.
11. Remain in good standing as a LifeSet partner with Youth Villages based on the legal agreement and recertification, indicating model fidelity, or submitting a program improvement plan timely and making appropriate progress on any items listed on such program improvement plan.

We thank you for your continued service to young people and the positive impact LifeSet is making on their lives. We look forward to our continued partnership, expanding and maximizing the reach and impact of your LifeSet program.

Sincerely,

Katja Russell  
Executive Director of Strategic Partnerships

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Acknowledge and agree to participate in the LifeSet Partner Incentive Program and agree to the foregoing terms and conditions of this letter as an authorized representative:

On behalf of: \_\_\_\_\_

Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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Acknowledge to provide eligible incentive program payments as outlined above as Youth Villages' Authorized Representative.

Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

December 1, 2025



Re: Maximum Incentive Amount for 2025-2026 LifeSet Incentive Program

Dear Washoe County,

This letter serves to confirm the maximum amount that Washoe County Human Services Agency may earn under the **2025–2026 LifeSet Incentive Program**.

Under the terms of the program agreement, WCHSA is eligible to earn **up to \$24,000** in incentive payments through **June 30, 2026**, contingent upon meeting all performance metrics outlined in the agreement. This amount represents the maximum possible earnings based on achieving **110% of the Average Daily Census (ADC) expectation for each month of the program year**.

Additional staff-related incentives may apply if applicable criteria are met, which could increase the total amount earned.

We request approval to **spend funds as they are earned** rather than waiting until all funds have been accrued by June 2026. This approach will allow us to reinvest in program operations promptly and maintain service quality for youth and families. Please let us know if you require any further documentation or clarification.

We thank you for your continued service to young people and the positive impact LifeSet is making on their lives. We look forward to our continued partnership, expanding and maximizing the reach and impact of your LifeSet program.

Sincerely,

Katja Russell  
Executive Director of Strategic Partnerships