

Schedule A/B  
POSITION # OCDMH0038  
**Psychosocial Rehabilitation Provider**

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name \_\_\_\_\_ ("CONSULTANT") to the County of Orange, Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the COUNTY to the CONSULTANT for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health Contract Services RFQ #OCDMH-CS-18 and the Agreement for Consultant Services ("Agreement").

**CONSULTANT RESPONSIBILITIES**

1) CONSULTANT shall meet the following qualifications:

- 18 years old and have a high school diploma, high school equivalency, or State Education Commencement credential (e.g. School Age Care Credential [SACC] or Career Development & Occupational Studies [CDOS]); **and**
- Minimum of three (3) years' experience in children's mental health, addiction and/or foster care.

2) CONSULTANT shall possess the following skills:

- Experience with software applications
- Ability to effectively communicate and interface well with the public
- Bilingual in English / Spanish preferred
- Effective writing skills
- Sound judgment

3) As a member of the children's mental health team, CONSULTANT will carry a caseload. The scope of work includes but is not limited to the following:

- Address the rehabilitative needs of identified children/youth through Psychosocial Rehabilitation services including but not limited to promoting personal and community competence through social and interpersonal skills development, daily living skills, and community integration ; and
- Maintain a valid New York State driver's; and
- Adhere to all New York State Office of Mental Health Part 599 Regulatory Guidelines as well as all New York State Medicaid service-delivery and billing requirements as outlined in 14 NYCRR Parts 587 and 588 and the Medicaid State Plan Children and Family Treatment and Support Services Provider Manual for Children's Behavioral Health Early and Periodic Screening and Diagnostic Treatment (EPSDT) Services; and

- Adhere to OCDMH operational policies and procedures, OCDMH Corporate Compliance Plan and Code of Ethics; and
- Complete all clinical documentation using the OCDMH electronic medical record software (MyAvatar) either concurrently or no later than one (1) business day of the date of service for each patient; and
- Function as a member of the OCDMH inter-disciplinary team by participating in case-conferencing with staff and incident-review committee investigations, as needed; and
- Respond to inquiries via phone and email in a timely fashion; and
- Effectively communicate and interface well with professionals and those served.

#### Service Hours/Units

CONSULTANT shall provide up to \_\_\_ hours of services/coverage per week for 50 weeks per year. Hours shall be agreed upon by the COUNTY and CONSULTANT on a monthly/weekly or quarterly basis. No guarantee of the number of hours of service/coverage is made by the COUNTY.

No additional time by CONSULTANT shall be compensated without prior written approval of the Department of Mental Health and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and CONSULTANT.

#### Service Location(s)

Service will be provided within Orange County, but there may be a need to travel to other locations to conduct activities as delineated above. The COUNTY reserves the right to change service locations during the term of the Agreement on an as needed basis. CONSULTANT agrees to work in any service location within Orange County.

#### Billing for Services

CONSULTANT shall invoice the COUNTY on at least a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

### **COUNTY RESPONSIBILITIES**

The COUNTY will:

- allow use of equipment such as the copy machine, fax, computers, etc. and provide access to supplies as needed and with prior approval; and
- for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-18 and the Agreement, compensate CONSULTANT at \$\_\_\_\_.