

Schedule A/B
POSITION # OCDMH0039
Community Psychiatric Supports and Treatment Services 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:

- Practitioner with a master's degree in social work, counseling, psychology or related humans services field (may perform all aspects of Community Psychiatric Supports and Treatment [CPST]); or
- Bachelor's degree level with a minimum of two (2) years experiences in children's mental health, addiction, and/or foster care/child welfare/juvenile justice; or
- Register Professional Nurse with one (1) year of behavioral health experiences; or
- Licensed Occupational Therapist to the extent they are operating under the score of their license; or
- Licensed Creative Arts Therapist to the extent they are operating under the score of their license;
- Practitioners with a bachelor's degree may only perform the following activities under CPST: Rehabilitative Psychoeducation, Strengths based Treatment Planning, or Rehabilitative Supports.

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:

- Provide goal-directed supports and solution-focused interventions intended to address challenges associated with a behavioral health needed and to achieve identified goals and objectives as set forth in the child's treatment plan including but not limited to Intensive interventions (counseling – master's level practitioners only) ; and Crisis Avoidance (counseling – master's level practitioners only), Intermediate Term Crisis Management (counseling – master's level practitioners only), Rehabilitative Psychoeducation, Strength Based Service Planning, and Rehabilitative Supports.
- 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 \$_____