

Schedule A / B
POSITION #OCDMH0042
Data Surveillance Coordinator

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 ("OCDMH") Contract Services #OCDMH-CS-0042 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

1) **CONSULTANT** shall meet the following qualifications:

- Masters in Epidemiology, Bioinformatics, or Biostatistics; **and**
- 2-3 years of related experience; **and**
- data management/processing skills and experience; **and**
- ability to travel across Orange County and to New York City for meetings; **and**
- ability to work flexible hours; **and**
- experience with various software applications; **and**
- possess a valid driver's license; **and**
- pass a background check;
- experience with electronic health records strongly preferred.

2) **CONSULTANT** shall possess the following skills:

- Ability to effectively communicate and interface with professionals and those served; **and**
- excellent written and oral communication skills; **and**
- Sound professional judgment; **and**

3) **CONSULTANT** will provide data surveillance services and will report to the Project Manager, with additional oversight by Columbia University's Research Coordinator. The scope of work includes, but is not limited to the following:

- Collection of data on primary outcome (opioid overdose deaths) and secondary outcomes (non-fatal opioid overdose, number and % of people screened for OUD, linked to medication treatment for opioid use disorder (MOUD) from Orange County records, NYS HEALing Communities Study provider agencies, and Orange County data bases; **and**
- Conduct data cleaning and transfer data to investigative team and data coordinating center; **and**
- Prepare study reports on surveillance; **and**
- Work with NYS DOH and Orange County Department of Mental Health Commissioners to improve surveillance on opioid use related indicators; **and**
- provide feedback on data points, functioning and usability of data dashboard and design.

4) Service Hours/Units

CONSULTANT shall provide approximately ____ hours of services/coverage per week for 50 weeks per year. Hours shall be agreed upon by the **COUNTY** and **CONSULTANT** on a daily or weekly basis, but needs to be flexible. 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**.

5) Service Location(s)

Service will be provided throughout Orange County and may require travel to New York City for periodic required meetings. 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 the County as requested by County and/or, after Consultant submits a letter of consent to work in agreed upon locations outside the County with the Commissioner of the Department of Mental Health or designee.

6) Billing for Services

CONSULTANT shall invoice the **COUNTY** on a weekly/biweekly 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 copy machine, fax, computers, etc. and with prior approval provide access to supplies as needed; and
- For services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-0042 and the Agreement, compensate **CONSULTANT** at \$ ____ per hour including travel expenses.