

Schedule A/B  
Position #OCDMH0027  
**Occupational Therapist Assistant**

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-23 and the Agreement for Consultant Services ("Agreement").

**CONSULTANT RESPONSIBILITIES**

1) CONSULTANT shall meet the following qualifications:

- Associates degree in Occupational Therapy and license and current registration certificate in accordance with NY State Education Law, Article 156; and
- Experience assessing and developing plans to address sensory integration concerns of children on the autism spectrum; and
- Possess a valid driver's license; and
- Pass required background check(s).

2) CONSULTANT shall possess the following skills:

- Working knowledge of the principles of applied behavior analysis and other evidence-based practices designed to improve outcomes for children on the autism spectrum
- Experience with various software applications such as Adobe, Excel
- Experience with electronic record keeping
- Ability to effectively communicate and interface well with professionals and parents
- Effective writing skills
- Understanding of autism spectrum and sensory integration as related to behavior, learning, communication, environmental and mental health concerns, and family stressors

*Note: Sample plans and notes may be required*

3) CONSULTANT will provide training and consultation related to children with autism and significant problem behaviors living at home. The scope of work includes but is not limited to the following:

- work closely with the members of the Child and Family Clinical Resource Team to provide in-home and/or remote consultation as requested to assess sensory issues impacting learning and problem behaviors; and
- provide written reports and/or plans and/or support strategies with all required signatures to the COUNTY for distribution; and
- instruct team members, parents and if available, all current and future mentors on implementation of strategies and/or plans; and
- communicate and coordinate with others working with the child (e.g., mentor supervisor, teacher, OT, psychiatrist) and ensure consents are current and on file; and

- review and amend plans as required; and
- participate in team meetings upon request and availability; and
- participate in child-specific individual service plan meetings as needed and when scheduled during available days/hours; and
- document child-specific activities, progress and concerns on the forum; and
- respond to inquiries via phone, email and forum posts in a timely fashion; and
- provide group training and consultation to parents and mentors on various topics determined by the team; and
- contribute to the clinical team's knowledge base by sharing resources, tools and successes; and
- effectively communicate and interface well with professionals and parents; and
- demonstrate effective writing skills; and
- submit documentation of continued education in applied behavior analysis, education of students with autism, supervisory skills or other related area annually.

4) 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.

5) 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 shall:

- print copies of items and provide materials as requested and with prior approval; and
- allow use of equipment such as the copy machine, projector, computers etc. and access to supplies as needed and with prior permission; and
- for services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-23 and the Agreement, compensate CONSULTANT at \$ \_\_\_\_\_ per hour.