

Schedule A/B
POSITION #OCDMH0019
Developmental Disabilities Assessment Specialist

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:

- Doctoral degree (Ph.D., Psy.D., or Ed.D.) in psychology and license; and
- Current registration certificate in accordance with NY State Education Law, Article 153; and
- Post doctorate experience conducting standardized testing of intellect and adaptive behavior, assessment, and diagnosis of individuals with developmental disabilities; or
- School Psychologist, M.S., School Psychology; and
- Permanent certificate issued by the NYS Ed. Office of Teaching Initiatives; and
- Post-certificate experience conducting face-to-face standardized testing of intellect and adaptive behavior; and
- Possess a valid driver's license; and
- Pass required background check(s)

2) CONSULTANT shall possess the following skills:

- Ability to effectively communicate and interface well with professionals and parents

[Note: Sample written plans and notes may be required]

3) In accordance with policy and procedure, CONSULTANT will provide psychological services for the purpose of assessment and diagnosis including, but not limited to, the following:

- conduct a face to face assessment of cognitive and adaptive functioning using the most current version of a standardized test instrument and screening tools acceptable to the NYS Office for People with Developmental Disabilities; and
- communicate with collateral sources when possible and indicated; and
- deliver a written report of findings and diagnosis with recommendations in the prescribed format ; and
- be available to participate in related meetings; and

- maintain a valid New York State license and registration certificate to practice psychology; or permanent certificate as school psychologist issued by NYS ED.
- respond to inquiries via phone and email in a timely fashion; and
- effectively communicate and interface well with professionals and those served; and
- demonstrate effective writing skills

Service Hours/Units

CONSULTANT shall be contacted for services as needed by the COUNTY. No guarantee of the number of hours/units of services 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.

Cancellations by either party must be made within 24 hours prior to start of scheduled service. If service is cancelled with less than twenty-four (24) hours' notice by COUNTY, CONSULTANT shall be entitled to bill for and be paid for two (2) hours of service. In the event of less than twenty-four (24) hours' notice for cancellation by CONSULTANT due to illness or an emergency, CONSULTANT shall notify the Commissioner of Mental Health or her designee.

Service Location(s)

Service may be provided primarily in Goshen, 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 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.