

Schedule A/B  
POSITION #OCDMH0012  
**Mental Health Evaluator**

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.) and licensed in psychology with a current New York State registration certificate in accordance with NY State Education Law, Title 8, article 153; or
- A valid license to practice medicine in accordance with NY State Education Law, Title 8, article 131 with a current New York State registration certificate in psychiatry; or
- Master's Degree in Social Work and licensed as a Clinical Social Worker with a current New York State registration certificate in accordance with NY State Education Law, Title 8, article 154; and
- Pending legislation (S6385/A 2375-C) amends the Domestic Relations Law §240(1) to require psychiatrists, psychologists and social workers appointed by Supreme or Family Courts as forensic evaluators in child custody and visitation cases to be licensed in New York State and to provide a certification received within the prior two years of completion of the training program delineated in Executive Law §575(3)(N).
  - If passed:
    - clinicians who have completed the training must inform the court and COUNTY to be considered for such appointments; and
    - if in noncompliance with the two-year training mandate, clinicians must so inform the court and COUNTY within 72 hours of such noncompliance. Courts may not appoint forensic evaluators not certified in accordance with this statute; and
    - the New York State Office for the Prevention of Domestic Violence and NYS Coalition for the Prevention of Domestic Violence Certification and/or training will be required for forensic evaluators as set forth and must be completed and maintained by CONSULTANT.
- Pass required background check(s).

2) CONSULTANT shall possess the following skills:

- Ability to testify in Court as a qualified expert witness
- Experience with various software applications
- Ability to effectively communicate and interface well with the public
- Effective writing skills
- Sound professional judgment

*[Note: samples of written assessments may be required prior to any contract award.]*

3) As a member of the Mental Health Assessment Team (MHAT), CONSULTANT shall perform forensic mental health evaluations and related activities as assigned. In accordance with team policies and procedures, the scope of work includes but is not limited to the following:

- conduct forensic mental health assessments to express clinical opinion regarding parental capacity, parental motives, parent-child relationship(s), developmental progress and needs of the child(ren), and where appropriate factors contributing to a significant deviation from past agreements; and
- assess for abuse and/or neglect and level of risk to any family member (child or adult) and when indicated, initiate steps to insure safety; and
- communicate with collateral sources when it appears that elicited information may strengthen the evaluation and/or recommendation(s); and
- deliver a written report in the prescribed format with a summary and recommendation based on documentation presented in the body of said report; and
- be available to appear in court as a witness to provide testimony with regard to the clinical opinion expressed in the written report when ordered to so by a judge or justice of a court of law; and
- respond to inquiries via phone and email in a timely fashion; and
- ability to effectively communicate and interface well with professionals and parents; and
- demonstrate effective writing skills; and
- contribute to the MHAT's knowledge base by sharing resources, tools, etc.; and
- administer standardized measures of intellect as needed (applies only to psychologist); and
- maintain current license and registration certificate in accordance with New York State Education Law, Article 154, Social Work or; Article 153, Psychology; or Article 131, Medicine and provide verification to the COUNTY; and
- if pending legislation (S6385/A 2375-C) is passed CONSULTANT must maintain certification and/or complete any training for forensic evaluators as set forth by Executive Law 575(3)(o) and Domestic Relations Law §240(1) If not in compliance with certification and/or training requirements CONSULTANT shall notify COUNTY immediately. CONSULTANT shall not complete forensic evaluations until certification and/or training requirements are completed, and documentation of completion is provided to the COUNTY.
- attend related meetings and trainings as scheduled by the COUNTY.

#### Service Hours/Units

CONSULTANT shall complete evaluations within time frame specified as assigned by COUNTY. The number of evaluations shall be agreed upon by the COUNTY and CONSULTANT for which compensation will not exceed the annual contract amount. No guarantee of the number of evaluations/service 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 \$ . 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 and COUNTY shall be responsible for providing coverage for the services. CONSULTANT shall not be entitled to compensation for services provided by others covering CONSULTANT'S hours in CONSULTANT'S absence.

#### Service Location(s)

Assessments will be conducted 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:

- allow use of equipment such as copy machine, fax, computers, etc. and access supplies as needed and with prior permission.
- compensate CONSULTANT at \$ per full assessment and written report when it includes the Petitioner(s) and Respondent(s) and their respected collaterals; or \$ for an assessment and written report when it includes either the Petitioner(s) or Respondent(s) with their respected collaterals; or \$ for a written report detailing circumstances and reasons as to why the full assessment could not be completed.
- compensate CONSULTANT at \$ for actual time in court and when called upon to participate in MHAT administrative/staff meetings.

Compensation shall only be made 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.