

Schedule A/B  
POSITION #OCDMH0025  
**Forensic Connections Care 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 Contract Services RFQ #OCDMH-CS-23 and the Agreement for Consultant Services ("Agreement").

**CONSULTANT RESPONSIBILITIES**

1) CONSULTANT shall meet the following qualifications:

- Bachelor's Degree in Social Work or related field; and
- Two (2) years' experience working with individuals who have substance use or mental health disorders; and
- Two (2) years' experience working in forensic mental health or related experience; and
- Possess a valid driver's license; and
- Pass required background check(s).
- Master's Degree preferred
- CASAC preferred

2) CONSULTANT shall possess the following skills:

- Experience with various software applications.
- Experience with electronic record keeping.
- Ability to effectively communicate and interface well with the public.
- Effective writing skills.
- Sound professional judgment.

3) CONSULTANT will be responsible for the following activities and duties including, but not limited to, the following:

- Market and Promote the Forensic Connections Program to enhance appropriate referrals to the program.
- Conduct face to face assessments/interviews of the assigned individual/client as needed;
- Facilitate transportation to treatment and/or medical care and/or drug testing; assist individuals in accessing educational and/or vocational instruction, respite, employment, daycare, crisis specialists etc.

- Utilize required assessment tools including but not limited to the DLA 20, Modified Mini Screen, mental health Screening Form-III, CAGE adapted to Include Drugs (CAGE-AID), Simple Screening Instrument for Alcohol and other Drugs (SSI-AOD), Center for Epidemiological Studies Depression Scale (CES-D-Scale), Life Events Checklist, PTSD Checklist (PCL), the Social Interaction Anxiety Scale (SIAS) and promote evidence-based practices as needed.
- Communicate with collateral sources when possible and indicated; and
- Deliver a written report in the prescribed format which meets the requirements outlined in the Court System and OCDMH in accordance with COUNTY policies and procedures; and
- Be available to appear in court to provide testimony with regard to the clinical opinion expressed in the written report when ordered by a judge or justice of a court of law; and
- Attend related meetings and trainings as scheduled by the COUNTY; and
- Possess a valid picture government identification; and
- Respond to inquiries via phone and email in a timely fashion; and
- Effectively communicate and interface 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.

#### 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:

- 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.
- In addition to the hourly rate, there may be reimbursement for meals, travel, and training with prior written approval and according to COUNTY policy.