

Schedule A/B  
POSITION #OCDMH0043  
**Behavior Intervention Specialist 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:

- Bachelor's degree in psychology or related field and current certification as an assistant behavior analyst by the Behavior Analyst Certification Board; or
- HS diploma and current certification as a Registered Behavior Technician; and
- Possess at least three (3) years of experience developing and implementing behavior change procedures for children on the autism spectrum designed to reduce, prevent, and replace significant problem behaviors placing the child at risk of harm to self and/or others. This includes demonstration of fidelity to the practice of applied behavior analysis; and
- Possess a valid driver's license; and
- Pass required background check(s).
- Licensure in accordance with NYS Education Law, Title 8, Article 167 preferred;

2) CONSULTANT shall possess the following skills:

- Working knowledge and understanding 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
- Ability to effectively communicate and interface well with professionals and parents
- Experience with electronic record keeping
- Effective writing skills
- Understanding of autism spectrum and behavior as related to learning, communication, environmental, sensory, and mental health concerns and family stressors

*[Note: Sample written plans and notes may be required prior to award of contract.]*

3) As a member of the Developmental Disabilities Child and Family Clinical Resource Team, and under the supervision of a Behavior Analyst, CONSULTANT will carry a caseload and in accordance with team policies and procedures, provide in-home behavior consultation for children with autism and significant problem behaviors living at home. The scope of work includes, but is not limited to, the following:

- collaborate with team members to conduct a functional behavior assessment that minimally includes a review of records, structured interview with parents, direct observation, data

collection, analysis of function and various factors affecting behavior, development of a hypothesis; and

- develop written support strategies and/or collaborate with team members on data-driven behavior intervention plans that include development of replacement behaviors; and
- work with parents, new and future mentors to model support strategies and behavior intervention plan implementation; and
- work with parents, new and future mentors on data collection methodologies; and
- work with new mentors on organizational skills, documentation, identifying and developing activities to support community habilitation plans; and
- serve as the communication link between the Project, the team, and mentors; 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 based on data; and
- participate in team meetings monthly; and
- participate in child-specific individual service plan meetings 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
- 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
- develop and manage a system to ensure that the team's completed, current plans with signatures are maintained on file, reviewed, and updated within required timeframes; and
- organize group activities for mentors and children; and
- provide forms, picture schedules, icons to mentors, parents, team members as requested; and
- maintain certification in Strategies for Crisis Intervention and Prevention-Revised (SCIP-R) and when operational, Promote Bridge Training OR PROMOTE (Positive Relationships Offer More Opportunities for Everyone and provide copy to COUNTY; and
- maintain certification; and
- other duties as assigned.

#### 4) Service Hours/Units

CONSULTANT shall provide up to \_\_\_\_\_ hours of services per week for 50 weeks per year. Hours shall be agreed upon by the COUNTY and CONSULTANT on an annual 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) Service Location(s)

Services will be provided throughout Orange County at County offices and in client homes, 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.

#### 6) 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.