

Schedule A / B
POSITION #OCDMH0031
Outreach Worker for Children's Mental Health

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 ("OCDMH") Contract Services RFQ #OCDMH-CS-18 and the Agreement for Consultant Services ("Agreement").

CONSULTANT RESPONSIBILITIES

1) CONSULTANT shall meet the following qualifications:

- Licensed Social Worker; **or**
- Licensed Mental Health Counselor in accordance with NY State Education Law, Title 8, article 154 or 163; **or**
- Bachelor's Degree; **and**
- Possess at least one (1) year experience working in a community mental health setting.

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 professionals and parents
- Effective writing skills
- Sound professional judgment

3) The **Scope of Work** includes but is not limited to the following:

- Work in partnership with a Family Partner hired through OCDMH's local Family Support program to provide the following:
 - Triage, assess, and immediately respond to all SPOA referrals with priority for children and youth currently receiving inpatient or outpatient services through Rockland Children's Psychiatric Center ("RCPC") to ensure that children/youth at the highest risk of out-of-home placement (including those that have been recently discharged from RCPC or other regional hospitals or those at risk of hospitalization) are quickly engaged in appropriate community-based services to decrease this risk and increase their success with addressing underlying individual and family needs that put them at risk;
 - Partner with the Mobile Mental Health Team, RCPC and other regional hospitals, and community agencies to assist with alternatives to hospitalization;

- Participate in discharge planning for youth currently inpatient at RCPC to reduce hospital stay and to reduce risk of re-hospitalization;
- Assist with problem solving and removal of barriers associated with child/youth and families receiving and accepting supports and services to address mental health needs;
- Participate in weekly team case assignment and case reviews;
- Adhere to all New York State Office of Mental Health Part Regulatory Guidelines as well as all New York State Medicaid service-delivery and billing requirements as outlined in 14 NYCRR Parts 587 and 588, if applicable,
- Adhere to operational policies and procedures, OCDMH Corporate Compliance Plan and Code of Ethics;
- Complete all clinical documentation using designated electronic medical record software;
- Respond to inquiries via phone and email in a timely fashion; and
- Effectively communicate and interface well with professionals and those served; and
- Maintain current license/certification, if applicable.

4) Intellectual Property Rights

The results of any activity supported under this Agreement may not be published without prior written approval of the COUNTY, and, any publication (1) shall acknowledge the support of the COUNTY and (2) shall state that the opinions, results, finding and/or interpretations of data contained therein are the responsibility of the CONSULTANT and do not necessarily represent opinions, interpretation or policy of the COUNTY. The CONSULTANT agrees that any and all reports, publications, videos, or similar products ("Deliverables") produced under this Agreement, or with monies supplied pursuant to this Agreement, shall become the property of the COUNTY and the CONSULTANT shall have no ownership interest. CONSULTANT represents and warrants to the COUNTY that any and all Deliverables will not violate or infringe on any third party's patent, copyright, trade secret or other intellectual or proprietary right, and that no third party shall have any ownership interest in the Deliverables. The CONSULTANT agrees that unless otherwise provided by the terms of this Agreement, the Consultant is expressly prohibited from copyrighting Deliverables, or permitting others to do so without the prior written consent of the COUNTY. The COUNTY expressly reserves the right to reproduce, publish, distribute, copyright or otherwise use, in perpetuity, any and all Deliverables produced under this Agreement. No Deliverables paid for under this contract are to be used by CONSULTANT in any revenue generating activity.

5) Service Hours/Units

CONSULTANT shall provide approximately ___ 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.

6) Service Location(s)

Service may be provided in Port Jervis, Newburgh and/or 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.

7) Billing for Services

CONSULTANT shall invoice the COUNTY on a monthly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

COUNTY RESPONSIBILITIES

The COUNTY will:

- Allow use of equipment such as the copy machine, fax, computers, etc. and provide access to supplies as needed and with prior approval; and
- For services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-CS-18 and the Agreement, compensate CONSULTANT at \$_____per hour.