

Schedule A / B
POSITION #OCDMH0033
Outreach Worker-Nurse for Adult 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:

- Registration of a current New York State registered professional nurses registration ;
or
- Licensure to practice as a Licensed Practical Nurse in New York State with two (2) years experience in a community behavioral health setting; **and**
- Possess a valid driver's license; **and**
- Pass a background check

2) CONSULTANT shall possess the following skills:

- Experience with various software applications
- Experience with electronic record keeping
- Ability to effectively communicate and interface with professionals and those served
- Effective writing skills
- Sound professional and clinical judgment
- Ability to work flexible hours

3) As a member of the Outreach Team CONSULTANT will provide enhanced staffing to assist in moving identified individuals currently inpatient or residing on the grounds of Rockland Psychiatric Center (RPC) to community residential programs. The scope of work includes, but is not limited to the following:

- Work in partnership with a team from but not limited to Orange County Adult Single Point of Access (SPOA), Adult SPOA Coordinator, Outreach Team, RPC Discharge Teams in identifying individuals who are ready to be discharged to a community residential setting;
- Assist with problem solving and removal of barriers associated with identified individual being able to return to a community setting;
- In conjunction with the RPC Discharge Teams and a community of providers prepare the identified individual for the transition to the agency's residential program;
- Provide the enhanced assistance to the agency's residential program regarding the identified individual's physical health needs, without replacing the existing staff of the licensed residential program, nor do any of the restorative services;
- Carry a caseload in accordance with team policies and procedures to maintain the individual in the

community; with expectations that the need for the individual to return to RPC, once placed, will not be needed;

- Have available to the Outreach Team a limited amount of flexible recipient service dollars to address the identified individuals' needs which are unable to be addressed by other means and document the use of these service dollars;
- Respond to inquiries via phone and email in a timely fashion;
- Complete all necessary documentation in accordance to operational policies and procedures; and
- Maintain current professional license and a valid driver's license.

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 daily or weekly basis, but needs to be flexible. 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 will be provided throughout Orange County in office settings and in identified residential settings. There will be a need to travel outside of Orange County 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 the County as requested by County and/or, after Consultant submits a letter of consent to work in agreed upon locations outside the County with the Commissioner of the Department of Mental Health or designee.

7) Billing for Services

CONSULTANT shall invoice the COUNTY on a weekly/biweekly 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 copy machine, fax, computers, etc. and with prior approval provide access to supplies as needed; 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 including travel expenses.