

Schedule A/B  
POSITION #OCDMH0009  
**Mental Health Competency 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-18 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.) in psychology and license; **and**
- Current New York registration certificate in accordance with NY State Education Law, Title 8, Article 153; **or** valid license to practice medicine in New York State; **and**
- Certification in Psychiatry by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and psychiatry; **or** eligible to be certified by either Board; **and**
- Possess at least two (2) years' experience in forensic mental health

2) CONSULTANT shall possess the following skills:

- Must have working knowledge of Criminal Procedure Law (CPL) 730.10 and produce a typed report
- 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) As defined in CPL 730.10, CONSULTANT will perform examinations of individuals as assigned and related activities including, but not limited to, the following:

- conduct face to face examination of the assigned individual; and
- administer additional psychological testing if indicated to support the clinical opinion; and
- communicate with collateral sources when possible and indicated; and
- deliver a written report in the prescribed format which meets the requirements outlined in CPL 730.10, and that includes diagnosis or diagnostic impression and prognosis in accordance with county policy 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
- maintain a valid New York State license to practice medicine; and certification to practice psychiatry; or license and registration certificate to practice psychology; and
- possess a valid picture government identification; and
- respond to inquiries via phone and email in a timely fashion; and
- effectively communicate and interface well with professionals and those served.

### 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)

Service may be provided primarily 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 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
- compensate CONSULTANT at \$ \_\_\_\_\_ per written assessment.

- compensate CONSULTANT for any additional services which are directed and/or pre-approved to be provided by the COUNTY at the following rates: Administrative Services - \$\_\_\_\_\_ per hour.
- compensate CONSULTANT at a rate of \$\_\_\_\_\_ per hour for actual hours spent at court when required to be present in response to subpoenas related to evaluations performed under this contract. No payment will be made for time spent in preparation for court appearances or travel to/from court.

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-18 and the Agreement.