

Schedule A/B
RFQ #OCDMH0023
Behavioral Health Assessment Specialist

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by (“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 registration certificate in accordance with NY State Education Law, Article 153; **and**
- At least ten years post doctorate training and experience providing neuropsychology services for both children and adults that may have complex, multi-dimensional needs involving autism and other developmental disabilities and mental health and/or chemical dependency concerns

2) CONSULTANT shall possess the following skills:

- Ability to effectively communicate and interface well with professionals, parents and the individual to be assessed
- Effective analytic and writing skills
- Sound professional judgment

3) In accordance with policy and procedure, CONSULTANT will provide neuropsychology assessment services for the purpose of establishing differential diagnosis and baseline level of cognitive functioning, care management and treatment planning. Services may include but not be limited to the following:

- face to face assessment of cognitive abilities, language, attention, memory, problem solving, motor skills, visuospatial and executive functions;
- assessment of adaptive functioning;
- examination of available documentation and communication with collateral sources; and
- measures of intellect and adaptive functioning must include use of the most current versions of standardized test instruments and screening tools acceptable to the NYS Office for People with Developmental Disabilities; and
- deliver a written report of findings and recommendations; and

- respond to inquiries via phone and email in a timely fashion; and
- maintain a valid New York State license and registration certificate to practice psychology; and

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
- compensate VENDOR at \$____ per hour; total hours to be worked in ____ are not to exceed____; total payment under this contract is not to exceed \$_____.

Service Hours/Units

CONSULTANT shall be contacted for services as needed by the COUNTY. No guarantee of the number of hours/units of services 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 for two (2) hours of service. 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.

Service Location(s)

At various locations throughout Orange County as directed by the Department of Mental Health.

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 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-18 and the Agreement, compensate CONSULTANT at \$____ per hour.