

Schedule A/B
POSITION #OCDMH0036
Behavior Intervention Specialist II

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:

- Board Certified Behavior Analyst® (BCBA®) **and**
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- Licensed Behavior Analyst in accordance with NY State Education Law, Title 8, article 167 or in process; **and**
- Minimum of three (3) years of experience developing, implementing, and monitoring behavior change procedures with children on the autism spectrum to reduce, prevent and replace significant problem behaviors placing the child at risk of harm to self and/or others; **and**
- Valid driver's license and reliable transportation; **and**
- Criminal background check and other state required clearances

2) CONSULTANT shall possess the following skills:

- Deep understanding of autism spectrum and behavior as related to learning, communication, environmental, sensory and mental health concerns and family stressors; and
- Expertise in applied behavior analysis and other evidence based practices designed to improve outcomes for children on the autism spectrum; and
- Experience with various software applications such as Adobe, Excel; and
- Ability to effectively communicate and interface well with professionals and parents; and
- Experience with electronic record keeping; and
- Effective writing skills

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

3) CONSULTANT will provide specialized training and consultation on a variety of topics related to applied behavior analysis. The scope of services will include but not be limited to the following:

- conduct functional behavior assessments that minimally include 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 data-driven behavior intervention plans designed to reduce problem behavior and develop replacement behaviors; and
- for plans that include SCIP-R techniques, ensure parental consent is current and on file; and
- instruct parents and mentors on data collection, implementation of strategies and/or plans; and
- communicate effectively and regularly with community support supervisors; communicate with others as needed with current consent on file; and
- review and amend plans as required based on data; and
- attend Individual Service or Life Plan team review meetings as available; and
- document caseload activities, progress and concerns monthly in the progress notes section of AVATAR by the 15th of the following month; and
- respond to inquiries via phone, email in a timely fashion; and
- provide group training and consultation to individuals, parents and mentors; and
- provide consultation to other members of the Developmental Disabilities Clinical Resource Team as directed; and
- contribute to the clinical team's knowledge base by sharing resources, tools and successes; and
- Obtain 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) within the first six months of employment and annual re-certification.

Service Hours/Units

CONSULTANT shall provide approximately ___ 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.

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.

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 if received within 48 hours prior to presentation; 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.