

Schedule A/B
POSITION #OCDMH0035
Behavior Intervention Specialist I

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:

- Master's degree in psychology or related field; or Bachelor's degree; **and**
- Three (3) years behavior analytic experience developing and implementing behavior change procedures for children on the autism spectrum designed to reduce, prevent and replace significant problem behaviors; **and**
- Possess a valid driver's license with reliable transportation; **and**
- Criminal background check and other state required clearances

Board Certified Assistant Behavior Analyst® (BCaBA®) and Licensed Certified Behavior Analyst Assistant NYS Education Law, Title 8, Article 167 preferred

2) CONSULTANT shall possess the following skills:

- Understanding of autism spectrum and behavior as related to learning, communication, environmental, sensory and mental health concerns and family stressors; and
- Knowledge and understanding of 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
- Experience with electronic record keeping; and
- Ability to effectively communicate and interface well with professionals and parents; and
- Effective writing skills

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

3) As a member of the Developmental Disabilities Clinical Resource Team, CONSULTANT will carry a caseload and in accordance with team policies and procedures, provide in-home behavior consultation for children and adults with autism and related developmental disabilities with significant problem behaviors living at home with family members. The scope of work includes, but is not limited to, the following:

- conduct functional behavior assessments that includes a review of records, structured interview with parents, direct observation, data collection, analysis of function and various factors affecting behavior, development of a hypothesis under the supervision of a licensed behavior analyst; and
- develop written support strategies and data-driven behavior intervention plans designed to reduce problem behavior and develop replacement behaviors under the supervision of a licensed behavior analyst; 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 specific to the child or adult; 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
- contribute to the clinical team's knowledge base by sharing resources, tools and successes; and
- demonstrate understanding of Strategies for Crisis Intervention and Prevention-Revised (SCIP-R) and when operational, Promote Bridge Training or PROMOTE (Positive Relationships Offer More Opportunities for Everyone) curriculum.

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 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.