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April 02, 2019

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:



BOARD OF SUPERVISORS

Hilda L. Solis
First District
Mark Ridley-Thomas
Second District
Sheila Kuehl
Third District
Janice Hahn
Fourth District
Kathryn Barger
Fifth District

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 April 2, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

**APPROVAL TO EXECUTE A MASTER AGREEMENT WORK ORDER FOR THE PROVISION OF
TEMPORARY PERSONNEL SERVICES TO SUPPORT THE SUBSTANCE ABUSE PREVENTION
AND CONTROL PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute a Master Agreement Worker Order for Temporary Personnel Services to support the Department of Public Health Substance Abuse Prevention and Control.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (DPH), or designee, to execute a Master Agreement Work Order (MAWO), substantially similar to Exhibit I, with Partners in Diversity, Inc. (PID), for the provision of temporary personnel services to support DPH Substance Abuse Prevention and Control (SAPC), effective upon date of execution through June 30, 2020, at a total maximum obligation of \$10,632,728, fully funded by Substance Abuse Prevention and Treatment (SAPT) Block Grant funds, Catalog of Federal Domestic Assistance (CFDA) number 93.959.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to execute a MAWO with PID to provide up to 93 temporary personnel to support the ongoing implementation of the Drug Medi-Cal (DMC) Organized Delivery System (ODS) and launch and operation of 50 new Student Well-being Centers across the County.

SAPC continues to oversee the transformation and expansion of the County's substance use disorder (SUD) service delivery system for both treatment and prevention. This transition required SAPC to assess, redesign, and create new policies, workflows, and strategies. The 93 full-time temporary personnel will support the planning and implementation of key DMC-ODS and prevention services enhancements. These projects include the research and development of policies and procedures to improve managed care operations and the quality of care; administrative projects to increase service access, plan new County-owned treatment facilities, improve healthcare partner engagement, and market the recently expanded treatment benefit to eligible County residents; and implement 50 Student Well-being Centers at high schools located throughout the County.

DPH has been actively pursuing permanent County items in addition to those provided in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the CEO. DPH is working with the CEO to request permanent County items; however, the request is still under review. In the interim, DPH conducted a Work Order Solicitation (WOS) for temporary personnel until these County items have been allocated and filled. At that time, the corresponding temporary personnel positions will be de-funded.

Implementation of Strategic Plan Goals

The recommended actions support Strategy II.2, Support the Wellness of Our Communities, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total maximum obligation for the temporary personnel MAWO is \$10,632,728, for the period effective date of execution through June 30, 2020, fully supported by the SAPT Block Grant funds, CFDA number 93.959.

There is no net County cost associated with this action. Funding is included in DPH's fiscal year (FY) 2018-19 Adopted Budget and will be included in future FYs as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 22, 2016, DPH informed your Board of its intent to opt into the DMC-ODS Waiver demonstration project. In that notification, DPH indicated that there was a critical need for resources to provide technical assistance and training to its provider network to successfully implement required business, clinical, and program changes. DPH submitted the County's DMC-ODS Implementation Plan to the State on February 11, 2016 and received approval on July 27, 2016. The Fiscal and Rates Plan was submitted on August 11, 2016 and was approved by the State. Expanded services began on July 1, 2017.

On April 5, 2016, your Board approved execution of Master Agreements with six agencies for the provision of temporary personnel services and delegated authority to the Director of DPH, or designee, to execute work orders under the Master Agreements with the following criteria for each work order: a) \$399,999 or less annually, DPH will notify your Board of the work order once approved by County Counsel; b) \$400,000 to \$699,999 annually, upon approval from County Counsel, DPH will provide two weeks advance written notice to your Board and, unless otherwise instructed, will execute the work order; and c) \$700,000 or more annually, DPH will return to your Board for approval.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

On January 29, 2019, DPH issued a Temporary Personnel Services WOS (TEMP-WOS-088) to the six DPH Temporary Personnel Master Agreement Contractors qualified to provide temporary personnel services.

Bidders' written questions were due by February 5, 2019. There were no requests for a Solicitations Requirement Review.

By the due date of February 22, 2019, DPH received two bids. No bids were received late or disqualified. The successful Bidder, PID, met all the requirements and submitted the lowest cost responsive bid.

Both bidders requested preference program consideration: Public Health Foundation Enterprises as a Social Enterprise and PID as a Local Small Business Enterprise. Each met the required criteria and was granted the preference.

On March 1, 2019, notifications of the WOS results were sent to the two bidders. One Bidder submitted a Notice of Intent to Request a Proposed Contractor Selection Review (PCSR). No transmittal form to request a PCSR was received by the deadline.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow DPH to: provide programmatic support to increase SUD treatment access and service quality; enhance policies, procedures, and project management to improve managed care operations and meet the requirements of DMC-ODS; and meet the immediate need for additional staff to support key prevention activities, including the launch of the Student Well-Being Centers located in schools throughout Los Angeles County.

Respectfully submitted,



Barbara Ferrer, PhD, MPH, MEd
Director

BF:ldBL#04679

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH

MASTER AGREEMENT WORK ORDER

FOR

TEMPORARY PERSONNEL SERVICES

PARTNERS IN DIVERSITY, INC.

This Master Agreement Work Order and Attachments made and entered into this ____ day of _____, 2020 by and between the County of Los Angeles, Department of Public Health, hereinafter referred to as County and CONTRACTOR, hereinafter referred to as Contractor. Contractor is located at ADDRESS.

RECITALS

WHEREAS, on April 5, 2016 the County of Los Angeles and Partners In Diversity, Inc., entered into Master Agreement Number PH-003153 to provide temporary personnel services for the Department of Public Health; and

WHEREAS, Contractor submitted a response to Work Order Solicitation No. TEMP-WOS-088 released by the County for Temporary Personnel services; and

WHEREAS, County has been allocated funds from Substance Abuse Prevention and Treatment (SAPT) Block Grant, Catalog of Federal Domestic Assistance (CFDA) number 93.959, that have been designated for this Master Agreement Work Order (MAWO); and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this Master Agreement Work Order (MAWO) and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-003153 shall remain in full force and effect; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B, C, D, E, and F are attached to and form a part of this Master Agreement Work Order (MAWO). In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement, MAWO, and then to the Attachments according to the following priority.

Standard Attachments:

Attachment A - Statement of Work

Attachment B – Scope of Work

Attachment C – Line Item Budget

Attachment D – Certification of No Conflict of Interest

Attachment E – Certification of Employee Status

Attachment F – Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

2.0 WORK

2.1 Pursuant to the provisions of this MAWO, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, and Attachment B, Scope of Work. This MAWO shall constitute the complete and exclusive statement of understanding between the parties relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

3.1 The term of this MAWO shall commence upon execution and through June 30, 2020, unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

4.0 CONTRACT RATES - PERSONNEL

Contractor shall provide temporary personnel services at the specified rates in Attachment C, Line Item Budget. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director or designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause, upon the giving of ten (10) calendar days written notice to Contractor. As an alternative to cancellation, Director may, at his or her sole discretion consistent with federal, State, and/or County budget reductions, renegotiate the

scope/description of work, maximum obligation, and budget of this MAWO via written Amendment. To implement such, an Amendment to the MAWO shall be prepared by Director and executed by Contractor and by the Director pursuant to Master Agreement, Paragraph 8.0, Standard Terms and Conditions.

6.0 FUNDING SOURCE

Provision of services under this MAWO for SUBSTANCE ABUSE PREVENTION AND CONTROL is 100 percent offset by SAPT Block Grant funds, CFDA number 93.959.

7.0 MAXIMUM TOTAL AMOUNT AND PAYMENT

- 7.1 The Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO for the Substance Abuse Prevention and Control Project shall not exceed the amount of ten million, six hundred thirty-two thousand, seven hundred twenty-eight dollars (\$10,632,728) for the period of performance commencing Date of Execution through June 30, 2020 unless otherwise revised or amended under the terms of this MAWO.
- 7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Line Item Budget attached hereto and incorporated herein by reference.
- 7.3 Contractor shall satisfactorily perform and complete all required Services in accordance with Attachment A, Statement of Work, notwithstanding the fact that total payment from County shall not exceed the Maximum Total Amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the Attachment(s) including, but not limited to, any time spent on the preparation for such activities.
- 7.4 All invoices submitted by Contractor for payment must be submitted for approval to the County Project Manager, or designee; no later than thirty (30) calendar days after month end.
- 7.5 Upon expiration or prior termination of this MAWO, Contractor shall submit to County Project Manager, within thirty (30) calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the County Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.
- 7.6 Contractor may request Director to modify the project budget. These requests will be reviewed and considered for approval if the Director determines that the requests are programmatically sound and fiscally

appropriate. Additional budget modification instructions may be provided by County. The budget may only be modified after Contractor obtains the prior written approval of the Director. No modification shall increase the maximum total amount that County pays to Contractor as provided in Paragraph 7.1. Contractor may submit budget modification requests that seek to move funds within and between any budget categories. All budget modifications shall be incorporated into this MAWO by a written Change Notice executed by Contractor and the Director or designee.

8.0 CONFLICT OF INTEREST

Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this MAWO, further described in Master Agreement, Paragraph 8.9 Conflict of Interest.

9.0 MANDATORY COMPLETION DATE

Contractor shall provide all deliverables no later than the Completion Date identified in the Scope of Work, Attachment B. The Contractor shall ensure all Services have been performed by such date.

10.0 SERVICES

In accordance with Master Agreement Subparagraph 3.3, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that utilizes personnel not specified in this MAWO, and/or that exceeds the Total Maximum Amount of this MAWO, and/or that goes beyond the expiration date of this MAWO.

11.0 COMPLIANCE WITH COUNTY'S POLICY OF EQUITY:

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT

SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS MAWO. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS MAWO ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT, REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

COUNTY OF LOS ANGELES

By: _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

CONTRACTOR

Signature: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY
COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____

Patricia Gibson, Chief
Contracts and Grant Division

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**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel, providing services under this Master Agreement Work Order (MAWO), acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to the benefits, discipline, termination, salaries, and all other personnel provisions, as applicable, of the Contracting agency. Additionally, the Department of Public Health (DPH) may terminate the use of any of Contractor's assigned temporary personnel immediately, when it is determined by the Director of DPH, or her designee, that it would be in the best interest of DPH and/or the County to do so.
- 1.2 The purpose of this project is to hire up to ninety-three (93) temporary staff positions for the Substance Abuse Prevention and Control (SAPC) Program to conduct necessary organizational activities in response to the implementation of the Drug Medi-Cal Organized Delivery System (DMC-ODS).

2.0 PROJECT TERM

- 2.1 The term of the SAPC project shall commence upon execution and through June 30, 2020, unless sooner terminated or extended, in whole or in part, as provided in the MAWO.

3.0 COMPENSATION

- 3.1 The County of Los Angeles (County) agrees to compensate Contractor on a cost reimbursement basis as described in the Master Agreement, Paragraph 5.6, COST REIMBURSEMENT.
- 3.2 Contractor shall provide the personnel in the specified job classifications at the specified rates submitted in response to the WOS, Attachment C, Line Item Budgets. Contractor shall not add or replace County specified personnel without the prior written permission of the County Project Director, or his designee.

4.0 QUALITY ASSURANCE PLAN

- 4.1 The County will evaluate the Contractor's performance under this MAWO using the quality assurance procedures as defined in the Master Agreement, Paragraph 8.17, COUNTY'S QUALITY ASSURANCE PLAN.

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4.2 The County will evaluate Contractor's personnel performance under the resultant MAWO using the measures defined in Attachments B, Scope of Work.

5.0 RESPONSIBILITIES

5.1 **COUNTY**

The County will administer the Contract according to Paragraph 6.0, Administration of Master Agreement – COUNTY.

5.2 **CONTRACTOR**

5.2.1 The Contractor will administer the Contract according to Master Agreement, Paragraph 7.0, ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR.

5.2.2 Pursuant to Master Agreement, Paragraph 7.5, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor shall ensure that staff performing services under this MAWO undergo and pass a background and security investigation to the satisfaction of the County prior to hire and as a condition of continuing to perform services under this work order.

6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL

In order for DPH's SAPC to meet project goals and objectives, Contractor's assigned temporary personnel must meet all the minimum qualifications as a condition of beginning and continuing work throughout the project term.

In addition to the terms and conditions specified in Master Agreement, Paragraph 7.3, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for each assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the MAWO have been satisfied prior to beginning and continuing services under the resultant MAWO. Such documentation shall include, if applicable, any of the specified desirable qualifications.

Please note, when referenced:

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Analysis of programs is defined as the study and investigation of issues and problems of program development, implementation, administration, and evaluation; and the generation of applicable solutions and recommendations.

A degree in a discipline related to the core business function of DPH includes those related to implementation and/or administration of public health programs (or other related fields).

6.1 Health Educator – Substance Use Disorder (SUD) Focus (50.0 FTE)

Each position will be responsible for services delivered at one of the fifty Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout County of Los Angeles.

6.1.1 The duties of the Health Educator - SUD Focus include, but are not limited to:

- Implement a comprehensive health-focused curriculum at assigned high school to support the well-being of students and provide education to minimize adverse health outcomes, including SUD;
- Develop and sustain a student-led peer health educator training (e.g., SUD, tobacco, sexual health, emotional health) and wellness activities (e.g., classroom educational seminars, school wide wellness activities, resource distribution, school fairs) program to be conducted on campus by students for students;
- Assist with collecting, analyzing, and reporting data on delivered services; and
- Other duties as assigned.

6.1.2 **Minimum Qualifications:**

- Master's Degree from a program of study accredited by the Council on Education for Public Health with specialization in Public Health Education, Community Health Education, or equivalent.

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6.1.3 Desirable Qualifications:

- Experience implementing and conducting evidence-based behavioral health programs;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.2 Health Educator - Reproductive Health Focus (18.0 FTE)

Health Educator - Reproductive Health Focus will be part of a two-person team who will be responsible for services delivered at five (5) of the fifty (50) Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout Los Angeles County.

6.2.1 The duties of the Health Educator - Reproductive Health Focus include, but are not limited to:

- Implement reproductive health-focused services at assigned high schools which includes the provision of basic sexual health educational sessions (individual or group), referrals for students seeking family planning services, and promotion of testing for chlamydia, syphilis, and other STIs, among sexually active students and where appropriate follow-up education upon receipt of sexually transmitted infection (STI) test results;
- Develop reproductive health related curricula for use in individual or group encounters;
- Support student-led peer health education training;
- Build awareness on reproductive health issues and aims to influence life time sexual health behavior; and
- Other duties as assigned.

6.2.2 Minimum Qualifications:

- Master's Degree from a program of study accredited by the Council on Education for Public Health with specialization in Public Health Education, Community Health Education, or equivalent.

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6.2.3 Desirable Qualifications:

- Experience implementing and conducting evidence-based reproductive health programs;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.3 Senior Health Educator (14.0 FTE)

The Senior Health Educator will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout Los Angeles County. There will 50 Student Wellbeing Centers at LAUSD, LACOE or other school district sites throughout Los Angeles County.

6.3.1 The duties of the Senior Health Educator include, but are not limited to:

- Plan, develop, implement, coordinate, and evaluate the Student Wellbeing Center services for the assigned schools as it relates to SUD screening and referral services, other public health priority subjects that are risk factors for SUD, and in collaboration with service and community partners;
- Supervise assigned health educators to ensure program is implemented as designed;
- Coordinate with other locations, and DPH leadership, to ensure effective and consistent implementation across all locations;
- Other duties as assigned.

6.3.2 Minimum Qualifications:

- Master's Degree a program of study accredited by the Council on Education for Public Health with specialization in Public Health Education, Community Health Education, or equivalent; -AND- One (1) year of health education experience.

6.3.3 Desirable Qualifications:

- Experience implementing and conducting evidence-based behavioral health programs;

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- Experience supervising or leading a team of staff conducting behavioral health related functions;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.4 Staff Analyst - Quality of Care (1.0 FTE)

This Quality of Care Staff Analyst will design and manage work related to creating and implementing a new Regional Network System, and the new provider relations and technical assistance component, which will support provider engagement and capability of implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and the ability to meet regulatory and contractual requirements.

6.4.1 The duties of the Staff Analyst - Quality of Care include, but are not limited to:

- Develop the concept of the new Regional Network System, and the new provider relations and technical assistance component, which will support provider engagement and capability of implementing the expanded responsibilities under the DMC-ODS Waiver and the ability to meet regulatory and contractual requirements;
- Design the internal organizational structure of the new provider relations team; develop the scope of work for the provider relations staff; draft policies and procedures;
- Assist Contract Auditors, implement new program and clinical requirements;
- Work with the California Institute for Behavioral Health Solutions (CIBHS) to develop technical assistance trainings for provider relations staff and organize regional provider meetings;
- Evaluate the effectiveness of the new Regional Network System and assist with process improvement activities; and
- Other duties as assigned.

6.4.2 Minimum Qualifications:

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- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of DPH may be substituted for one (1) year of the required experience.

6.4.3 Desirable Qualifications:

- Knowledge of behavioral health programs with an emphasis on SUD treatment programs;
- Experience developing workflows, policies, procedure and protocols related to the delivery of SUD treatment services;
- Experience conducting analysis of behavioral health organizations to determine areas of risk and opportunities;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.5 Staff Analyst - Client Engagement and Navigation Services (1.0 FTE)

This Client Engagement and Navigation Services (CENS) Staff Analyst will expand, implement and oversee the CENS, which includes co-locations at Los Angeles Superior Courts and Permanent Supportive Housing (PSH) project-based and scattered sites. The CENS provide face-to-face screenings and referrals for SUD treatment to vulnerable populations, and act as a liaison between referring entities and SUD treatment providers. By June 30, 2020, CENS will include nearly 150 co-locations at State, County, city, and community facilities throughout the County.

6.5.1 The duties of the Staff Analyst - Client Engagement and Navigation Services include, but are not limited to:

- Oversee implementation at new CENS co-locations at courthouses and PSH sites throughout the County;

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- Assist with the coordination and facilitation of County and CENS provider meetings to obtain feedback on proposed and current CENS co-locations, programs and scope, and subsequent modifications;
- Ensure active provider participation and delivery of patient-centered services;
- Develop reporting requirements and serve as lead to support migration of reporting to the electronic health record system known as Sage;
- Lead development of the work order solicitation to select CENS providers;
- Assist in the development of CENS-related fact sheets, memoranda of understanding, policies and procedures, and forms; and
- Other duties as assigned.

6.5.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of DPH may be substituted for one (1) year of the required experience.

6.5.3 Desirable Qualifications:

- Knowledge of behavioral health programs with an emphasis on SUD treatment programs;
- Experience developing workflows, policies, procedure and protocols related to the delivery of SUD treatment services;
- Experience conducting analysis of behavioral health organizations to determine areas of risk and opportunities;

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- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.6 Staff Analyst - Youth System of Care (1.0 FTE)

The Youth System of Care Staff Analyst will design and manage the Probation Department requested implementation of developmentally appropriate SUD services at probation camps with coordination to community-based services as appropriate. The co-location aims to assist youth as they reintegrate to the community through onsite SUD screening, education, and referral services weeks before discharge, including; a warm hand-off referral to treatment agencies after discharge, and continuous care coordination to encourage treatment enrollment.

6.6.1 The duties of the Staff Analyst - Youth System of Care include, but are not limited to:

- Ensure an adequate and appropriate network of providers for Transitional Age Youth (TAY);
- Collaborate with partner agencies to develop the service design, conduct needs assessment activities, and draft a memorandum of understanding;
- Conduct analysis and assessment of age-appropriate treatment needs/services including: evidence-based clinical practices, identification of provider training needs, and development of treatment protocols;
- Develop program procedures;
- Create information sheets and outreach materials; and
- Other duties as assigned.

6.6.2 **Minimum Qualifications:**

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited

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college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.6.3 Desirable Qualifications:

- Experience developing workflows, policies, procedure and protocols related to the delivery of prevention services related to behavioral health services;
- Experience conducting analysis of behavioral health organizations to determine areas of risk and opportunities;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.7 Staff Analyst - Clinical Services and Analytics (1.0 FTE)

The Staff Analyst - Clinical Services and Analytics will manage the coordination, communication, and implementation of an electronic health record (EHR) system known as Sage that effectively moves the specialty SUD system from a paper-based system of care to an electronic system of care.

6.7.1 The duties of the Staff Analyst - Clinical Services and Analytics include, but are not limited to:

- Manage the continued implementation of an EHR system, including:
 - a. Manage communication between program units;
 - b. Identify components previously requested and follow up with implementation;
 - c. Identify components that would enhance the system, get approvals, write change orders, and follow up with implementation;
 - d. Work with program units and contracted providers to identify reporting requirements and create report template to be implemented; and
- Other duties as assigned.

6.7.2 Minimum Qualifications:

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- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.7.3 Desirable Qualifications:

- Knowledge of behavioral health programs with an emphasis on clinical components of SUD treatment programs;
- Experience developing workflows, policies, procedure and protocols related to the delivery of SUD Treatment services;
- Experience conducting analysis of behavioral health organizations to determine areas of risk and opportunities;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

**6.8 Staff Analyst - Antelope Valley Rehabilitation Center (AVRC)
Operations (1.0 FTE)**

Staff Analyst - AVRC Operations will assist with the administrative oversight and management of AVRC to ensure assist the program in transitioning to a managed care model under the DMC-ODS Waiver, and develop policies and procedures to streamline practices including to intake and referral practices, staff engagement and capacity for programmatic and clinical services, facilities management (e.g., procure food, schedule routine maintenance services), and other operations of the facility.

6.8.1 The duties of the Staff Analyst - AVRC Operations include, but are not limited to:

- Conduct a programmatic and clinical review of current operational practices, and develop and implement a plan in

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collaboration with CIBHS and AVRC staff to improve the facility's ability to comply with new DMC-ODS requirements and enhance clinical care and patient outcomes;

- Draft policies and procedures to streamline and improve workflows, and support better integration of health and mental health services within the SUD program;
- Create and implement a plan to improve staff recruitment in this remote service location, and support staff development and engagement in facility transformative process;
- Provide administrative, programmatic, and operations support, and serve as liaison between SAPC and AVRC on topics such as: a) food and supplies procurement, b) maintenance services, c) other operations of facility; and
- Other duties as assigned.

6.8.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.8.3 Desirable Qualifications:

- Knowledge of human resources and workforce development;
- Experience developing workflows, policies, procedure and protocols related to human resources, program development, and facility management;
- Experience conducting analysis of work flows and processes to identify areas of improvement;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and

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- Excellent oral and written communication skills.

6.9 Fiscal Projections Analyst (1.0 FTE)

The Fiscal Projections Analyst will assist SAPC in enhancing its fiscal projections capabilities, operationalizing the funding hierarchy, and drafting all finance related policies and procedures (including EHR-Sage), to assist in the transition to a managed care entity, implementing new DMC-ODS regulations, and ensuring standardized approaches to reviewing/ approving contractor budgets/expenditures.

6.9.1 The duties of the Fiscal Projections Analyst include, but are not limited to:

- Design and implement strategies to project utilization of various funding sources, and proactively adjust to increases or decreases in expenditures in a timely manner;
- Develop and implement policies and procedures, in collaboration with DPH Finance and SAPC, to streamline and/or develop fiscal workflows;
- Operationalize the new finance hierarchy including payment of claims only when meeting programmatic or clinical standards and recoupment of funds where indicated;
- Ensure fiscal-related changes to the EHR-Sage (e.g., new service minimums/maximums, rate changes) are implemented effectively and documents (e.g., Rates and Standards Matrix) are updated accordingly;
- Design efforts to determine whether provider expenditure plans meet fiscal standards and if there are warning signs that a provider may not be fiscally viable before annual cost reporting, and create standardized technical assistance and/or require regular reports as preventative measures;
- Lead efforts to standardize approaches to reviewing/approving contractor budgets/expenditures; and determine and implement strategies to project expenditures and revenue (including draw-down of match before state claims adjudication) for program planning and development purposes;

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- Conduct analysis of unit process and workflows used to achieve goals and responsibilities to identify areas of improvements and success;
- Develop policies and procedures to ensure systematic and uniform method of achieving unit's duties; and
- Other duties as assigned.

6.9.2 Minimum Qualifications:

- Completion of accounting courses equivalent to 21 semester units or 32 quarter units in an accredited college including courses in cost accounting and auditing; and
- One (1) year of professional auditing or accounting experience.

6.9.3 Desirable Qualifications:

- Ability to analyze current and past financial data and performance;
- Experience preparing reports and modeling financial projections based on quantitative analysis;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.10 Staff Analyst - Managed Care Infrastructure Development (1.0 FTE)

The Staff Analyst - Managed Care Infrastructure Development will assist SAPC in formalizing processes among and between SAPC branches and units through the development of policies and procedures (excluding finance which requires specialized expertise) to ensure compliance with the DMC-ODS waiver and 42 Code of Federal Regulations (CFR) Part 438 regulations and more fully transition to a managed care plan.

6.10.1 The duties of the Staff Analyst - Managed Care Infrastructure Development include, but are not limited to:

- Facilitate planning sessions; interview responsible Branches, Units, and individuals to understand current and recommended procedures;

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- Translate procedures into written format and provide recommendations to better align with managed care principles and regulatory requirements, improve and patient outcomes and provider success;
- Design process to finalize and update policies and procedures on at least an annual basis; and
- Other duties as assigned.

6.10.2 Minimum Qualifications:

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.10.3 Desirable Qualifications:

- Knowledge of managed care plan operations and Federal and State regulatory requirements;
- Experience in development of workflows, policies, procedure and protocols related to the delivery of public health services;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.11 Staff Analyst - Strategic and Operational Plan (1.0 FTE)

The Staff Analyst - Strategic and Operations will develop a new three-year Strategic Plan for the Division to support integration of care with the health and mental health systems. This plan will include programmatic build-out of newly directly operated facilities, including Los Angeles County and University of Southern California (LAC+USC) Restorative Village, Rancho Los Amigos, Martin Luther King Jr. Behavioral Health Center, and North Hollywood Integrated Care Facility, as well as the Community Wellness

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Centers with Family Resource Centers.

6.11.1 The duties of the Staff Analyst - Strategic and Operational Plan include, but are not limited to:

- Develop and manage an operational plan and associated timelines that detail specific steps to design and implement new integrated care facilities in collaboration with the Departments of Public Health, Health Services, and Mental Health, including leading these collaborative efforts on behalf of DPH-SAPC;
- Facilitate internal and external listening sessions with stakeholders to understand challenges with the current system and opportunities for improvement;
- Draft the program concept (e.g., vision, mission, goals, strategies), operational approach (e.g., staffing, procurement, policies and procedures) and service description to achieve overarching priority areas for development of new treatment facilities; and
- Other duties as assigned.

6.11.2 **Minimum Qualifications:**

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.11.3 **Desirable Qualifications:**

- Experience developing strategic and operational plans for behavioral health programs;
- Experience implementing behavioral health programs;

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- Experience developing workflows, policies, procedure and protocols related to the delivery of public health services;
- Experience in conducting analysis of behavioral health organizations to determine areas of risk and opportunities;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.12 Staff Analyst – Network Adequacy and Healthcare (1.0 FTE)

The Staff Analyst - Network Adequacy and Health Care position will conduct an analysis of the current contracted provider network to survey for areas that do not meet federal requirements around network adequacy. This position will develop and implement a provider outreach approach for traditional and non-traditional organizations (e.g. federally qualified health centers [FQHC], social service agencies, faith-based organizations, etc.) that is sustainable and consistent with specialty managed care. This requires specialized knowledge of healthcare industry and recruitment models.

6.12.1 The duties of the Staff Analyst - Network Adequacy and Healthcare include, but are not limited to:

- Analyze data to create a report on network gaps in provider coverage areas, including by age, primary language, and specialty (e.g., co-occurring mental health, complex health condition);
- Work with various FQHCs, community clinics, and hospitals to identify strategies for expanding the network and increasing access to difficult to attain levels of care;
- Establish standardized processes to improve provider recruitment efforts, including navigating the State and County contracting processes;
- Create a formalized onboarding process that ensures a smooth transition for new providers entering the system of care; and
- Other duties as assigned.

6.12.2 Minimum Qualifications:

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- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- two (2) years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one (1) year of the required experience.

6.12.3 Desirable Qualifications:

- Experience developing healthcare provider recruitment, coordination, and onboarding for SUD specialty managed care program;
- Knowledge of health and public health programs, including health information campaigns;
- Experience developing workflows, policies, procedure and protocols related to the delivery of public health services;
- Experience developing marketing campaigns for public health and/or health programs;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Excellent oral and written communication skills.

6.13 Graphic Artist (1.0 FTE)

The Graphic Artist position will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. By creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.

6.13.1 The duties of the Graphic Artist include, but are not limited to:

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- Create graphics, layouts and design for SUD specialty managed care and prevention communication materials (i.e., look and feel for internal and external program communications);
- Develop consistent graphics for printed beneficiary and provider materials;
- Produce and establish constant brand recognition in the community, potential provider, and other stakeholders;
- Provide creative support in integrating brand guidelines of both the treatment and prevention efforts;
- Provide graphic support for the Division, including e-newsletters, reports, collateral, promotional items, research briefs, visual presentations and multimedia projects;
- Deliver creative expertise to assist in the production of website publications, including videos, presentations documents, surveys, and other online communications; and
- Other duties as assigned.

6.13.2 Minimum Qualifications:

- Three (3) years of commercial art experience in the preparation and production of manual and graphic art presentations;
or
One (1) year of training in commercial art including coursework in graphic art procedures, layout and lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, typography, commercial design, drawing logic and color theory; and
- Expertise in the use of commonly used graphic design software (Adobe, etc.).

6.13.3 Desirable Qualifications:

- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint) and website related software; and
- Excellent oral and written communication skills.

6.14 Website Designer (1.0 FTE)

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The Website Designer position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information Systems.

6.14.1 The duties of the Website Designer include, but are not limited to:

- Create digital web designs for the SAPC website to maintain cohesive branding using established DPH and SAPC graphic elements and identifiers;
- Develop user experience analytics;
- Deliver technical expertise in information architecture for health or public health users, managing the style and content organization of all SAPC web-placed communications including search engine optimization and social media, creating a platform where diverse users can easily navigate and access SUD specialty managed care, prevention, and education information;
- Develop standard protocols for maintaining and updating the SAPC website;
- Provide expertise in posting and sharing website publications (internal and external), including video content, links, surveys, and other online communications; and
- Other duties as assigned.

6.14.2 **Minimum Qualifications:**

- A Bachelor's degree from an accredited college or university - AND- three (3) year of hands-on experience in designing, developing, and managing websites, utilizing the most efficient software and programming languages;

or

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- Five (5) years of hands-on experience in designing, developing, and managing websites, utilizing the most efficient software and programming languages;
- Expertise in User Experience and Interface (UX & UI); and
- Professional knowledge of HTML, CSS, Java Script and others

6.14.3 Desirable Qualifications:

- Experience implementing website creation and management with public health, health or community service users in mind;
- Proficiency with design applications such as Photoshop and Illustrator; and
- Excellent oral and written communication skills.

7.0 HOURS/DAYS OF WORK

7.1 Work shift for all temporary personnel

7.1.1 All positions will be required to work 40 hours per week, unless a flexible work schedule (e.g., 9/80) or an alternative work schedule is approved by the County Program Director or Supervisor. The normal working schedule will be daytime (within 7 a.m. and 7 p.m.), Monday through Friday. For select employees, there may be occasional evening and/or weekend hours. Staff scheduling may be adjusted to accommodate telecommuting, working off site, and flexible work schedules.

7.1.2 All schedules require the prior written authorization of the Director, or designee.

8.0 WORK LOCATION

Services described herein shall be provided at 1000 South Fremont Avenue, Alhambra, CA 91803 or as indicated in Section 6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL, and/or according to a written authorization to telecommute or remote working arrangement as needed.

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MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Contractor will recruit and hire up to ninety-three (93) temporary personnel: <ul style="list-style-type: none"> • Fifty (50) Health Educators - Substance Use Disorder (SUD) Focus • Eighteen (18) Health Educators - Reproductive Health Focus • Fourteen (14) Senior Health Educators • One (1) Staff Analyst - Quality of Care • One (1) Staff Analyst - Client Engagement and Navigation Services • One (1) Staff Analyst - Youth System of Care • One (1) Staff Analyst - Clinical Services and Analytics • One (1) Staff Analyst - Antelope Valley Rehabilitation Center (AVRC) Operations • One (1) Fiscal Projections Analyst • One (1) Staff Analyst - Managed Care Infrastructure Development • One (1) Staff Analyst - Strategic and Operational Plan • One (1) Staff Analyst – Network Adequacy and Healthcare • One (1) Graphic Artist • One (1) Website Designer 	a. Submit a hiring plan to Substance Abuse Prevention Control (SAPC) staff. b. Prepare job descriptions with SAPC input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from DPH. SAPC to participate in interviews and provide final approval of candidates. c. Hire temporary personnel and prepare personnel files. d. Temporary personnel report to Contractor to initiate employment application process and submit for a background check. e. Temporary personnel report to SAPC for orientation.	Within five (5) days of execution of this agreement Within 15 days of execution of this agreement Within 20 days of execution of this agreement Within 30 days of execution of this agreement Upon hire	a. Letter(s) of SAPC approval and related materials will be kept on file. b. Completed materials will be kept on file and results documented in the monthly reports to SAPC. c. Selection process and personnel files will be kept on file with Contractor. d. Records to be maintained on file with Contractor for review by SAPC during audit and technical reviews. e. Maintain employee time records.

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CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1A Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	<p>a. Contractor will provide employment procedures and policies to SAPC for review, to include an overview of timekeeping and other key elements.</p> <p>b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.</p> <p>c. Contractor in conjunction with DPH will provide training to meet the requirement of the school district assigned (e.g., student confidentiality, Sexually Transmitted Infection confidentiality, alcohol and drug rehabilitation records confidentiality, and any other identified required training).</p> <p>d. Contractor will maintain and update employee files with all employment records and performance evaluations.</p>	<p>a. Within 5 days of execution of this agreement</p> <p>b. Upon hire and ongoing through June 30, 2020</p> <p>c. Upon hire and ongoing through June 30, 2020</p> <p>d. Upon hire and ongoing through June 30, 2020</p>	<p>a. Letter(s) of approval and related materials will be kept on file.</p> <p>b. Contractor will maintain training records on file.</p> <p>c. Contractor will maintain all employee files.</p> <p>d. Contractor will maintain an employee file with all employment records and evaluations.</p>

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CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	<p>e. Contractor will disseminate a six-month probationary performance review for SAPC to evaluate the appropriate temporary personnel (if applicable).</p> <p>f. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.</p> <p>g. Contractor will provide vacation/holiday/sick time balances for each employee and ensure they are used each term.</p> <p>h. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.</p> <p>i. Contractor will comply with the annual requirements of the DPH administrative review.</p>	<p>e. Six (6) months after hiring personnel (if applicable)</p> <p>f. Upon hire and ongoing through June 30, 2020</p> <p>g. Upon hire and monthly through June 30, 2020</p> <p>h. Monthly through June 30, 2020</p> <p>i. Annually</p>	<p>e. A monthly report of payments will be submitted with detailed invoice on a monthly basis, 30 days in arrears.</p> <p>f. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.</p> <p>g. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.</p> <p>h. Contractor responses will be maintained in e-records in PDF format by DPH.</p> <p>i. DPH Financial Services Division and SAPC will maintain record of invoicing.</p>

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CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	j. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	j. 30 days after end of budget period	j. DPH Financial Services Division (FSD) and Bureau will maintain record of invoicing.
1B Temporary personnel will be HIPAA-certified, in compliance with County DPH HIPAA policies, and trained in quality assurance measures for data collection prior to employment.	<p>a. If temporary personnel staff member has received HIPAA certification (e.g., at previous employment), Contractor will provide HIPAA certification with application. If staff is not HIPAA-certified, Contractor will assist candidates by making HIPAA training modules available.</p> <p>b. DPH HIPAA compliance trainings and any SAPC trainings will be completed.</p>	<p>Upon execution of MAWO</p> <p>Upon hiring and ongoing through June 30, 2020</p>	<p>a. Certificates indicating completion of trainings will be kept on file.</p> <p>b. Certificates indicating completion of trainings will be kept on file.</p>
1C Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	a. Monitor progress of staff to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring through June 30, 2020	a. Completed performance evaluation materials will be kept on file and results documented in the month incurred.

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HEALTH EDUCATOR – SUD FOCUS			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>1. Health Educator - SUD Focus (50.0 FTE)</p> <p>These Health Educators will be responsible for services delivered at one of the fifty Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout County of Los Angeles.</p>	a. Implement a comprehensive health-focused curriculum at assigned high school to support the well-being of students and provide education to minimize adverse health outcomes, including SUD.	Upon hire through June 30, 2020	a. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.
	b. Develop and sustain a student-led peer health educator training (e.g., SUD, tobacco, sexual health, emotional health) and wellness activities (e.g., classroom educational seminars, school wide wellness activities, resource distribution, school fairs) program to be conducted on campus by students for students.	Upon hire through June 30, 2020	b. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist with collecting, analyzing, and reporting data on delivered services.	Upon hire through June 30, 2020	c. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.
	d. Other duties as assigned.	Upon hire through June 30, 2020	d. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.

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HEALTH EDUCATOR - REPRODUCTIVE HEATH FOCUS			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>2. Health Educator - Reproductive Health Focus (18.0 FTE)</p> <p>These Health Educators - Reproductive Health Focus will be part of a two-person team who will be responsible for services delivered at five (5) of the fifty (50) Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout Los Angeles County.</p>	<p>a. Implement reproductive health-focused services at assigned high schools which includes the provision of basic sexual health educational sessions (individual or group), referrals for students seeking family planning services, and promotion of testing for chlamydia, syphilis, and other STIs among sexually active students and where appropriate follow-up education upon receipt of STI test results.</p> <p>b. Develop reproductive health related curricula for use in individual or group encounters.</p> <p>c. Support student-led peer health education training.</p> <p>d. Build awareness on reproductive health issues and aims to influence life time sexual health behavior.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p>

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HEALTH EDUCATOR - REPRODUCTIVE HEALTH FOCUS			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	e. Other duties as assigned.	Upon hire through June 30, 2020	e. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.

SENIOR HEALTH EDUCATOR			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>3. Senior Health Educator (14.0 FTE)</p> <p>This Senior Health Educator will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout Los Angeles County. There will 50 Student Wellbeing Centers at LAUSD, LACOE or other school district sites throughout Los Angeles County.</p>	<p>a. Plan, develop, coordinate, and evaluate the Student Wellbeing Center services for the assigned schools as it relates to SUD screening and referral services, other public health priority subjects that are risk factors for SUD, and in collaboration with service and community partners.</p> <p>b. Supervise assigned health educators to ensure program is implemented as designed.</p> <p>c. Coordinate with other locations, and DPH leadership, to ensure effective and consistent implementation across all locations.</p> <p>d. Other duties as assigned.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

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STAFF ANALYST - QUALITY OF CARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>4. Staff Analyst - Quality of Care (1.0 FTE)</p> <p>This Quality of Care Staff Analyst will design and manage work related to creating and implementing a new Regional Network System, and the new provider relations and technical assistance component, which will support provider engagement and capability of implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and the ability to meet regulatory and contractual requirements.</p>	<p>a. Develop the concept of the new Regional Network System, and the new provider relations and technical assistance component, which will support provider engagement and capability of implementing the expanded responsibilities under the DMC-ODS Waiver and the ability to meet regulatory and contractual requirements.</p> <p>b. Design the internal organizational structure of the new provider relations team; develop the scope of work for the provider relations staff; draft policies and procedures.</p> <p>c. Assist Contract Auditors, implement new program and clinical requirements.</p> <p>d. Work with the California Institute for Behavioral Health Solutions (CIBHS) to develop technical assistance trainings for provider relations staff and organize regional provider meetings.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST - QUALITY OF CARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	e. Evaluate the effectiveness of the new Regional Network System and assist with process improvement activities.	Upon hire through June 30, 2020	e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Other duties as assigned.	Upon hire through June 30, 2020	f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

STAFF ANALYST - CLIENT ENGAGEMENT AND NAVIGATION SERVICES			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>5. Client Engagement and Navigation Services Specialist (1.0 FTE)</p> <p>This Client Engagement and Navigation Services (CENS) Staff Analyst will expand, implement and oversee the CENS, which includes co-locations at Los Angeles Superior Courts and Permanent Supportive Housing (PSH) project-based and scattered sites. The CENS provide face-to-face screenings and referrals for SUD treatment to vulnerable populations, and act as a liaison between referring entities and SUD</p>	<p>a. Oversee implementation at new CENS co-locations at courthouses and PSH sites throughout the County.</p> <p>b. Assist with the coordination and facilitation of County and CENS provider meetings to obtain feedback on proposed and current CENS co-locations, programs and scope, and subsequent modifications.</p> <p>c. Ensure active provider participation and delivery of patient-centered services.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST - CLIENT ENGAGEMENT AND NAVIGATION SERVICES			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
treatment providers. By June 30, 2020, CENS will include nearly 150 co-locations at State, County, city, and community facilities throughout the County.	d. Develop reporting requirements and serve as lead to support migration of reporting to the electronic health record system known as Sage.	Upon hire through June 30, 2020	d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Lead development of the work order solicitation to select CENS providers.	Upon hire through June 30, 2020	e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Assist in the development CENS-related fact sheets, memoranda of understandings, policies and procedures, and forms.	Upon hire through June 30, 2020	f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Other duties as assigned.	Upon hire through June 30, 2020	g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

STAFF ANALYST - YOUTH SYSTEM OF CARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>6. Staff Analyst - Youth System of Care (1.0 FTE)</p> <p>The Youth System of Care Staff Analyst will design and manage the Probation Department requested implementation of</p>	<p>a. Ensure an adequate and appropriate network of providers for Transitional Age Youth (TAY).</p> <p>b. Collaborate with partner agencies to develop the service design, conduct</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST - YOUTH SYSTEM OF CARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
developmentally appropriate SUD services at probation camps with coordination to community-based services as appropriate. The co-location aims to assist youth as they reintegrate to the community through onsite SUD screening, education, and referral services weeks before discharge, including; a warm hand-off referral to treatment agencies after discharge, and continuous care coordination to encourage treatment enrollment.	needs assessment activities, and draft a memorandum of understanding (MOU).		
	c. Conduct analysis and assessment of age-appropriate treatment needs/ services including: evidence-based clinical practices, identification of provider training needs, and development of treatment protocols.	Upon hire through June 30, 2020	c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Develop program procedures.	Upon hire through June 30, 2020	d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Create information sheets and outreach materials.	Upon hire through June 30, 2020	e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Other duties as assigned.	Upon hire through June 30, 2020	f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST - AVRC OPERATIONS			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	d. Other duties as assigned.	Upon hire through June 30, 2020	d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

FISCAL PROJECTIONS ANALYST			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>9. Fiscal Projections Analyst (1.0 FTE)</p> <p>The Fiscal Projections Analyst will assist SAPC in enhancing its fiscal projections capabilities, operationalizing the funding hierarchy, and drafting all finance related policies and procedures (including EHR-Sage), to assist in the transition to a managed care entity, implementing new DMC-ODS regulations, and ensuring standardized approaches to reviewing/approving contractor budgets/expenditures.</p>	<p>a. Design and implement strategies to project utilization of various funding sources, and proactively adjust to increases or decreases in expenditures in a timely manner.</p> <p>b. Develop and implement policies and procedures, in collaboration with DPH Finance and SAPC, to streamline and/or develop fiscal workflows;</p> <p>c. Operationalize the new finance hierarchy including payment of claims only when meeting programmatic or clinical standards and recoupment of funds where indicated;</p> <p>d. Ensure fiscal-related changes to the EHR-Sage (e.g., new service</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. To be determined. Documented on monthly statement of activities, interim</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

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TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

	<p>minimums/maximums, rate changes) are implemented effectively and documents (e.g., Rates and Standards Matrix) are updated accordingly;</p> <p>e. Design efforts to determine whether provider expenditure plans meet fiscal standards and if there are warning signs that a provider may not be fiscally viable before annual cost reporting, and create standardized technical assistance and/or require regular reports as preventative measures;</p> <p>f. Lead efforts to standardize approaches to reviewing/approving contractor budgets/expenditures; and determine and implement strategies to project expenditures and revenue (including draw-down of match before state claims adjudication) for program planning and development purposes;</p> <p>g. Conduct analysis of unit process and workflows used to achieve goals and responsibilities to identify areas of improvements and success;</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>progress reports, and performance evaluations.</p> <p>e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
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**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

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TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

	h. Develop policies and procedures to ensure systematic and uniform method of achieving unit's duties; and	Upon hire through June 30, 2020	h. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Other duties as assigned.	Upon hire through June 30, 2020	i. Documented on monthly statement of activities.

STAFF ANALYST - MANAGED CARE INFRASTRUCTURE DEVELOPMENT

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>10. Staff Analyst - Managed Care Infrastructure Development (1.0 FTE)</p> <p>The Staff Analyst - Managed Care Infrastructure Development will assist SAPC in formalizing processes among and between SAPC branches and units through the development of policies and procedures (excluding finance which requires specialized expertise) to ensure compliance with the DMC-ODS waiver and 42 Code of Federal Regulations (CFR) Part 438 regulations and more fully transition to a managed care plan.</p>	<p>a. Facilitate planning sessions; interview responsible Branches, Units, and individuals to understand current and recommended procedures.</p> <p>b. Translate procedures into written format and provide recommendations to better align with managed care principles and regulatory requirements, improve and patient outcomes and provider success.</p> <p>c. Design process to finalize and update policies and procedures on at least an annual basis.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST - STRATEGIC AND OPERATIONAL PLAN			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
Restorative Village, Rancho Los Amigos, Martin Luther King Jr. Behavioral Health Center, and North Hollywood Integrated Care Facility, as well as the Community Wellness Centers with Family Resource Centers.	c. Draft the program concept (e.g., vision, mission, goals, strategies), operational approach (e.g., staffing, procurement, policies and procedures) and service description to achieve overarching priority areas for development of new treatment facilities.	Upon hire through June 30, 2020	c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Other duties as assigned.	Upon hire through June 30, 2020	d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

STAFF ANALYST – NETWORK ADEQUACY AND HEALTHCARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>12. Staff Analyst – Network Adequacy and Healthcare (1.0 FTE)</p> <p>The Staff Analyst - Network Adequacy and Health Care position will conduct an analysis of the current contracted provider network to survey for areas that</p>	a. Analyze data to create a report on network gaps in provider coverage areas, including by age, primary language, and specialty (e.g., co-occurring mental health, complex health condition).	Upon hire through June 30, 2020	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
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SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

STAFF ANALYST – NETWORK ADEQUACY AND HEALTHCARE			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
do not meet federal requirements around network adequacy. This position will develop and implement a provider outreach approach for traditional and non-traditional organizations (e.g. federally qualified health centers [FQHC], social service agencies, faith-based organizations, etc.) that is sustainable and consistent with specialty managed care. This requires specialized knowledge of healthcare industry and recruitment models.	b. Work with various FQHCs, community clinics, and hospitals to identify strategies for expanding the network and increasing access to difficult to attain levels of care.	Upon hire through June 30, 2020	b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Establish standardized processes to improve provider recruitment efforts, including navigating the State and County contracting processes.	Upon hire through June 30, 2020	c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Create a formalized onboarding process that ensures a smooth transition for new providers entering the system of care.	Upon hire through June 30, 2020	d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Other duties as assigned.	Upon hire through June 30, 2020	e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

GRAPHIC ARTIST

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>13. Graphic Artist (1.0 FTE)</p> <p>The Graphic Artist position will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. By creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.</p>	<ul style="list-style-type: none"> a. Create graphics, layouts and design for SUD specialty managed care and prevention communication materials (i.e. look and feel for internal and external program communications). b. Develop consistent graphics for printed beneficiary and provider materials. c. Produce and establish constant brand recognition in the community, potential provider, and other stakeholders. d. Provide creative support in integrating brand guidelines of both the treatment and prevention efforts. e. Provide graphic support for the Division, including e-newsletters, reports, collateral, promotional items, research briefs, visual presentations and multimedia projects. f. Deliver creative expertise to assist in the production of website publications, including videos, presentations documents, surveys, and other online communications. 	<ul style="list-style-type: none"> Upon hire through June 30, 2020 Upon hire through June 30, 2020 Upon hire through June 30, 2020 Upon hire through June 30, 2020 Upon hire through June 30, 2020 Upon hire through June 30, 2020 	<ul style="list-style-type: none"> a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations. f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

GRAPHIC ARTIST

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	g. Other duties as assigned.	Upon hire through June 30, 2020	g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

WEBSITE DESIGNER

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>14. Website Designer (1.0 FTE)</p> <p>The Website Designer position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information Systems.</p>	<p>a. Create digital web designs for the SAPC website to maintain cohesive branding using established DPH and SAPC graphic elements and identifiers.</p> <p>b. Develop user experience analytics.</p> <p>c. Deliver technical expertise in information architecture for health or public health users, managing the style and content organization of all SAPC web-placed communications including search engine optimization and social media, creating a platform where diverse users can easily navigate and access SUD specialty managed care, prevention, and education information.</p>	<p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p> <p>Upon hire through June 30, 2020</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

LINE ITEM BUDGET
SUMMARY

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **Date of execution - June 30, 2020**
 County Requesting Department: **SAPC**
 County Project Director: **Judith Robb**
 County Work Order Director: **Daniel Deniz**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ 7,525,770
Employee Benefits	\$ 2,035,721
Travel	\$ 104,625
Supplies	
Consultant/Contractual	
Other	
Indirect Costs*	\$ 966,612
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$ 10,632,728

* Indirect Cost must not exceed 10% of total direct costs

CERTIFICATION

I certify that the following required costs (check boxes, as applicable) are included in this budget:

- 100% Basic Health and Dental Benefits
- Twelve (12) County-observed Holidays annually, at least ten (10) vacation days (accrued annually), and twelve (12) sick days (accrued monthly) per



 **Contractor's Authorized Official Signature

2/28/19

 Date

NOTE: No E-signatures will be accepted

** Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners In Diversity, Inc
Substance Abuse Prevention and Control (SAPC)
Date of execution - June 30, 2020
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Health Educator-Substance Use Disorder Focus TBH	\$ 5,268	50	15	\$ 3,951,000
Position description: These Health Educators will be responsible for services delivered at one of the fifty Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout County of Los Angeles.				
Health Educator-Reproductive Care Focus TBH	\$ 5,268	18	15	\$ 1,422,360
Position description: These Health Educators - Reproductive Health Focus will be part of a two-person team who will be responsible for services delivered at five (5) of the fifty (50) Student Wellbeing Centers at Los Angeles Unified School District (LAUSD), Los Angeles County Office of Education (LACOE) or other school district sites throughout Los Angeles County.				
Senior Health Educator TBH	\$ 5,114	14	15	\$ 1,073,940
Position description: This Senior Health Educator will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout Los Angeles County. There will 50 Student Wellbeing Centers at LAUSD, LACOE or other school district sites throughout Los Angeles County.				
Staff Analyst-Quality Of Care TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: This Quality of Care Staff Analyst will design and manage work related to creating and implementing a new Regional Network System, and the new provider relations and technical assistance component, which will support provider engagement and capability of implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and the ability to meet regulatory and contractual requirements.				
Staff Analyst-Client Engagement and Navigation Svcs TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: This Client Engagement and Navigation Services (CENS) Staff Analyst will expand, implement and oversee the CENS, which includes co-locations at Los Angeles Superior Courts and Permanent Supportive Housing (PSH) project-based and scattered sites. The CENS provide face-to-face screenings and referrals for SUD treatment to vulnerable populations, and act as a liaison between referring entities and SUD treatment providers. By June 30, 2020, CENS will include nearly 150 co-locations at State, County, city, and community facilities throughout the County.				
Staff Analyst-Youth System of Care TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: The Youth System of Care Staff Analyst will design and manage the Probation Department requested implementation of developmentally appropriate SUD services at probation camps with coordination to community-based services as appropriate. The co-location aims to assist youth as they reintegrate to the community through onsite SUD screening, education, and referral services weeks before discharge, including; a warm hand-off referral to treatment agencies after discharge, and continuous care coordination to encourage treatment enrollment.				

Salary Subtotal

\$ 6,753,615

Employee Benefits (enter percentage)

27.05%
(enter percentage)

\$ 1,826,853

Total Personnel Costs - Full Time

\$ 8,580,468

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners In Diversity, Inc
Substance Abuse Prevention and Control (SAPC)
Date of execution - June 30, 2020
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Staff Analyst- Clinical Services and Analytics TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: The Staff Analyst - Clinical Services and Analytics will manage the coordination, communication, and implementation of an electronic health record (EHR) system known as Sage that effectively moves the specialty SUD system from a paper-based system of care to an electronic system of care.				
Staff Analyst- AVRC Operations TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: Staff Analyst - AVRC Operations will assist with the administrative oversight and management of AVRC to ensure assist the program in transitioning to a managed care model under the DMC-ODS Waiver, and develop policies and procedures to streamline practices including to intake and referral practices, staff engagement and capacity for programmatic and clinical services, facilities management (e.g., procure food, schedule routine maintenance services), and other operations of the facility.				
Fiscal Projections Analyst TBH	\$ 7,239	1.000	15	\$ 108,585
Position description: The Fiscal Projections Analyst will assist SAPC in enhancing its fiscal projections capabilities, operationalizing the funding hierarchy, and drafting all finance related policies and procedures (including EHR-Sage), to assist in the transition to a managed care entity, implementing new DMC-ODS regulations, and ensuring standardized approaches to reviewing/ approving contractor budgets/expenditures.				
Staff Analyst-Managed Care Infrastructure Develop. TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: The Staff Analyst - Managed Care Infrastructure Development will assist SAPC in formalizing processes among and between SAPC branches and units through the development of policies and procedures (excluding finance which requires specialized expertise) to ensure compliance with the DMC-ODS waiver and 42 Code of Federal Regulations (CFR) Part 438 regulations and more fully transition to a managed care plan.				
Staff Analyst- Strategic and Operatoinal Plan TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: The Staff Analyst - Strategic and Operations will develop a new three-year Strategic Plan for the Division to support integration of care with the health and mental health systems. This plan will include programmatic build-out of newly directly operated facilities, including Los Angeles County and University of Southern California (LAC+USC) Restorative Village, Rancho Los Amigos, Martin Luther King Jr. Behavioral Health Center, and North Hollywood Integrated Care Facility, as well as the Community Wellness Centers with Family Resource Centers.				

Salary Subtotal		\$ 517,005
Employee Benefits (enter percentage)	27.05% (enter percentage)	\$ 139,850
Total Personnel Costs - Full Time		\$ 656,855

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners In Diversity, Inc
Substance Abuse Prevention and Control (SAPC)
Date of execution - June 30, 2020
PERSONNEL SERVICES FORM (FULL TIME)

Title/Name <small>(if position is vacant, indicate TBH and approx. date of hire)</small>	Monthly Salary	FTE	# of Months	Proposed Cost
Staff Analyst-Network Adequacy and Healthcare TBH	\$ 6,807	1.000	15	\$ 102,105
Position description: The Staff Analyst - Network Adequacy and Health Care position will conduct an analysis of the current contracted provider network to survey for areas that do not meet federal requirements around network adequacy. This position will develop and implement a provider outreach approach for traditional and non-traditional organizations (e.g. federally qualified health centers [FQHC], social service agencies, faith-based organizations, etc.) that is sustainable and consistent with specialty managed care. This requires specialized knowledge of healthcare industry and recruitment models.				
Graphic Artist TBH	\$ 4,096	1.000	15	\$ 61,440
Position description: The Graphic Artist position will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. By creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.				
Website Designer TBH	\$ 6,107	1.000	15	\$ 91,605
Position description: The Website Designer position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information				
	\$			\$
Position description:				
	\$			\$
Position description:				

Salary Subtotal		\$ 255,150
Employee Benefits (enter percentage)	27.05% <small>(enter percentage)</small>	\$ 69,018
Total Personnel Costs - Full Time		\$ 324,168

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **Date of execution - June 30, 2020**

PERSONNEL SERVICES	
BUDGET CATEGORY - EMPLOYEE BENEFITS	
COMPONENT	PERCENTAGE
F.I.C.A.	7.65%
Health and Dental Insurance	10.00%
Unemployment Insurance	6.20%
Disability Insurance	1.00%
Workers Compensation	1.20%
Other (itemize): TB Screening	1.00%
TOTAL*	<u>27.05%</u>

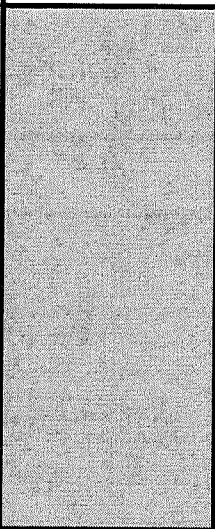
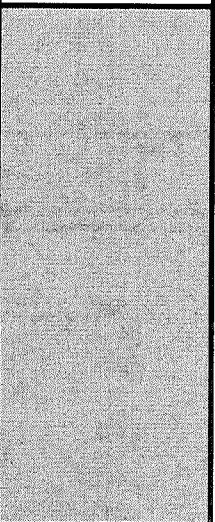

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

*Limited to a maximum of 10% of salary costs.

BUDGET JUSTIFICATION FOR SUPPLIES

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc.**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **Date of execution - June 30, 2020**

BUDGET CATEGORY- SUPPLIES	(A) Proposed Cost
Item: Methodology Used:	
Item: Methodology Used:	
Total Supplies Requested	

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: Partners In Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153 WORK ORDER NUMBER: W11

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-088

TERM: DATE OF EXECUTION THROUGH JUNE 30, 2020

	<ul style="list-style-type: none"> d. Develop standard protocols for maintaining and updating the SAPC website. e. Provide expertise in posting and sharing website publications (internal and external), including video content, links, surveys, and other online communications. f. Other duties as assigned. 	<ul style="list-style-type: none"> Upon hire through June 30, 2020 Upon hire through June 30, 2020 Upon hire through June 30, 2020 	<ul style="list-style-type: none"> d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations. f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.
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**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Partners In Diversity, Inc.

Work Order No. W11 County Master Agreement No. PH-003153

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
 - 1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 - 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 - 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 - 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor’s behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

**TEMPORARY PERSONNEL SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME Partners In Diversity, Inc.

Work Order No. W11 County Master Agreement No. PH-003153

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Work Order.

EMPLOYEES

- 1. _____
- 2. _____
- 3. _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor is not required or permitted to receive personal health information under this Master Agreement Work Order Number PH-003153-W11 but will comply with the provision below:

CONTRACTOR'S OBLIGATION AS OTHER THAN BUSINESS ASSOCIATE (INADVERTENT ACCESS) UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

It is the intention of the parties that Contractor will provide the County with de-identified data. Contractor expressly acknowledges and agrees that the provision of services under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, and agents are to take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its employees shall maintain the confidentiality of any information obtained and shall notify the applicable DPH Program Director that such access has been gained immediately or upon the first reasonable opportunity to do so.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, or agents from and against any and all liability, including but not limited to actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents' access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligation as described herein in this regard.
