

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE DEPUTY DIRECTOR OF STRATEGIC COMMUNICATIONS
UNDERSERVED CULTURAL COMMUNITIES (UsCC) UNIT
MENTAL HEALTH SERVICES ACT (MHSA)**

**AMERICAN INDIAN/ALASKA NATIVE
COMMUNITY SYMPOSIUMS PROJECT
STATEMENT OF WORK**

I. PROGRAM DESCRIPTION

The American Indian/Alaska Native (AI/AN) Underserved Cultural Communities (UsCC) subcommittee was established under the Mental Health Services Act (MHSA), with the goal to reduce disparities and increase mental health access for the American Indian/Alaska Native community in Los Angeles County. According to the 2010 USA Census Bureau report, Los Angeles County is the home to the largest AI/AN population, which is approximately 160,000 residents. The AI/AN UsCC subcommittee works closely with community partners and consumers to increase the capacity of the public mental health system and develop culturally competent recovery oriented services, targeted to the AI/AN community.

II. PURPOSE

The purpose of the Community Symposiums project is to engage, empower, and enlist the AI/AN community into conversations about mental health and traditional forms of healing. Attendees of the Community Symposiums will be given the opportunity to learn more about some of the unique mental health needs of the AI/AN community and the traditional forms of healing that are practiced by AI/AN community and will be able to educate others in their community as a result.

Additionally, this project aims to promote mental health services, reduce stigma, and increase the capacity of the public mental health system in Los Angeles County. This will enable this often underserved and marginalized population to access mental health services for themselves and empower other community members to access mental health services as well.

Finally, this project will inform the AI/AN community regarding the AI/AN UsCC subcommittee in order to increase community member and consumer interest and participation in the MHSA stakeholder process and engage more consumers and community members to participate in the planning and development of the 2019 American Indian/Alaska Native Mental Health Conference.

III. OBJECTIVE

A Trainer will be hired who specializes in providing mental health services to the American Indian/Alaska Native population. This Trainer will be responsible for implementing a Community Symposiums project.

IV. DELIVERABLES

A. Flyer/Promotional Materials

1. The Trainer must develop a flyer and/or other promotional materials to recruit approximately 40-50 attendees for each of the 5 Community Symposiums (a target of at least 200 unique attendees in total).
2. The attendees should come from all 8 Service Areas in Los Angeles County.
3. Any flyers and/or other promotional materials must include a copy of the LACDMH logo, the County Seal, the AI/AN UsCC logo, and the MHSA logo.
4. The flyers and/or other promotional materials including those utilizing social media platforms must be submitted to LACDMH for approval prior to implementation.
 - i. All social media posts must include information on where and how to access mental health services.
 - ii. The LACDMH ACCESS line must be included in every social media post.
 - iii. Trainer shall be solely liable and responsible for any and all social media posts. Trainer shall indemnify and hold harmless the County from and against any liabilities and costs arising from, connected with, or related to social media posts as part of this project.
5. The flyers and/or other promotional materials are the property of LACDMH.

B. Pre and Post-Test

1. The Trainer must develop a pre and post-test to be administered to attendees of the Community Symposiums to gather information on the level of knowledge gained by the attendees.
2. The pre and post-test must utilize a Likert Scale.
3. The pre and post-test must be submitted to LACDMH for pre-approval.
4. The Trainer must submit copies of all completed pre and post-test to LACDMH.
5. The pre and post-test must include a copy of the LACDMH logo, the County Seal, the AI/AN UsCC logo, and the MHSA logo.

C. Community Focus Group

1. The Trainer will conduct at least one focus group made up of approximately 10-15 AI/AN community members.
2. The focus group participants should include representation from various subgroups within the American Indian/Alaska Native communities including, but not limited to: youth, elders, various tribes, etc.

3. The Trainer must identify and secure the location where the focus group will be held.
4. The location must be pre-approved by LACDMH.
5. The goal of the focus group will be to explore possible topics to be discussed in the Community Symposiums including those listed in the next deliverable which were identified during AI/AN UsCC subcommittee meetings.
6. The Trainer will provide LACDMH with a list of focus group questions prior to conducting the focus group.
7. The focus group activities should include brainstorming and group discussions.
8. The Trainer will provide LACDMH with a summary of the focus group discussions after completion of the focus group.

D. Development of Agendas for Community Symposiums

1. The Trainer will conduct 5 Community Symposiums in total. Each Community Symposium should be 4-5 hours.
2. The Trainer must develop the Agendas and all materials, written at a 6th grade comprehension level, for the 5 Community Symposiums.
3. Each of the Community Symposiums should focus on different topics.
4. The Agendas for the Community Symposiums should be based on the information gathered as a result of the Community Focus Group outlined in the previous deliverable.
5. The Agendas should include, but not be limited to, the following topics as well that were identified during the AI/AN UsCC subcommittee meetings:
 - i. The topic of “Moral Injury” which is being used to treat Veterans.
 - ii. Depression across the generations.
 - iii. Substance abuse in the Indigenous communities.
 - iv. Traditional practices including drumming, archery, dancing, etc.
 - v. Veteran experiences and testimonials.
 - vi. Focus on different age groups (children, TAY, adults, older adults).
 - vii. The use of equine therapy.
6. The Agendas must be relevant to the AI/AN population.
7. The Agendas must be developed within the first 3 months.
8. The Agendas must include a copy of the LACDMH logo, the County Seal, the AI/AN UsCC logo, and the MHSA logo.
9. The Agendas and materials must be submitted to LACDMH for approval prior to implementation.
10. All programs and materials belong to LACDMH.

E. Identify Co-Facilitators from the AI/AN Community

1. The Trainer must identify and provide the names and other identifying information of at least 2 individuals from the AI/AN community with lived experience who will be subcontracted to act as co-facilitators during the Community Symposiums.

2. These co-facilitators should be compensated for their time at a minimum of \$100/person/Community Symposium.
3. The Trainer will provide LACDMH with a copy of any IRS requirements for hiring subcontractors including Tax Identification Number and Workers Compensation Insurance.
4. The Trainer must identify the co-facilitators within the first 3 months.
5. The Trainer will provide LACDMH with resumes and/or biographies of the co-facilitators.
6. These individuals shall possess the following:
 - i. The co-facilitators must have personal (direct/indirect) knowledge of the experiences of the AI/AN community.
 - ii. The co-facilitators may have personal (direct/indirect) experience with mental health conditions, but it is not necessary.
 - iii. The co-facilitators must have some experience presenting in small venues or have the ability to be coached in this area.
 - iv. The co-facilitators must be approved by LACDMH prior to implementation of the training.
 - v. These co-facilitators can be spiritual leaders.

F. Community Symposiums Logistics

1. At the start of each of the Community Symposiums, the Trainer will provide all of the participants with the pre-test that was developed in the first deliverable. At the end of each of the Community Symposiums, the Trainer will provide all of the participants with the post-test that was developed in the first deliverable.
2. The Trainer must utilize a sign-in sheet to track the attendance of the Community Symposiums. The sign-in sheet must include the following information: Date, name of facility, names and email addresses of attendees. The Trainer must submit copies of all sign-in sheets to LACDMH.
3. The Trainer must coordinate and identify the locations where the Community Symposiums will take place.
4. The community symposiums should be held throughout Los Angeles County in areas with higher concentrations of AI/AN community members including, but not limited to, Service Area 1, Service Area 7, and Service Area 8.
5. The facilities must be centrally located and easily accessible by public transportation.
6. The facilities must have internet access and must accommodate 40 to 50 participants.
7. The Trainer must pay for all the facility fees.
8. The Trainer, along with the co-facilitators, will be responsible for facilitating the Community Symposiums.
9. The Trainer will utilize the Agendas that were created for the Community Symposiums.

10. The Trainer must provide copies of any materials written at a 6th grade comprehension level for the attendees of the Community Symposiums.
11. If possible, the Trainer must offer CEUs for attendees.
12. Trainer will provide any accommodations requested by attendees including, but not limited to: handicap accessibility at facilities, etc.
13. The Trainer must arrange for interpretation and/or translation services if needed.
14. The Community Symposiums must be free for attendees and food and refreshments must be provided for all attendees at no cost. The Trainer must maintain a spending log and receipts for all food and refreshment purchases, which must be made available to DMH upon request.

G. Final Summary Report

1. The report must also include:
 - i. Strengths and barriers of all elements of the Community Symposiums.
 - ii. A summary of the overall results/findings.
 - iii. A summary of the pre and post-tests, which must include data outcomes utilizing a match pair analysis.
 - iv. Feedback, including personal statements, from the attendees of the Community Symposiums.
 - v. Recommendations regarding the 2019 American Indian/Alaska Native Mental Health Conference.

H. The Trainer Must Possess the Following Skills:

1. The Trainer must be a licensed mental health professional in good standing with the AI/AN community, and with at least 5 years of experience in providing mental health services to this population.
2. The Trainer must have at least 2 years of experience working with LACDMH Directly Operated mental health facilities and/or legal entities.
3. The Trainer must have at least 3 years of experience in facilitating workshops related to the AI/AN population.
4. The Trainer must have experience in conducting culturally appropriate mental health projects for at least 3 years.
5. Trainer shall provide evidence of subject matter expertise and work experience through submission of a resume, history of services or letters of support. Letters must be from current or former employers, partners, evaluators, relevant agencies, community organizations, educational institutions, government agencies, etc.
6. The Trainer must provide 3 signed letters of reference from an agency/organization where he/she hosted trainings.
7. The Trainer shall provide evidence of subject matter expertise and work experience through submission of a resume, history of services or letters of support.
8. The Trainer must sign and comply with the following Health Insurance Portability and Accountability Forms ("HIPAA") if applicable:

- i. Exhibit 1 – Protection of Electronic County PI, PHI and MI
- ii. Exhibit 2 – Protection of Electronic County PI, PHI and MI Data Encryption
- iii. Exhibit 3 – Information Security and Privacy Requirements
- iv. Exhibit 4 – LACDMH Proposer’s Compliance with Encryption Requirements Exhibit
- v. Exhibit 5 – Agreement for Acceptable Use and Confidentiality of County Information Technology Resources
- vi. Exhibit 6 – Confidentiality Oath (Non-LACDMH Workforce Members)
- vii. Exhibit 7 – Business Associate Agreement Under The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

V. DMH RESPONSIBILITIES

- A. Responsibilities of DMH will include, but are not limited to:
 - 1. Oversight of Trainer’s activities to ensure compliance with agreement terms and conditions.
 - 2. Provide a copy of the LACDMH logo, the County Seal, the AI/AN UsCC logo, and the MHSA logo to Trainer.
 - 3. Provide a copy of the LACDMH Provider Directory to Trainer.
 - 4. Review/approve as appropriate all payments of invoices.
 - 5. Review monthly reports due with monthly invoices.