

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
OFFICE OF PERFORMANCE DATA
QUALITY IMPROVEMENT DIVISION
MENTAL HEALTH SERVICES ACT (MHSA)**

**Black Immigrant Youth Empowerment Project
STATEMENT OF WORK**

I. PROGRAM DESCRIPTION

The African/African American (AAA) Underserved Cultural Communities (UsCC) was established under the Mental Health Services Act (MHSA), with the goal to reduce disparities and increase mental health access for the African/African American community in the County of Los Angeles. This group works closely with community partners and consumers in order to increase the capacity of the public mental health system, to develop culturally relevant recovery oriented services specific to the African/African American community, and also to develop capacity building projects.

II. PURPOSE

A consultant will be hired to develop and implement the Black Immigrant Youth Empowerment Project (BIYEP), which will include two phases: phase #1 - the training of 30 Black Immigrant Youth on basic mental health education and public speaking skills, once trained, Phase #2 - the Black Immigrant Youth will conduct a total of 50 community mental health presentations as a group. If at all possible, the Black Immigrant Youth who will be recruited for this project must identify as first or second generation: Jamaican, Belizean, Panamanian, Puerto Rican, Nigerian, Somali, Ethiopian, Liberian and Ghanaian. In addition, the Black Immigrant Youth must be between the ages of 18-25 years, must reside in various Service Areas throughout Los Angeles County and must have limited or no experience with Los Angeles County Department of Mental Health (LACDMH). The training curriculum for this project will cover basic mental health education, common diagnoses and symptoms of mental health, the power of advocacy, storytelling specific to Black Immigrants, public speaking, outreach and engagement. The community presentations aim to promote mental health services, reduce stigma, and empower community members to access mental health services for themselves and their family.

III. OBJECTIVE

The objective of the Black Immigrant Youth Empowerment Project (BIYEP) is to engage, empower, enlist, and enlighten the Black Immigrant community, as well as to promote mental health services, reduce stigma, and increase the capacity of the public mental health system in the County of Los Angeles. This will enable this underserved and marginalized population to access mental health services for themselves, their families and the community as a whole.

IV. DELIVERABLES

Phase #1

A. Curriculum Development

1. The Consultant must develop a mental health curriculum for the BIYEP and materials for 5 modules (2-3 hours each depending on the topic) on the following topics: basic mental health education including common diagnoses and symptoms, the power of advocacy, storytelling specific to Black Immigrants, public speaking, outreach and engagement which includes mental health services.
2. The curriculum must be relevant to the Black Immigrant Youth population.
3. The curriculum must be developed within the first two months of the program implementation.
4. The curriculum must include a copy of the LACDMH logo and the MHSA logo.
5. The curriculum and materials must be submitted to LACDMH for approval prior to implementation.
6. All curriculum and materials belong to LACDMH.
7. The Black Immigrant Youth will receive a stipend of \$100 from the Consultant upon completion of the Training phase (Phase #1) of this project. Consultant must demonstrate this by submitting a stipend log that includes supportive documentation and verification of receipt from each of the participants.
8. The Consultant must utilize a sign-in sheet to track the attendance of the Black Immigrant Youth during the Training phase of this project. The sign-in sheet must include the following information: title of the workshop, date, name of facility, names and email addresses of the participants.
9. The Consultant will develop a pre/post survey that will be administered to the Black Immigrant Youth Trainees.

B. Development of the Resource Guide

Community Resources

1. The Consultant must develop a 1-2 page Resource Guide that is countywide and available for Black Immigrants. This Resource Guide must include LACDMH Directly Operated and Contracted Agencies, as well as community based organizations and agencies trained to provide services specifically to Black Immigrants in Los Angeles County.
2. The Resource Guide must be completed within the first two months of the implementation of this project.

3. The Resource Guide must include a copy of the LACDMH logo and the MHSA logo.
4. The Resource Guide must be submitted to LACDMH for approval prior to implementation.
5. The Resource Guide belongs to LACDMH.

C. Workshop Locations

1. The Consultant must identify and secure the locations where the trainings for this project will be held.
2. The training locations must be pre-approved by LACDMH.
3. The Consultant must find a centralized location to conduct the trainings for this project. This location must be accessible for the Black Immigrant Youth. This could entail providing the trainings at various locations throughout the County of Los Angeles.
4. Upon the request of LACDMH, the Consultant must demonstrate that he/she fulfilled this deliverable by providing supportive documentation (e.g. receipts, contracts, etc.) pertaining to the locations of the trainings.

D. Marketing/Recruitment

1. The Consultant must develop a flyer and/or other promotional materials to recruit the Black Immigrant Youth countywide.
2. The Consultant must recruit 30 Black Immigrant Youth that will be trained to deliver the community mental health presentations.
3. The Black Immigrant Youth must be familiar with the community resources and demographics or be a community member from the different Service Areas in Los Angeles County.
4. The Black Immigrant Youth should be individuals aged 18-25 years, who identify as first or second generation Black Immigrants and who have limited or no past experience with LACDMH mental health services.
5. The Black Immigrant Youth must sign an agreement to participate in the training phase and conduct community presentations.
6. In the event that the consultant is presented with difficulties in the recruitment of first and second generation Black Immigrant Youth, LACDMH has the right to expand the target population to include other sub-groups such as African Americans.

E. Pre/post Survey

1. The Consultant must develop and administer a pre/post (before/after) survey questionnaire to the Black Immigrant Youth to gather information on the level of knowledge gained during the training phase (Phase #1) of this project.

2. This pre/post survey should include questions about the Black Immigrant Youth's ability to deliver the mental health presentations and the level of knowledge gained pertaining to mental health services, symptoms, resources and linkage information.
3. The Consultant must also develop a separate pre/post survey questionnaire for the Black Immigrant Youth to administer to participants of their community mental health presentations.
4. The pre/post surveys must utilize a Likert Scale for the presentations.
5. The pre/post surveys must be completed within the first two months of the implementation of this project.
6. The pre/post surveys must include a copy of the LACDMH logo and the MHSa logo.
7. The pre/post surveys must be submitted to LACDMH for approval prior to implementation.
8. The pre/post surveys belong to LACDMH.

Phase #2

F. Community Mental Health Presentations

1. Once the Black Immigrant Youth are trained in the five (5) curriculum modules, they will be responsible for facilitating a total of 50 community mental health presentations as a group, with a target of 10-15 participants for each presentation. The presentations will include information regarding mental health that was obtained during the Training phase of this project.
2. Each presentation should be at least 1 hour long.
3. Prior to starting the community mental health presentations, the Black Immigrant Youth should administer the pre survey that was developed by the Consultant for participants.
4. Presentations should take place at faith based organizations/churches, community centers, educational settings such as community colleges and high schools, and/or other community venues with the purpose of promoting mental health services offered by LACDMH and reducing mental health stigma.
5. The Black Immigrant Youth will provide the Consultant with a schedule in advance of the community presentations. The Consultant will provide this schedule to LACDMH prior to presentations.
6. Black Immigrant Youth will debrief with the Consultant regarding their presentations.
7. The Consultant must provide support to the Black Immigrant Youth at the presentations if needed.
8. The Consultant, or another licensed professional, must be available by telephone during the presentations in case of a crisis.

9. After completing each community mental health presentation, the Black Immigrant Youth should administer the post survey to participants.
10. Black Immigrant Youth must utilize a sign-in sheet to track attendance and the number of mental health referrals that were provided after each presentation. The sign-in sheet must include the following information: Title of the presentation, date, name of facility, name and email addresses of participants, and indicate if participants were provided with referrals to seek mental health services.
11. Black Immigrant Youth must provide participants of the community mental health presentations with a copy of the 1-2 pages Resource Guide relevant to their Service Area.
12. The Black Immigrant Youth will receive a \$75.00 stipend from the Consultant for each community mental health presentation that is delivered.
13. Upon the request of LACDMH, the Consultant must demonstrate and provide supportive documentation that the Black Immigrant Youth were provided with the \$75.00 stipend for facilitating each community presentation.

G. Final Summary Report

1. Final Summary Report should include the following:
 - a. Strengths and barriers of the Black Immigrant Youth Empowerment Project.
 - b. A summary of the pre/post survey given to the Black Immigrant Youth Mentor, which must include data outcomes utilizing a **matched pair analysis**.
 - c. A summary of the pre/post survey given to the participants of the community mental health presentations, which must include data outcomes utilizing a **matched pair analysis**.
 - d. Feedback, including personal statements, from the Black Immigrant Youth participants regarding the community mental health presentations.
 - e. Number of mental health referrals provided by the Black Immigrant Youth during their community mental health presentations.

H. The Consultant must possess the following experience and skills:

1. The consultant must be a licensed mental health professional in good standing with the State of California, and with the Black Immigrant Youth community.
2. The Consultant must have at least 2 years of experience in providing mental health services to the Black Immigrants and the youth population.

3. The consultant must have at least 2 years of experience working with community or city mental health agencies and programs.
4. The consultant must have at least 2 years of experience in facilitating workshops related to immigrant populations.
5. The consultant must have experience conducting culturally appropriate mental health projects for at least 3 years.
6. The consultant must possess the experience in developing curriculums/materials specifically for Black Immigrants and the youth population.
7. The consultant must provide 2 samples of successful projects that are similar to this project.
8. The consultant must provide 3 signed letters of reference from an agency/organization where he/she hosted trainings.

V. DMH'S RESPONSIBILITIES

Responsibilities of DMH must include, but are not limited to:

- A. Provide oversight of the Consultant's activities to ensure compliance with agreement terms and conditions.
- B. Provide copies of the LACDMH logo and MHSA logo to the Consultant.
- C. Review/approve as appropriate all payments of invoices and monthly reports.
- D. Provide Consultant with provider lists for LACDMH Directly Operated and Contracted Agencies to be included in the 1-2 page resource guide specific to the different Service Areas in the County of Los Angeles.
- E. Provide Consultant with a list of agencies trained to provide mental health services specific to the Black Immigrant Youth community.

VI. ADDITIONAL TERMS

- A. The Consultant will be paid according to the Statement of Work. The frequency of payment and amount per invoice will be determined after the Purchase Order has been awarded.
- B. In the event that the consultant failed to adhere or complete any of the terms and conditions of the Statement of Work, Los Angeles County Department of Mental Health (LACDMH) has the right to partially or fully deny payment.
- C. LACDMH Underserved Cultural Communities Project Manager has the right to request supporting documentation (i.e. sign-in sheets, receipts, breakdown of admin cost, etc.) as deemed necessary.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU – QUALITY IMPROVEMENT DIVISION
MENTAL HEALTH SERVICES ACT (MHSA)**

Black Immigrant Youth Empowerment Project

FEE SCHEDULE FOR PO-MH-_____

I. DISBURSEMENT SCHEDULE

For the services described in Section III Deliverables, DMH shall pay Consultants a total of \$_____ for services rendered.

Payment to Consultant for the following services must be based on monthly invoices from Consultant to DMH as described below. No payment must be made without prior approval of a designated DMH representative. The DMH representative must review the invoice and project report to determine whether Consultant is in substantial compliance with the terms and conditions stated. The County of Los Angeles must work with Consultant to determine appropriate format for outcomes reporting.

Delivery Window	Deliverables	Cost
Month 1-2	<ul style="list-style-type: none"> • Curriculum (5 modules) • Development of Resource Guide • Flyer and/or other promotional material • 2 pre/post surveys 	
Month 3-4	<ul style="list-style-type: none"> • Outreach and Recruitment 	
Month 4-5	<ul style="list-style-type: none"> • Black Immigrant Youth Empowerment Curriculum and Orientation 	
Month 5-6	<ul style="list-style-type: none"> • Mental Health Outreach Program 	
Month 7	<ul style="list-style-type: none"> • Project Summary Report • Pre/post Survey Results 	
TOTAL COST		

II. SUBMISSION AND CERTIFICATION OF INVOICES

Consultant must submit to DMH monthly invoices, billable services not to extend beyond the seven month period. Each invoice must be submitted within thirty (30) days of the last date the invoiced services were provided. The Consultant must certify that invoices are for services and costs eligible under the terms and conditions for reimbursement.

Consultant must submit invoices to:

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

**ACCOUNTS PAYABLE UNIT
550 SOUTH VERMONT AVENUE,
LOS ANGELES, CALIFORNIA 90020**

III. PAYMENT PROCEDURES

Upon receipt of invoices from Consultant, DMH shall make payment to Consultant within thirty (30) days of the date the invoice was approved for payment. If any portion of the invoice is disputed by DMH, DMH shall reimburse Consultant for the undisputed services contained on the invoice and work diligently with Consultant to resolve the disputed portion of the claim in a timely manner.