

**wLos Angeles County Department of Mental Health  
Office of the Deputy Director of Strategic Communications  
Underserved Cultural Communities Unit (UsCC Unit)**

**COMMUNITY AGENTS OF CHANGE NETWORK PROJECT**

**STATEMENT OF WORK**

**I. PROGRAM DESCRIPTION**

The African/African American (AAA) 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 African and African American communities in Los Angeles County. The AAA UsCC subcommittee works closely with community partners and consumers in order to increase the capacity of the public mental health system and develop culturally relevant recovery oriented outreach and engagement projects specific for the African and African American communities. For FY 2018/2019, the AAA UsCC subcommittee would like to implement the Community Agents of Change Network Project.

**II. PURPOSE**

The purpose of the Community Agents of Change Network Project is to spread mental health awareness, education, and community resources to African American community members who reside in Service Area six (SA 6) and Service Area eight (SA 8) of Los Angeles County. This project aims to educate and empower the African American community about the importance of mental health care in an effort to build awareness and community connections by training community members to become Community Agents of Change Educators (CACE). Additionally, this project has a goal of increasing community member involvement in the LACDMH stakeholder process.

**III. OBJECTIVE**

A trainer will be hired to implement the Community Agents of Change Network Project. This project will involve two components. The first component will include the facilitation of community stakeholder focus groups that will help with the development of a culturally responsive outreach and engagement curriculum; the recruitment of community members and volunteers; and the training of community members who reside in SA 6 (South Los Angeles) and SA 8 (South Bay) to become Community Agents of Change Educators (CACE). The second component of this project is for the CACEs to conduct grassroot level community mental health presentations and/or 1 to 1 outreach and engagement supportive activities. The overall objective of the Community Agents of Change Network Project is to engage, empower, and educate the African American community in an effort to build community resilience, increase accessibility of mental health

services, and to provide support to community members who are in need of mental health services. There will be a specific emphasis to engage and support community member who were recently released from correctional facilities such as jails or prisons, in an effort to decrease re-entry rates.

#### **IV. DELIVERABLES**

##### **A. Component #1**

##### **1. Focus Group**

- a. The trainer must conduct at least two (2) community focus groups in SA 6 and two community focus groups in SA 8 to elicit community feedback on how to develop a mental health outreach and engagement curriculum that is culturally responsive to the African American community.
- b. The focus group participants should be composed of community members, consumers, and family members of consumers who represent various age and subcultural groups within the African American community that resides in SA 6 and SA 8.
- c. Each focus group needs to have at least 6 to 10 participants.
- d. Topics of these various focus groups may include, but not limited to:
  - i. What strategies need to be developed to better engage and outreach to the African American community?
  - ii. How do we engage and outreach to the African Americans, who are affected by substance misuse in their communities?
  - iii. How do we better engage and assist individuals with psychosocial barriers, such as those who were recently released jail or the prison system or those experiencing homelessness?
  - iv. How do we assist the African American community with removing barriers of historical trauma and discrimination?
  - v. What techniques does the mental health system need to implement to better assist the African American community with successfully navigating the LACDMH service delivery system and other community-based programs and services?
- e. The trainer will provide focus group participants with a stipend for no less than \$25.00 for their participation.

##### **2. Curriculum Development**

- a. The Trainer must develop a training curriculum and materials for the Community Agents of Change Project. The curriculum must include at a minimal, 5 training modules (1-2 hours each depending on the topic). The curriculum will include all relevant information and feedback that was collected from the community focus groups.
- b. The training modules and materials may include, but not limited to the following topics: Common mental health disorders among African American community members, the psychosocial effects on African Americans as it relates to their involvement with substance misuse, the

emotional and mental barriers faced by African American individuals who were recently released from jail or prison, the intergenerational issues related to historical trauma and discrimination, and how to successfully navigate the public mental health system in Los Angeles County and as well as how to access other community resources such as housing, substance abuse treatment, employment development services, and other rehabilitation and supportive services.

- c. The training curriculum must be relevant to the African-American population in SA 6 and SA 8.
- d. The training curriculum must be developed within two months of the program implementation.
- e. The training curriculum must include a copy of the LACDMH logo and the MHSA logo, and County Seal.
- f. The curriculum and materials must be submitted to LACDMH for approval prior to implementation.
- g. The curriculum and materials belong to LACDMH.

### **3. Development of the Resource Guide**

- a. The Trainer must develop a 2-5 pages Resource Guide that is specific for SA 6 and SA 8 with local resources. 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 African-Americans in Los Angeles County.
- b. The Resource Guide must be completed within the initial phase of the implementation of this project.
- c. The Resource Guide must include a copy of the LACDMH logo and the MHSA logo.
- d. The Resource Guide must be submitted to LACDMH for approval prior to implementation.
- e. The Resource Guide belongs to LACDMH.

### **4. Development of the Pre/Post Survey for the Community Mental Health Presentations/One to One Supportive Outreach and Engagement Activities**

- a. The Trainer will develop a pre/post survey questionnaire for the Community Agents of Change Project that will be provided to participants who attend the community mental health presentations or who received one to one supportive outreach and engagement activities.
- b. The pre/post survey must include at least 5 questions and it should utilize a Likert Scale.
- c. The pre/post survey must include a copy of the LACDMH and MHSA logos.
- d. The pre/post survey must be submitted to LACDMH for approval prior to implementation.
- e. The pre/post surveys belong to LACDMH.

## **5. Recruitment and Training of Community Agents of Change Educators (CACEs)**

- a. The Trainer must develop a flyer and/or other promotional materials to recruit the Community Agents of Change Educators (CACEs) in SA 6 and SA 8.
- b. The Trainer must recruit **12** (6 for each service area) CACEs that will be trained on the curriculum for this project (at least 5 module training curriculum) and on how to deliver the community mental health presentations and provide one to one supportive outreach and engagement activities.
- c. The CACEs should receive at least 10-12 hours of training prior to delivering the community presentations or providing the one to one supportive outreach and engagement activities.
- d. The CACEs must be familiar with the community needs, resources, and demographics.
- e. The CACEs must be residents of SA 6 (6 CACEs) and SA 8 (6 CACEs) and must have a solid understanding of the cultural norms and customs of the targeted communities.
- f. The CACEs should be individuals aged **18** years or older, who can identify with the African American community and who have some experience assisting and serving in this community at any capacity.
- g. The CACEs must sign an agreement to participate in the training phase of this project (5 module training curriculum), conduct community presentations, and provide one to one supportive outreach and engagement activities.
- h. The CACEs will be provided with a \$150 stipend for participating in the training phase (5 module training curriculum) of this project.

## **6. Training Locations/Logistics**

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

## **B. Component #2**

### **1. Community Mental Health Presentations/Outreach and Engagement Activities - Facilitated by the CACEs**

- a. Once the CACE's are trained in the five (5) training curriculum modules, they will be responsible for facilitating a total of 30 community mental health presentations as a group in SA 6 and SA 8 (15 presentations per SA), with a target of 15-20 participants for each presentation. The presentations will include information regarding mental health that was obtained during the training phase of this project.
- b. Each presentation should be at least 1-2 hours long.
- c. Prior to starting the community mental health presentations, the trainers should administer the pre survey that was developed by the trainer for participants.
- d. 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 (Barber beauty shops, food banks, parks, etc.) with the purpose of promoting mental health services offered by LACDMH and reducing mental health stigma.
- e. The CACEs will provide the trainer with a schedule in advance of the community presentations. The trainer will provide this schedule to LACDMH prior to the presentations.
- f. CACEs will debrief with the trainer regarding their presentations.
- g. The trainer must provide support to the CACEs at the presentations if needed.
- h. The trainer must be available by telephone during the presentations in case of a crisis.
- i. After completing each community mental health presentation, the CACEs should administer the post survey to the participants.
- j. The CACEs 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.
- k. The CACEs must provide participants of the community mental health presentations with a copy of the Resource Guide relevant to their Service Area.
- l. The CACEs will receive a \$50 stipend from the Trainer for each community mental health presentation that is delivered.
- m. The CACEs will also receive a \$20 stipend for the one to one supportive and outreach and engagement activities. These activities require prior approval and will be authorized based on the need, but at a minimal, there should be at least 50 one to one supportive outreach and engagement activities per SA (50 activities for SA 6 and 50 activities for SA 8).
- n. Upon the request of LACDMH, the trainer must demonstrate and provide supportive documentation that the Community Agents were

provided with the \$50 stipend for facilitating each community presentation.

## 2. Final Summary Report

- a. Final Summary Report should include the following:
  - i. Strengths and barriers of the Community Agents of Change Network Project.
  - ii. A summary of the pre/post survey given to the participants of the community mental health presentations and those who were provided with one to one supportive outreach and engagement activities, which must include data outcomes utilizing a **matched pair analysis**.
- b. Feedback, including personal statements from community members and others who were involved in the Project.
- c. Number of mental health referrals provided by the Community Agents during their community mental health presentations.
- d. Number of community members that participated in the mental health community presentations and the one to one supportive outreach and engagement activities.

## V. The Trainer must possess the following experience and skills:

- A. The trainer must be a licensed mental health professional and with at least five years of experience in providing mental health services to the African and African American communities .
- B. The Trainer will provide LACDMH with a copy of their resume/biography and current license.
  1. If the Trainer is not a licensed mental health professional, they should subcontract with someone who is to provide general oversight of all aspects of implementation. The Trainer shall provide LACDMH with copies of the licensed provider's resume/biography and current license and this person must be approved by LACDMH prior to implementation of the Community Agents of Change Network Project.
  2. If the Trainer subcontracts with a licensed mental health professional, the Trainer will provide LACDMH with a copy of any IRS requirements for hiring subcontractors including Tax Identification Number and Workers Compensation Insurance.
- C. The trainer must have at least two years of experience working with LACDMH various mental health facilities and/or agencies.
- D. The trainer must have at least two years of experience in facilitating workshops related to the African and African American population.
- E. The trainer must have at least three years' experience in conducting mental health projects that accepts and respects cultural differences.
- F. The trainer must provide three signed letters of reference from an agency/organization where he/she hosted trainings.
- G. The trainer must sign and comply with the following Health Insurance Portability and Accountability Forms ("HIPAA") **if applicable**:

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

## **VI. DMH’S RESPONSIBILITIES**

- A.** Responsibilities of DMH must include, but are not limited to:
1. Provide oversight of the Trainer activities to ensure compliance with agreement terms and conditions.
  2. Provide copies of the LACDMH logo and MHSA logo to the Trainer
  3. Review/approve as appropriate all payments of invoices and monthly reports.
  4. Provide trainer 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 area six in the County of Los Angeles.
  5. Provide Trainer with a list of agencies trained to provide mental health services specific to the African American community.

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**I. DELIVERABLES / DISBURSEMENT SCHEDULE**

For the services described in Statement of Work, Los Angeles County Department of Mental Health (LACDMH) shall pay *Vendor* a total of (Amount) for services rendered.

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

Deliverables	Description	Cost
Phase One	A-1) Stakeholder Focus Groups (total of 4) A-2) Curriculum Development – 5 modules (1-2 hours each) A-3) Development of the Resource Guide (2-5 pages) A-4) Development of Pre/Post Survey Questionnaire minimal of 5 questions	
Phase Two	A-5) Recruitment and Training of CAE A-6) Training Locations/Logistics	
Phase Three	B-1) Community Presentations – total of 30 presentations (each presentation 1 to 2 hours/15 presentations in SA 6 and 15 presentations in SA 8) B-1) One to One Supportive Outreach and Engagement Activities – 50 - one to one activities per Service Area (total of 100)	
Phase Four	B-2) Project Summary Report and Outcomes	

**II. SUBMISSION AND CERTIFICATION OF INVOICES**

*Vendor* must submit to LACDMH invoices, billable services not to extend beyond thirty (30) day period. Each invoice must be submitted within thirty (30) days of the



last date the invoiced services were provided. The *Vendor* must certify that invoices are for services and costs eligible under the terms and conditions for reimbursement.

Vendor must submit invoices to:

**Los Angeles County Department of Mental Health  
Accounting Division  
550 S. Vermont Avenue  
Los Angeles, CA 90020**

### **III. PAYMENT PROCEDURES**

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

I \_\_\_\_\_ (Name of Respondent's authorized representative), certify that I have read, understand and accept the terms and conditions set forth herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date