

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

**The African American Youth  
Community Ambassador 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 African American Youth Community Agents of Change Network Project.

**II. PURPOSE**

The purpose of the African American Youth Community Ambassador Network Project is to educate and empower African American youth about the importance of mental health care in an effort to build awareness and community connections. This project will increase mental health awareness through educational workshops, the arts (dance, music, drama, poetry, etc.), and other outreach and engagement activities that are culturally sensitive to this community. This project will target African American youth, ages 12-21 who reside in Service Area one (SA 1) of Los Angeles County.

**III. OBJECTIVE**

A trainer will be hired to implement The African American Youth Community Ambassador 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 targeting African American youth ages 12 and older; the recruitment of Black youth ages 18-25 years, who will be trained to conduct the outreach and engagement activities.

The second component of this project is for the trained African American presenters to conduct grassroots level community mental health presentations through educational workshops, the arts (dance, music, drama, poetry, etc.) and or other cultural relevant activities.

The overall objective of the African American Youth Community Ambassador Network Project is to engage, empower, and educate African American youth so

that can combat negative stereotypes and increase their self-esteem in an effort to build community resilience, increase accessibility of mental health services, and to provide support and increase awareness. There will be a specific emphasis to engage and support African American youth who were recently released from correctional facilities such as juvenile halls, detention camps, etc. and those who are part of the child welfare system.

#### **IV. DELIVERABLES**

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

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

- a. The trainer must conduct at least two (2) community focus groups in SA 1 to elicit community feedback on how to develop a mental health outreach and engagement curriculum that targets African American youth in a culturally responsive manner through educational workshops, the arts (dance, music, drama, poetry, etc.) and other cultural relevant activities.
- b. The focus group participants that incorporate community members, consumers, teachers, transitional aged youth, and family members, who represent various subcultural groups within the African American community that resides in SA 1.
- 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 that focus on mental health wellness which incorporate the arts (dance, music, drama, poetry, storytelling, etc.) and need to be developed to better engage African American youth?
  - ii. How do we engage and outreach to African American youth, who are affected by substance misuse in their communities?
  - iii. How do we better engage and assist African American youth with psychosocial barriers, such as those who were recently released from detention camps or those who are part of the child welfare system?
  - iv. How do we assist African American youth with removing barriers of historical trauma and discrimination?
  - v. What techniques does the mental health system need to implement to better assist African American youth to ensure that they access prevention and early intervention services offered by LACDMH 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 Youth Community Ambassador Network 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 youth, the psychosocial effects on African American youth as it relates to their involvement with substance misuse, the emotional and mental barriers faced by African American youth who were recently released from detention camps or who are part of the child welfare system, the intergenerational issues related to historical trauma and discrimination, and how to successfully access prevention and early intervention services from LACDMH.
- c. The training curriculum must be relevant to the African-American youth in SA 1.
- 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 1-2 pages Resource Guide that is specific for SA 1 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-American youth 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 Outreach and Engagement activities targeting African American Youth.**

- a. The Trainer will develop a pre/post survey questionnaire for the African American Youth Community Ambassador Network Project that will be provided to the youth who attend the outreach and engagement activities. The pre/post survey must include at least 5 questions and it should utilize a Likert Scale.
- b. The pre/post survey must include a copy of the LACDMH and MHSA logos.

- c. The pre/post survey must be submitted to LACDMH for approval prior to implementation.
- d. The pre/post surveys belong to LACDMH.

**5. Recruitment and Training of Youth Community Ambassadors (YCA's)**

- a. The Trainer must develop a flyer and/or other promotional materials to recruit the Youth Community Ambassador (YCA's) in SA 1.
- b. The Trainer must recruit **12** YCA's 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. The YCA's 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.
- c. The YCA's must be familiar with the community needs, resources, and demographics.
- d. The YCA's must be residents of SA 1 and must have a solid understanding of the cultural norms and customs of the targeted communities.
- e. The YCA's 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.
- f. The YCA's must sign an agreement to participate in the training phase of this project (5 module training curriculum) and conduct the community presentations. The YCA's will be provided with a \$150 stipend for participating in the training phase (5 module training curriculum) of this project.
- g. The YCA's 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 - Facilitated by the YCA's**

- f. Once the YCAs are trained in the five (5) training curriculum modules, they will be responsible for facilitating a total of 20 community mental health presentations as a group in SA 1, with a target of 15-20 participants for each presentation. The presentations will include information regarding mental health wellness that incorporate the arts (dance, music, drama, poetry, etc.), as well as other cultural relevant activities.
  - a. Each presentation should be at least 1-2 hours long.
  - b. Prior to starting the community mental health presentations, the trainers should administer the pre survey that was developed by the trainer for participants.
  - c. Presentations should take place at faith based organizations/churches, youth service centers, boys and girls club, educational settings, community based agencies and other relevant community venues.
  - d. The YCAs 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.
  - e. YCAs will debrief with the trainer regarding their presentations.
  - f. The trainer must provide support to the YCAs at the presentations if needed.
  - g. The trainer must be available by telephone during the presentations in case of a crisis.
  - h. After completing each community mental health presentation, the YCAs should administer the post survey to the participants.
  - i. The YCAs 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.
  - j. The YCAs must provide participants of the community mental health presentations with a copy of the Resource Guide relevant to their Service Area.
  - k. The YCAs will receive a \$50 stipend from the Trainer for each community mental health presentation that is delivered.

## **2. Final Summary Report**

- a. Final Summary Report should include the following:
  - i. Strengths and barriers of the African American Youth Community Ambassador 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 Youth Community Ambassadors during their community mental health presentations.
- d. Number of community members that participated in the mental health community presentations.

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

- A. The trainer must be a licensed mental health professional with at least five years of experience in providing mental health services with the youth in the African American community.
- 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 African American Youth Community Ambassadors 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 in facilitating workshops related to the African American population.
- D. The trainer must have at least three years' experience in conducting mental health projects that accepts and respects cultural differences.
- E. The trainer must provide three signed letters of reference from an agency/organization where he/she hosted trainings.
- F. 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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**COMMUNITY AGENTS OF CHANGE NETWORK PROJECT**

**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 2) A-2) Curriculum Development – 5 modules (1-2 hours each) A-3) Development of the Resource Guide (1-2 pages) A-4) Development of Pre/Post Survey Questionnaire minimal of 5 questions	
Phase Two	A-5) Recruitment and Training of YCA A-6) Training Locations/Logistics	
Phase Three	B-1) Community Presentations – total of 20 presentations (each presentation 1 to 2 hours/20 presentations in SA 1)	
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