

**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)**

**LGBTQI2-S INDIGENOUS PRIDE LA: VOICES TO FACES
STATEMENT OF WORK**

I. PROGRAM DESCRIPTION

The Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Two-Spirit (LGBTQI2-S) Underserved Cultural Communities (UsCC) subcommittee was established under the Mental Health Services Act (MHSA), with the goals of reducing disparities and increasing mental health access for the LGBTQI2-S 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 LGBTQI2-S community, and also to develop capacity building projects.

II. PURPOSE

The purpose of the Indigenous Pride LA: Voices to Faces project is to spread cultural awareness and education of healing practices that positively impact mental health among the Two-Spirit community which includes the Native Tribes, First Nations, and other indigenous people. These healing practices include those that encourage wellness in mind, body, and spirit. This project aims to destigmatize mental health issues among Two-Spirit people by highlighting the diversity of the population and the need for culturally sensitive resources. Additionally, this project will showcase the Two-Spirit community in Los Angeles County and decrease the invisibility of this community. This project also has a goal of increasing community member involvement in the LACDMH stakeholder process.

III. OBJECTIVE

A Trainer will be hired who specializes in providing mental health services to the LGBTQI2-S population and specifically has knowledge regarding the Two-Spirit community. This project will involve four components. The first component will include outreach and engagement of Two-Spirit community members into a Community Collaborative. The focus of the Community Collaborative will be to create a safe space to discuss mental health and identify the specific mental health needs of this community, as well as learn how to best serve this community in a culturally competent way. Based on the information gathered during the Community Collaborative, for the second component the Trainer will develop a curriculum to be utilized during a series of health and wellness workshops targeting the Two-Spirit community as well as the non Two-Spirit community with the purpose of increasing awareness of the benefits of traditional healing practices utilized by the Two-Spirit

community and the positive mental health outcomes associated with cultural healing. The third component will involve participating in and/or conducting community outreach events, if possible by partnering with organizations targeting the Two-Spirit community (i.e. Red Circle Project, APAIT, etc.). The final component includes creating a digital media campaign targeting the Two-Spirit community.

IV. DELIVERABLES

A. Pre and Post-Test

1. The Trainer must develop 2 pre and post-tests: the first to be administered during the Community Collaborative to gather information on the level of knowledge gained by Two-Spirit community members and the second to be administered to attendees of the health and wellness workshops.
2. The pre and post-tests must utilize a Likert Scale.
3. The pre and post-tests must be submitted to LACDMH for pre-approval.
4. The Trainer must submit copies of all completed pre and post-tests to LACDMH.
5. The pre/post surveys must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.

B. Flyer/Promotional Materials for Community Collaborative

1. The Trainer must develop a flyer and/or other promotional materials to recruit Two-Spirit community members for the Community Collaborative.
2. Any flyers and/or other promotional materials must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
3. 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.
4. The flyers and/or other promotional materials are the property of LACDMH.

C. Participant Recruitment for Community Collaborative

1. The Trainer must recruit at least 10 Two-Spirit community members to participate in the Community Collaborative.
2. The Community Collaborative members should come from diverse backgrounds (i.e. age, gender identity tribal affiliation, etc.).

3. The participants must be recruited Countywide.
4. The Trainer must utilize a sign-in sheet to track the attendance of community members at the Community Collaborative. The sign-in sheet must include the following information: Date, name of facility, names and email addresses of participants. The Trainer must submit copies of all sign-in sheets to LACDMH.
5. The Trainer must coordinate and identify the location where the Community Collaborative will take place.
6. The facilities must be centrally located and easily accessible by public transportation.
7. The facilities must have internet access and must accommodate 20 participants.
8. The Trainer must pay for all the facility fees.
9. The Trainer will be responsible for facilitating the Community Collaborative.
10. The participants of the Community Collaborative will receive a stipend of \$50 from the Trainer upon completion of the Community Collaborative. The Trainer will track distribution (including signature of recipient) of these stipends and provide this documentation to LACDMH.

D. Community Collaborative Logistics

1. The Trainer will recruit at least 10 Two-Spirit community members to participate in the Community Collaborative.
2. The goal of the Community Collaborative will be to engage Two-Spirit community members into a discussion regarding the unique mental health needs of the Two-Spirit community, as well as the traditional healing practices utilized by this population.
3. The Community Collaborative will meet for 90-120 minutes on a weekly basis for a period of 6 weeks.
4. The Community Collaborative will be facilitated by the Trainer.
5. The Trainer will develop an agenda prior to implementation of the Community Collaborative that will outline the weekly topics of the Community Collaborative.
 - i. This agenda will be shared with LACDMH for approval prior to implementation of the Community Collaborative.
 - ii. The agenda must be relevant to the Two-Spirit population.
 - iii. The agenda must be developed within the first 3 months.
 - iv. The agenda must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
 - v. The Agenda is the property of LACDMH.
6. Trainer must provide copies of any materials for the members.
7. The Trainer will administer the pre-test to members at the start of the Community Collaborative and the post-test at the completion of the Community Collaborative.

E. Curriculum Development

1. Based on the information gathered during the Community Collaborative, the Trainer must develop the curriculum and materials, written at a 6th grade comprehension level, for a series of 5, 4-hour health and wellness workshops addressing mental health issues specific to the Two-Spirit population.
 - i. At minimum, this curriculum should include elements related to basic mental health education and stigma reduction, as well as traditional healing practices relevant to the Two-Spirit community.
2. The curriculum must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHS A logo.
3. The curriculum and materials must be submitted to LACDMH for approval prior to implementation and are the property of LACDMH.

F. Health and Wellness Workshops Logistics

1. The Trainer will conduct 5, 4-hour health and wellness workshops utilizing the curriculum that was developed in the previous deliverable.
2. The Trainer must coordinate and identify the locations where the health and wellness workshops will take place.
3. The health and wellness workshops must be centrally located.
4. The facilities must have internet access and must accommodate 30 to 40 participants.
5. The Trainer must recruit at least 30 attendees to attend each of the health and wellness workshops.
6. The goal will be for at least 150 mental health providers, Two-Spirit community members, and family members to attend in total.
7. The Trainer must pay for all the facility fees.
8. All of the workshops will be free of cost to the participants.
9. The Trainer will be responsible for facilitating all the workshops (total of 5, 4-hour workshops).
10. Trainer must provide copies of the training materials for the participants.
11. Trainer will allow time during the training to receive feedback from the participants.
12. Trainer will provide any accommodations requested by participants during the registration process including, but not limited to, translation of materials, handicap accessibility at facilities, etc.
13. The Trainer must utilize a sign-in sheet to track the attendance of the workshops. The sign-in sheet must include the following information: Title of the workshop, date, name of facility, name of participants, and participants' employer information, email addresses. The Trainer must submit copies of all sign-in sheets to LACDMH.
14. The Trainer will administer the pre-test to participants at the start of the health and wellness workshop and the post-test at the completion of the workshop.

G. Digital Media Campaign

1. Trainer must develop 4, 2-minute educational videos that can be aired on television, radio, and various social media platforms.
2. If Trainer is unable to develop these videos, Trainer will subcontract with a videographer/producer/production company who is able to.
 - i. The Trainer must provide LACDMH with copies of the producer's resume/biography and this person/company must be approved by LACDMH prior to development of the digital media campaign.
 - ii. If the Trainer subcontracts with a producer, the Trainer will provide LACDMH with a copy of any IRS requirements for hiring subcontractors including Tax Identification Number and Workers Compensation Insurance.
3. The educational videos must include mental health topics specific to the Two-Spirit community, including a focus on traditional healing practices.
4. The production of the educational videos will include all elements related to pre-production (creative development, concepts, ideas, script development/approval, development meetings, breakdowns, casting), production/filming, and post-production (editing, voice-over, delivery).
5. Once the educational videos have been completed, LACDMH must approve the final products. LACDMH holds the right to provide edits and/or recommendations and the Trainer must adhere to this and accommodate suggested changes.
6. The educational videos must include a copy of the County Seal, LACDMH logo, the LGBTQI2-S UsCC logo, and the MHSA logo, as well as the LACDMH Mental Health Access Hotline.
7. The educational videos must be submitted to LACDMH for approval prior to dissemination. The educational videos are the property of LACDMH.
8. The Trainer will supply LACDMH with outcomes related to the digital media campaign including distribution, ratings, number of views, etc.

H. Community Outreach Events Logistics

1. The Trainer to identify 2 community events/resource fairs to participate in and conduct outreach and engagement of the Two-Spirit community.
2. If possible, the Trainer should partner with organizations that provide services to the Two-Spirit community (i.e. Red Circle Project, APAIT, etc.).
3. The Trainer to use the opportunity to share with community members attending the community events/resource fairs some of the cultural healing practices utilized by the Two-Spirit community.
4. The Trainer should highlight and share the digital media developed in the previous deliverable at the community events/resource fairs.

I. Final Summary Report.

1. The report must also include:
 - i. Strengths and barriers of the Community Collaborative.
 - ii. Strengths and barriers of the health and wellness workshops.
 - iii. A summary of the pre and post-tests, which must include data outcomes utilizing a match pair analysis.

- iv. Testimonials from participants of the Community Collaborative as well as the health and wellness workshops.
- v. Summary of the digital media campaign including outcomes, ratings, etc.
- vi. Summary of the community outreach events.

J. The Trainer Must Possess the Following Skills:

1. The Trainer must be a licensed mental health professional with at least 3 years of experience in providing mental health services to this population.
2. The Trainer will provide LACDMH with a copy of their resume/biography and current license.
 - i. 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 Story Collective.
 - ii. 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.
3. The Trainer must have at least 2 years of experience working with LACDMH Directly Operated mental health facilities and/or legal entities.
4. The Trainer must have at least 2-3 years of experience in facilitating workshops related to the LGBTQI2-S population.
5. The Trainer must have experience in conducting culturally appropriate mental health projects for at least 3 years.
6. The Trainer must possess the experience in developing curriculums/materials specifically for the LGBTQI2-S population.
7. The Trainer must provide 3 signed letters of reference from an agency/organization where he/she hosted trainings.
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 LGBTQI2-S 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.

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FEE SCHEDULE**

I. DISBURSEMENT SCHEDULE

For the services described in Section IV Deliverables, DMH shall pay Trainer a total of \$ for services rendered. Payment to Trainer for the following services shall be based on monthly invoices from Trainer to DMH as described below. No payment shall be made without prior approval of a designated DMH representative. The DMH representative shall review the invoice and project report to determine whether Trainer is in substantial compliance with the terms and conditions stated. The County of Los Angeles will work with Trainer to determine appropriate format for outcomes reporting.

Delivery Window	Deliverables	Cost
Month 1	<ul style="list-style-type: none"> - Create pre and post-tests utilizing Likert Scale - Develop flyer and/or other promotional materials for Community Collaborative 	
Month 2	<ul style="list-style-type: none"> - Participant recruitment for Community Collaborative (at least 10 Two-Spirit community members) - Create agendas for Community Collaborative - Coordination of securing the facilities to host the Community Collaborative 	
Months 3-5	<ul style="list-style-type: none"> - Conduct Community Collaborative (90-120 minutes/week for a period of six weeks) - Stipends for participants of Community Collaborative (\$50 for each participant, \$500 total) - Develop curriculum for the health and wellness workshops based on input from Community Collaborative 	
Months 6-7	<ul style="list-style-type: none"> - Development of 4, 2-minute educational videos for Digital Media Campaign 	

	(includes all elements of pre-production, production, editing, post-production, delivery) - Participation in 2 community events/resource fairs	
Months 8-10	- Coordination of securing the facilities to host the health and wellness workshops - Participant recruitment for health and wellness workshops (30 Two-Spirit community members, family members, mental health providers at each workshop) - Conduct health and wellness workshops (5, 4-hour workshops, target of 30 participants at each with a total of 150 overall)	
Month 11	- Project Summary Report - Pre/post Survey Results	
TOTAL COST		

II. SUBMISSION AND CERTIFICATION OF INVOICES

Trainer must submit to DMH monthly invoices, billable services not to extend beyond the 11-month period. Each invoice must be submitted within thirty (30) days of the last date the invoiced services were provided. The Trainer must certify that invoices are for services and costs eligible under the terms and conditions for reimbursement.

Trainer must submit invoices to:

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
ACCOUNTS PAYABLE SECTION
550 SOUTH VERMONT AVENUE, 8TH FLOOR
LOS ANGELES, CALIFORNIA 90020**

III. PAYMENT PROCEDURES

Upon receipt of invoices from Trainer, DMH shall make payment to Trainer 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 Trainer for the undisputed services contained on the invoice and work diligently with Trainer to resolve the disputed portion of the claim in a timely manner.