

**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 STORY COLLECTIVE PROJECT  
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 Story Collective is to engage, empower, and enlist LGBTQI2-S community members into advocacy and activism around mental health all while building capacity of this marginalized population using their own passions and skills. The Story Collective Project will serve LGBTQI2-S individuals using an innovative advocacy model that engages participants in community activism as a strategy for improving mental health issues prevalent among LGBTQI2-S individuals. This approach provides culturally sensitive mental health tools that decrease harmful disparities. Participants of the Story Collective will be empowered to access mental health services and will be trained to engage other community members from within their own networks, allowing providers the access to a segregated and stigmatized population. 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 a LGBTQI2-S Story Collective. The Trainer will recruit 25 LGBTQI2-S Community Members to participate in the Story Collective Training Program. Of those 25 Members, at least 10 will identify as having lived experience either personally or as a family member/caregiver for someone with mental health conditions and will have some experience utilizing public mental health services. The Story Collective Training Program will include a mental health stigma reduction educational program and art breakouts. The mental health component will be facilitated by a mental health professional. Art breakouts will include empowerment through narratives, art, photography, and journalism, and will be facilitated by professionals in the respective field that are recruited by the Trainer.

At the end of the Story Collective Training Program, all participants will participate in a Story Collective Community Art Exhibition to showcase their works and stories of mental health empowerment. All participants will be linked to mental health services when applicable and will be empowered as community advocates for mental health services.

#### **IV. DELIVERABLES**

##### **A. Pre and Post-Test**

1. The Trainer will develop a pre and post-test to be administered during the Story Collective Training Program to gather information on the level of knowledge gained by Story Collective Members regarding basic mental health education, stigma reduction, outreach/engagement strategies, and art exploration.
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-tests to LACDMH.
5. The pre and post-test must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.

##### **B. Community Survey**

1. The Trainer will develop a community survey to be administered by the Trainer and the Story Collective Members to attendees of the Story Collective Community Art Exhibition.
2. The community survey must utilize a Likert Scale.
3. The community survey must be submitted to LACDMH for pre-approval.
4. The Trainer must submit copies of all completed community surveys to LACDMH.
5. The community survey must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.

##### **C. Flyer/Promotional Materials for Story Collective**

1. The Trainer must develop a flyer and/or other promotional materials to recruit 25 Story Collective Members across Los Angeles County.
2. The Story Collective Members targeted should include a diverse representation of the LGBTQI2-S community including with regards to age, ethnicity, gender identity, sexual orientation, and ability.
3. 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.
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.

#### D. Curriculum Development for Story Collective

1. The Trainer must develop the curriculum and materials, at a 6<sup>th</sup> grade comprehension level, for the Story Collective Training Program addressing the following topics: basic mental health education, stigma reduction, outreach/engagement strategies, and art exploration.
2. The art exploration breakouts will include empowerment through narratives, art, photography, and journalism.
3. The curriculum must be relevant to the LGBTQI2-S population.
4. The curriculum must be developed within the first 3 months.
5. The curriculum must include a copy of the LACDMH logo, the County Seal, the LGBTQI2-S UsCC logo, and the MHSA logo.
6. The curriculum and materials must be submitted to LACDMH for approval prior to implementation.
7. All curriculum and materials belong to LACDMH.

#### E. Story Collective Member Recruitment

1. The Trainer must recruit 25 Members to participate in the Story Collective Training Program.
2. Of those 25 Members, at least 10 should be individuals with lived experience.
  - i. This will include individuals who have personal (direct/indirect) experience with mental health conditions (personal, as a family member, as a caregiver, etc.) and will have some experience utilizing public mental health services.
3. The Members should include a diverse representation of the LGBTQI2-S community including with regards to age, ethnicity, gender identity, sexual orientation, and ability.
4. The Members must be recruited from all Service Areas in Los Angeles County.
5. The Members should be committed to completing the project in its entirety.
6. The Members will receive a stipend of \$50 from the Trainer upon completion of the Story Collective Training Program. The Trainer will track distribution (including signature of recipient) of these stipends and provide this documentation to LACDMH.
7. The Trainer must utilize a sign-in sheet to track the attendance of Members during the Story Collective. The sign-in sheet must include the

following information: Date, name of facility, names and email addresses of Members. The Trainer must submit copies of all sign-in sheets to LACDMH.

#### F. Story Collective Training Program Logistics

1. The Trainer will facilitate the Story Collective Training Program. This will include the curriculum that was developed covering the following topics: basic mental health education, stigma reduction, outreach/engagement strategies, and art exploration including empowerment through narratives, art, photography, and journalism.
2. The Story Collective Training Program will take place over 3 days, approximately 4-5 hours each day.
3. At the start of the Story Collective Training Program, the Trainer will provide the Members with the pre-test that was developed in the first deliverable. At the end of the Story Collective Training Program, the Trainer will provide the Members with the post-test that was developed in the first deliverable.
  - i. The Trainer must submit copies of all pre and post-tests to LACDMH.
4. The first day of the Story Collective Training Program will be focused on mental health education including education, stigma reduction, and outreach/engagement strategies.
5. The second and third days of the Story Collective Training Program will be facilitated by professionals in the respective field that are recruited by the Trainer to conduct the art exploration breakouts including the following: empowerment through narratives, art, photography, and.
  - i. The Trainer shall provide LACDMH with copies of resumes/biographies and the professionals in the respective field must be approved by LACDMH prior to implementation of the Story Collective.
6. Story Collective Members should be allowed to choose which breakouts they wish to attend.
7. The Trainer must coordinate and identify the location where the Story Collective Training Program will take place.
8. The facilities must be centrally located and easily accessible by public transportation.
9. The facilities must have internet access and must accommodate 25 to 30 participants.
10. The Trainer must pay for all the facility fees.
11. The Trainer must provide copies of any materials for the Members.
12. Trainer will provide any accommodations requested by Members including, but not limited to: translation of materials, handicap accessibility at facilities, etc.

#### G. Story Collective Community Art Exhibition

1. Trainer to facilitate a 1-day, 4-hour Story Collective Community Art Exhibition where the Story Collective Members will showcase the work they developed during the Story Collective Training Program and their stories of mental health empowerment.
2. Trainer to recruit at least 100 individuals to attend the Community Art Exhibition, other than the Story Collective Members.
3. Attendees of the Story Collective Community Art Exhibition should be asked to complete the community survey that was developed by the Trainer during the second deliverable.
4. The Trainer must coordinate and identify the location where the Story Collective Community Art Exhibition will take place.
5. The facilities must be centrally located and easily accessible by public transportation.
6. The location must be pre-approved by LACDMH.
7. The Trainer must arrange for interpretation and/or translation services if needed.

#### H. Final Summary Report

1. The report must also include:
  - i. Strengths and barriers of the Story Collective Training Program.
  - ii. Strengths and barriers of the Story Collective Community Art Exhibition.
  - iii. A summary of the pre and post-tests, which must include data outcomes utilizing a match pair analysis.
  - iv. A summary of the community surveys gathered from attendees of the Story Collective Community Art Exhibition.
  - v. Testimonials from participants of the Story Collective Training Program as well as the Story Collective Community Art Exhibition.

#### I. The Trainer Must Possess the Following Skills:

1. The Trainer must be a mental health professional with at least 2 years of experience in providing mental health services or outreach and education to the LGBTQI2-S 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 2 years of experience in facilitating workshops related to the LGBTQI2-S population.
4. The Trainer must possess experience in developing curriculums/materials specifically for the LGBTQI2-S population and must have basic knowledge of mental health such as signs/symptoms and social barriers.
5. The Trainer should provide the following to show proof that they meet the above requirements:
  - i. The Trainer must provide 3 signed letters of reference from an agency/organization where he/she hosted trainings.
  - ii. The Trainer will provide LACDMH with a copy of their resume/biography.

- iii. The Trainer will provide a cover letter outlining how they meet the requirements for each of the deliverables outlined in this Statement of Work.
6. 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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**LGBTQI2-S STORY COLLECTIVE PROJECT  
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.

<b>Delivery Window</b>	<b>Deliverables</b>	<b>Cost</b>
<b>Month 1</b>	<ul style="list-style-type: none"> <li>- Develop flyer and/or other promotional materials to recruit 25 Story Collective Members</li> <li>- Create pre and post-test utilizing Likert Scale</li> <li>- Create community survey</li> </ul>	
<b>Months 2-3</b>	<ul style="list-style-type: none"> <li>- Develop curriculum for Story Collective Training Program</li> <li>- Identify Professionals to facilitate art breakouts of Story Collective Training Program</li> <li>- Recruitment of 25 Story Collective Members</li> <li>- Coordination of securing the facility to host the 3-day (4-5 hours each day) Story Collective Training Program</li> <li>- Space rental</li> </ul>	
<b>Months 4-5</b>	<ul style="list-style-type: none"> <li>- Host Story Collective Training Program</li> <li>- Stipends for Story Collective Members (\$50 for each Member, \$1250 total)</li> </ul>	

<b>Month 6</b>	- Coordination of securing the facility to host the 1-day, 4-hour Story Collective Art Exhibition including participant recruitment - Space rental - Host Story Collective Art Exhibition	
<b>Month 7</b>	- Project Summary Report - Pre/post Survey Results	
<b>TOTAL COST</b>		

**II. SUBMISSION AND CERTIFICATION OF INVOICES**

Trainer must submit to DMH monthly invoices, billable services not to extend beyond the 7-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, 8<sup>TH</sup> 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.