

# EXHIBIT F STATEMENT OF WORK

## TABLE OF CONTENTS

SECTION	TITLE	PAGE
1.0	SCOPE OF WORK .....	1
2.0	ADDITION AND/OR REMOVAL OF SPECIFIC TASKS .....	1
3.0	CONTRACTOR'S POLICIES AND PROCEDURES.....	1
4.0	CONTRACTOR'S LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES.....	2
5.0	DEFINITIONS .....	2
6.0	RESPONSIBILITIES.....	3
	<b><u>COUNTY</u></b>	
6.1	Personnel .....	3
6.2	DMH Field Placement Staffing .....	3
6.3	Training and Supervision.....	4
6.4	Quality, Outcomes, and Training Division, SPDP .....	4
	<b><u>CONTRACTOR</u></b>	
6.5	Director of Field Education .....	5
6.6	Personnel .....	5
6.7	Contractor's Office.....	5
7.0	INTENTIONALLY OMITTED .....	5
8.0	INTENTIONALLY OMITTED .....	5
9.0	INTENTIONALLY OMITTED .....	5
10.0	SPECIFIC WORK REQUIREMENTS .....	5
11.0	GREEN INITIATIVES.....	8
12.0	INTENTIONALLY OMITTED .....	8

# STATEMENT OF WORK (SOW)

## 1.0 SCOPE OF WORK

Since 2003, the Los Angeles County (LAC or County) Department of Mental Health (DMH or Department) has engaged in educational partnerships with participating universities and educational institutions in LAC through the DMH Quality, Outcomes, and Training Division's Student Professional Development Programs (hereafter, SPDP).

The goal of the SPDP is to partner and establish an affiliation between DMH and local universities/professional schools to educate and train students in the fields of: nursing, occupational therapy, psychiatric technician, psychology, public administration, social work, marriage and family therapy, and vocational rehabilitation. Students of the affiliated local universities and professional schools have an opportunity to fulfill their required professional academic curriculums, while being exposed to DMH's programs and services across all eight (8) Service Areas (SAs) of the County. Students are trained to deliver comprehensive mental health services to consumers at DMH facilities, while receiving training and supervision. The students also have an opportunity to participate in a variety of clinical trainings and/or conferences. The training and fulfillment of education requirements develops a well-trained workforce that often leads to the permanent employment of the students with the County or contract providers upon graduation.

## 2.0 ADDITION AND/OR REMOVAL OF SPECIFIC TASKS

2.1 All changes must be made in accordance with sub-paragraph 8.1: Amendments of the Master Agreement.

## 3.0 CONTRACTOR'S POLICIES AND PROCEDURES

Upon LAC-DMH'S request, Contractor shall provide copies of their policies and procedures necessary to implement and carry out this SOW. Contractor shall provide requested copies within three (3) workdays and be in accordance with Paragraph 8.33: NOTICES of the Master Agreement. Such policies and procedures shall include, but are not limited to:

- 3.1 Procedures to implement Section 10.2 (Notification of Training Programs);
- 3.2 Policies regarding the certification of successful completion of a student's training;
- 3.3 Policies regarding student training hours;
- 3.4 Policies regarding the availability of Contractor's and DMH's services (e.g., telephone, clerical support, etc.) to students; and
- 3.5 Policies regarding the use of Contractor's and DMH's property (e.g., facilities, supplies, equipment, etc.) by students and the responsibility of students to return and/or account for such property.

#### **4.0 CONTRACTOR'S LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES**

- 4.1 Contractor shall obtain and maintain in effect during the term of this Master Agreement, all applicable licenses, permits, registrations, accreditations, and certificates, as required by all Federal, State, and local laws, ordinances, rules, regulations, manuals, guidelines, and directives, which are applicable to County's Facility(ies) and services under this Master Agreement.
- 4.2 Contractor shall further ensure that all of its officers, employees, and students who perform services hereunder, shall obtain and maintain in effect during the term of this Master Agreement, all licenses, permits, registrations, accreditations, and certificates applicable to their performance hereunder.
- 4.3 Accreditation and State Approval: Contractor's training programs shall be fully accredited by a recognized educational institution accreditation body. Such training programs shall have been approved to the extent legally required by the California Department of Education, or their respective equivalent state department or organization. Contractor shall provide documentation of such accreditation to the County Director of Mental Health before the execution of the Master Agreement. If such accreditation or approval is discontinued or withdrawn, or both, the Master Agreement shall terminate on the effective date of such withdrawal or termination.

#### **5.0 DEFINITIONS**

- 5.1 Contractor: Local accredited universities and professional schools that train graduate level students toward a degree in a field related to public mental health that have an executed Contract with LAC-DMH.
- 5.2 DMH Field Placement Facility: LAC-DMH directly-operated clinical agencies or administrative sites.
- 5.3 Facilities: LAC-DMH directly-operated clinical agencies or administrative sites.
- 5.4 Quality, Outcomes, and Training Division - Student Professional Development Program (SPDP): A DMH program with the primary focus to of partnering with local universities and professional schools to educate and train students in the fields of nursing, occupational therapy, psychiatric technician, psychology, public administration, social work, marriage and family therapy, and vocational rehabilitation, through placement experiences, offering an opportunity to not only fulfill requirements of professional academic curriculums, but also to ensure DMH-specific training and specialized exposure in the arena of public mental health for the future workforce.
- 5.5 Students:
  - 5.5.1 Graduate-level students who are enrolled in Contractor's academic institution and are placed at a DMH Field Placement Facility to meet the requirements

of a credit course offered by that academic institution, or as part of a practicum or internship leading to a specific degree.

OR

5.5.2 Placement-eligible students who are enrolled in Contractor's academic institution completing programs leading to State certification, registration, or licensure.

5.6 Student Volunteer Packet: The standard Volunteer paperwork packet required by DMH Human Resources for processing of all volunteers. For SPDP student applicants, the packet also includes Attachment II - SPDP Student Participation Consent Form.

## **6.0 RESPONSIBILITIES**

The County's and the Contractor's responsibilities are as follows:

### **COUNTY**

The County, through DMH, will administer the Master Agreement according to Paragraph 6.0, Administration of the Master Agreement - County. Specific duties will include:

#### **6.1 Personnel**

6.1.1 Monitoring the Contractor's performance in the daily operation of the Master Agreement.

6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

6.1.3 Preparing Amendments in accordance with the Master Agreement, Paragraph 8. Standard Terms and Conditions, Sub-paragraph 8.1 Amendments.

#### **6.2 DMH Field Placement Staff:**

6.2.1 Program Manager: The Program Manager of the Field Placement Facility authorizes student placements at a DMH Field Placement Facility and designates a Training Coordinator/Field Instructor to ensure each student is supervised by the appropriate level/discipline staff.

6.2.2 Training Coordinator/Field Instructor: The Training Coordinator/Field Instructor is responsible for planning, implementing and overseeing the student's training and placement.

6.2.3 Primary On-Site Supervisor/Preceptor: A designated licensed staff will be the Primary On-site Supervisor who will personally provide the student's weekly, scheduled clinical supervision.

### 6.3 Training and Supervision:

6.3.1 LAC-DMH will provide training to, and supervision of, Contractor's students at a DMH Field Placement Facility.

6.3.1.1 LAC-DMH, will be responsible for providing all clinical supervision to Contractor's students.

6.3.1.2 LAC-DMH, will be responsible for delivering mandatory County and DMH-specific trainings and as needed, clinical trainings. The following trainings include, but are not limited to:

1. Sexual Harassment Prevention for Line Staff
2. Health Insurance Portability and Accountability Act (HIPAA)

### 6.4 Quality, Outcomes, and Training Division, SPDP:

In the placement of students at a DMH Field Placement Facility, SPDP will:

6.4.1 Advise the Contractor immediately of any changes in its personnel, policies, or operations which may significantly affect the clinical training of student(s).

6.4.2 Inform the student(s) of the County's and DMH's existing pertinent policies, procedures, rules, and regulations with which the student is expected to comply, and orient the student to the County and DMH's operations.

6.4.3 Evaluate the performance of the student on a regular basis, using the forms provided by the Contractor for evaluation purposes. The Primary On-Site Supervisor will provide two such evaluations of the student per year.

6.4.4 Advise the Contractor promptly of any serious deficit noted in the ability of the student(s) to progress toward completion of the training experience. Contractor and DMH will then devise a plan to assist the student to achieve the objectives of the training experience.

6.4.5 Will terminate any student(s) in training whose performance, as determined by LAC-DMH, is:

6.4.5.1 Determined to be detrimental to the well-being of consumers;

6.4.5.2 Knowingly unethical and unprofessional; and/or

6.4.5.3 Determined to be so substandard that additional guidance is not likely to help the student toward achievement of practicum or internship objectives.

6.4.5.4 **NOTE:** Prior to the termination of any student, LAC-DMH agrees to confer with the Contractor's Director of Field Education and/or academic liaison to discuss the reasons for the planned termination.

6.4.6 Comply with all Federal and State laws, rules, and regulations concerning the confidentiality of student records.

6.4.7 Comply with all Federal and State laws, rules, and regulations; and, with all professional and ethical guidelines concerning human research if students participate in research activities at the facility.

## **CONTRACTOR**

### **6.5 Director of Field Education**

6.5.1 Contractor shall provide a full-time Director of Field Education or a designated alternate. Contractor shall provide a telephone number where the Director of Field Education may be reached during the hours of 9 a.m. to 5 p.m., Monday through Friday.

6.5.2 Director of Field Education shall act as a central point of contact with the County.

6.5.3 Director of Field Education or designated alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Contract.

### **6.6 Personnel**

6.6.1 Contractor shall be required to background check their employees as set forth in sub-paragraph 7.5 – Background and Security Investigations, of the Contract.

### **6.7 Contractor's Administrative Office**

Contractor shall maintain an administrative office with a telephone where Contractor conducts business. The office shall be staffed during the hours of 9 a.m. to 5 p.m., Monday through Friday, by at least one employee who can respond to inquiries which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls.

## **7.0 – 9.0 INTENTIONALLY OMITTED**

## **10.0 SPECIFIC WORK REQUIREMENTS**

### **10.1 Student Placements**

Contractor shall place students in a DMH Field Placement Facility as approved by LAC-DMH SPDP as follows:

10.1.1 Selection of students for placement in a DMH Field Placement Facility will be the shared responsibility of the LAC-DMH SPDP Program Manager, the LAC-DMH Field Placement Facility Program Manager, and the Contractor's Director of Field Education.

- 10.1.2 Initiation of new student placements and renewal of existing student placements shall be approved by the LAC-DMH SPDP Program Manager, the LAC-DMH Field Placement Facility Program Manager, the LAC-DMH Training Coordinator/Field Instructor, and the Contractor's Director of Field Education.
- 10.1.3 Contractor shall submit Exhibit F-SOW, Attachment I to the LAC-DMH SPDP prior to the students intended start date.
- 10.1.4 Upon LAC-DMH SPDP's receipt of the Exhibit F-SOW, Attachment I (Notice of Placement Form), a student "volunteer" packet, including Attachment II (Student Participation Consent Form), will be provided by DMH to the selected students for completion.
- 10.1.5 Contractor shall notify LAC-DMH SPDP and the LAC-DMH Training Coordinator/Field Instructor of any students withdrawing from school.

## **10.2 Notification of Training Program(s)**

Contractor and LAC-DMH shall periodically notify the other party of its available training positions and any prerequisites applicable to students who are appropriate for the Contractor's training program(s).

## **10.3 Restrictions, Termination, and Certification of Student Training**

- 10.3.1. Restriction: LAC-DMH may impose restrictions (e.g., suspension from training program, requirement of supervision, limitation of clinical activities, etc.) on the training of any of Contractor's students by giving written notice of the nature and duration of such restriction to Contractor. LAC-DMH shall send written reasons for such training restriction to Contractor within ten (10) days after the date any such restriction is imposed. The requirement of written notice and written reasons described in this Subsection 10.3.1 shall not limit the right of LAC-DMH to impose immediate restrictions upon the clinical activities of such students when required in the interests of client care.
- 10.3.2 Termination: LAC-DMH may immediately terminate the training of any of Contractor's students by giving written notice of such termination to Contractor. LAC-DMH shall send written notice stating the reason for such termination to Contractor within thirty (30) days after the date of termination.
- 10.3.3 Certification of Training Completion: LAC-DMH shall have the right to refuse to certify that a student of Contractor has successfully completed LAC-DMH's training program. All certifications of successful completion of training programs and all refusals of such certifications shall be done in accordance with any policies and procedures regarding certification agreed upon pursuant to Paragraph 3.0, Contractor's Policies and Procedures.

10.3.4 Procedures for Student Disputes: Resolution of any dispute by any of Contractor's students against Contractor or LAC-DMH as a result of any action taken by Contractor or County under Subsections 10.3.1, 10.3.2, or 10.3.3 above or otherwise, shall be the sole responsibility of LAC-DMH and shall be in accordance with the policies and procedures, if any, established by Contractor. Upon written request of Contractor, LAC-DMH shall cooperate and assist in such resolution by providing non-confidential records or information pertinent to such dispute and otherwise as appropriate and necessary.

#### **10.4 Student Status:**

Notwithstanding any other provision of the Master Agreement, the parties shall agree that each student shall at all times remain the student of Contractor. In this connection, and except as otherwise provided in Section 10.3 (Restriction, Termination, and Certification of Student Training), Subsection 10.3.4 (Procedures for Student Disputes), Contractor's students shall at all times be subject to Contractor's administrative rules and regulations. Each student shall however, be required to comply with all rules, regulations, and standards of LAC-DMH's facility unless specifically in conflict, as mutually agreed by LAC-DMH and Contractor. LAC-DMH and Contractor shall cooperate to acquaint students with the rules and regulations of Facility. Students shall at no time throughout the Master Agreement be considered officers, employees, or agents of the County.

#### **10.5 Records:**

All records in any way concerning the performance of the Master Agreement shall be available during normal business hours for inspection and audit by the other party and shall be maintained at a location in Southern California. Such records shall include, but are not limited to:

- 10.6.1 A documented record, or learning agreement, of the number of training hours spent by each of Contractor's students at facility (e.g., record keeping).
- 10.6.2 Student's signature and student's supervisor's signature on record keeping documentation evidencing student's time spent at County.
- 10.6.3 A learning agreement, or training record, submitted (either electronically, or through the student) thirty (30) days after the end of each semester/quarter must include the following:
  - 10.6.3.1 The name of each student involved during the particular calendar month;
  - 10.6.3.2 The year of training of each such student; and
  - 10.6.3.3 The total number of person-hours each such student spent at facility.



## **11.0 GREEN INITIATIVES**

11.1 Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

## **12.0 INTENTIONALLY OMITTED**