

**MASTER AGREEMENT FOR
STUDENT PROFESSIONAL DEVELOPMENT PROGRAM**

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COUNTY'S ADMINISTRATION

MASTER AGREEMENT NO. _____

COUNTY TRAINING UNIT PROGRAM MANAGER:

Name: Angelita Diaz-Akahori, Ph.D.
Title: Mental Health Clinical Program Manger III
Address: 510 S. Vermont Ave, 17th floor
Los Angeles, CA 90020
Telephone: (213) 943-8229
E-Mail Address: ADiaz@dmh.lacounty.gov

COUNTY CONTRACT MONITORING MANAGER:

Name: Jeff Gorsuch, Psy.D.
Title: Mental Health Clinical Program Head
Address: 510 S. Vermont Ave, 17th floor
Los Angeles, CA 90020
Telephone: (213) 943-8239
E-Mail Address: JGorsuch@dmh.lacounty.gov

COUNTY CONTRACT LEAD:

Name: Luis Escalante, MSW, MPA
Title: Training Coordinator
Address: 510 S. Vermont Ave, 17th floor
Los Angeles, CA 90020
Telephone: (213) 943-8236
E-Mail Address: LEscalante@dmh.lacounty.gov

CONTRACTOR'S ADMINISTRATION

Name of University
CONTRACTOR'S NAME

MASTER AGREEMENT NO. _____

CONTRACTOR'S DIRECTOR OF FIELD EDUCATION:

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following address:

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self-analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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2.203.010 Findings.

The board of supervisors makes the following findings. The County of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, perform services for, or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

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CONTRACTOR EMPLOYEE JURY SERVICE

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8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter, and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has, and adheres to, a policy consistent with this chapter; or, will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

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CONTRACTOR EMPLOYEE JURY SERVICE

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2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

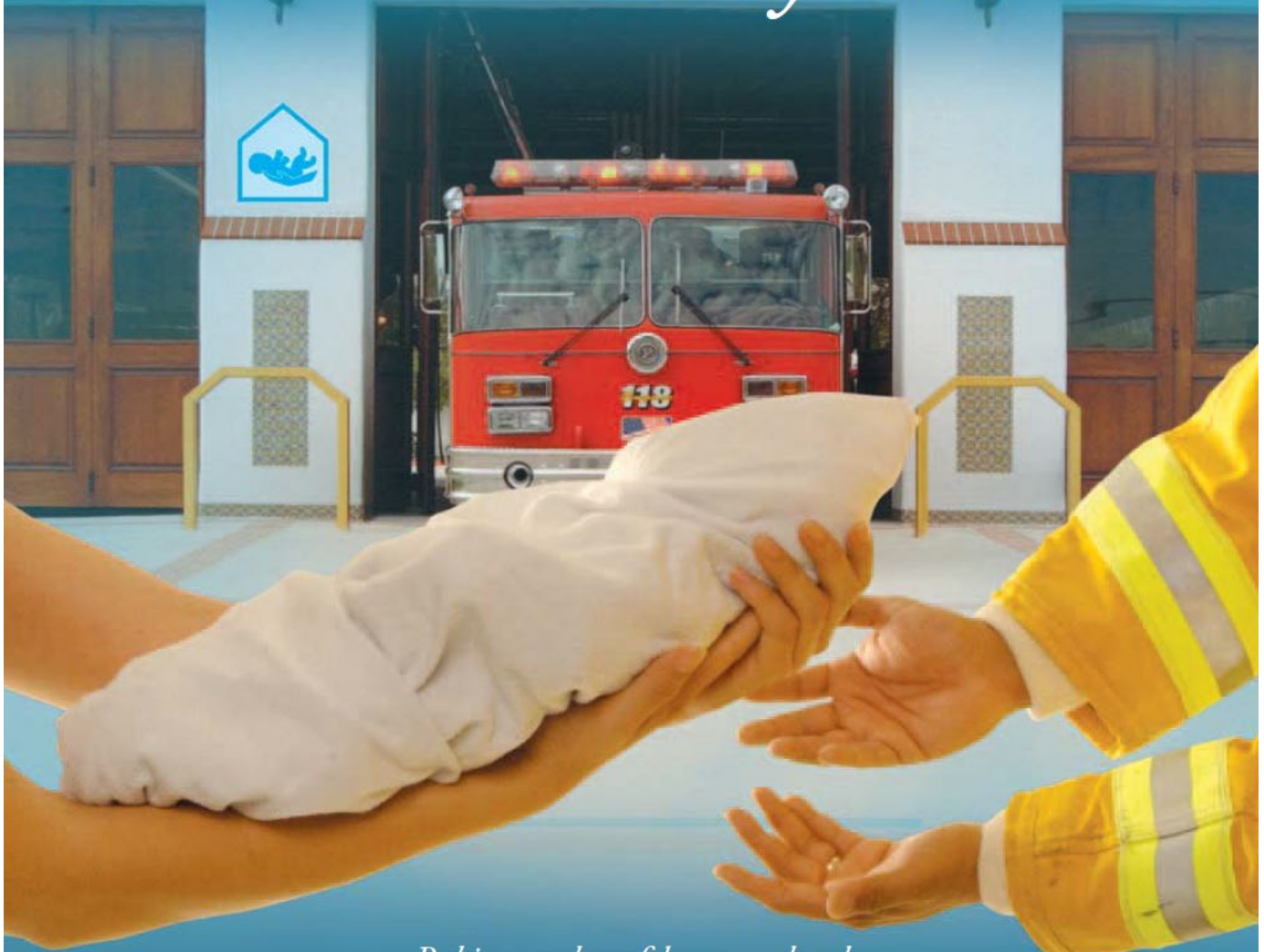
“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.080. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

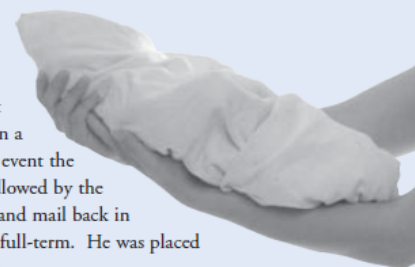
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal
de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

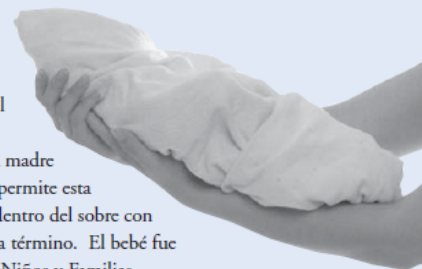


EXHIBIT F

STATEMENT OF WORK

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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 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 Subparagraph 8.1 of the Master Agreement, Amendments.

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 workdays and be in accordance with Paragraph 8.33 of the Master Agreement, Notices. 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 student training and placement at 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 Master Agreement 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 Bureau for processing of all volunteers. For SPDP student applicants, the packet also includes SOW Attachment II - SPDP Student Participation Consent Form.

6.0 RESPONSIBILITIES

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

COUNTY

The County will administer the Master Agreement according to the Master Agreement, 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; and
- 6.1.3 Preparing Amendments in accordance with the Master Agreement, 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 Master Agreement.

6.6 Personnel

- 6.6.1 Contractor shall make students available for background checks as set forth in Sub-paragraph 7.5 of the Master Agreement (Background and Security Investigations).

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 Master Agreement. When the office is closed, an answering service shall be provided to receive calls and take messages. **The Contractor shall answer calls received by the answering service within forty-eight hours of receipt of the call.**

7.0 – 9.0 INTENTIONALLY OMITTED

10.0 SPECIFIC WORK REQUIREMENTS

10.1 Student Placements

Contractor shall provide eligible students for a DMH Field Placement Facility only as approved by LAC-DMH SPDP. The shared responsibilities of the Contractor and County are as follows:

- 10.1.1 The 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; and
- 10.1.2 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 also submit 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 SOW Attachment I (Notice of Placement Form), a student "volunteer" packet, including SOW 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)

LAC-DMH shall periodically notify the Contractor of available student placement training positions and any prerequisites applicable to students who are appropriate for the 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 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 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 Section 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. 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 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 the 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) 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.
- 11.1 Contractor shall notify County’s Project Manager of Contractor’s new green initiatives prior to Master Agreement commencement.

Listed below are the names of students, contact information, email addresses, discipline, expected year of graduation, DMH agency, and DMH supervisor which has agreed to accept these students:

Last Name	First Name	Mailing Address	City	Zip Code	Phone No.	Email	Discipline	Grad Year	DMH Agency	Supervisor

Unless otherwise indicated, all students will start their placement on: (month/day/year) and complete their placements on: (month/day/year)

Students will be expected to be at their placement: hours per week, for weeks

Check one: Academic Year ☐ Semester/Quarter ☐ Advanced Standing ☐

Academic Institution: Field Placement Representative: Date:

Please note: Students may **NOT** begin their placement within Directly Operated DMH sites until authorized by Training and processed through DMH Human Resources Bureau.

Email completed form to DMH Training Division c/o: Luis Escalante, Lescalante@dmh.lacounty.gov
Jeff Gorsuch, Jgorsuch@dmh.lacounty.gov
AND Laura Reid, LReid@dmh.lacounty.gov

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
STUDENT PROFESSIONAL DEVELOPMENT PROGRAM

STUDENT AGREEMENT BETWEEN

THE COUNTY OF LOS ANGELES

AND

[STUDENT NAME]

In consideration of my eligibility to participate in affiliated student professional development programs established by [CONTRACTOR NAME] and the Los Angeles County Department of Mental Health, I, [STUDENT NAME], hereby agree and consent to the following:

ADHERENCE TO RULES AND REGULATIONS

1. I acknowledge and agree that I will adhere to all policies, procedures, rules and regulations of any County of Los Angeles - Department of Mental Health facility in which I may receive training during my participation in such affiliated student professional development program. I agree to be bound by the policies and procedures established by [CONTRACTOR NAME] to resolve any disputes, including disciplinary actions, between myself and [CONTRACTOR NAME] or the County of Los Angeles - Department of Mental Health facility in which I may receive training pursuant to the affiliated student professional development program.

RIGHTS OF MENTAL HEALTH FACILITIES

2. I acknowledge and agree that the mental health facility in which I may receive training pursuant to the affiliated training program shall have the right to restrict or terminate my participation in the training program and/or to refuse to certify that I have successfully completed the training program. I understand that any such restriction, termination or refusal to certify shall be based upon my actions and performance during the training program and shall be taken in accordance with any and all relevant policies and procedures of such training program.

AUTHORIZATION TO OBTAIN INFORMATION

3. I authorize [CONTRACTOR NAME] and the mental health facility in which I may receive training pursuant to such a training program to consult at any time with the administration and members of the faculty of any County of Los Angeles - Department of Mental Health

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
STUDENT PROFESSIONAL DEVELOPMENT PROGRAM

facility with which I have been associated, who may have information bearing on my professional competence, character, physical and mental health status, ethics, and other qualifications, as may reasonably be related to eligibility to perform services in such training mental health facilities. I hereby possess qualifications, as may reasonably be related to my eligibility to perform services in such training mental health facilities. I hereby further consent to the release by the administration of [CONTRACTOR NAME] to County's Director of Mental Health or designee of such records and documents relating to my education and training at [CONTRACTOR NAME] as may be material to an evaluation of my professional qualifications and competence for satisfactory participation in any such mental health facilities' student professional development programs pursuant to such a training program.

CONFIDENTIALITY OF MEDICAL RECORDS AND PATIENT INFORMATION

4. I understand and agree that medical records and patient information are confidential under the law, and that I will not release any such information. I agree to seek guidance should I have any questions about confidentiality.

RELEASE FROM LIABILITY

5. I hereby release from liability all employees, agents, and representatives of [CONTRACTOR NAME], County of Los Angeles, and any County of Los Angeles - Department of Mental Health facility in which I may receive training hereunder, including their respective professional staff and staff representatives, for their acts performed in good faith and without malice as an incident to any communication, action, proceeding, performance evaluation, certification, or review undertaken pursuant to this Agreement or otherwise related to my participation in such a training program. I further expressly agree that the above releases shall apply to any act, communication, report, recommendation, or disclosure, and with respect to the named parties in whose favor such releases are given, are intended to, and shall include, all their officers, employees, and agents, and that, in addition to the above specific releases, such parties shall be entitled, to the fullest extent permitted by law, to absolute immunity from liability arising from any such act, communication, report, recommendation, or other disclosure. In furtherance of the foregoing, I agree that, upon request of [CONTRACTOR NAME] or the mental health facility to which I may be assigned under such a training program, I will execute releases in accordance with the tenor and import of this Agreement in favor of any individual or organization specified he

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
STUDENT PROFESSIONAL DEVELOPMENT PROGRAM

I understand that my signature indicates that I have read, understood, and agreed to be bound by the foregoing and by any and all provisions of California Law applicable to the subject matter addressed herein.

NAME OF STUDENT (PRINTED)

DATE

SIGNATURE OF STUDENT: _____

EXHIBIT G

REQUIRED FORMS

- G1 CERTIFICATION OF EMPLOYEE STATUS
- G2 CERTIFICATION OF NO CONFLICT OF INTEREST
- G3 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G4 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G5 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

**STUDENT PROFESSIONAL DEVELOPMENT PROGRAM
MASTER AGREEMENT**

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Master Agreement. Students may not be placed until County receives this executed document.)

Name of University
CONTRACTOR NAME

County Master Agreement No.: _____

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Master Agreement.

EMPLOYEES

1. _____
2. _____
3. _____
4. _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

**STUDENT PROFESSIONAL DEVELOPMENT PROGRAM
MASTER AGREEMENT**

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Master Agreement. Students may not be placed until County receives this executed document.)

Name of University
CONTRACTOR NAME

County Master Agreement No. _____

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor's behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Master Agreement specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Master Agreement.)

Contractor Name _____
 County Master Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have, and will not acquire, any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records, and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Master Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: for Contractor's record; G4 shall be made available within three business days upon DMH request)

Contractor Name: _____ Employee Name _____
 County Master Agreement No. _____

GENERAL INFORMATION:

Your employer referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever, and that I do not have, and will not acquire, any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have, and will not acquire, any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Master Agreement or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: for Contractor's record; G5 shall be made available within three business days upon DMH request)

Contractor Name _____ Non-Employee Name _____

County Master Agreement No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Master Agreement or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

Department / School Site Information

Contract Name:

Master Agreement No.:

Department Site Information	Department/School Info.	Department/School Info.	Department/School Info.	Department/School Info.	Department/School Info.
	(Department name and address)	(Department name and address)	(Department name and address)	(Department name and address)	(Department name and address)
	Contact Person	Contact Person	Contact Person	Contact Person	Contact Person
	(Name)	(Name)	(Name)	(Name)	(Name)
	Direct Contact Number	Direct Contact Number	Direct Contact Number	Direct Contact Number	Direct Contact Number
	(Telephone)	(Telephone)	(Telephone)	(Telephone)	(Telephone)
	Email:	Email:	Email:	Email:	Email:
Nursing					
Occupational Therapy					
Psychiatric Technician					
Public Administration					
Social Work					
Marriage and Family Therapy					
Vocational Rehabilitation					
Other: Please specify					

Exhibit I - J - Intentionally Omitted

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature _____

Date _____

Name and Title of Signer (please print)