DEPARTMENT OF MENTAL HEALTH
hope. recovery. wellbeing.

LISA H. WONG, Psy.D.
Director

Curley L. Bonds, M.D.
Chief Medical Officer

Rimmi Hundal, M.A.
Chief Deputy Director

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

36 September 29, 2026

EDWARD YEN
EXECUTIVE OFFICER

September 29, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AMEND WORK ORDER WITH FOUNDATION FOR COGNITIVE THERAPY AND RESEARCH TO INCREASE ITS ANNUAL FUNDING AMOUNT FOR FISCAL YEAR 2026-27 (SUPERVISORIAL DISTRICTS ALL) (3 VOTES)

SUBJECT

Request approval to amend the existing Department of Mental Health Work Order Agreement MH260256-WO1 with Foundation for Cognitive Therapy and Research dba Beck Institute for Cognitive Behavior Therapy under the Mental Health Services Act Master Agreement contracts to increase its Annual Funding Amount for Fiscal Year 2026-27 for the continuous provision and expansion of Cognitive Behavioral Therapy specialty training.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Director of Mental Health (Director), or designee, to prepare, sign, and execute an amendment, similar to Attachment I, to the existing Department of Mental Health (DMH) Mental Health Services Act (MHSA) Master Agreement (MA) Work Order Agreement (WO) MH260256-WO1 with Foundation for Cognitive Therapy and Research DBA Beck Institute for Cognitive Behavior Therapy (Beck Institute) to increase the Annual Funding Amount for Fiscal Year (FY) 2026-27. The amendment will be effective upon Board approval; the total increase in the amount of $313,280 for a total of $560,340 fully funded by Behavioral Health Services and Support (BHSS) Workforce Education Training (WET) funds.

2. Delegate authority to the Director, or designee, to prepare, sign, and execute future amendments to the WO agreement in Recommendation 1 to revise the WO Agreement language; revise the Annual Funding Amount; add, delete, modify, or replace the Statement of Work (SOW);

and/or reflect federal, State, and County regulatory policy changes, provided that: 1) any increase to the Board approved annual funding in Recommendation 1 will not exceed 10 percent and 2) that sufficient funds are available. The amendments will be subject to review and approval as to form by County Counsel with written notification to the Board and Chief Executive Office (CEO).

3. Delegate authority to the Director, or designee, to terminate the WO agreement described in Recommendation 1 in accordance with the MHSA MA termination provisions, including Termination for Convenience. The Director, or designee, will provide written notification to your Board and CEO of such termination action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Cognitive Behavioral Therapy (CBT) is an Evidence-Based Practice (EBP) that integrates the rationale and techniques from both cognitive therapy and behavioral therapy to address the role of automatic negative or harmful thoughts on emotions and behavior. CBT helps individuals address these difficulties by changing their thinking patterns, behaviors, and emotional responses while aiming to improve their quality of life through time-limited, effective treatment. This is an effective EBP for DMH clients, with training being expanded to include additional review of case conceptualizations, review of audio recordings, and CBT training materials for CBT clinician and student trainees. The increase in funding is required due to CBT specialized training.

Board approval of Recommendation 1 will allow DMH to amend the existing WO agreement to increase the Annual Funding Amount for the continuous delivery and expansion of services.

Board approval of Recommendations 2 will allow DMH to execute future amendments to the WO agreement to revise the WO language; revise the Annual Funding Amount; add, delete, modify, or replace the SOW; and/or reflect Federal, State, or County regulatory and/or policy changes.

Board approval of Recommendations 3 will allow DMH to terminate the WO in accordance with the MHSA MA termination provisions, including Termination for Convenience, in a timely manner, as necessary.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County's Strategic Plan North Star 1, Make Investments that Transform Lives, specifically Focus Area Goal A. Healthy Individuals and Families.

FISCAL IMPACT/FINANCING

The total increase for the WO agreement is estimated to be $313,280 for a total of $560,340 for FY 2026-27, fully funded by BHSS WET. Funding is included in DMH’s budget.

Funding for future fiscal years will be requested through DMH's annual budget process.

There is no net County cost impact associated with the recommended actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 6, 2019, your Board authorized the Director to execute MHSA Master Agreements as the result of the Request for Statement of Qualifications (RFSQ) solicitation. Additionally, your Board authorized the Director to execute and issue a competitively solicited Request for Services/Work Order Solicitations for services qualified under the MHSA Master Agreements and award agreements and/or amendments to qualified vendors through June 30, 2027. In March 2024, voters passed Proposition 1, which reformed California's behavioral health system by ending MHSA and requiring a transition to Behavioral Health Services Act beginning July 1, 2026.

As such, in April 2026, DMH notified your Board of its intent to continue funding specific Work Order Agreements, including the Beck Institute, from July 1, 2026, through June 30, 2027, using BHSA as the funding source, while working on a new RFSQ for BHSA funded services and programs.

The amendment format (Attachment I) has been approved as to form by County Counsel.

As mandated by your Board, the performance of all contractors is evaluated by DMH on an annual basis to ensure compliance with all agreement terms and performance standards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow Beck Institute to continue to provide CBT Specialty Training and provide this service to County clients.

Respectfully submitted,

LISA H. WONG, Psy.D.
Director

LHW:RH:KN:SK:HB:atm

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel

Attachment 1

AGREEMENT NO. MH260256
Work Order No. 1

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this ___ day of October, 2026, by and between the COUNTY OF LOS ANGELES (hereafter "County") and Foundation for Cognitive Therapy and Research dba Beck Institute for Cognitive Behavior Therapy (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "Department of Mental Health (DMH) – Mental Health Services Act (MHSA) Master Agreement Work Order", dated January 6, 2025, awarded under Master Agreement No. MH260256 and further identified as County Work Order No. 1, and all prior amendment (hereafter collectively "Work Order"); and

WHEREAS, on October xx, 2026, the County Board of Supervisors delegated authority to the Director of Mental Health, or designee, to execute amendments to the Work Order to revise the annual Total Contract Amount (TCA) and make other designated changes; and

WHEREAS, as set forth in Subparagraph 8.1 (Amendments) of the MHSA Master Agreement, changes may be made in the form of a written amendment to the Work Order which is formally approved and executed by the parties; and

WHEREAS, County and Contractor intend to amend Work Order No. 1 to increase the TCA through June 30, 2027, for Contractor to continue to provide Cognitive Behavioral Therapy (CBT) trainings in-person and virtually, on behalf of Los Angeles

County DMH, to mental health clinicians, mental health student trainees, and make other hereinafter designated changes; and

WHEREAS, as a result of the above changes, the TCA will increase; and

WHEREAS, Contractor warrants that it continues to possess the competence, expertise, and personnel necessary to provide services consistent with the requirements of the Work Order.

NOW, THEREFORE, the County and Contractor agree as follows:

1. This amendment is hereby incorporated into the original Work Order, and all its terms and conditions, including capitalized terms defined herein, shall be given full force and effect as if fully set forth therein.
2. This amendment is effective upon execution.
3. For Fiscal Year 2026-27, the TCA is increased by $313,280, from $247,060 to $560,340.
4. The TCA through the terms of the Work Order is increased by $313,280, from $471,800 to $785,080.
5. Appendix A – Work Order No. MH260256-W01, Section V (PAYMENT), subparagraph 1 is deleted in its entirety and replaced as follows:

   "1. The County shall pay the Contractor for all services provided under this Work Order in accordance with Paragraph 5.4 (Invoices and Payments) of the Master Agreement and Exhibit B (WO Fiscal Provision) of Appendix A (MHSA MA WO).

   The Contractor's annual funding amount will remain firm and fixed for the term of the WO unless otherwise amended by the parties. For purposes of

budgetary planning, the following shall constitute the maximum funding the Contractor may be compensated for each Fiscal Year (FY) or portion thereof:

A. Contactor expenditures from the date of execution, through June 30, 2026, shall not exceed $224,740.

B. Contractor expenditures from July 1, 2026 through June 30, 2027, shall not exceed $560,340."

6. Appendix A – Work Order No. MH260076-W01, Section VIII. (Contractor Protection of Electronic County Information) is added to the Work Order as follows:

"VIII. Contractor Protection of Electronic County Information

A. The Board has recognized that the County must ensure that appropriate safeguards are in place to protect public data and avoid the penalties and fines that may be imposed when unprotected confidential/sensitive information is disclosed inappropriately. County Policy 5.200 "(Contractor Protection of Electronic County Information) provides specific details. The policy was adopted to protect personal information (PI), PHI, and medical information (MI) electronically stored and/or transmitted by County contractors. Contractor agrees that it will comply with County Policy 5.200, as it now exists or as it might be modified in the future, as it relates to information acquired in the course of providing services during the term of this Work Order.

B. Contractor must sign Exhibit K (Attestation Regarding Information Security and Technology Requirements) to attest compliance with Los Angeles County Board of Supervisors Policy No. 5.200, and, if applicable, DMH's Information Technology Technical Requirements (Attachment 5) acknowledging that it is the responsibility of the

Contractor to access the following link: https://dmh.lacounty.gov/for-providers/administrative-tools/administrative-forms/contract-attachments/ for Information Security and Technology documents annually and upon notification by DMH of updated Information Security and Technology documents."

8. Appendix A – Work Order No. MH260076-W01, Section IX. (Campaign Contribution Prohibition Following Final Decision in Contract Proceeding) is added to the Work Order as follows:

"IX. Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

Pursuant to Government Code Section 84308, Contractor and its Subcontractors are prohibited from making a contribution of more than $500 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of Government Code Section 84308 and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County."

9. Exhibit A (Statement of Work and Attachments) is deleted in its entirety and replaced with Exhibit A – 2 (Statement of Work and Attachments). All references in Work Order 1 to "Exhibit A (Statement of Work and Attachments)" will be deemed amended to state "Exhibit A – 2 (Statement of Work and Attachments)."

10. Exhibit B – 1 (Fiscal Provision and Invoice) is deleted in its entirety and replaced with Exhibit B – 2 (Fiscal Provision and Invoice) attached hereto and incorporated

herein by reference. All references in Work Order 1 to "Exhibit B – 1 (Fiscal Provision and Invoice)" will be deemed amended to state "Exhibit B – 2 (Fiscal Provision and Invoice)."

11. Exhibit K (Attestation Regarding Information Security Requirements) is deleted in its entirety and replaced with Exhibit K – 2 (Attestation Regarding Information Security and Technology Requirements), attached hereto and incorporated herein by reference.

12. Exhibit L (Contribution and Agent Declaration Form), attached hereto and incorporated herein by reference, is added to the Work Order.

13. By executing this amendment, Contractor acknowledges that it is their responsibility to review all DMH policies at *LAC Department of Mental Health Public Portal* and renew their commitment to adhere to all policies applicable to them as a DMH contractor. DMH distributes bulletins to contractors to communicate revisions to policies, procedures, and parameters. These bulletins are also available at the above link. It is incumbent on Contractor to immediately contact DMH if they have failed to adhere to any applicable policies, procedures, or parameters, or if they are unable in the future to adhere to any applicable policies, procedures, or parameters.

14. Except as provided in this Amendment, all other terms and conditions of Work Order No. 1 MH260256-W01 shall remain in full force and effect.

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this amendment to be subscribed by County's Director of Mental Health, or

designee, and Contractor has caused this amendment to be subscribed on its behalf by its duly authorized officer, on the day, month, and year first above written.

COUNTY OF LOS ANGELES

By_____
LISA H. WONG, Psy.D., Director
County of Los Angeles
Department of Mental Health

Foundation for Cognitive Therapy and Research dba Beck Institute for Cognitive Behavior Therapy
CONTRACTOR

By _____

Name Julie Snow-Regan

Title Director of Operations
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUSEL

By: RACHEL KLEINBERG
Senior Deputy County Counsel

JN/AH:Amd_#2_FCT_Increase_WO_7.30.26

EXHIBIT A

STATEMENT OF WORK
AND ATTACHMENTS

FOR

COGNITIVE BEHAVIORAL THERAPY

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SOW ATTACHMENTS

1 Work Order Discrepancy Report (WODR)

2 Performance Requirements Summary (PRS) Chart

STATEMENT OF WORK

1.0 SCOPE OF WORK

The Contractor will conduct Cognitive Behavioral Therapy (CBT) trainings on behalf of Los Angeles County (County or LAC) Department of Mental Health (DMH), to mental health clinicians (clinicians), mental health student trainees (trainees), and CBT Team Leaders as referred by LACDMH. Each fiscal year (FY), the Contractor will train up to 120 clinicians and student trainees and 10 clinical CBT Team Leaders from LACDMH's directly operated clinics and contracted agencies.

1.1 CBT training for clinician trainees will consist of:

1. Initial training session;
2. Booster training;
3. Consultative sessions
4. Review of case conceptualizations;
5. Review of audio recordings; and
6. CBT Training Manuals.

1.2 CBT training for student trainees will consist of:

1. Initial training session;
2. Consultative sessions; and
3. CBT Training Manuals.

1.3 CBT Team Leader training will consist of:

1. Initial training session;
2. Consultative calls;
3. Review of audio calls;
4. Review of case conceptualizations; and
5. Review of tape recordings.

1.4 CBT Specialty Trainings

1. Initial Training Sessions
2. Consultative Calls

2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 All changes must be made in accordance with Paragraph 8.1 (Amendments) of the Mental Health Services Act (MHSA) Master Agreement (MA).

3.0 QUALITY CONTROL

The Contractor must establish and utilize a comprehensive Quality Control Plan (QCP) to ensure the County receives a consistently high level of service throughout the term of the

Work Order (WO). The QCP must be submitted to the LACDMH for review. The QCP must include, but may not be limited to, the following:

3.1 Method of monitoring to ensure that WO requirements are being met.

3.2 Contractor's regular Information Technology (IT) security audits, at least annually, to verify compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations.

3.3 A record of all inspections for services provided through this WO conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action must be provided to the County upon request.

3.4 Data Collection

3.4.1 Contractor must track and report on all training participants' progress during the training programs outlined in Section 10.0 (Specific Work Requirements) including attendance during the training sessions and on team consultation calls, scores on session recordings and on case conceptualizations, and audio reviews.

3.4.2 Contractor must develop CBT outcome measures for each training cohort to ensure training participants are meeting the training objectives. The CBT outcome measures must be submitted to the LACDMH for review prior to the start of each cohort.

4.0 QUALITY ASSURANCE PLAN

LACDMH will evaluate the Contractor's performance under this WO using the quality assurance procedures as defined in Paragraph 8.15 (County's Quality Assurance Plan) of the MHSA Master Agreement.

4.1 Meetings

4.1.1 Contractor must attend all meetings as scheduled by LACDMH.

4.2 Work Order Discrepancy Report

4.2.1 Verbal notification of a WO discrepancy will be made to the Contractor as soon as possible whenever a WO discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by LACDMH and the Contractor.

4.2.2 LACDMH will determine whether a formal WO Discrepancy Report (WODR) will be issued. Upon receipt of this document, the Contractor is required to respond in writing to the LACDMH within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence.

4.2.3 A plan for correction of all deficiencies identified in Attachment 1 (Work Order Discrepancy Report) of Exhibit A (SOW and Attachments) must be submitted to LACDMH within 10 business days or receipt of WO Discrepancy Report.

4.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this WO at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 DEFINITIONS

5.1 **Cognitive Behavioral Therapy (CBT)**- an Evidence-Based Practice (EBP) that integrates the rationale and techniques from both cognitive therapy and behavioral therapy to address the role of automatic negative or harmful thoughts on emotions and behavior. Services help individuals address these difficulties by changing their thinking patterns, behaviors, and emotional responses while aiming to improve their quality of life through time-limited, effective treatment.

5.2 **Cognitive Behavioral Therapy Team Leaders**- leaders of clinic-based CBT teams that oversee the clinical services delivered by the team.

5.3 **Cohort**- a group of trainees who complete the training protocol together at any given time.

5.4 **Evidence-Based Practice**- the range of treatment and services of well-documented effectiveness which has 1) quantitative and qualitative data showing positive outcomes; and 2) has been subject to expert/peer review that has determined that a particular approach or strategy has a significant level of evidence of effectiveness in research literature.

5.5 **Field Instructor**- a clinical supervisor responsible for the clinical supervision of a student trainee.

5.6 **Mental Health Clinician**- a LACDMH or contracted staff member who is licensed or registered and accruing supervised professional experience hours toward licensure with the Board of Behavioral Science (BBS), Board of Psychology (BOP), or other accredited licensure board to provide clinical services.

5.7 **Mental Health Trainee-** a LACDMH or contracted staff member/student currently training in psychology, social work, or marriage and family therapy.

5.8 **Virtual Training**- live training delivered through a video conference platform, such as Zoom, WebEx, or Microsoft Teams.

6.0 RESPONSIBILITIES

LACDMH's and the Contractor's responsibilities are as follows:

LACDMH

6.1 Personnel

LACDMH will administer the WO according to Exhibit D (County's Administration) of Appendix A (MHSA MA WO). Specific duties will include:

6.1.1 Monitoring the Contractor's performance in the daily operation of this WO.

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

6.1.3 Facilitating meetings as needed to provide technical assistance to Contractor regarding data collection and invoicing.

6.1.4 Preparing Amendments in accordance with Paragraph 8.1 (Amendments) of the MHSA Master Agreement.

6.2 Intentionally Omitted (Furnished Items)

CONTRACTOR

6.3 Personnel

6.3.1 Contractor will assign a sufficient number of staff to perform the required work.

6.3.2 Contractor will be required to background check their staff as set forth in Paragraph 7.5 (Background and Security Investigations), of the MHSA Master Agreement.

6.4 Identification Badges

6.4.1 During in-person training sessions, Contractor must ensure their staff are appropriately identified as set forth in Paragraph 7.4 (Contractor's Staff Identification), of the MHSA Master Agreement.

6.5 Materials and Equipment

6.5.1 The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor must use materials and equipment that are safe for the environment and safe for use by the employee.

6.6 Training

6.6.1 Contractor must provide training programs for all new employees and continuing in-service training for all staff that provide services through this WO.

6.6.2 All staff that provide services through this WO must be trained in their assigned tasks and in the safe handling of Protected Health Information (PHI).

6.6.3 Contractor will provide mandatory training for all staff that provide services through this WO as required by Federal and State law, including but not limited to, HIPAA, Sexual Harassment, and Cybersecurity.

6.6.4 Contractor will document and make available upon request the type and number of hours of training provided to staff that provide services through this WO.

6.7 Contractor's Office

Contractor must maintain an office with a telephone in the company's name where

the Contractor conducts business. The office must be staffed during the hours of 8:00 a.m. to 5:00 p.m. PST, Monday through Friday, by at least one (1) employee who can respond to inquiries which may be received about the Contractor's performance of the WO. When the office is closed, an answering service must be provided to receive calls. The Contractor must answer calls received by the answering service within 24 hours of receipt of the call.

7.0 HOURS/DAY OF WORK

7.1 Contractor will provide CBT training services Monday through Friday, from 8:30 a.m. to 5:00 p.m. PST. The Contractor is not required to provide services on County-recognized holidays.

8.0 WORK SCHEDULES

8.1 Contractor must submit work schedules to LACDMH upon request. Work schedules must be set on an annual calendar identifying all the required on-going tasks and task frequencies. The schedules must list the time frames by day of the week the tasks will be performed.

8.2 Contractor must submit revised schedules when actual performance differs substantially from planned performance. All revisions must be submitted to LACDMH for review and approval within 10 working days prior to the change.

9.0 INTENTIONALLY OMITTED (UNSCHEDULED WORK)

10.0 SPECIFIC WORK REQUIREMENTS

Contractor must provide CBT trainings in a hybrid (in-person and virtual) environment and must adhere to the following:

10.1 Contractor must utilize an online application service that has a chat function, raise hand feature, and the functionality for breakout rooms for virtual trainings and consultative sessions. A "HIPAA compliant chat room" refers to a digital communication platform designed to securely transmit and store sensitive patient health information (PHI) by adhering to the Health Insurance Portability and Accountability Act (HIPAA) regulations, ensuring that all messages are encrypted, access is controlled, and data is protected from unauthorized access, thus maintaining patient privacy. When using a chat platform, the Contractor must comply with HIPAA regulations stipulated in the BAA.

10.2 Contractor must provide a HIPAA compliant website approved by the LACDMH. This website has the infrastructure to coordinate the uploading of the audio files, case conceptualization documents, and training/personnel information for all CBT training participants.

10.3 Contractor must have multi-lingual capacity to provide consultative services in key threshold languages including Spanish, Farsi, Korean, Japanese, and Chinese, when therapy is required in a language other than English.

10.4 Contractor must provide LACDMH approved manuals (or equivalents) for the CBT training protocol to all CBT Team Leaders, clinicians, and students trained.

10.5 CBT Clinicians and Trainee Training Cohorts

Contractor must train two (2) cohorts per FY with training lasting no more than six (6) months per cohort. Each training cohort will accommodate 60 clinicians and trainees and include the following:

10.5.1 Initial Training

A. Three (3)-day introductory training for six (6) hours each day.

10.5.2 Booster Training

A. One (1)-day follow-up training conducted 4-6 weeks after the initial training.

10.5.3 Consultative Sessions

A. One (1)-hour consultation offered weekly in a group setting with no more than eight (8) participants per group for 16 groups of 12 sessions for 16 weeks.
B. One (1) Cognitive Therapy Rating Scale (CTRS-R) scoring activity completed for one (1) consultation session per each group. This includes practicing with a recorded roleplay session, giving trainees hands-on experience with scoring, and setting clear expectations for using a Cognitive Therapy Rating Scale, approved by the County.

10.5.4 Case Conceptualizations

A. Contractor must review a maximum of three (3) case conceptualizations of a clinician's CBT session.

10.5.5 Audio Recordings

A. Contractor must review a maximum of three (3) audio records of a clinician's CBT session. To pass, a trainee must score 22+.

B. Audio records: Healthcare providers must obtain explicit patient consent before recording any conversation. Storage of physical or digital media must be HIPAA compliant. Contractor must securely store the audio or physical media data with encryption, limit access to authorized individuals, and ensure that any third-party service used to store or manage the recordings is also HIPAA compliant through a Business Associate Agreement (BAA).

10.5.6 Manuals

A. Provide manuals approved by LACDMH.

10.6 Contractor will provide one (1) cohort of CBT Student Training for 40-60 clinical student trainees as referred by LACDMH:

A. Three (3)-Day Initial Training for 5-7 hours, and

B. Provide manuals approved by LACDMH.

10.7 CBT Team Leaders

Contractor will provide advance training to one (1) cohort of ten (10) CBT Team Leaders each FY on the supervision of the clinicians providing CBT services. The training will consist of the following:

10.7.1 Initial Training

A. One (1) day, lasting 6 hours

10.7.2 Consultation Calls

A. One (1) call per week for 10 weeks

B. Each call will be a minimum of 55 minutes long

10.7.3 Audio Records

A. Contractor and CBT Team Leader must review three (3) audio records of a clinician's CBT session.

B. Audio records: Healthcare providers must obtain explicit patient consent before recording any conversation. Storage of physical or digital media must be HIPAA compliant. Contractor must securely store the audio or physical media data with encryption, limit access to authorized individuals, and ensure that any third-party service used to store or manage the recordings is also HIPAA compliant through a Business Associate Agreement (BAA).

C. Each audio recording will be scored independently using a County approved Cognitive Therapy Rating Scale. The CBT Team Leader's score must be within five (5) points (+ or -5) of the Contractor.

10.7.4 Case Conceptualizations

A. Contractor and CBT Team Leader must review two (2) case conceptualizations of a clinicians CBT session.

B. Each case conceptualization must be scored independently using a scale that assesses CBT case conceptualization. The CBT Team Leader's score must be within four (4) points (+ or -4) of the Contractor.

10.7.5 Tape Recordings

A. Contractor must review one (1) tape recording of a supervisory session from a CBT Team Leader using a CBT supervision scale to determine if the CBT Team Leader meets the standard.

10.8 CBT Specialty Trainings

Contractor will provide advanced CBT trainings to eight (8) cohorts of sixty (60) CBT-proficient trainees for a total of four hundred and eighty (480) trainees each FY. This training will be on the provision of CBT services to specific target populations or the development of advanced CBT skills. The training will consist of the following:

10.8.1 Initial Trainings

A. One (1) day, lasting 6 hours

10.8.2 Initial Trainings

A. Two (2) day, lasting 6 hours each

10.8.3 Consultative Sessions for Specialty Trainings

A. One (1)-hour consultation offered weekly or biweekly in a group setting with no more than eight (8) participants per group for 8 groups of 8 sessions for up to 12 weeks.

11.0 GREEN INITIATIVES

11.1 Contractor must use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.

11.2 Contractor must notify County's Project Manager of Contractor's new green initiatives prior to WO commencement.

12.0 PERFORMANCE REQUIREMENTS SUMMARY

A Performance Requirement Summary (PRS) Chart, Attachment 2 of Exhibit A (SOW and Attachments) is an important monitoring tool for the County that provides a listing of required services and deliverables that will be monitored by the County during the term of this WO.

12.1 All listings of services and deliverables referenced in the PRS Chart are intended to be completely consistent with the WO and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the WO and the SOW. In any case of apparent inconsistency between services or deliverables as stated in the WO and the SOW and this PRS, the meaning apparent in the WO and the SOW will prevail. If any service or deliverable seems to be created in this PRS which is not clearly and forthrightly set forth in the WO and the SOW, that apparent service will be null and void and place no requirement on Contractor.

WORK ORDER DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE BY _____ (enter date and time)

Date:		**Contractor Response Received:**
Contractor:	**Work Order Solicitation No.** MH260256-W01	**County's Project Manager:**
Contact Person:	**Telephone:**	**County's Project Manager Signature:**
Email:		**Email:**

A Work Order Discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the County personnel identified above by the date required. Failure to take corrective action or respond to this Work Order Discrepancy Report by the date specified may result in the deduction of damages.

No.	Work Order Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1					
2					
3					

***Use additional sheets if necessary**

_____ _____

Contractor's Representative Signature ***Date Signed***

Additional Comments:

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD
Exhibit A (SOW and Attachments): Section 3.4 (Data Collection)	Contractor to maintain all required documents as specified in Paragraph 3.4.	Inspection of files
Exhibit A (SOW and Attachments): Section 4.1 (Meetings)	Contractor's representative to attend all meetings as needed.	Attendance Sheets
Exhibit A (SOW and Attachments): Section 6.6 (Training)	All staff must be trained in their assigned tasks and in the safe handling of Protected Health Information (PHI).	Contractor's Certification
Exhibit A (SOW and Attachments): Section 7.0 (Hours/Day of Work)	Contractor provides services Monday through Friday from 8:30 a.m. - 5:00 p.m. PST.	Review of files
Exhibit A (SOW and Attachments): Section 10.0 (Specific Work Requirements)	Contractor will provide LACDMH approved manuals (or equivalents) for the CBT training protocol to all CBT Team Leaders, clinicians, and students trained.	Review of files
Exhibit A (SOW and Attachments): Section 10.5 (CBT Clinician Training Cohorts)	Contractor will meet all training requirements for CBT clinicians training cohorts accommodating 60 clinicians per cohort.	Review of files
Exhibit A (SOW and Attachments): Section 10.5.4 (Case Conceptualizations)	Contractor Leader will review and score clinician's CBT case conceptualizations of a clinician's CBT session.	Review of files
Exhibit A (SOW and Attachments): Section 10.5.5 (Audio Recordings)	Contractor will review and score clinician's audio recordings of a clinician's CBT session.	Review of files

Exhibit A (SOW and Attachments): Section 10.6 (CBT Student Training)	Contractor will meet all CBT foundational training requirements for 40-60 clinical student trainees.	Review of files
Exhibit A (SOW and Attachments): Section 10.7 (CBT Team Leaders)	Contractor will meet all training requirements for 10 CBT Team Leaders each Fiscal Year.	Review of files
Exhibit A (SOW and Attachments): Section 10.8 (CBT Specialty Trainings)	Contractor will meet all training requirements for CBT clinicians training cohorts accommodating 60 clinicians per cohort.	Review of files

Exhibit A (SOW and Attachments): Section 10.7.4 (Case Conceptualizations)	Contractor and CBT Team Leader will review and score clinicians CBT case conceptualizations of a clinicians CBT session.	Review of files
Exhibit A (SOW and Attachments): Section 10.7.5 (Tape Recordings)	Contractor must review one (1) tape recording of a supervisory session from a CBT Team Leader.	CBT supervision scale

APPENDIX A – MENTAL HEALTH SERVICES ACT MASTER AGREEMENT WORK ORDER EXHIBITS

STANDARD EXHIBITS

B WORK ORDER FISCAL PROVISION AND INVOICE

C INSURANCE COVERAGE FOR COGNITIVE BEHAVIORAL THERAPY TRAINING

D COUNTY'S ADMINISTRATION

E CONTRACTOR'S ADMINISTRATION

F SAFELY SURRENDERED BABY LAW

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

G2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT (IF APPLICABLE)

G3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT (IF APPLICABLE)

H INTENTIONALLY OMITTED

I BUSINESS ASSOCIATE AGREEMENT UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

J CHARITABLE CONTRIBUTIONS CERTIFICATION

K ATTESTATION REGARDING INFORMATION SECURITY REQUIREMENT

Exhibit B – 1
COGNITIVE BEHAVIORAL THERAPY TRAINING
WORK ORDER
FISCAL PROVISION AND INVOICE

1.0 ANNUAL MAXIMUM WORK ORDER AMOUNT

The Los Angeles County (County) will pay Contractor in arrears for all services provided under the Work Order (WO) in accordance with Paragraph V (Payment of the WO), Exhibit A (Statement of Work (SOW) and Attachments), and annual amount reflected in the chart below. Contractor will have no claim against County for payment for any services provided by Contractor after the expiration or termination of the WO or any part thereof.

One Year	Maximum Work Order Amount
Year One WO	$247,214
Increase in WO	$313,126
Maximum WO for Fiscal Year 2026-27	$560,340

2.0 INVOICE

Contractor's invoice will capture all services provided under the SOW and include line items with corresponding amounts and conform to guidelines included in the invoice template.

3.0 INVOICE SUBMISSION

3.1 Contractor will submit a completed and signed invoice with all supporting documentation within 15 business days from the month following the month in which the expenditures occurred. If the invoice is not received within these timelines, Los Angeles County Department of Mental Health (LACDMH), at its sole discretion, reserves the right to approve or deny payment with written notification.

3.2 Supporting documentation will clearly identify and support the charges on the invoice. Unless LACDMH specifies or instructs otherwise, copies of supporting documents are acceptable.

All invoices submitted by the Contractor for payment must have the written approval of the County's Program Manager or designee prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will

not be unreasonably withheld.

3.3 Contractor must retain all relevant supporting documents and make them available to LACDMH at any time for audit purposes.

3.4 At any time, If the County reasonably determines from a review of Contractor's service and billing records that the Contractor failed to deliver required services associated with this WO, County shall have the right to adjust and/or recover payment(s) associated with such service(s). The recovery from the Contractor shall be made through cash payment and/or County offsets from future payment(s).

3.5 This WO is also subject to any additional restrictions, limitations, or conditions imposed by the State, and federal government which may in any way affect the provisions of payment or funding of this WO.

3.6 At any time, LACDMH has the discretion to deny payment, in full or in part, if the Contractor did not meet the outcomes/performance requirements outlined in Exhibit A - Statement of Work of this WO.

3.7 Contractor will submit all invoice questions to:
INDCBT@DMH.LACOUNTY.GOV

3.8 Contractor will submit all invoices and supporting documentation to:

Department of Mental Health-Accounting Division
Attn: Provider Reimbursement Section
APSEUInquiry@dmh.lacounty.gov

4.0 REIMBURSEMENT

4.1 Upon review and approval of complete and accurate invoices, County agrees to reimburse Contractor for services rendered under this WO. Payments for services will be paid within 60 calendar days after receipt of a complete and accurate invoice, subject to the limitations and conditions specified in this WO.

4.2 LACDMH will make reimbursements payable to Contractor and send payments to:

Name of Agency: Foundation for Cognitive Therapy and Research DBA Beck Institute for Cognitive Behavior Therapy

Address of Agency: _____

City, State, Zip: _____

4.3 Funding for this program is contingent upon the availability of funds from the State.