

Exhibit A

STATEMENT OF WORK (SOW)

FOR

PARENT PARTNER/PARENT ADVOCATE CONTINUING EDUCATION TRAINING PROGRAM

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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

Contractor, in collaboration with the Los Angeles County (County or LAC) Department of Mental Health (Department or DMH), shall coordinate virtual training events through the Parent Partner/Parent Advocate (PP/PA) Continuing Education (CE) Training Program on various specialty topic areas. The Program will provide training for PP/PA workforce on the key topics that LACDMH has determined will facilitate and improve the working knowledge, skills and abilities of PP/PAs working with children and their caretakers.

2.0 SPECIFIC WORK REQUIREMENTS

Contractor, in consultation with LACDMH, must coordinate 100 virtual training events per fiscal year for the PP/PA CE Training program. Contractor shall provide the virtual environment/site, lead registration for all trainings, monitor trainings, track all participants, distribute and collect evaluation forms, and issue completion certificates. Contractor is responsible for designing the trainings. The content of the trainings must be reviewed and approved by LACDMH prior to use.

2.1 Trainings shall be on specialty topic areas, as approved by LACDMH, that will include, but are not limited to the following:

- 2.1.1 Law and Ethics for Peer Workers;
- 2.1.2 Birth to Five (Foundations, Red Flags, Regulation/Dysregulation);
- 2.1.3 Suicidality and suicide prevention;
- 2.1.4 Integrated Care/Co-occurring Disorders (those with dual diagnoses: e.g., medical, mental health, substance use and developmental disorders);
- 2.1.5 Co-Occurring Intellectual Disabilities and Mental Health;
- 2.1.6 Crisis intervention and support strategies;
- 2.1.7 Child Sexual Exploitation / Sex Trafficking;
- 2.1.8 Trauma and Resiliency;
- 2.1.9 Self-Care Skills;
- 2.1.10 Engagement and Awareness;
- 2.1.11 Innovations in Wraparound;
- 2.1.12 Education, e.g., how to navigate special education system, advocate for your child within an educational institution;
- 2.1.13 Juvenile justice issues including mental health;
- 2.1.14 LGBTQI groups/sexual minority issues;
- 2.1.15 Transitional Aged Youth;

- 2.1.16 Employment;
 - 2.1.17 Homelessness / Housing;
 - 2.1.18 Inpatient/hospitals;
 - 2.1.19 Older adults;
 - 2.1.20 Residential care and group homes, including institutions for medical diseases; and
 - 2.1.21 Underserved and un-served communities.
- 2.2 Contractor must have parent partners co- facilitate the presentation with a subject matter expert trainer for at least three of the 100 training events in subparagraph 2.1 of this SOW.
- 2.2.1 Contractor shall conduct 100 virtual training events through subject matter experts in their field. Training events must target and have the capacity to handle a minimum of 100 PP/PA participants.
- A. 50% of all trainings must be presented by a nationally recognized trainer. A nationally-recognized trainer is one who has presented trainings on similar topics to Peer/Parent Partner staff in more than one US state in the past 3 years.
 - B. 40% of trainings must be conducted by local area trainers. Local area trainers are those who have presented trainings on similar topics to Peer/Parent Partner staff within LA County in the past 3 years.
 - C. 10% of trainings must be conducted by LACDMH trainers (free of cost) and those who have experience training Peers on Law and Ethics related to Peer Services.
- Trainers providing Law and Ethics for Peers trainings must be familiar with the California SB803 Code of Ethics for Peers and must have presented similar trainings to Peer/Parent Partners staff in the past 3 years.
- 2.2.2 All training events must be conducted in two-hour sessions, except for Law and Ethics for Peers. The Law and Ethics for Peers training event must be a six hour training event.
- 2.2.3 Contractor must conduct a minimum of four virtual training events per fiscal year for the following two specialty topic areas: Law and Ethics for Peers and Self-Care.
- 2.3 Contractor must:
- 2.3.1 Develop and provide all training handouts, implementation tools, and post training evaluation for distribution;

- 2.3.2 Record all training events and make the recordings and related materials available to training event attendees within 72 hours of the completion of the training event;
- 2.3.3 Provide access to all training event slides and collect post-training event evaluations;
- 2.3.4 Issue Parent Partner Continuing Education Certificates to training attendees who completed the entire training; and
- 2.3.5 Provide to DMH complete records of issued certificates and evaluations upon DMH's request.

3.0 QUALITY CONTROL

Contractor shall establish and utilize a comprehensive Quality Control Plan (Plan) to provide LACDMH a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to LACDMH staff, upon request. The Plan shall include, but may not be limited to the following:

- 3.1 Contractor must develop and administer a post training evaluation to each participant at the conclusion of each training event as a method of monitoring to ensure that Contract requirements are being met;
 - 3.1.1 75% of participants have a measurable increase in applicable knowledge, based on the post- training evaluations of each training event.
 - 3.1.2 At least 50% of attendees express a commitment to utilizing lived experience to help increase the advocacy work for others. This shall be measured through post-training evaluations.
 - 3.1.3 At Least 50% of parent advocates/parent partners express satisfaction at acquiring new information related to previously unknown resources of each training event. This shall be measured through post-training evaluation.
- 3.2 A record of self-monitoring conducted by the Contractor.
 - 3.2.1 Any corrective action taken, the time any problem(s) was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action shall be provided to LACDMH up on request.

4.0 QUALITY ASSURANCE PLAN

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

4.1 Meetings

Contractor shall attend any meetings that may be called by LACDMH. Meetings may include a review of proposed training topics, syllabi, outlines and/or presentation

materials, and training updates, changes, or any items that may come up during service provision.

4.2 Contract Discrepancy Report - SOW Attachment I (SOW Attachments)

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

4.2.2 LACDMH staff will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to LACDMH staff within five workdays, acknowledging the reported discrepancies or presenting contrary evidence.

4.2.3 Contractor shall submit a plan for correction of all deficiencies identified in the Contract Discrepancy Report to LACDMH staff within five workdays.

4.3 County Observations

4.3.1 DMH will monitor Contractor per Paragraph 8.15, of the Contract (County's Quality Assurance Plan).

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

5.0 RESPONSIBILITIES

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

LACDMH

5.1 Personnel

LACDMH will administer the Contract according to Paragraph 6.0 (Administration of Contract – County) of the Contract. Specific duties will include:

5.1.1 Monitoring Contractor's performance in the daily operation of the Contract.

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

5.1.3 Preparing amendments in accordance with Paragraph 8.1 of the Contract, (Amendments).

CONTRACTOR

5.2 Contractor's Program Manager

- 5.2.1 Contractor shall provide a Program Manager and designated alternate. LACDMH must have access to the Program Manager or designated alternate during regular business hours (8 a.m. through 5 p.m. Pacific Time). Contractor shall provide a telephone number and electronic mail (e-mail) address where the Program Manager and designated alternate(s) may be reached.
- 5.2.2 Project Manager shall act as a central point of contact with LACDMH.
- 5.2.3 Project Manager and alternate(s) shall have full authority to act for Contractor on all matters relating to the daily operation of the Contract.

5.3 Contractor Personnel

- 5.3.1 Contractor shall assign a sufficient number of trained and qualified employees to perform the required work in this Statement of Work. Contractor's trainers must have Master's Degree level, or higher, education in Social Work, Psychology, or related field. They must also have at least three (3) years of experience providing trainings in the subject described in this Statement of Work.
- 5.3.2 All employees that provide services through the Contract shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.
- 5.3.3 LACDMH must approve all trainers and Contractor shall provide, upon LACDMH's request, trainers' resumes.

5.4 Training

- 5.4.1 Contractor shall provide any training programs necessary for all new employees and continuing in-service training for all employees providing services through this Contract.

5.5 Materials and Equipment

- 5.5.1 The purchase of all materials/equipment to provide the needed services shall be the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by employees.

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

- 6.1 All changes must be made in accordance with Paragraph 8.1 of the Contract, (Amendments).

7.0 GREEN INITIATIVES

- 7.1 Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.
- 7.2 Contractor shall notify LACDMH, upon request, of Contractor’s new green initiatives prior to Contract commencement.

CONTRACT DISCREPANCY REPORT

PARENT PARTNER/PARENT ADVOCATE CONTINUING EDUCATION TRAINING PROGRAM

CONTRACTOR RESPONSE DUE BY _____ (enter date and time)

Date: Click or tap here to enter text.		Contractor Response Received: Click or tap here to enter text.	
Contractor: Click or tap here to enter text.	Contract No.: Click or tap here to enter text.	County's Project Manager: Click or tap here to enter text.	
Contact Person: Click or tap here to enter text.	Telephone: Click or tap here to enter text.	County's Project Manager Signature:	
Email: Click or tap here to enter text.		Email: Click or tap here to enter text.	

A contract 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 Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

***Use additional sheets if necessary**

<i>Contractor's Representative Signature</i>	Click or tap here to enter text.
<i>Contractor's Representative Signature</i>	<i>Date Signed</i>

Additional Comments: [Click or tap here to enter text.](#)