

**CHILD-PARENT PSYCHOTHERAPY (CPP)
CONTINUING EDUCATION (CE)
TRAINING SERVICES**

STATEMENT OF WORK (SOW)

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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

- 1.1 Child-Parent Psychotherapy (CPP) is an evidence-based psychotherapy model that integrates psychodynamic, attachment, trauma, cognitive-behavioral, and social-learning theories into a dyadic treatment approach with specialized services delivered by mental health clinicians. The CPP model targets services to children ages 0 to 6 years old and is intended as an early intervention for children who may be at risk for acting-out behaviors and experiencing symptoms of depression and trauma, particularly those children who are not currently receiving mental health services.
- 1.2 Contractor shall provide CPP training to mental health clinicians including but not limited to Psychologists, Social Workers, and Marriage and Family Therapists working in Los Angeles County (LAC or County) Department of Mental Health (DMH of LACDMH) directly-operated clinics and those working for contracted agencies as referred by LACDMH.
- 1.3 Contractor shall also provide a CPP Supervisor Training Track. This training shall target those that supervise CPP-certified clinicians.

2.0 SPECIFIC WORK REQUIREMENTS

- 2.1 Contractor, in consultation with LACDMH, shall provide CPP non-supervisory and CPP Supervisor training curriculums in a 100% virtual environment to a cohort of clinicians identified and referred by LACDMH.

The non-supervisory CPP cohort shall consist of 30 clinicians and shall receive:

- 2.1.1 Initial training consisting of 20 hours;
- 2.1.2 A total of 72 hours of technical assistance calls. The cohort shall be divided into two teams of 15 and each team shall meet every two weeks for one hour for these calls. Technical calls shall commence two weeks post initial training.
- 2.1.3 Booster trainings shall be provided six (6) months post initial training with a second booster training 12 months post initial training. Booster training sessions shall be delivered in two four-hour sessions for a total of eight (8) hours.

- 2.2 Contractor shall also provide a Supervisor Training Track in a 100% virtual environment to a cohort of clinicians that supervise CPP-certified clinicians as identified and referred by LACDMH. The cohort shall consist of 15 participants who are concurrently training or have completed non-supervisory CPP training.

Supervisory training shall include the following training:

- 2.2.1 Initial training consisting of three (3) hours;

- 2.2.2 A total of 8 hours of technical assistance calls. The cohort shall meet for these calls once per month for one-hour. Technical calls shall commence two weeks post initial training.
- 2.2.3 Booster trainings shall be provided six (6) months post initial training with a second booster training 12 months post initial training. Booster training sessions shall be delivered in two four and a half-hour sessions for a total of nine (9) hours.
- 2.2.4 Contractor shall collaborate with LACDMH to ensure that 100% of participants complete the supervisory training.
- 2.3 Contractor, in consultation with LACDMH, shall provide the following for CPP and the Supervisor Training Track cohorts:
 - 2.3.1 Training Evaluation Form.
Participant responses shall measure results/success of CPP and Supervisor Training Track cohorts.
 - 2.3.2 Registration of trainees, tracking of trainees and issuance of Certificates of Completion.
 - 2.3.3 Curriculum manual and handouts.

3.0 QUALITY CONTROL

Contractor will establish and utilize a comprehensive Quality Control Plan (Plan) to provide a consistently high level of service throughout the term of the Contract. The Plan will be maintained by the Contractor and will be subject to review upon request by the County. The Plan will be updated as changes occur.

- 3.1 Contractor's Plan will include a method and frequency of monitoring of all services delivered, ensure that all Contract and performance requirements are being met, include samples of forms to be used, and identify the title, level, and qualifications of Contractor's personnel performing monitoring functions.
- 3.2 Contractor will provide the County with a record of all inspections (i.e., quality improvement strategies/interventions).
 - 3.2.1 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 will be provided to the County upon request.

3.3 Data Collection

The Contractor will track participant attendance at all training events identified in Section 2.0 SPECIFIC WORK REQUIREMENTS of this Statement of Work (SOW). Upon LACDMH request, Contractor will report participant attendance at all training events (the

initial training, the six and twelve-month booster and technical assistance follow-up calls).

4.0 QUALITY ASSURANCE PLAN

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

4.1 Meetings

Contractor shall attend planning/progress calls/meetings as called by LACDMH.

4.2 Work Order Discrepancy Report - SOW (Attachment I)

4.2.1 Verbal notification of a Contract discrepancy will be made to the Contractor Project Monitor as soon as possible whenever a Work Order discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by the County and the Contractor.

4.2.2 The County Contract Project Monitor will determine whether a formal Work Order Discrepancy Report must be issued. Upon receipt of this document, the Contractor will be required to respond in writing to the County Contract Project Monitor within five workdays, acknowledging the reported discrepancies or presenting contrary evidence.

4.2.3 Contractor will submit a plan for correction of all deficiencies identified in the Work Order Discrepancy Report to the County Contract Project Monitor within 10 workdays.

4.3 County Observations

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 and the Contractor's responsibilities are as follows:

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

- 5.1.2 Providing direction to the Contractor in areas relating to policy, information, and procedural requirements.
- 5.1.3 Preparing amendments in accordance with the Contract, Subparagraph 8.1 - Amendments.

5.2 Intentionally Omitted

CONTRACTOR

5.3 Project Manager

- 5.3.1 Contractor will provide a full-time Project Manager and designated alternate. LACDMH must have access to the Project Manager during hours of operation as defined by the County or as identified in Section 6.0 (Hours/Day of Work). Contractor will provide a telephone number and eMail where the Project Manager may be reached during normal business hours.
- 5.3.2 Project Manager will act as a central point of contact with the County.
- 5.3.4 Project Manager/alternate must have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Project Manager/alternate must be able to effectively communicate, in English, both orally and in writing.

5.4 Personnel

- 5.4.1 Contractor must background check their employees as set forth in Subparagraph 7.5 (Background and Security Investigations) of the Contract.

5.5 Identification Badges

- 5.5.1 Contractor will ensure its employees are appropriately identified as set forth in Subparagraph 7.4 (Contractor's Staff Identification) of the Contract.

5.6 Materials and Equipment

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

5.7 Training of Contractor's Employees

- 5.7.1 Contractor will develop and provide training programs for all new employees and continuing in-service training for all employees.
- 5.7.2 All employees will be trained in their assigned tasks and in the safe handling of equipment. All equipment must be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

5.8 Contractor's Administrative Office

Contractor must maintain an administrative office with a telephone in the company's name where Contractor conducts business. The office will be staffed during the hours of 8 a.m. to 5 p.m., Monday through Friday, by at least one employee who can respond to inquiries which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service must be provided to receive calls and take messages. **Contractor must answer calls received by the answering service within 48 hours of receipt of the call.**

6.0 – 8.0 Intentionally Omitted

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

- 9.1 All changes must be made in accordance with Subparagraph 8.1 (Amendments) of the Contract.

10.0 – 12.0 Intentionally Omitted

13.0 GREEN INITIATIVES

- 13.1 Contractor will use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.
- 13.2 Contractor will notify County's Project Manager of Contractor's new green initiatives prior to Contract commencement.

WORK ORDER DISCREPANCY REPORT

Attachment I

CHILD-PARENT PSYCHOTHERAPY (CE) CONTINUING EDUCATION (CE) TRAINING SERVICES

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.
Contact Person: Click or tap here to enter text.	Telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.	County's Project Manager: Click or tap here to enter text.
County's Project Manager Signature:	
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.	Work Order 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**

Contractor's Representative Signature	Click or tap here to enter text. Date Signed
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Additional Comments: [Click or tap here to enter text.](#)