

WORK ORDER DISCREPANCY REPORT

SAMPLE

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.	Work Order Solicitation 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 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	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	Date Signed
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Additional Comments: Click or tap here to enter text.

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 6.3.3 (Project Manager)	Contractor will notify LACDMH in writing within five (5) business days of any change of the Project Manager contact information including name, phone number, email, etc.	Exhibit E (Contractor's Administration) and observation
Exhibit A (SOW and Attachments): Section 6.7 (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 Clinicians and Trainee 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 10.6 (Specialized Booster Training)	Contractor will meet all training requirements for graduates of the CBT Training.	Review of files
Exhibit A (SOW and Attachments): Section 10.7 (CBT Foundational Training)	Contractor will meet all CBT foundational training requirements for 40-60 clinical student trainees.	Review of files
Exhibit A (SOW and Attachments): Section 10.8 (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 10.8.3 (Audio Records)	Contractor and CBT Team Leader will review and score the clinicians CBT audio records.	Attachment 3 (Cognitive Therapy Rating Scale)
Exhibit A (SOW and Attachments): Section 10.8.4 (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 10.8.5 (Tape Recordings)	Contractor must review one (1) tape recording of a supervisory session from a CBT Team Leader.	CBT supervision scale