

APPENDIX B1

STATEMENT OF WORK: PSYCHIATRIC SERVICES

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STATEMENT OF WORK: PSYCHIATRIC SERVICES

1.0 SCOPE OF WORK

- 1.1 The Los Angeles County Sheriff's Department (Department) Employee Support Services Bureau (ESSB) requires the services of Qualified Contractors to provide psychiatric evaluation, including medication evaluation, and medication re-evaluation services to sworn and professional staff employed by the Department and their family members/significant others.
- 1.2 Contractor shall provide psychiatric services under this Master Agreement only upon referral by the treating ESSB psychologist with the approval of the County Project Director or the County Project Manager.
- 1.3 Contractor shall provide (1) initial comprehensive psychiatric evaluations, (2) medication re-evaluations of intermediate length (25-30 minutes sessions) when appropriate, and/or (3) medication re-evaluations of brief length (10-15 minutes sessions) when appropriate.
- 1.4 Contractor shall not provide psychiatric services to sworn or professional staff of the Department and/or their family members/significant others under this Master Agreement, except as approved and authorized by the County Project Director or County Project Manager pursuant to this Master Agreement. County shall not be responsible for payment for psychiatric services performed by Contractor that have not previously been authorized by the County Project Director or the County Project Manager.
- 1.5 Once all approved and authorized psychiatric services for a particular sworn or professional staff of the Department and/or their family members/significant others have been completed by Contractor, the sworn or professional staff of the Department and/or their family member/significant others may continue treatment with Contractor at their own expense and at Contractor's discretion. County shall not be responsible for payment for psychiatric services performed by Contractor outside the terms of this Master Agreement.

2.0 CONTRACTOR WORK REQUIREMENTS

- 2.1 Upon referral of a Client to Contractor by the treating ESSB psychologist and with the approval of the County Project Director or the County Project Manager, Contractor shall provide an initial

face-to-face comprehensive psychiatric evaluation session and prescribe psychiatric medicine if appropriate, as indicated by the findings of the comprehensive psychiatric evaluation.

- 2.2 When prescribing psychiatric medication, Contractor shall conduct face-to-face or telephonic medication re-evaluations at least monthly or as frequently as dictated by currently accepted standards of psychiatric care. Brief length 10-15 minute sessions for medication re-evaluations may be conducted telephonically. Intermediate length 25-30 minute sessions for medication re-evaluations should be conducted on a face-to-face basis, unless circumstances clearly require the re-evaluation to be done telephonically.
- 2.3 Following an initial comprehensive psychiatric evaluation, Contractor shall provide a verbal consultation report as soon as possible to the treating ESSB psychologist outlining the Client's recommended treatment plan. Contractor shall provide the verbal consultation report to the treating ESSB psychologist outlining the Client's recommended treatment plan before any other treatment is rendered. The verbal consultation report shall be noted in the Client's treatment or case file. Ongoing treatment beyond the initial psychiatric evaluation shall be in consultation with the treating ESSB psychologist, documented in the Client's treatment or case file and shall be approved by either the County Project Director or the County Project Manager
- 2.4 Contractor acknowledges and agrees that the treating ESSB psychologist is the Client's primary care provider. Contractor serves as a consultant to the primary care provider for the purpose of prescribing and monitoring the Client's use of psychiatric medicine.
- 2.5 Contractor shall see and provide psychiatric services under this Master Agreement to a Client only if such Client is concurrently in counseling or psychotherapy with an ESSB psychologist, which is either employed by or under contract with ESSB.
- 2.6 Contractor shall maintain accurate and appropriate medical records regarding the Client's initial comprehensive psychiatric evaluation and progress relative to the prescribed psychiatric medicine regimen, consistent with current professional standards. Upon request by County, these records shall be made available to County and shall be provided via consultation between Contractor and the Client's treating ESSB psychologist.
- 2.7 Contractor shall utilize intake and Client information forms supplied by the County Project Director or the County Project Manager.

Failure to do so may result in delay or loss of payment for Contractor's Work.

- 2.8 Contractor shall complete all necessary documentation for record-keeping and billing purposes in a timely manner. Failure to do so may result in delay or loss of payment for Contractor's Work.

3.0 CONTRACTOR RESPONSIBILITIES

- 3.1 Contractor shall have and maintain in good operating order a cellular telephone where Contractor may be reached twenty-four (24) hours a day. The access numbers shall be maintained and provided to County Project Manager during the Term of this Master Agreement.
- 3.2 Contractor shall be able to effectively communicate in English, both orally and in writing.

4.0 CONTRACTOR'S OFFICE

Contractor shall maintain an office in Los Angeles County or adjoining counties with a telephone in Contractor's name where Contractor conducts business. When the office is closed, an answering service shall be provided to receive calls. Contractor shall answer calls received by the cellular and office answering services within two (2) hours of receipt of the call.

5.0 HOURS/DAYS OF WORK

Contractor's work days and hours will vary, depending on the needs of the Department and the Clients.

6.0 MATERIALS AND EQUIPMENT

- 6.1 Contractor shall utilize intake and Client information forms supplied by the County Project Director or the County Project Manager.
- 6.2 The purchase of all equipment required to provide the needed services shall be the responsibility of Contractor.
- 6.3 Contractor shall use materials and equipment that are safe for the environment.