

APPENDIX B2

STATEMENT OF WORK: PSYCHOLOGICAL SERVICES

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ATTACHMENT I - WORKER'S COMPENSATION BENEFITS PACKET

STATEMENT OF WORK (SOW): PSYCHOLOGICAL 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 counseling and psychotherapy services to sworn and professional staff employed by the Department, and their family members/significant others, utilizing brief solution oriented psychological interventions.
- 1.2 Contractor shall provide (1) individual counseling or psychotherapy, (2) relationship/marital counseling or psychotherapy, and/or (3) family counseling or psychotherapy.
- 1.3 Spouses and significant others may be seen individually or in the context of relationship and/or family counseling with the Department member. Children shall only be seen in the context of family counseling or psychotherapy with the Department member and/or the Department member's significant other.
- 1.4 Contractor shall provide psychological services under this Master Agreement only upon referral of a Client by ESSB staff with the approval of the County Project Director or the County Project Manager.
- 1.5 Contractor shall not provide psychological services to sworn or professional staff of the Department 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 counseling and psychotherapy services performed by Contractor that have not previously been authorized by the County Project Director or the County Project Manager.
- 1.6 Once all approved and authorized counseling and psychotherapy sessions 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 members/significant others may continue treatment with Contractor at their own expense and at Contractor's discretion. County shall not be responsible for payment for counseling and psychotherapy services performed by Contractor outside the terms of this Master Agreement.

2.0 CONTRACTOR WORK REQUIREMENTS

- 2.1 Upon referral of a Client by ESSB staff and with the approval of the County Project Director or the County Project Manager, Contractor shall provide to Client four (4) initial counseling or psychotherapy sessions.
- 2.2 If, after the initial four (4) sessions, Contractor believes that additional counseling or psychotherapy sessions are required for a Client, Contractor shall provide a verbal report to the County Project Director or the County Project Manager outlining the Client's recommended treatment plan. Contractor shall not provide additional services or sessions to Client beyond the initially authorized four (4) sessions without prior authorization from the County Project Director or the County Project Manager.
- 2.3 Contractor shall provide counseling or psychotherapy services to Clients in forty-five to fifty (45-50) minute sessions, not to exceed a total of ten (10) sessions within a calendar year, unless additional sessions are pre-authorized by the County Project Director.
- 2.4 When Contractor, during the course of evaluation and/or treatment, determines that a Client may require a psychiatric medicine consultation, Contractor shall notify the County Project Director or the County Project Manager immediately. The County Project Director or the County Project Manager will assist Client in obtaining an initial comprehensive psychiatric evaluation performed by a psychiatrist currently contracted with ESSB. The psychiatric consultant and Contractor will be responsible for communicating with each other regarding the psychiatric medicine needs of Client, and the progress of Client on a monthly basis, if psychiatric medicine is prescribed.
- 2.5 Contractor shall maintain accurate and appropriate medical records on each Client receiving services under this Master Agreement, consistent with current professional standards.
- 2.6 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.
- 2.7 Contractor shall complete all necessary documentation for record-keeping and billing purposes in a timely manner. Failure to do so may result in delay 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 work days and hours will vary, depending on the needs of the Department.

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.

7.0 WORKER'S COMPENSATION BENEFITS

- 7.1 For all Clients alleging a work-related injury, Contractor shall provide Clients with information regarding Worker's Compensation benefits, as attached hereto as Attachment I, Worker's Compensation Benefits Packet, to this SOW.
- 7.2 Contractor shall properly document in writing the alleged work-related injury, as well as other pertinent information concerning the Client. Such documentation shall be provided to the County upon request.

- 7.3 Once a work-related injury is alleged by a Client, Contractor shall cease providing, and shall not provide any further, counseling or psychotherapy to the Client until the Client signs the Receipt of Claim Form and the Declination Statement, attached hereto as part of Attachment 1, Worker's Compensation Benefit Package, of this SOW.
- 7.4 Clients who have a current work-related injury claim pending, and Clients indicating an intent or desire to file a worker's compensation claim, shall immediately be referred back to the County Project Director, and shall not be treated by or receive services from Contractor under this Master Agreement.