

Scope of Work

Professional Support to the Clark County Children's Mental Health Consortium

Under the direction of the Consortium Chair and its members, the contractor coordinates the programs, services, budget and operations of the Clark County Children's Mental Health Consortium. The contractor provides psychological services including research and evaluation activities, and employs individuals necessary to complete the tasks below, including: psychologists, statisticians, database developers, graphics designers, and administrative/clerical support. The contractor also prepares and monitors yearly budgets.

- 1. Conducts research and evaluation studies to support the development and monitoring of the CCCMHC Plan as required by NRS 433.B**
 - a. Develops research and evaluation designs, psychological surveys, and other needs assessment tools as required.*
 - b. Develops procedures for evaluation and coordinates data collection for needs assessment research and studies*
 - c. Oversees the development of database development and data input activities*
 - d. Provides statistical analysis and interpretation of data collected*
 - e. Prepares publishable reports and presentations summarizing CCCMHC studies and interpreting similar scholarly research and evaluation findings from other states and communities.*
 - f. coordinates final preparation of plan and status reports including typing, graphics, publishing and dissemination of plan through hard copy and electronic means*

- 2. Coordinates the public meetings of the CCCMHC and its three workgroups. The Consortium and Workgroups each meet at least once monthly. In addition to meeting facilitation, coordinates other meeting support activities including:**
 - a. Facilitates meetings as requested*
 - b. Develops and distributes meeting agendas;*
 - c. Makes arrangements for meeting*
 - d. Arranges space and necessary supplies/equipment*
 - e. Records, transcribes, and distributes meeting minutes*
 - f. Prepares and copies handouts for the meetings;*
 - g. Prepares workgroup progress reports*
 - h. Tracks committee membership and attendance*
 - i. Ensures compliance with open meeting laws and regulations*

- 3. Completes other projects as requested by CCCMHC and workgroup chairs, including**

- a. Collects data and conducts other research on topics relevant to workgroup activities as requested by workgroup chairs*
- b. Prepares and disseminates brochures, press releases, special reports and other materials on children's mental health issues*
- c. Provides professional consultation to consortium members on children's mental health issues, including mental health service planning and delivery, legislation, evaluation, and financing*
- d. Develops and monitors budgets, funding plans, and grant requests to support CCCMHC activities*
- e. Responds to letters, emails, phone calls to the CCCMHC requesting Information, referrals, etc.*
- f. Drafts letters and presentations to state and community agencies, individuals, legislative and other committees at the request of the chair or workgroup chairs.*

4. Coordinates membership issues including:

- a. Recruit new members*
- b. Draft letters requesting recommendations for appointments, appointments, resignations, termination of appointments.*
- c. Contact and orient new members, track nonattending members*

5. Coordinates and facilitates other CCCMHC-related meetings and events (i.e., trainings, press conferences, etc), to include

- a. facilitates meetings and/or trainings*
- b. prepares and copies documents on children's mental health issues*
- c. provides professional consultation on meeting topics*
- d. develops training curricula on psychological and children's mental health issues*
- e. designs training evaluations, and analyses training data*
- f. prepares summary of meetings and tracks work plans developed.*
- g. coordination of public awareness activities and development of media materials.*

6. Serve as Liaison between the CCCMHC and the Division of Child and Family Services, including:

- a). preparation of activity reports and summaries as requested*
- b) tracking parent reimbursement requests and other invoices*

DRAFT
Clark County Children's Mental Health Consortium
Budget Request
FY 2011-2012

Members volunteer their time to serve on the CCCMHC. Hundreds of other individuals, including caseworkers, providers and families serve on workgroups for the CCCMHC. Nevada Division of Child and Family Services and Nevada Parents Encouraging Parents provide space, equipment, telephone, utilities, and clerical support to the work of the CCCMHC. The Nevada Office of Suicide Prevention provides funding support for the CCCMHC to develop and monitor a local youth suicide prevention plan under the GLS Youth Suicide Prevention Initiative and to provide local public awareness activities.

Budget Category	Request
Contractual	
See attached Scope of Work and Job Descriptions	
Consultant 15 hrs per month @ \$55.00/hour for 12 months	9,900
Assistant 10 hrs per month @ 15.00/hour for 12 months plus 9%	1,962
Printing and Graphics	500
In-direct Contract Cost 8%	1,188
Equipment/Space/ Telephone - in-kind from Nevada PEP	0
Supplies/Operating	
\$37.50 X 12 mos	450
Public Awareness Activities for National Children's MH Day	1,000
Parent Stipends	
24 meetings x 3 Parents x \$25.00 in-kind from Nevada PEP	
Subtotal	15,000

Total Request to DCFS \$15,000

Consortia LOGO

September 20, 2011

Mike Willden
Director
Department of Health and Human Services
4126 Technology Way
Carson City, Nevada 89706

Dear Mr. Willden:

I am writing to you on behalf of the Clark County Children's Mental Health Consortium. In the recent Legislative session, a budget supporting the regional consortia with state general funds was approved for \$15,000 each year of the biennium. As funding has been at a critical point over the last several years in our state, it is greatly appreciated that the Consortia activities were supported by the Department and its staff.

As you are well aware, the consortia is responsible for the following activities per NRS 433B.335:

- Development of a 10 year Strategic Plan for children's mental health to guide our community (Completed on 2010).
- Updates on the Strategic Plan yearly.
- Ongoing evaluation of the needs, services, and gaps in children's mental health.

Consortia membership primarily consists of individuals who are governmental agency and/or non-profit, private leaders in children's mental health, as well as parents, family members, and direct service providers of children's mental health. Historically, the consortia has relied upon part-time consultants to assist in the day-to-day activities of the consortia, respond to requests for information, as well as comply with the activities in 433B.335. Without the support of the consultant(s) the consortia would not be able to meet the requirements and provide the Department, Legislators, or the community-at-large with vital information to guide children's mental health.

Dr. Christa Peterson has served as consultant to the consortia since 2004. She has been an invaluable partner, bringing with her over 30 years of experience in children's mental health. I sincerely believe that the ability of the Clark County Children's Mental Health Consortium to not only comply with the requirements set forth in NRS, but present a comprehensive, thorough, and detailed report would not be present if not for Dr. Peterson's involvement.

On behalf of the consortium, I am requesting permission to use Nevada PEP as a contractor to oversee the operations of the consortium. As the Statewide Family Network for families with

children who have serious emotional disturbance, Nevada PEP brings together the consumers of children's mental health services whose voice is critical to the consortium's work on service planning and improvement. Dr. Peterson is currently employed as a consultant with Nevada PEP, and we would like to use her to continue to support the consortium under this contract.

Please let me know if I can provide any further information on this issue. I thank you in advance for your consideration and look forward to your response.

Sincerely Yours,

Jacqueline Harris, MA, MFT, LADC

Chair, Clark County Children's Mental Health Consortium

Cc: Diane Comeaux, Administrator

Karen Taycher, Infrastructure Workgroup Chair

Mike Bernstein, Public Awareness Workgroup Chair

Patty Merrifield, Crises & Early Intervention Workgroup Chair

Job Description

Consultant

1. Conducts research and evaluation studies to support the development and monitoring of the CCCMHC Plan as required by NRS 433.B

- a. Develops research and evaluation designs, psychological surveys, and other needs assessment tools as required.*
- b. Develops procedures for evaluation and coordinates data collection for needs assessment research and studies*
- c. Oversees the development of database development and data input activities*
- d. Provides statistical analysis and interpretation of data collected*
- e. Prepares publishable reports and presentations summarizing CCCMHC studies and interpreting similar scholarly research and evaluation findings from other states and communities.*
- f. coordinates final preparation of plan and status reports, overseeing typing, graphics, publishing and dissemination of plan through hard copy and electronic means*

2. Coordinates the public meetings of the CCCMHC and its three workgroups. The Consortium and Workgroups each meet at least once monthly.

- a. Facilitates meetings as requested*
- b. Prepares handouts for the meetings;*
- c. Prepares workgroup progress reports*
- d. Ensures compliance with open meeting laws and regulations*
- e. Oversees the work of the assistant*

3. Completes other projects as requested by CCCMHC and workgroup chairs, including

- a. Collects data and conducts other research on topics relevant to workgroup activities as requested by workgroup chairs*
- b. Prepares brochures, press releases, special reports and other materials on children's mental health issues*
- c. Provides professional consultation to consortium members on children's mental health issues, including mental health service planning and delivery, legislation, evaluation, and financing*
- d. Develops and monitors budgets, funding plans, and grant requests to support CCCMHC activities*
- e. Responds to letters, emails, phone calls to the CCCMHC requesting information, referrals, etc.*

f. Drafts letters and presentations to state and community agencies, individuals, legislative and other committees at the request of the chair or workgroup chairs.

4. Coordinates membership issues including:

- a. Recruit new members*
- b. Contact and orient new members*

5. Coordinates and facilitates other CCCMHC-related meetings and events (i.e., trainings, press conferences, public awareness events etc)., to include

- a. facilitates meetings and/or trainings*
- b. prepares documents on children's mental health issues*
- c. provides professional consultation on meeting topics*
- d. develops training curricula on psychological and children's mental health issues*
- e. designs training evaluations, and analyses training data*
- f. prepares summary of meetings and tracks work plans developed.*

6. Serve as Liaison between the CCCMHC and the Division of Child and Family Services, including:

- a). preparation of activity reports and summaries as requested*
- b) tracking parent reimbursement requests and other invoices*

Job Description

Assistant

1. Provides support in the development and monitoring of the CCCMHC 10-year Plan

- a. Assists with data input and data collection for needs assessment*
- b. Coordinates typing, graphics, publishing and dissemination of plan and status reports through hard copy and electronic means*

2. Assists in the coordination of meetings for the Consortium

- a. Develops and distributes meeting agendas in accordance with Open Meeting Laws;*
- b. Makes logistical arrangements for meeting*
- c. Arranges space and provides necessary supplies/equipment*
- f. Copies handouts for the meetings*
- e. Records, transcribes, and distributes meeting minutes*

3. Provides support in monitoring membership and attendance

- a. Monitors attendance and identifies nonattending members*
- b. Drafts and distributes letters requesting recommendations for appointments, appointments, resignations, termination of appointments*

4. Assists in coordinating other CCCMHC-related meetings and events (i.e., training, press conferences etc.)

- a. Makes logistical arrangements for meetings*
- b. Copies handouts and other materials*
- c. Prepares and distributes letters and brochures related to meeting*
- d. Collects and summarizes meeting/training evaluations and other outcome data*

5. Completes other tasks as requested by the CCCMHC

- a. copies and disseminates brochures, press releases, special reports and other materials on children's mental health issues*

