

Sylvia Martinez

From: Debbie Innes-Gomberg
Sent: Thursday, December 29, 2005 7:55 AM
To: Pansy Washington; 'Jkabreu@aol.com'
Cc: Sylvia Martinez; Kimberly Anderson; Tonia Smith; Linda Graul
Subject: RE: Duty Statements
Attachments: Big 7 staffing pattern justification.doc

As part of the Green Team, I sent in this attachment to James Coomes (who works for Miles) to justify the need clinical psychologists, Sr. Comm. MH psychologists and the Sr. Typist Clerks for the ACT/FSP teams. This may help in the work you are doing.

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-----Original Message-----

From: Pansy Washington
Sent: Thursday, December 29, 2005 7:53 AM
To: Jkabreu@aol.com
Cc: Debbie Innes-Gomberg; Sylvia Martinez; Kimberly Anderson; Tonia Smith; Linda Graul
Subject: RE: Duty Statements
Importance: High

Good morning. We have completed the initial draft Duty Statements for the MHSA budget submission. Are you available to review these? Our deadline date to have the submission to Angel Baker by Thursday, Jan 5th. My preference is to complete it by tomorrow. I will be off for two weeks beginning January 3rd, and would like to see this to completion before I leave if at all possible. Kim in on vacation this week. Please let me know if you are able to work within this time (I know you're not sitting there waiting for work from us [smile]). Tonia will send the draft Duty Statements and Class Specs. I have a few changes as well. We will incorporate yours and mine. Thanks much.

From: Jkabreu@aol.com [mailto:Jkabreu@aol.com]
Sent: Tuesday, December 27, 2005 7:42 AM
To: Kimberly Anderson; Linda Graul
Cc: Pansy Washington; Debbie Innes-Gomberg; Sylvia Martinez
Subject: Re: Duty Statements

Good morning Kim, et. al.
 Please send me the Job Specifications for each of the classes of duty statements you are sending.
 Thanks

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE**

Big 7 Directly Operated Adult Full Service Partnership Program Staffing

Upon receiving State approval for the Mental Health Services Act, Community Services and Supports Plan, the Department will augment the existing staffing of the Big 7 Assertive Community Treatment (ACT) programs with staffing configurations approximating either one of the scenarios listed below. The staffing patterns scenarios differ only in whether Senior Community Mental Health Psychologists and Clinical Psychologist II's are budgeted versus Supervising Psychiatric Social Workers and Psychiatric Social Worker II's. Scenario 1 will be used for teams that will provide more trauma-focused treatment, Cognitive Behavioral therapy and Dialectical Behavior Therapy.

Scenario 1

Budgeted Payroll Title	Function/Role on team
Senior Community Mental Health Psychologist	Team leader providing clinical and administrative supervision to a multi-disciplinary team, including psychologists who will be providing specialized Cognitive Behavioral Therapy interventions to enrolled clients who are trauma victims.
Clinical Psychologist II	Will provide specialized services for clients who are victims of psychological trauma, a focal population identified by the State and the DMH Stakeholder group. These services will include Cognitive Behavioral Therapy and other short term treatment for Post Traumatic Stress Disorder. Psychologists will also conduct psychological testing, as appropriate, for differential diagnostic purposes and to aid in clinically-informed SSI applications.
Community Worker	Peer advocate. By virtue of the fact that this staff is a client in recovery from a mental illness, this staff will act as a role model for clients in their own recovery process. This staff will assist clients in the practical details of transitioning to employment or educational opportunities as well as transitioning to independent living. This staff will also assist the team with outreach and engagement efforts to enroll clients.
Intermediate Typist Clerk	Will answer phones, greet clients, file, Xerox, process and create documents, enter IS units of service
Senior Typist Clerk	Will oversee the process of outcome data entry, including aggregating and entering key event indicator data for all enrolled clients. This data is collected upon enrollment for the 12 months prior to the client's enrollment and anytime any indicator changes for a particular client. This staff will provide the team with monthly reports on client outcome data and ensure its accuracy. This staff will be the team's main contact for outcomes data and will work closely with the DMH outcomes unit.
Medical Case Worker II	Employment specialist. This staff will work with each client to develop a plan for seeking employment, including working with clinicians to provide interventions that will enhance the client's ability to obtain and maintain employment. This staff will work with the employers in the community to employ enrolled clients, including assisting clients in completing employment applications, assisting them in obtaining appropriate work attire and providing general support to clients to maintain employment.

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Medical Case Worker II	Housing specialist. This staff will work with each client to develop a plan for obtaining safe and affordable housing, including working with clinicians to provide treatment services that will enhance the client's ability to obtain and maintain independent living. This staff will work with landlords in the community to encourage them to rent apartments to enrolled clients, including assisting clients in completing housing applications, assisting clients in identifying funds for rent and move-in costs and providing ongoing general support to ensure that clients are able to maintain independent living.
Mental Health Counselor, RN	Nurse to work as part of a multi-disciplinary treatment team to provide health-related mental health services, including wellness services and assisting clients with medication information.
Patient Financial Services Worker	Collects financial information on clients to complete UMDAP and PFI forms. Obtains information from clients to determine benefit eligibility.
Substance Abuse Counselor	Provides information to enrolled clients on substance abuse and dependence. As part of a multi-disciplinary treatment team utilizing motivational interviewing strategies, assists clients in understanding the role substance use plays in the symptoms of mental illness and in quality of life. May provide educational groups on substance use.
Mental Health Psychiatrist	Provides psychiatric assessment and intervention to enrolled clients, including prescribing psychotropic medication. Frequency of contact with clients will depend upon symptoms, response to medication and may be weekly in the initial stages of treatment.
Psychiatric Social Worker II	Provider case management, linkage and mental health services, as part of a multi-disciplinary treatment team.

Scenario 2

Budgeted Payroll Title	Function/Role on team
Supervising Psychiatric Social Worker	Team leader providing clinical and administrative supervision to a multi-disciplinary team.
Community Worker	Peer advocate. By virtue of the fact that this staff is a client in recovery from a mental illness, this staff will act as a role model for clients in their own recovery process. This staff will assist clients in the practical details of transitioning to employment or educational opportunities as well as transitioning to independent living. This staff will also assist the team with outreach and engagement efforts to enroll clients.
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