Prototype Center Subcontract for the Mental Health Consultant
PROTOTYPE SUBCONTRACT FOR CENTER MENTAL HEALTH CONSULTANT

The undersigned center mental health professional, referred to henceforth as the professional, agrees to provide students of the _______________ Job Corps Center, referred to henceforth as the center, with the services stated herein. Such services will be provided as authorized by the center director or his/her representative. Remuneration for services rendered will be at the rate of $________dollars per hour for _________ total hours or _________ hours per week on average. The period of performance for this subcontract is from ___________ through ____________.

(Date)    (Date)

The center and the professional hereby agree that the services to be provided will include, but will not be limited to those mental health services specified in the Job Corps Federal Regulations (Title 20, Code of Federal Regulations 638.510; the Job Corps Policy and Requirements Handbook, Chapter 6, Section 6.10, R3; and Technical Assistance Guide D: Center Mental Health and Wellness Program). The services to be provided include:

1. Staff Development (minimum 1 hour per 100 students per week):

⇒ Advice to the center director and health and wellness staff on all mental health matters and overall center program and organizational consultation to the center director and administrative staff on a regular basis. This will include staffing requirements.

⇒ Consultation on the development of a system to promote the coordination and integration of the mental health and wellness program with other center programs and activities such as counseling, residential life, and recreation. This will be done in cooperation with the health and wellness manager, center physician, center dentist, other health professionals, as well as any staff member involved with students.

⇒ Advice and assistance to wellness course instructors regarding mental health and wellness services during student introduction to center life.

⇒ Consultation with center health and wellness staff, counselors, residential advisors, instructors and other appropriate staff concerning the ongoing mental health problems of students.

⇒ Assistance with program development for the purpose of meeting the life crises of students in constructive ways. For example, involvement with the career preparation, development, and transition periods, the disciplinary program, the maximum benefits program, the intergroup relations program, and the trainee employee assistance program (TEAP).

⇒ Staff development on using mental health principles and techniques. This will include coping with problems of alcohol and drug use, sexuality, aggressive behavior, and poor communications.

2. Clinical Services (minimum 1 hour per 100 students per week):

⇒ Advice to the center director on the advisability of students’ separations for mental health reasons, and the cost of mental health services, including inpatient facility use.
⇒ Ensure the maintenance, confidentiality, and safeguarding of all necessary mental health records.

⇒ Issuance and maintenance of signed and dated standing orders regarding mental health matters.

⇒ Diagnostic and evaluative services to students who are inpatients or outpatients.

⇒ Limited forms of psychiatric treatment including crisis intervention, brief psychotherapy, intermittent supportive psychotherapy, psychotropic drug management and group psychotherapy, as permitted by licensure or accreditation.

⇒ Assisting with appropriate referral for students who must be separated for mental health reasons.

3. TEAP Consultation Services (minimum 1 hour per 100 students per week):

⇒ Consultation on the development of a system to promote the coordination and integration of the mental health and wellness program with the TEAP and related centerwide programs

⇒ Staff development on using mental health principles and techniques, including coping with problems of alcohol and drug use.

⇒ Providing clinical assistance to students and the TEAP specialist, especially with students who may have co-morbid psychiatric and substance abuse disorders.

4. Review folders and assist with the reasonable accommodation process. (This service should be contracted at additional hours as deemed appropriate by the center.)

The professional agrees to adhere to the policies, procedures, program instructions, and guidelines established by Job Corps. The professional and the center further agree that the professional will have primary responsibility under the center director's guidance to implement the program outlined above. The professional, with the concurrence of the center director, may delegate by written and dated standing orders any of his/her responsibilities set forth in this subcontract to appropriate qualified center staff.

The professional will be assisted by the Job Corps National Office, principal mental health consultant, and regional health consultants. The latter will act under guidance and direction from the National Office. Under this agreement, the professional is an independent contractor and not an employee or agent of the center contractor or the Department of Labor, Job Corps. The professional agrees to indemnify and save the center operator harmless from any expenses including attorney's fees and also claims on account of damage to property or bodily injury (including death) which may be sustained by himself/herself or his/her employees in connection with work performed.

This agreement may be terminated, with respect to the remaining term of the agreement, at any given time by either party upon a written notice thereof to the other, effective 30 days after acknowledged receipt of said notice.

March 2003
The professional agrees to make no public statements concerning Job Corps students or Job Corps activities without prior written approval of the center director or his designated representative.

All research projects and/or publications relating to Job Corps mental health activities will be approved through the Job Corps National Office, Washington, DC.

This agreement contains the entire agreement between the parties. It may not be modified or added to except by a written instrument signed by both parties. It may be extended by mutual agreement of both parties. The maximum amount allocated to this subcontract is $____________ which amount shall not be exceeded without review of the work performed and a mutually agreed to modification to the subcontract.

APPROVED: *

__________________________________  ________________________________
AUTHORIZED OFFICIAL (SIGNATURE)  MENTAL HEALTH PROFESSIONAL

__________________________________  ________________________________
(NAME PRINTED)     (NAME PRINTED)

__________________________________  ________________________________
TITLE        DATE

__________________________________
DATE

*This subcontract should be signed by the appropriate authorized official of the center operator in accordance with the terms of the basic center contract or interagency agreement.

The concurrence of the Job Corps Regional Office must be obtained prior to the employment of full or part time center physicians, dentists, and mental health professionals [PRH-6: 6.12, R1(b)]. A copy of the professional’s current license or accreditation (and malpractice insurance binder, if available) and backup documentation to show: 1) Regional Office concurrence and 2) review of the subcontract by the appropriate regional health consultant should be attached to the subcontract and kept on file.