

AIDS Health Project Mental Health Training Grant Materials

I. General Description of the AIDS Health Project

The AIDS Health Project is a multi-level prevention program of the University of California - San Francisco that was designed to serve three distinct populations: 1) Persons with AIDS, 2) Persons with ARC, and 3) Persons at risk for contracting AIDS. In addition, on request from the Department of Public Health, the project has developed two additional programs during the past year; one, the AIDS and Substance Abuse Program (ASAP) which is housed at San Francisco General Hospital and the most recent, the AIDS Antibody Reporting and Follow-up Counseling Program that is coordinated with the Alternative Testing Program of the Department of Public Health. Finally, the project is also mandated to provide Education to Health Professionals, sharing our collective expertise by training professionals in the community to provide on-going mental health services to the populations outlined above. The project is funded through the San Francisco Department of Public Health and has been in operation since March of 1984.

The specific services offered through each of the project's programs are summarized below:

A. Education Services for Professionals

The AIDS Health Project organizes and offers workshops specifically designed to train and support mental health and health

professionals working with the populations at risk for AIDS and with persons with AIDS. Other services provided by staff include:

1. Assessment of the educational needs of health professionals and agencies.
2. Designing agency-appropriate educational programs.
3. Provision of training for mental health and health professionals.
4. The development of educational materials.

B. Support Services for Persons With AIDS

One full time psychiatric social worker is part of the staff at the AIDS/oncology clinic at Ward 86, San Francisco General Hospital. Services provided to patients and staff at the clinic include:

1. Crisis intervention services.
2. Psychological and general health assessment.
3. Identifying mental health services and referring patients to them as appropriate.
4. Patient-centered consultation with medical staff and personnel at San Francisco General Hospital, Ward 86.
5. Emotional support for service providers at Ward 86.
6. Short-term therapy for those on a waiting list for psychotherapy (not to exceed three sessions).
7. Organizing and facilitating educational support groups for persons with AIDS which focus on topics such as a) stress

reduction, b) depression prevention, c) coping with AIDS in a relationship. These will be modeled after the groups described below.

C. Support Services for the Worried Well and Persons With AIDS-Related Conditions (ARC).

These staff members work with people who are apprehensive about their prospects of acquiring AIDS and want to identify and find support for new behavior likely to reduce their risk. Apprehensions stem from a variety of sources, including but not limited to self-defined membership in an at-risk group or a diagnosis of an AIDS-related condition. Services provided by the staff include:

1. Brief and crisis interventions.
2. Psychological and general health assessments, with particular emphasis on factors contributing to the impairment of immunity.
3. Identifying medical, social and/or educational services and referring clients to them as appropriate.
4. Organizing and facilitating educational support groups that focus on topics such as a) stress reduction, b) depression prevention, c) safe sex, and d) integrated health.

The educational support groups entail approximately one two-hour session each week for an eight week cycle. Clients are encouraged to participate in a full cycle for each of the topics offered.

D. Support Services and Outreach for Youth at Risk for AIDS.

The Youth and AIDS Prevention Program, though originally conceptualized as a direct service component of the project, moved fairly quickly into the realm of consultation with youth service professionals. This change in emphasis was a consequence of the difficulties inherent in working with youth in high-risk categories: male prostitutes/hustlers, intravenous drug users, juvenile hall offenders, etc.; namely, that services to these groups are labor intensive and thus, very costly.

One area in which direct service has been successful has been at the Medical Clinic at Larkin Street Youth Center. Ten or twelve high-risk youth are seen in consultation each week with an emphasis on AIDS in the context of the broader issues of sexually transmitted disease, drug use and general health habits.

Other areas of the program include literature development and the recent attainment of a small grant (\$5,000) to train and educate teachers of the San Francisco Public School System for the Fall of 1985.

E. AIDS Antibody Reporting and Follow-up Counseling Program.

There are a number of support services already in existence in San Francisco which might be woven into the safety net for individuals who test seropositive for the AIDS antibody. However, these programs are not designed to deal with the immediate impact on an individual of a positive AIDS antibody test.

To this end, the AIDS Health Project is responsible for hiring and training counselors to give test results at the alternative test sites and to design and organize a model for short-term interventions for people who feel devastated by a positive AIDS antibody test. Some combination of individual and group services will be designed.

F. Services provided by our staff based on Ward 93, Substance Abuse Services at San Francisco General Hospital, include:

1. Consultation regarding drug and alcohol concerns for persons with AIDS.
 2. Support groups for people with AIDS or AIDS related conditions who are in recovery from alcoholism/chemical dependency.
 3. Education and consultation for health care and substance abuse agencies.
- D. Public education about AIDS and substance abuse.

II. AIDS Health Project Personnel To Be Hired For Present Proposal

To adequately research and develop both the training manual and the video training tape, the project proposes to hire a full time employee who will bear primary responsibility for these tasks. These are summarized below:

A. Assistant Administrative Analyst (1.0 FTE)

Has primary responsibility for the writing, development and oversight of the production of the educational materials for the project. In consultation with experts on the project staff as well as conference core faculty personnel, will be responsible for gathering material for each content area of the training manual and condensing this material into an appropriate and consistent format. Develops an appropriate bibliography and oversees the distribution of the manual. Finally, works with video producers, writing scripts and assuring the compatibility of the video material with the written training materials.

The employee will report directly to the Education Development Specialist. Final authority will rest with the Project Director. See Appendix I for the AIDS Health Project Organizational Chart.

B. Administrative Assistant II (0.25 FTE)

An administrative assistant will also be hired to work closely with the employee above on all aspects of the project including typing manuscripts, composing appropriate correspondence and being responsible for establishing a mechanism for the distribution of materials.

He/she will report directly to the Office Manager of the AIDS Health Project.

C. Current AIDS Health Project Staff Involved With the Grant

1. Education Development Specialist

Will be the primary supervisor of the effort. This staff employee is a Ph.D. psychologist and is currently responsible for the planning, organization, and review of educational materials presently developed by the project. (See vita, Peter Goldblum, Ph.D.).

2. Training Coordinators for Mental Health and Substance Abuse Professionals

These staff employees are responsible for the assessment of the training needs of each target population and design, schedule and execute training modules that fulfill the

identified training needs. These staff have been successfully providing these services since the Fall of 1985. (See vitas, Judy Macks, L.C.S.W. - Mental Health and Barbara Faltz, R.N. - Substance Abuse).

III. Outline of Training Materials

Materials to be provided under this contract include:

A. Mental Health and Substance Abuse Professional Training Manual

Envisioned as a soft-bound training manual, the manual will broadly cover issues relating to Mental Health and Public Policy, Medical Issues relevant for Practitioners, Mental Health Treatment Issues, Substance Abuse Treatment Issues, Ethical Issues in Mental Health Treatment, Mental Health Aspects of Prevention and AIDS Risk Reduction and Mental Health Consequences of AIDS in Special Populations.

1/2 hrs
Each section will cover the various aspects of the specific content area and will include educational objectives, relevant clinical material where appropriate, general therapeutic guidelines, and a relevant bibliography. See Appendix II for a partial, sample list of topics. The manual will also reference the tape below.

Appendix II

The Education to Mental Health and Substance Abuse Professionals Program of the U.C.S.F. AIDS Health Project offers workshops specifically designed to train and support mental health and health professionals working with populations at risk for AIDS and with persons with AIDS and ARC. Educational services include:

- 1) assessment of the agency's educational needs;
- 2) provision of in-services and trainings tailored to meet specific needs; and,
- 3) evaluation of training sessions.

A modulized training approach has been developed which identifies core topics important to mental health professionals' understanding of the AIDS epidemic. The modules are summarized below.

Module 1: AIDS Information

This module covers basic information about Acquired Immune Deficiency Syndrome (AIDS). Basic medical information, epidemiology, transmission, infection control, and prevention guidelines are highlighted.

Module 2: AIDS Antibody Test

This module covers basic information about the AIDS antibody test: what it is, why it was developed, what a positive or negative test result means. Advantages and disadvantages of taking the test are discussed as well as counseling individuals coping with results. Ethical legal issues will be explored.

Module 3: Psychosocial Aspects of AIDS/ARC

This module covers the socio-cultural issues of AIDS which impact on the psychological experience of these populations. The psychological stages experienced by the person with AIDS including specific issues and tasks in each stage are discussed. Also highlighted are the psychological experiences and responses of persons with ARC and those who test positive for the AIDS antibody.

Module 4: Worried Well Populations

This module covers psychological and socio-cultural issues for persons in at-risk populations including: gay and bisexual men; IV drug users; women; youth; hemophiliacs. Outreach, education and prevention strategies will also be highlighted.

Module 5: Neuropsychiatric Complications

This module covers basic information about neurologic involvement in AIDS. Psychiatric assessment, differential diagnosis, treatment and management of dementia will be highlighted.

Module 6: Clinical and Treatment Issues

This module covers specific clinical and treatment issues related to AIDS/ARC. These may include: suicide, dementia, anticipatory grief, special psychological needs of at risk populations; depression, AIDS anxiety, substance abuse. Successful outpatient clinical interventions are discussed, including: crisis intervention, brief psychotherapy; individual, couple and group modalities; substance abuse treatment, and the implications for long-term psychotherapy.

Module 7: Staff Response. Staff Support (Countertransference)

This module covers common individual and group staff responses to working with persons with AIDS/ARC.

Module 8: The Relationship between AIDS and Substance Abuse

This module covers the relationship between drugs, alcohol and AIDS. Information about the sharing of needles, immunosuppression, increased sexual risk taking, partners of IV drug users, and unborn children of IV drug users will be discussed.

Module 9: Suicide and AIDS

This module covers assessment and treatment of suicidal ideation in persons with AIDS/ARC. Legal and ethical issues will also be discussed.

Module 10: AIDS Phobia and Homophobia

This module discusses the effect that AIDS and homophobia has on the quality of clinical care for persons with AIDS related concerns.

Module 11: Death and Dying

This module covers emotional responses to death and dying for clients as well as mental health professionals. Successful clinical interventions are outlined. Counter-transference issues are highlighted.

Module 12: Stress Management

This module covers didactic and experiential information regarding the management of stress designed for both the practitioner and client.

Module 13: Clinical and Treatment Issues in the Management of Substance Abuse

This module covers specific clinical and treatment issues related to AIDS and substance abuse. Areas addressed are: why bother treating a person with

AIDS for substance abuse, dealing with the denial of addiction and the denial of a diagnosis of AIDS/ARC, treatment issues in working with people with AIDS/ARC in substance abuse treatment agencies. The issues concerning co-dependency are also addressed.

Module 14: Substance Abuse Assessment

This module covers basic information about substance abuse. The distinction between substance use and abuse will be discussed. An assessment procedure for substance abuse problems will be outlined. Professional difficulties dealing with substance abusing clients who have AIDS/ARC will also be discussed.

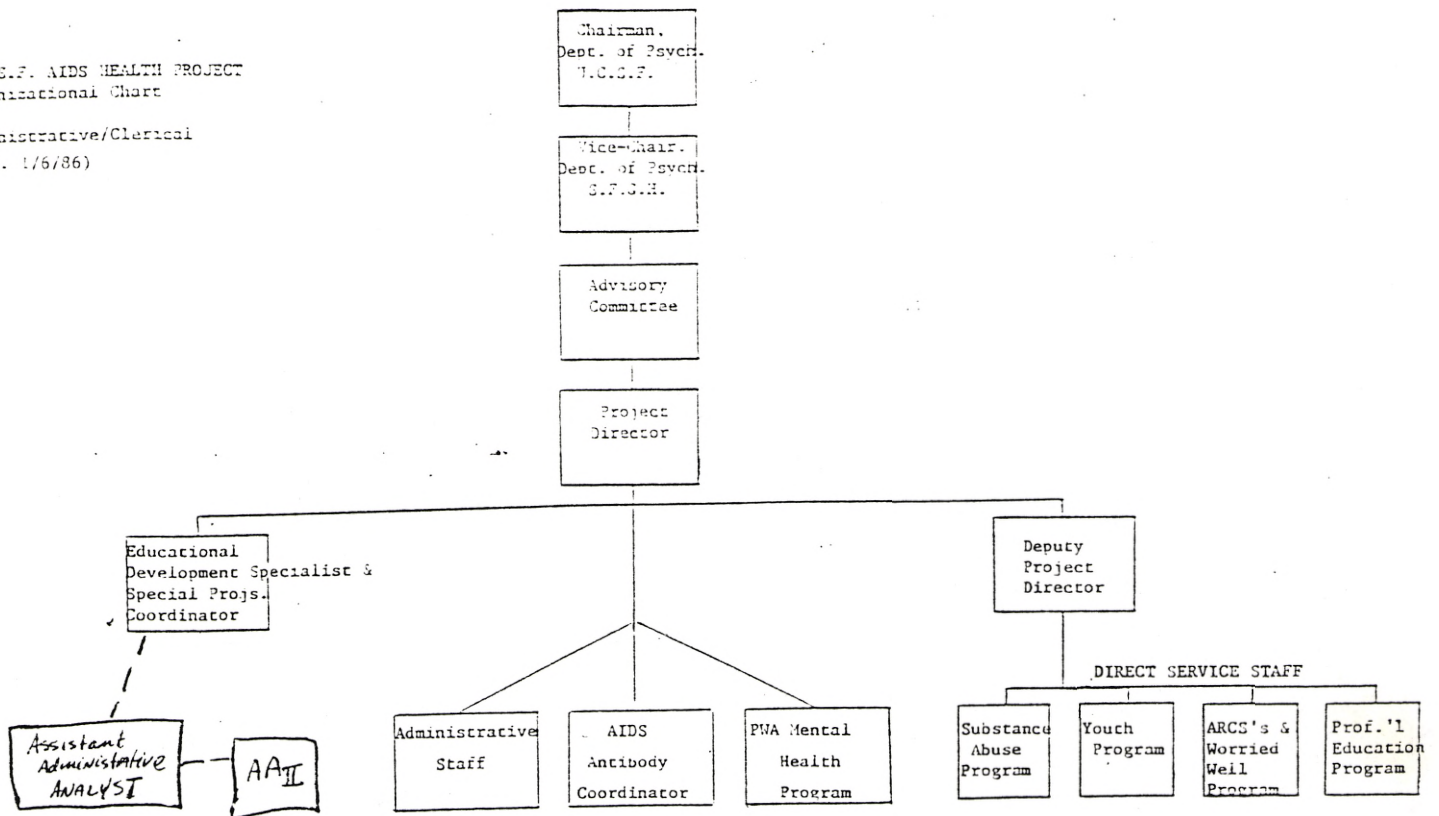
JM/jrw

APPENDIX I

AIDS HEALTH PROJECT ORGANIZATIONAL CHART
WITH PROPOSED ADDITIONAL TRAINING
MATERIALS STAFF

U.C.S.F. AIDS HEALTH PROJECT
Organizational Chart

Administrative/Clerical
(rev. 1/6/86)



16,000

LISA Orta

~~777-3311~~

10 min.

10 min.

10 min.

6268975

PWA / ARC / seropositive

2 SHORTER TAPES

Flow chart
CHECK LIST

VIDEO PRODUCTION COST

30 min. back c2c

5,000.

bottomline

(director / camera

200/day $\times 2$

lighting

equip. 400

studio 600

props 0

Filming

30-20 min tapes

400

editing (rm.)

750

subject matter expert

music

100

(library)

lunch for everyone

consolidate taping

US

voice over / narrator
lighting

200

~~idea~~

Lisa Ota / Rick → directing, etc.
1,000 £.

can buy footage from other tapes

What do you want people to remember
visually

WORK BACKWARDS

1. Learning Objectives

↓

2. Check lists / flow charts

↓

3. Script

\$300 / day - cushion - directing GRIP

AIDS HEALTH PROJECT

Administrative Offices:

333 Valencia St. 4th Floor
San Francisco, CA 94103
(415) 626-6637

- AIDS Mental Health Program
- AIDS Prevention Program
- Youth & AIDS Prevention Program
- AIDS Health Professional Training Program
- AIDS & Substance Abuse Program
- HTLV-III Counseling Program

Can we raise his salary?
He's competitive
Priscilla
476-4304
Teachersley -
Mrs. + Fischl
25 wks

Johnen off.
Chancellor of Bus. Affairs

pay at same rate
48
3
459 wk.

unit increase?
no one else can do it
specially AIDS

consultant agreement = person + task
consultant agreement
cover memo; not a problem from 2 contracts
as long as show copy of budget page.

Leon McKusick
signed off by per ch.

April 10, 1986

Leon McKusick, Ph.D.
4326 18th Street
San Francisco, CA 94114

Dear Leon:

Please find enclosed the materials you requested for the AIDS Health Project's piece of the State Training grant. I sent a proposed budget of about \$50,000 to John Ziegler on April 7.

The only time I could meet on Monday, 4/14/86, would be between 8:30 am and 10:30 am at the Project, or between 2:45 pm and 3:45 pm either at the Project or at a place of your choosing. Wednesday afternoon between 2:30 pm and 4:30 pm is also possible.

Hope you had a good vacation. Things here have moved along. We will likely be able to submit a vitae for our staff position by the 20th of April; we're investigating several strong candidates at present. Secondly, we've made some preliminary arrangements with a video company that appears ready, willing and able to do a nice piece of work for what is essentially a bare-bones video budget.

Hope your vacation was restful. Looking forward to meeting with you.

Very truly yours,

James W. Dilley, M.D.
Project Director

JD:jrw
Enclosures

Call Leisel Kaepfer

PG/SM/BF/ID

① How to execute a subcontract to Video Co.

②

By 8/1:

- more detailed outline Tony Man and of video.
- generate outline of manual.

Subcontracting
- Fund transfer -
From Dept Medicine

Typeset title page.

Who they are;
what do; & how much
bid -

Concate idea of
video form -
- how many copies
- By 8/1/86; report on
mainly materials to be developed: video/manual report.

in conferences.

① Videos -
Video Subcontract
- preferably
an estimate
making

A project concerned
with AIDS Prevention
and Health Promotion
University of California
SF and Department of
Public Health

DEPARTMENT OF MENTAL HEALTH

1600 - 9th STREET

SACRAMENTO, CA 95814

(916) 323-8255

DATE : 3-24-86



TO: PROSPECTIVE BIDDERS

You are invited to submit a bid/proposal on the Department of Mental Health project numbered and titled: CMU 85-37.

Department of Mental Health -- AIDS MENTAL HEALTH TRAINING

If you are interested in submitting a bid/proposal, you will be required to comply with the following requirements:

- A. Bids/proposals must be submitted in a sealed envelope. The sealed envelope must be plainly marked with your organizations name and address, the above project number and title, and mailed or delivered to:

State Department of Mental Health
Contract Unit
1600 Ninth Street, Room 120
Sacramento, CA 95814

- B. In order for your proposal to be acceptable the following documents must be returned:
Bid Form and Budget -- To be placed in a separate envelope
Vitae
Statement of Compliance
Small Business Questionnaire
Proposal for meeting the requirements set forth in the Program
Statement of the RFP.
- C. Bids/proposals must be received by 3:00 p.m., 4-28-86.
Bids/proposals received after this time and date will not be acceptable and will be returned to the sender unopened.
- D. Complete, sign, and date the attached Bid Form. This form when submitted in conjunction with the other requirements specified in Paragraph B above constitutes your proposal.

BIDS/PROPOSALS NOT SUBMITTED IN ACCORDANCE WITH THE ABOVE REQUIREMENTS AND THE ATTACHED "BIDDER'S INSTRUCTIONS" WILL BE REJECTED.

If you have any questions concerning this project, please call the phone number listed above.


Robert M. Boggs, Chief
Contract Unit

Attachments

STATE OF CALIFORNIA
DEPARTMENT OF MENTAL HEALTH

BID FORM

NUMBER: CMU 85-37

DATE: 3-24-86

TITLE: Department of Mental Health -- AIDS MENTAL HEALTH TRAINING

The undersigned bidder hereby proposes to provide the services specified in:

- Exhibit A - Program Statement and in accordance with
- STD 2 - Contract Face Sheet
- Exhibit B - Specific Provisions
- Exhibit C - General Provisions
- Exhibit D - Bidder's Instructions, Contract Award Process, and
Protest Procedures

It is understood that the contract will consist of the Face Sheet, and Exhibits "A", "B", and "C". Exhibit "A" of the contract is to be developed based on Contractor's proposal as well as Departmental Requirements. Samples of the Face Sheet, Exhibits "B" and "C" are attached to this RFP and are solely for your information.

It is understood that while no substantive changes in the contract documents are expected to occur in the period between the bidding process and the signing of the contract, non-substantive technical changes resulting from operation of law may occur.

Pursuant to the attached provisions of this project, our all inclusive bid is

\$ _____.

Authorized Signature

Date

Type or Print Signer's Name and Title

Name and Address of Organization (Individual)

BIDDER TO COMPLETE AND RETURN THE ORIGINAL AND TWO COPIES OF THIS BID FORM.

PROGRAM STATEMENT

DEPARTMENT OF MENTAL HEALTH
DIVISION OF COMMUNITY PROGRAMS

REQUEST FOR PROPOSAL

Consultant for Aids Mental Health Training Project - CMU-85-37

Content and Evaluation of Proposals

All proposals submitted must contain information and/or plans which are responsive to the items set forth under "B. Conditions" and consistent with the overall objective stated below. In addition, the information required by Exhibit D, "Bidder's Instructions", must be included and all proposals should address and/or take into consideration the reports and activities set forth in "C. Reports Required". The proposal should clearly outline, with objectives and an accompanying timeline, how the consultant responsibilities described in conditions 2 through 4 can be achieved over a 7 month period of time, from June 1, 1986 through December 31, 1986.

All proposals submitted will be evaluated in accordance with the procedures set forth in the "Contract Award Process" in Exhibit D. Each proposal will be evaluated as to its responsiveness to the conditions and requirements specified in terms of completeness, quality, and, when applicable, the adequacy of the analysis, insight, and planning approach. Substantial weight shall be given to the description of the methodology to be employed in response to the conditions set forth throughout section 4.c. under "B. Conditions." Weight shall also be given to the contract price proposal by the bidder, taking into consideration the amount of work proposed to be done, that is below the maximum contract price of \$195,000.00. Each of the proposals will be scored based on the weight assigned according to the selection criteria, attached, indicated by the numbers appearing in the left-hand margin. The total possible score is 100.

A. Objective and Background

Objective

To provide the Director of the Department of Mental health the assistance required in order to carry out an AIDS mental health project as required in Chapter 767, Statutes of 1985 (SB 1251).

Background

Projections by the Center for Disease Control in Atlanta

show that 14,000 Californians will have contracted AIDS by 1987. Current indications are that this number will continue to expand, as will the population affected by AIDS Related Complex (ARC). It is now thought that mental health problems can be an early aspect of AIDS, and a significant number of AIDS patients exhibit dementia which requires mental health intervention.

Mental health professionals face significant problems treating the mental health aspects of persons with AIDS or ARC. This is made more difficult by the complexity of managing the coordination of both the physical and psychological aspects of these illnesses. AIDS and ARC tend to affect young adults. The average age of persons diagnosed as having AIDS or ARC is between 20 and 40 years. Mental health issues are heightened by the 100% mortality rate among persons with AIDS. Generally, these populations have had to quit jobs and are often without the resources to financially participate in their treatment. Thus, there is an increasing rate of demand for services from the public mental health system.

Severe anxiety is created by the long incubation period--up to five years--and the poor prognosis associated with AIDS. Significant can be found among: those diagnosed with AIDS or ARC; persons who test positive for antibodies but are without symptoms; people experiencing the death or dying of someone close to them; individuals who fear they may have the disease; people in high risk categories; and, mental health staff working closely with terminally ill AIDS patients. Severe mental health problems also arise from social ostracism due to the fear of contagion.

Chapter 767/Statutes of 1985 (SB 1251) appropriated \$600,000 to the Department of Mental Health for the development of an AIDS mental health project. As specified in the Bill, three program areas were identified for Fiscal Year 1985-86: development of media materials to reduce the impact of mental health problems among AIDS related populations through emphasizing the relationship between stress and the immune system, the use of support groups, and means of dealing with grief; conduct education and training programs for mental health personnel throughout the State; and, conduct an assessment of needs relating to AIDS mental health issues.

B. Conditions

1. The contractor may be an incorporated community agency, a local government agency, or a consultant in health and/or mental health services.

2. Proposal Format

The following is a summary of all items that must be included in the proposal.

a) Bid Form and Budget

These are to be placed in a separate envelope.

b) Vitae and Bidder's Qualifications

Submit a description of the organizational structure and include organization charts for the bidder's organization (parent organization) and project organization by service component. Provide vitae for key personnel within the proposed project organization. Provide a description of the organization's experience in performing work similar to that requested in this RFP.

c) Statement of Compliance

All proposals must include a signed Statement of Compliance.

d) Small Business Questionnaire

All bidders shall complete the attached Small Business Identification Questionnaire and return it with their bid.

e) Understanding of Requirements

Bidders must provide a general description of the techniques which they intend to use and to demonstrate their understanding of the requirements sufficient for the Department of Mental Health (DMH) to appraise their grasp of this RFP.

f) Description of Services to be Provided

Describe all services and methodologies to be employed in accordance with this RFP. Each service and methodology must include an objective and be incorporated in an overall timeline.

g) Budget and Budget Narrative

The bidder must provide a summary and a detailed cost breakdown of the work to be performed by type of cost and task/work item to be performed, not to exceed the total amount allowed in accordance with this RFP. Substantiate cost by item budget. Give rates used and basis for calculation. A sample budget line item

format is attached. Separate budgets and budget narratives are required for all subcontractors and outside consultants. The budget narratives should clearly indicate the activities each subcontractor or consultant will complete.

h) Work Plan

The bidder must include a detailed work plan in the proposal indicating all tasks and work items, timelines, and the level of manpower for each task or work item.

i) Subcontractors

If subcontractors are contemplated, a description of these persons or firms and the work to be done by them must be provided. The DMH will consider the prime contractor to be the sole point of contact with regard to this RFP/contract and no subcontract may be entered into without the review and prior written approval of DMH.

j) References

Provide a listing and description of any similar work provided to other public or private agencies and successfully concluded including names and addresses.

k) Articles of Incorporation

A copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be included. If an organization is in the process of being incorporated by the California Secretary of State's Office, they may submit a proposal. However, all successful bidders must be incorporated before a contract may be executed.

3. In choosing an appropriate contractor to act as the consultant, priority shall be given to applicants that can demonstrate the following:

- a) Has a proven record of experience in providing relevant training and educative information or consultation to organizations providing mental health care or referrals for persons with AIDS related mental health needs.
- b) Provides a comprehensive description of the methodologies to be used and the experience the contractor has in past applications of such

methodologies.

- c) Can demonstrate the capacity to perform the required activities herein in both northern and southern California. If this is accomplished through subcontracting, information for each subcontractor should be included covering paragraphs a) and b) immediately above.

4. The contractor shall do all of the following:

- a) By August 1, 1986, provide the department a report on all training and education materials to be developed, as proposed by the bidder, for counties to disseminate to mental health professionals of county mental health Short-Doyle programs that address the following areas:

- 1) mental health needs and issues pertinent to the professional service provider regarding service delivery, as proposed by the bidder, for populations including people with AIDS, people with AIDS related complex, people who test antibody positive for exposure to the AIDS virus and people undergoing testing, significant others of any of those in the preceding groups, and those suffering from AIDS related depression, anxiety, or somatization disorders. This should include information pertinent to serving ethnic minority populations.
- 2) practices suitable for the effective mental health treatment and program management of people with AIDS, people with AIDS related complex, people who test antibody positive for exposure to the AIDS virus and people undergoing testing, significant others of any of those in the preceding groups, and those suffering from AIDS related depression, anxiety, or somatization disorders. This should include information pertinent to serving ethnic minority populations. This should also include pertinent information on past and current trends in such treatment practices as proposed by the bidder.
- 3) information on working effectively with agencies providing medical, support, self-help, and other AIDS related services as proposed by the bidder, including information on the nature of services provided by such agencies.

Within 30 days after approval by the department, submit final drafts of the above training and education materials for departmental approval. Within 30 days after final approval given by the department, prepare and disseminate materials to each county in quantities as proposed by bidder. The bidder should include a supply of such materials for the department in quantities as proposed by the bidder.

- b) By August 1, 1986, provide the department specific information on the various training materials and activities in media proposed by the bidder for presentation in six regionally held training and education conferences/workshops to be conducted by the contractor for local mental health professionals that address the following areas:

- 1) mental health needs and issues pertinent to the professional service provider regarding service delivery, as proposed by the bidder, for populations including people with AIDS, people with AIDS related complex, people who test antibody positive for exposure to the AIDS virus and people undergoing testing, significant others of any of those in the preceding groups, and those suffering from AIDS related depression, anxiety, or somatization disorders. This should include information pertinent to serving ethnic minority populations.
- 2) practices suitable for the effective mental health treatment and program management of people with AIDS, people with AIDS related complex, people who test antibody positive for exposure to the AIDS virus and people undergoing testing, significant others of any of those in the preceding groups, and those suffering from AIDS related depression, anxiety, or somatization disorders. This should include information pertinent to serving ethnic minority populations. This should also include pertinent information on past and current trends in such treatment practices as proposed by the bidder.
- 3) information on working effectively with agencies providing medical, support, self-help, and other AIDS related services as proposed by the bidder, including information on the nature of services provided by such

agencies.

Within 90 days after approval of the conference/workshop materials by the department, conduct such workshops in at least six regional areas, or more as proposed by the bidder. These workshops and/or conferences shall be designed for the participation of mental health professionals and others as proposed by the bidder. The duration and numbers of participants to be accommodated at each conference or workshop shall be proposed by the bidder, as well as all necessary efforts and costs for advertising, scheduling, site preparation, evaluation of conference/workshop by participants, accepting and notifying reservations for participation, and other related activities.

The workshops may include a variety of written materials, speakers, video information, and other training materials suitable to the information to be presented, as proposed by the bidder. The bidder should propose how requests for additional copies of written or video material presented during any of the six workshops are to be supplied, up to a maximum proposed by the bidder.

C. Reports Required

1. Significant reports and written materials required by sections 4.a. through 4.b. immediately above shall be provided in writing and on diskette using appropriate word processing or database IBM personal computer compatible software selected from among the following.

IBM Writing Assistant
IBM Reporting Assistant
PFS: Write
PFS: File
PFS: Report
Microsoft Word
Displaywrite 3.0 or later versions
RBase 5000

Other commercially available software may be used in place of those listed above if given prior approval by the department.

SAMPLE BUDGET FORMAT

STAFF SALARIES

Position title	% of time	Amount
-----	-----	-----
-----	-----	-----
-----	-----	-----
TOTAL STAFF SALARIES		\$ -----

FRINGE BENEFITS

Worker's compensation: _____ % x \$ _____

FICA: _____ % x \$ _____

Other (show calculations)

TOTAL FRINGE BENEFITS \$ _____

MISCELLANEOUS COSTS

Travel _____

Communications, utilities, & custodial _____

Rent _____

Equipment (list purchases and rentals
and supplies) _____

Insurance and bonding costs _____

Other costs _____

TOTAL MISCELLANEOUS COSTS \$ _____

TOTAL STAFF SALARIES.....

TOTAL FRINGE BENEFITS.....

TOTAL MISCELLANEOUS COSTS.....

TOTAL COSTS _____

SELECTION CRITERIA

1. Compliance with RFP Requirements
 - 5 a) Understanding the requirements of scope of work
 - 5 b) Timetable for completion of work
 - 5 c) Understanding of the focused populations
2. Methodology
 - 10 a) Service to be provided, i.e., the scope of what the bidder will do
 - 15 b) Feasibility of services/methodology
 - 5 c) Appropriateness of number of staff
 - 20 d) Method of service delivery, i.e., how the bidder will do the work
3. Experience
 - 15 a) Bidder's experience in providing like or similar services
4. Net cost to state for services provided
 - 20 a) Appropriateness of bidder's price and budget
- 100 TOTAL POSSIBLE SCORE

ANDARD AGREEMENT — APPROVED BY THE ATTORNEY GENERAL

E OF CALIFORNIA
 2 (REV. 6/81)

☐ CONTRACTOR
☐ STATE AGENCY
☐ DEPT. OF GEN. SEP
☐ CONTROLLER
☐
☐
☐
☐

S AGREEMENT, made and entered into this _____ day of _____, 19 86,
 the State of California, by and between State of California, through its duly elected or appointed,
 ified and acting

OF OFFICER ACTING FOR STATE Contract Manager	AGENCY Department of Mental Health	NUMBER 85-XXXXX
--	--	---------------------------

fter called the State, and

fter called the Contractor.

NESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State
 inafter expressed, does hereby agree to furnish to the State services and materials, as follows:
 orth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

Contractor agrees to provide the services specified in:

EXHIBIT "A" - Program Narrative;
 EXHIBIT "B" - Specific Provisions; and
 EXHIBIT "C" - General Provisions;

attached hereto and by this reference hereby made a part of this agreement.

ne provisions on the reverse side hereof constitute a part of this agreement.
 WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA		CONTRACTOR			
CY Department of Mental Health		CONTRACTOR (IF OTHER THAN AN INDIVIDUAL, STATE WHETHER A CORPORATION, PARTNERSHIP, ETC.)			
AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
Contract Manager		TITLE			
INUED ON _____ SHEETS, EACH BEARING NAME OF CONTRACTOR		ADDRESS			
Department of General Services Use Only		AMOUNT ENCUMBERED \$.		PROGRAM/CATEGORY (CODE AND TITLE) Support	
		UNENCUMBERED BALANCE \$.		(OPTIONAL USE)	
		ADJ. INCREASING ENCUMBRANCE \$.		ITEM 4440-001-001	
		ADJ. DECREASING ENCUMBRANCE \$.		CHARTER 111	
				STATUTE 1985	
				FISCAL YEAR 85/6	
		OBJECT OF EXPENDITURE (CODE AND TITLE)			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above				TBA NO.	
SIGNATURE OF ACCOUNTING OFFICER				BR. NO.	
DATE					
I hereby certify that all conditions for exemption set forth in State Administrative Manual Section 1209 have been complied with and this document is exempt from review by the Department of Finance					
SIGNATURE OF OFFICER SIGNING ON BEHALF OF THE AGENCY				DATE	

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.

2. The Contractor, and the agents and employees of Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of State of California.

3. The State may terminate this agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand.

4. Without the written consent of the State, this agreement is not assignable by Contractor either in whole or in part.

5. Time is the essence of this agreement.

6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

CONTRACT NO.: 85-76XXX

CONTRACTOR : _____

EXHIBIT "B"

Specific Provisions

1. The term of this contract shall be from _____ through _____
2. The State has designated _____ to be its Project Coordinator.
3. The total amount payable by the State to the Contractor under this contract shall not exceed \$ _____.
4. In consideration of the above services, performed in a manner acceptable to the State, the State shall reimburse the Contractor monthly, in arrears, upon submission of an invoice in triplicate to the Project Coordinator stating the time period covered, and stating the contract number, for actual expenditures in accordance with the budget attached hereto and labeled EXHIBIT "B-1" to:

Department of Mental Health
1600 Ninth Street
Sacramento, CA 95814

The Contractor may make changes in any individual line item in the budget, provided that such changes in the aggregate as to any line item shall not exceed \$2,000 or 10%, whichever is less; that the Contractor submit an explanation of the need for such excess with the claim for reimbursement and to specifically identify the line item(s) to be reduced in order to increase the excess item(s), and provided further that the State reserves the right to deny any such claim for any excess reimbursement of any item. It is further understood that in no event shall the maximum amount payable under this agreement exceed the maximum amount specified in Paragraph 3, above.

5. The monthly reimbursement procedures, outlined in Paragraph 4, shall be made minus a ten percent (10%) withholding of each claim. Upon satisfactory completion of services, the withheld portion will be paid, along with the final payment.
6. This contract shall not be effective until approved by the Department of General Services.

CONTRACT NO.: 85-XXXXX
CONTRACTOR :

EXHIBIT "C"

General Provisions

1. Contractor shall submit any subcontracts to the State for approval prior to implementation. Upon termination of any subcontract, the State shall be notified immediately.
2. By signing this contract, Contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a Federal court has been issued against this Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a Federal court which orders the Contractor to comply with an order of the National Labor Relations Board (Pub. Contract Code Sect. 10296).
3. All reports, invoices, or other communications are to be delivered to the Project Coordinator, Department of Mental Health, 1600 Ninth Street, Sacramento, CA 95814.
4. All invoices must be submitted in triplicate, stating the agreement number and the time period covered, and to the Project Coordinator as specified in EXHIBIT "B". It is further understood that in no event shall the maximum price specified in EXHIBIT "B" be exceeded.
5. This agreement may be cancelled at any time by either party, by giving 30 days written notice to the other party, and may be amended upon mutual consent.
6. Contractor understands that no Federal or State income tax will be withheld from the payments under this contract. However, the State is required to report all payments to the Internal Revenue Service for tax purposes. No distinction of fee, travel, or per diem will be made. No wage and tax statement (W-2) will be issued for the services performed under this agreement.
7. Contractor understands that the product(s) and the contractor staff services provided in fulfillment of the requirements of this contract will be evaluated by the State. (Public Contract Code Section 10370).
8. Contractor agrees to place in each of its subcontracts, which are in excess of \$10,000 and utilize State funds, a provision that: "The contracting parties shall be subject to the examination and audit of the Auditor General for a period of three years after final payment under contract (Government Code Section 10532)". The Contractor shall also be subject to the examination and audit of the Auditor General for a period of three years after final payment under contract (Government Code Section 10532).

9. Contractor shall submit a progress report in writing on a monthly basis to the Project Coordinator. Said progress report shall include, but is not limited to, a statement that Contractor is or is not on schedule, any pertinent reports or interim findings, and an opportunity to discuss any difficulties or special problems so that remedies can be developed as soon as possible. The written reports are due on or before the tenth of each month, following the first month of this agreement. (SAM 1246)
10. Contractor shall hold a final meeting with the State during which Contractor shall present findings, conclusions, and recommendations. Also, Contractor shall submit a written comprehensive final report. Both the final meeting and the final report must be consummated on or before the contract termination date. (SAM 1247)
11. The State reserves the right to use and reproduce all reports and data produced and delivered pursuant to this agreement, and reserves the right to authorize others to use or reproduce such materials.
12. Should a dispute arise under this contract, Contractor may, in addition to any other remedies which may be available, provide written notice of the particulars of such dispute to the Deputy Director, Division of Administration, Department of Mental Health, 1600 Ninth Street, Sacramento, CA 95814. Such written notice must contain the Contract Number. Within ten days of receipt of such notice, the Deputy Director, Division of Administration, shall advise Contractor of his findings and a recommended means of resolving the dispute. (Public Contract Code, Sect. 10381)
13. Contractor is hereby notified that Public Contract Code Section 10381 provides that Contractors have certain specific rights, duties, and obligations when entering into consultant services contracts with the State.
14. Travel and per diem, if authorized under this agreement shall be paid in accordance with the State Administrative Manual Section 1243 and the Department of Personnel Administration Rules and Regulations and as amended from time to time. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State. (SAM 1272)
15. Contractor agrees to maintain books, records, documents, and other evidence necessary to support contractor's claims for reimbursement under this contract. (SAM 1272)
16. Contractor agrees that the State reserves title to any property purchased or financed from the proceeds of this contract if such property is not fully consumed in the performance of this contract. This provision shall be operational even though such property may have been purchased in whole or in part by Federal funds and absent a Federal requirement for transfer of title. (SAM 1272)

17. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or sex. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract. (SAM 1204.5)

EXHIBIT D
BIDDER'S INSTRUCTIONS

TIME SCHEDULE

All bidders are hereby advised of the following schedule and will be expected to adhere to the specified performance requirements.

1. Bid package mailed to prospective bidders	<u>3-24-86</u>
2. Bid proposals received by 3:00 p.m.	<u>4-28-86</u>
3. Award of contract to successful bidder	<u>5-14-86</u>
4. Contract development, processing & approval	<u>5-30-86</u>
5. Contract start date	<u>6-1-86</u>
6. Termination of contract	<u>12-31-86</u>
7. Evaluation of contracted services	<u>1-31-87</u>

CONTACTS BETWEEN BIDDERS AND STATE

1. Bidders may contact the Department of Mental Health for additional information regarding the bid/proposal by contacting Robert Boggs, Chief, Contract Unit, (916) 323-8255. Any questions must be in writing and answers will be provided to all bidders in writing.
2. Bidders will be notified by mail or telephone with regard to award of the contract. Unsuccessful bidders, as well as the successful bidder will be notified.

SMALL BUSINESS IDENTIFICATION QUESTIONNAIRE

All bidders shall complete the attached MH 1157, Small Business Identification Questionnaire, and return it with their bid. The information is required for statistical information and is considered confidential.

STATEMENT OF COMPLIANCE

All bidders shall complete and return the attached Statement of Compliance, STD 19.

EXHIBIT "D" (Cont'd)

SUBMISSION OF BIDS

1. Bids and modifications or corrections thereof received after the closing time specified will not be considered.
2. ONLY BIDS SUBMITTED ON THE BID FORM FURNISHED BY THE DEPARTMENT OF MENTAL HEALTH WILL BE CONSIDERED. The bid must be printed in ink or typewritten. A minimum of 7 copies of the bid must be submitted. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error and the correction must be initialed in ink by the person signing the bid.
3. The bid price and all cost information must be submitted in a separate, sealed envelope. This envelope should be affixed to the outside of the proposal.
4. A bid/proposal may be rejected if conditional or incomplete or if it contains any alterations of form or other irregularities of any kind. The Bid Form must be completed and signed by the bidder.
5. The State may reject any or all bids and may waive any immaterial defect in a bid. The State's waiver of an immaterial defect shall in no way modify the bid/proposal documents or excuse the bidder from full compliance with the objective if awarded the contract.

BUDGET

All bidders shall submit a detailed budget breakdown. The budget information will become a part of the contract document.

RESUME OR VITAE

A resume or vitae will be required of all key staff and consultants participating in the contract and shall be submitted with the bid.

EXHIBIT "D" (Cont'd)

CONTRACT AWARD PROCESS

Subsequent to the opening of the proposals, all proposals will be available for inspection in the offices of the Contract Unit of the Department of Mental Health, 1600 Ninth Street, Room 120, Sacramento, California, for a minimum period of 24 hours.

All proposals will be reviewed by an evaluation committee to determine which ones meet the format requirements specified in the request for proposal.

Those proposals which meet the format requirements shall then be submitted to an agency evaluation committee which must evaluate and score the proposals using the methods specified in the request for proposal. The contract must be awarded to the bidder whose proposal is given the highest score by an evaluation committee.

The criteria to be used by the evaluation committee in scoring proposals is set forth elsewhere in this request for proposal. All proposals and score sheets will be available for public inspection at the conclusion of the scoring process.

Prior to actual award of the contract, a notice of the proposed award will be posted in the offices of the Contract Unit of the Department of Mental Health, 1600 Ninth Street, Room 120, Sacramento, California, for a period of 5 working days.

EXHIBIT D (Cont'd)

PROTEST PROCEDURES

1. If, prior to the award, any bidder files a protest against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.
2. Protests must be received at the address stated below not later than 5-21-86.

State of California
Department of Mental Health
Contract Unit
1600 Ninth Street, Room 120
Sacramento, CA 95814

3. Within five (5) days after filing the protest, the protesting bidder must file with the Department of Mental Health a full and complete written statement specifying the grounds for the protest. Certified or registered mail must be used.
4. Protests shall be limited to the following grounds:
 - a. The agency failed to follow the procedures specified in either subdivision (b) or subdivision (c) of Government Code Section 14830.22.
 - b. The agency failed to apply correctly the standards for reviewing the format requirements or evaluating the proposals as specified in the request for proposal.
 - c. The agency used the evaluation and selection procedure in subdivision (b) of Government Code Section 14830.22, but is proposing to award the contract to a bidder other than the lowest responsible bidder.
 - d. The agency used the evaluation and selection procedure in subdivision (c) of Government Code Section 14830.22, but failed to follow the methods for evaluating and scoring the proposals specified in the request for proposal.
 - e. The agency used the evaluation and selection procedure in subdivision (c) of Government Code Section 14830.22, but is proposing to award the contract to a bidder other than the bidder given the highest score by the agency evaluation committee.

MANAGEMENT MEMO

	NO. 86-5
SUBJECT: State Contracts for Services- Small Business Preference	DATE ISSUED: February 24, 1986
REFERENCES: Chapter 668 of the Statutes of 1984 & California Administrative Code Title 2, Section 1896(n)	EXPIRES: February 23, 1987

Regulations have been adopted which define "small business" for the purpose of extending the five percent small business bidding preference to contracts for personal or consultant services.

State agencies must include instructions in any request for proposals (RFP) or invitation for bids (IFB) pertaining to contracts for services, which are issued beyond 10 days from the issuance date of this memo, that will inform bidders of the preference. Such instructions should include the following:

NOTICE TO ALL BIDDERS: Section 14835, et seq. of the California Government code requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Administrative Code, Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California and be verified by the State Office of Small and Minority Business. Questions regarding the preference approval should be directed to that office at (916) 322-7122.

Are you claiming preference as a small business?

☐ YES

☐ NO

Please see State Administrative Manual (SAM) Section 1213 regarding methods of contract award for IFB's and RFP's, and SAM Section 1204.2 regarding application of the small business preference.

With respect to an IFB for the delivery of services which calls for bidders to meet all the specified requirements and provides for contract award based on the lowest price, the small business shall be granted a preference in an amount equal to five percent of the lowest responsible bid submitted by a bidder not certified as a small business.

In evaluating proposals responding to a RFP using the primary method (two tier system) of contract award referred to in SAM Section 1213, which involves the initial determination of which bidders meet the requirements specified in the RFP, small business shall be granted a preference of five percent of the lowest price offered (in a separate, sealed envelope) by another qualifying bidder who is not certified as a small business. See SAM Section 1204.2 regarding preference application.

When it is necessary to utilize the secondary method (point-count system) of contract award in a RFP via the highest scored proposal, small business bidders shall be granted a preference consisting of five percent of the price component of the highest scored proposal submitted by another bidder who is not certified as a small business. As stated in SAM 1213, any evaluation and scoring method resulting in an award to the highest scored proposal must ensure that substantial weight in relationship to all other criteria utilized shall be given to the contract price.

Because RFP's which provide for contract award via the secondary method (point count) have the incidental effect of diluting the benefit of the small preference, the use of such RFP's is strongly discouraged and must be limited to those rare instances when agencies seek a unique solution to a specified problem which will not necessarily be resolved by the lowest bidder.

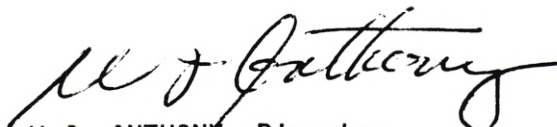
All State agencies shall include a recap of their efforts to solicit quotations from small businesses and the results of such efforts. Such information shall accompany each Contract Transmittal and Pre-Evaluation Form 15 together with reasons why the agency was unable to utilize an IFB, or a RFP with the primary method of contract award, if such was the case. The failure to justify use of the RFP secondary method will result in contract disapproval.

The manner of applying the small business preference to the procurement of Electronic Data Processing and Telecommunications goods and services is addressed in Public Code Section 12102 (b)(2) which states: "Whenever an acquisition under this section is based upon cost alone, such that the award of a contract, purchase order, or delegated purchase order is made to the lowest responsible bidder meeting the specifications, the small business preference provided for shall be accorded to all qualifying small businesses." EDP and TELECOM procurements which are not based on cost alone as referenced in said section can not require application of the small business preference.

Subsection (n) of Section 1896 of Title 2, California Administrative Code, lists businesses engaged in the delivery of services by industry classification and gross income maximums, for the purpose of determining eligibility for the preference.

All state agencies will report by July 31, 1986 to the Office of Small and Minority Business a listing and value of each contract entered into during the period between the implementation of this policy and July 1, 1986. The report will indicate whether the contract was awarded to: (1) a small business as the result of application of the small business preference; in such cases list the value of the small business bid prior to applying the five percent preference and the value of the lowest non-small business bid or, (2) a small business without the need for the application of the small business preference, or (3) a bidder who did not request the small business preference or which was ineligible for such preference.

The sole responsibility for determining eligibility for the preference is statutorily vested in the Office of Small and Minority Business. Any questions regarding the application of the preference should be directed to Eric Brooks at (ATSS) 454-6221 or (916) 324-6221.



W.J. ANTHONY, Director
Department of General Services

WJA:AT:EB:lp
002L.MSS

DISTRIBUTION: A E M S MM

STATEMENT OF COMPLIANCE

_____ (hereinafter referred to as
(Company Name))

"prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 in matters relating to the development, implementation and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applicants for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age (over forty).

I _____ hereby swear that I am
(Name of Official)

duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification executed on _____ in the county
(Date)

of _____ is made under the penalty of perjury
(County)

under the laws of the State of California.

Signature

Title

SMALL BUSINESS IDENTIFICATION QUESTIONNAIRE

MH 1157 (10/84)

INSTRUCTIONS. Please complete the following, and submit the completed questionnaire with your bid package. The information is required for statistical purposes and is considered confidential.

Name of Business		Products or Services Provided	
Address	(Street)	(City)	(State) (Zip)
If your business is a nonprofit business or public entity, please check this box ☐ and do <i>not</i> complete the remainder of this questionnaire. If your business is a For Profit Business, see definitions on back before completing the following.			
Size of Business	Sex of Owner	Ethnic Classification of Owners	
☐ I am a prequalified small business with OSMB.	☐ Male	☐ Black	☐ Polynesian
☐ I am a small business, but have not been prequalified with OSMB.	☐ Female	☐ Asian American	☐ American Indian/ Alaskan Native
☐ My business would not be considered a small business.		☐ Hispanic American	☐ Filipino
			☐ Caucasian/ White
			☐ All other

STATE USE ONLY

Amount \$	Document Number	Fiscal Year	Reporting Quarter
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DEFINITIONS

SIZE OF BUSINESS: Check the first box only if your business has been prequalified for the small business preference by the Office of Small and Minority Business (OSMB). Check the second box if you feel your business is a small business, but have not been prequalified by OSMB. Check the third box if you feel your business is not a small business

SEX OF OWNERS: The *Female* block will be checked in this item if a business is at least 50 percent woman-owned or, in the case of publicly owned businesses, at least 51 percent of the stock is woman-owned. In all other instances, the *Male* block will be checked.

ETHNIC CLASSIFICATION OF OWNERS: The code checked should reflect the ethnic origin of the person who own at least 51 percent of the business, or in the case of a publicly owned business, at least 51 percent of the stock. In the case of an equal partnership between a Caucasian and minority group member, the code of the minority group member will be marked. Mark *only one* block in this item.

DEPARTMENT INSTRUCTIONS

HEADQUARTERS: Offices awarding contracts will complete the *State Use Only* section on the front of this form for each bidder awarded a contract and submit the questionnaire with the contract to Support Services Section, Administration Division.

STATE HOSPITALS: Complete the *State Use Only* section on the front of this form for each bidder awarded a contract, service order or subpurchase order. For *Contracts* attach the completed questionnaire with the copy of the contract submitted to Support Services Section. For *Service Orders and Subpurchase Orders* use the information collected to complete the *Small Business Monitoring Report* (STD 810) each quarter. Submit the report by the 10th of the month following the reporting quarter to: Department of Developmental Services, Support Services Section, Administration Division, 1600 9th Street, Sacramento, CA 95814.

— April 1 —

Fri April 18, —

4/14 1⁰⁰ —
2³⁰ PM.

April 23

— Contracts & Grants. —

8³⁰ — 4/21/86.

— meet on April 14, —

- Cost out concrete plans
- Video/etc. training material.

2279
324A

THE AIDS HEALTH PROJECT

Administrative Offices:

Fourth Floor
333 Valencia Street
San Francisco, CA 94103
(415) 626-6637

- AIDS Mental Health Program
- AIDS Prevention Program
- Youth & AIDS Prevention Program
- AIDS Health Professional Training Program
- AIDS & Substance Abuse Program
- HTLV-III Counseling Program

December 13, 1985

The Education to Professionals Program of the U.C.S.F. AIDS Health Project offers workshops specifically designed to train and support mental health and health professionals working with populations at risk for AIDS and with persons with AIDS and ARC. Educational services include:

- 1) assessment of the agency's educational needs;
- 2) provision of in-services and trainings tailored to meet specific needs; and,
- 3) evaluation of training sessions.

A modularized training approach has been developed which identifies core topics important to mental health professionals' understanding of the AIDS epidemic. The modules are summarized below.

Module 1: AIDS Information

This module covers basic information about Acquired Immune Deficiency Syndrome (AIDS). Basic medical information, epidemiology, transmission, infection control, and prevention guidelines are highlighted.

Module 2: AIDS Antibody Test

This module covers basic information about the AIDS antibody test: what it is, why it was developed, what a positive or negative test result means. Advantages and disadvantages of taking the test are discussed as well as counseling individuals coping with results. Ethical legal issues will be explored.

Module 3: Psychosocial Issues of Persons with AIDS, ARC and Persons in At Risk Populations

This module covers the socio-cultural issues of AIDS which impact on the psychological experience of these three populations. The psychological stages experienced by the person with AIDS including specific issues and tasks in each stage are discussed. Also highlighted are the psychological experiences and responses of persons with ARC and those in at risk populations.

Module 4: Psychiatric Assessment

This module covers psychiatric assessment, highlighting specific areas of concern when assessing persons with AIDS related concerns. Differential diagnosis is also detailed

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including: central nervous system disorders, depression, anxiety, suicidality, and substance abuse.

Module 5: Clinical and Treatment Issues

This module covers specific clinical and treatment issues related to AIDS. These may include: suicide, dementia, assessment and management, special psychological needs of at risk populations: gay and bisexual men, IV drug users, women and youth. Successful outpatient clinical interventions are discussed, including: crisis intervention, brief psychotherapy; individual, couple and group modalities; and the implications for long-term psychotherapy.

Module 6: AIDS Phobia and Homophobia

This module discusses the effect that AIDS and homophobia has on the quality of clinical care for persons with AIDS related concerns.

Module 7: Death and Dying

This module covers emotional responses to death and dying for clients as well as mental health professionals. Successful clinical interventions are outlined. Counter-transference issues are highlighted.

JM/jrw



Administrative Offices:
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(415) 626-6637

- AIDS Mental Health Program
- AIDS Prevention Program
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- AIDS Health Professional Training Program
- AIDS & Substance Abuse Program
- HTLV-III Counseling Program

December 13, 1985

The AIDS and Substance Abuse Program (ASAP) of the U.C.S.F. AIDS Health Project offers workshops specifically designed to train and support alcohol and drug agencies to work with populations at risk for AIDS and with persons with AIDS and ARC. Educational services include:

- 1) assessment of the agency's particular needs;
- 2) in-services and trainings tailored to meet their specific needs; and,
- 3) evaluation of training sessions.

Modules have been developed which identify core topics important to the substance abuse community. The modules are summarized below:

Module 1: Basic AIDS Information

This module covers basic information about Acquired Immune Deficiency Syndrome (AIDS). Basic medical information, epidemiology, transmission, infection control and prevention guidelines are highlighted.

Module 2: The Relationship between AIDS and Substance Abuse

This module covers the relationship between drugs, alcohol and AIDS. Information about the sharing of needles, immunosuppression, increased sexual risk taking, partners of IV drug users, and unborn children of IV drug users will be discussed.

Module 3: AIDS Antibody Testing: An Overview

This module covers basic information about the AIDS antibody test: what it is, why it was developed, and what a positive or negative test result means. Advantages and disadvantages of taking the test are discussed. Techniques and counseling skills for individuals coping with results will be discussed. Ethical and legal issues will be explored.

Module 4: Clinical and Treatment Issues in the Management of Substance Abuse

This module covers specific clinical and treatment issues related to AIDS and substance abuse. Areas addressed are: why bother treating a person with AIDS for substance abuse, dealing with the denial of addiction and the denial of a diagnosis of AIDS/ARC, treatment issues in working with people with AIDS/ARC

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in substance abuse treatment agencies. The issues concerning co-dependency are also addressed.

Module 5: Substance Abuse Assessment

This module covers basic information about substance abuse. The distinction between substance use and abuse will be discussed. An assessment procedure for substance abuse problems will be outlined. Professional difficulties dealing with substance abusing clients who have AIDS/ARC will also be discussed.

BF:jrw

Activities

1. The Department will contract with the University of California San Francisco's AIDS Health Project to provide these services.
2. The AIDS Health Project will assign one full-time coordinator for training of mental health professionals and one full-time coordinator for training of substance abuse professionals.
3. With respect to his/her particular target population, each coordinator will:
 - (a) Assess the training needs of these service providers, incorporating into the assessment information about their client population that they may not be aware of (identified in the activities associated with Objective 2).
 - (b) Design, schedule, recruit participants for, and execute training modules that respond to the training needs identified. An average of 250 contract hours per month are projected for the months covered by this budget.
 - (c) Assess participant satisfaction with the training process.
4. The AIDS Health Project will co-sponsor with the UC Task Force on AIDS a conference on the policy, administrative and clinical aspects of AIDS and mental health. AHP will contribute up to \$17,000 for the publication and distribution of a report on the conference.

OBJECTIVE X:

To make information on the implications of AIDS-related research (epidemiological, medical, and psychosocial) more accessible to service providers who are not themselves researchers or physicians.

Activities

1. The Department will contract with the University of California San Francisco's AIDS Health Project to review material for, edit, print, and distribute a monthly newsletter/digest of information about recently-published research findings.
2. The AIDS Health Project will assign one quarter-time editor for reviewing published material, selecting material to digest, digesting material without distorting the context in which it was originally presented, and arranging for the printing and distribution of the resulting newsletter/digest. The editor will work closely with the Department's physician specialist for AIDS education.
3. The AIDS Health Project will distribute approximately 2,000 copies of the newsletter per month during the period in which it is in production.