



## **Department of State Hospitals (DSH) Mentally Disordered Offender (MDO) Contracted Evaluator Job Description**

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The California Department of State Hospitals (DSH) Mentally Disordered (MDO) Contractor Evaluator will provide:

- MDO evaluation services as referred by DSH
- Court preparation and testimony regarding these evaluations, and
- Attendance at related trainings.

These services must be performed at a variety of locations throughout the state, to include, but not be limited to state prison facilities, state hospitals, county jails and county courts.

Contractor shall conduct evaluations and provide court testimony related to whether an individual qualifies as a Mentally Disordered Offender. All such testimony shall be based upon Contractor's evaluation and professional determination as contained herein.

DSH reserves the right to perform quality assurance reviews of the Contractor's evaluations per the Forensic Services Division (FSD) quality assurance policy.

### **Distinguishing Characteristics**

This classification is distinguished from the Psychologist series in that the incumbent does not provide direct treatment to patients.

### **Typical Tasks**

In a forensic psychology specialty, performs reviews of forensic mental health programs; provides oversight of conditional release programs dealing with forensic patients; develops statewide policies on forensic issues such as evaluation, risk assessment and program review protocols, and performs assessments, psychological testing, clinical evaluations, diagnosis and risk assessment determinations of correctional facility inmates, and applies findings of psychological examination as required by statute.

### **Minimum Qualifications**

License: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an



educational institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

### Knowledge and Abilities

Knowledge of: Clinical psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior, human development, learning, individual differences, adaptation, and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and disabilities; program evaluation; institutional and social process, group dynamics, and professional training; interrelationships of Federal, State, and local professional and voluntary mental health agencies and of programs and services of such agencies; current trends in the field of mental health; functions of psychologists in various mental health services; community organization and allied professional services; and consultative methods in various mental health fields.

Ability to: Plan, organize, evaluate, and work in a clinical psychological treatment program; interpret and apply the mental health policies and standards of the Department's program; promote the organization of community mental health resources and their effective utilization in a mental health program; teach and participate in professional training; plan, organize, and conduct research, data analysis, and program evaluation; evaluate and conduct assessment on psychological treatment procedures; evaluate and assess forensic mental health treatment procedures; evaluate the quality and scope of psychological services provided under mental health programs; communicate effectively; provide professional consultation and leadership; recognize situations requiring the creative application of technical skills; develop and assess creative approaches to the assessment, treatment, and rehabilitation of mental disorders; conduct the research, development, and direction of a psychological program; secure the cooperation of professional and lay groups; and train other psychologists and other mental health professionals.

### Special Personal Characteristics

Willingness to make frequent field visits away from established headquarters; empathetic and objective understanding of the issues of persons with mental or developmental disabilities; demonstrated leadership ability; tact; patience; keenness of observation; and scientific and professional integrity.



## Training Requirements:

- Contractor shall ensure attendance at trainings that are required by DSH and approved by the DSH Chief Psychologist.
- Contractor will attend a multi-day on-boarding and training session. (This requirement may be waived for selected Contractors already on the FSD evaluator panel).
- Contractor will receive the initial on-boarding orientation process, which may include, but is not limited to, classroom training, intensive quality review, additional training as directed by the Chief Psychologist and written examinations.
- Contractor must attend required DSH training by DSH deadlines, which will be provided to the Contractor with advance notice. Required training may include, but are not limited to, training regarding the standardized assessment protocol, risk assessment tools, interviewing practices, report writing, or any other training associated with mentally disordered offenders.
- Contractor agrees to attend and/or complete designed DSH-sponsored training sessions. DSH reserves the right to designate criteria, which may include a metric of productivity (e.g., number reports completed in a year), for attendance and reimbursement at DSH-sponsored training. Contractors designated and qualified to attend training sessions will be reimbursed as follows: lodging, meals, and travel in accordance with State travel regulations; One hundred dollars per face-to-face training hours: up to \$600.00 per day: and \$50.00 travel time per hour.
- Contractor must complete California Law Enforcement Telecommunication System (CLETS) training. Training is a two (2) hour, online training, with no enrollment fee. DSH will provide the Contractor with the training link. The following timeframes for CLETS training are mandatory as follows:
  - Initial training within six (6) months of contract execution;
  - Recertification every two years; and
  - Provides certificate to the DSH Contract Manager.



Budget Detail is as follows:

Service*	Rate
Full Fee Cases (FFC) <sup>1</sup>	\$1,250.00 (Per Assignment)
Suspended Cases (Previously called Half Fee Cases (HFC)) <sup>2</sup>	\$500.00 (Per Assignment)
Hospital, Jail Cases <sup>3</sup>	\$1,150.00 (Per Assignment)
Emergency or Cognitive Behavioral Intervention-Sex Offender (CBI-SO) Preliminary Report Cases (PRC) supplemental fee <sup>4</sup>	\$1,750.00 (Per Assignment)
Initial Court prep time (maximum of 15 hours without prior approval). (Additional 5 hours of court preparation time available if requested in writing and approved by FSD Chief Psychologist	\$175.00 (Per hour) 20 hours Max of \$3,000 (Per case)
Additional court prep time due to continuance past 3 months on same case (maximum of 5 hours with submission of original subpoena and current subpoena) if requested in writing and approved by FSD Chief Psychologist	\$ 175.00 (Per hour) 5 max \$750.00
Additional court prep due to "exigent circumstances" during trial per case (such as additional record or research review, multiple overlapping court appearances, etc.) if requested in writing and approved by Chief Psychologist	\$ 150.00 (Per Hour) 5 hours max \$500
Testimony time per subpoena (subpoena document must be provided)	\$ 175.00 (Per hour)
Court wait time per subpoena	\$ 100.00 (Per hour)
Depositions	\$ 150.00 (Per hour)
Travel for evaluations and court work	\$ 50.00 ( Per hour)
Audio taping and mailing – when required and preauthorized	Actual costs with receipts
Copying and mailing records for subpoenas	Actual costs with receipts
Attendance at MDO contract staff meetings or mandated training. Attendance at mandated trainings will be at the discretion of Chief Psychologists and requires pre-approval	\$100.00 per face-to-face training hour (up to \$600.00 per day) Travel time \$50.00 per hour