

## **SCOPE OF SERVICES**

### **1. Introduction**

The PROVIDER shall provide psychological evaluation services upon request and referral from the Department of Health ("DOH"), Developmental Disabilities Division ("DDD"). The psychological evaluation shall assist the DDD in eligibility determination for individuals applying for services under Chapter 333F, Hawaii Revised Statutes ("HRS").

### **2. Description of the Target Population to Be Served**

The target population to be served for psychological evaluation services shall be individuals with developmental disabilities/intellectual disabilities ("DD/ID") who are applying for services under Chapter 333F, HRS.

### **3. Time Schedule**

The term of this Contract shall be for a four (4) year period beginning December 1, 2013 and ending on November 30, 2017. For purposes of this Contract, the first fiscal year shall be December 1, 2013, to and including November 30, 2014; the second fiscal year shall be December 1, 2014, to and including November 30, 2015; the third fiscal year shall be December 1, 2015, to and including November 30, 2016; and the fourth fiscal year shall be December 1, 2016, to and including November 30, 2017.

### **4. Geographic Coverage of Service**

The geographic area of coverage for psychological evaluation services includes the islands of Kauai, Oahu, Molokai, Lanai, Maui, and Hawaii.

## **5. Qualifications and Experience Requirements**

Psychological evaluation services shall be provided by a licensed psychologist.

The psychologist shall be licensed in the State of Hawaii (Chapter 465, HRS and Hawaii Administrative Rules ("HAR") Title 16, Chapter 98) with five (5) years demonstrated DD/ID experience.

## **6. Service Activities**

The PROVIDER shall:

- a. Complete the psychological evaluation to determine cognitive and adaptive functional levels for the purposes of eligibility determination for individuals with DD/ID.
- b. Conduct the psychological evaluation at the site arranged by the DDD.  
The DDD shall authorize travel and/or overnight stay.
- c. Provide a written report of the psychological evaluation to the DDD within fourteen (14) calendar days after the completion of the evaluation.
  - (1) The report shall include a comprehensive report, but not be limited to:
    - (A) Potential areas of needs;
    - (B) Strengths;
    - (C) Deficits;
    - (D) Recommendations for services; and
    - (E) Professional analysis.

- (2) The required content and format of all reports shall be subject to on-going review and modification by the DDD.
- d. Submit reports to: Contracts and Resource Development Section,  
3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816.
  - e. When necessary and upon request, provide testimony for administrative hearing purposes, consultation, and/or clarification on eligibility and other service planning issues to the case manager, family, or DDD.
  - f. Reimbursement will be only for completed psychological evaluations.
  - g. This Contract may be terminated if the PROVIDER has failed to provide the required services adequately or satisfactorily.
  - h. Additionally, the PROVIDER shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:
    - a. General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.
    - b. Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence.
    - c. Professional liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for liability arising out of each occurrence and THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) aggregate.

The insurance shall be obtained from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).

For general liability, automobile liability, and professional liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The PROVIDER shall maintain in effect this liability insurance until the STATE has certified that the PROVIDER's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above. The parties agree that the certificate of insurance shall be attached hereto as Exhibit " " and be made a part of this Contract.

Each insurance policy required by this Contract shall contain the following clauses:

It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The general liability and automobile liability insurance policies required by this Contract shall contain the following clause:

The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.

The certificate of insurance shall indicate these provisions are included in the policy.

The PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under this Contract, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.