

## Attachment II: Established Field-Based Services Location Application Instructions

**To apply** for an Established Field-Based Services (FBS) Location, email a completed application to: [SAPC-SOC@ph.lacounty.gov](mailto:SAPC-SOC@ph.lacounty.gov) with the subject "FBS Application". The following documents are **required**:

1. Established Field-Based Services Location Application Form (Attachment III)
2. Narrative Overview
3. Memorandum of Understanding (MOU), Service Delivery Agreement (SDA), or Partnership Agreement

Substance Abuse Prevention and Control (SAPC) provider agencies must apply and receive approval for an Established FBS Location, which allows them to co-locate and deliver services on a regular basis at the location. An application is not required to serve clients through FBS, but provider agencies must apply when they're planning to establish an FBS location. (See FBS Standards and Practices for more information).

### Narrative Overview

Applicants must submit a narrative (not to exceed 1,500 words) with the following information:

- Detailed description of the proposed FBS location, including but not limited to:
  - Where will services be provided at the location?
  - What services are normally offered at the location?
  - Who owns and operates the location?
  - Are there other organizations co-located at the location?
- List of the priority population(s) to be served at the FBS location and description of your agency's experience working directly with the population(s).
- Description of services to be provided at the location, including plans for how each service component will be provided (e.g., individual counseling, group counseling, care coordination).
  - Why is FBS needed in the location?
  - How will potential clients be identified or referred?
  - How many clients are expected to be served?
  - How will services be coordinated?
  - How will confidentiality be maintained?
- Staffing Plan
  - List staff who will be providing FBS, including their credentials and relevant years of experience. Staff providing FBS must meet the minimum requirements for credentials and/or experience outlined in the FBS Standards and Practices.
  - Staffing schedule, including days/hours of planned FBS operations. Providers applying for more than three (3) FBS locations must upload a staffing grid that includes staff names, location, and hours. If services are provided on an as-needed basis, a plan for maintaining consistent services at the FBS location must be provided.
- Agencies that have provided DMC-ODS services for less than a year or are providing FBS for the first time must describe their agency's plan and capacity to provide FBS. Describe staff experience and capacity, compliance and quality control, and utilization review and monitoring efforts.

## Memorandum of Understanding (MOU), Service Delivery Agreement (SDA), or Partnership Agreement

SAPC requires a formal agreement for all agency-requested Established FBS Locations. Appropriate documentation may include an MOU, SDA, or Partnership Agreement between the provider agency and the host organization(s). A current, fully executed agreement must be in place at all times; otherwise, services cannot be delivered. The agreement must include:

- Names (including legal name) of the organizations involved; you may include contact information
- Proposed location(s) where services will be provided
- Purpose and scope of agreement/MOU that specifies the provision of SUD services or FBS
- Term period of the agreement/MOU or termination or expiration of the agreement; Agreements with open terms should include a termination clause
- Signatures from the authorized individual for each organization

Including the following clauses will help clarify responsibilities and support collaboration:

- Proposed services and provisions for the provider agency to effectively deliver services
- Clearly defined roles and responsibilities of each organization
- Conflict of interest disclosures
- Information on confidentiality rules and regulations, including rights and responsibilities of records
- Information on informed consent or how clients will receive information needed to make an informed and voluntary decision about participating in services
- Indemnification and insurance
- Procedures for addressing complaints and conflict resolution
- Statement on non-exclusive agreement
- Statement on non-discrimination in services
- Statement on compliance with laws and regulations
- Compensation, billing, and collection

If you require assistance with completing the application or have any questions, please email [SAPC-SOC@ph.lacounty.gov](mailto:SAPC-SOC@ph.lacounty.gov).