

County of Los Angeles, Department of Public Health
Substance Abuse Prevention and Control Bureau

Field-Based Services (FBS) Application

To apply for Field Based Services, email the completed application and all supplemental documents to: SAPCMonitoring@ph.lacounty.gov with the subject “Field Based Services Application”.

Substance Abuse Prevention and Control (SAPC) Network Providers must receive approval from SAPC to provide Field Based Services (FBS). To request approval, providers must complete an FBS application and submit all required supplemental documentation for review.

Providers may apply for Community FBS to deliver services at predetermined community settings/locations where patients may benefit from SUD treatment services (e.g., schools, CBOs). Providers may also apply for In-Home FBS to increase access to SUD treatment services by allowing the provision of treatment services at a setting where the patient lives (e.g., encampments, shelter, interim or permanent housing). Note, Community FBS and In-Home FBS applications have specific supplemental documents for each. Please see below for applications requirements.

If you require assistance with completing the application or have any questions, please email SAPC_ASOC@ph.lacounty.gov.

The following documents are required for a complete application:

- Field Based Services Application Form (Attachment III)
- [Signed cover letter state intention to provide FBS](#)
- [Narrative Overview](#)

Additional documents for Community FBS Applications (e.g., FBS at schools, CBO)

- [MOU, Service Delivery Agreement, or a Partnership Agreement](#)

Additional documents for In-Home Applications

- [Safety Plan](#) (see Attachment IV for template)
- [Confidentiality Protocol](#)

Procedures for Renewals and Modifications

- [Renewals](#)
- [Modifications](#)

Cover Sheet

In addition to completing the application cover sheet with the following:

- Statement indicating interest in providing FBS
- List of FBS sites (if applying to provide FBS at community sites)
- Signature from authorized individual

Narrative Overview

Draft narrative (not to exceed 1500 words) describing agency experience working directly with the proposed population(s) and the need for FBS. The narrative should include the following information:

- Network provider agency's experience working directly with proposed populations and the purpose for providing FBS
- Planned services components to be offered and network provider agency's experience delivering identified services
- List of FBS sites (if applying for to provide FBS at community sites)
- Staffing plans
 - Staff providing FBS must meet the minimum requirement for credentials and/or experience listed in the Standards and Practices Section VI. List staffs who will be providing FBS with their credentials and relevant years of experience, including experience delivering identified services to identified populations.
 - Staffing schedule including days/hours of planned FBS operations. Providers operating more than five FBS locations must upload a staffing grid that include staff names, location, and hours.
- The network provider agency's efforts to meet all relevant service expectations as described in section V.b. of the Field-Based Services in Community Settings Standards and Practices document (Attachment I) including:
 - Providing culturally competent services
 - Providing age and developmentally appropriate services
 - Procedures for linkage/integration to MAT services
 - Reaching the 95% (R95)
 - FBS staff carrying naloxone and trained in administration
 - Providing services consistent with Evidence-Based Practices
 - Providing care coordination
 - Procedures for providing services in alignment with confidentiality regulations; and
 - Updated Injury and Illness Prevention Plan as required by CALOSHA (Title 8, California Code of Regulations §3203
 - Obtained required consent for youth services if providing FBS to youth
 - Network provider agency justification for FBS provision.

Memorandum of Understanding (required for community-based application)

If applying for Community FBS, SAPC requires that a formal agreement be in place for all agency requested FBS sites. Appropriate documentation may include MOU, Service Delivery Agreement (SDA), or a Partnership Agreement between the provider and the organizations that will host the provider for Community FBS. A current executed agreement must be in place at all times or services cannot be delivered. The written agreement shall include:

- Contact information for the proposed site location (e.g., location name, contact, address, daytime phone number, and email address)
- Purpose and scope of MOU
- Clearly defined roles and responsibilities of each organization
- Proposed services and provisions for network providers to effectively conduct services
- Information on confidentiality rules and regulations, including rights and responsibilities of records

- Information on informed consent
- Statement on non-discrimination in services
- Conflict of interest
- Procedures for addressing complaints and conflict resolution
- Indemnification and insurance
- Status as an independent contractor
- Statement on non-exclusive agreement
- Compensation, billing, and collection
- Statement on compliance with laws and regulation
- The term period of the MOU or termination or expiration of MOU
- Signatures from authorized individual for each organization.

Please note that **a formal agreement, such as an MOU is NOT required for in-home services.**

Confidentiality Protocol (required for in-home application)

When applying for in-home services, the application must include a confidentiality protocol. Confidentiality protocols must include plans for maintaining confidentiality for patients, family members, and patient records. Protocols should specifically address the special nature of providing services in the place where a patient resides. Network providers must adhere to all applicable confidentiality laws, including but not limited to, CFR Title 42 §2.35(a); Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulations; 45 CFR Section 164.508(b)(2) and 164.501; and the California Civil Code Section 56.11, when providing FBS.

Field Safety Plan (required for in-home applications)¹

The Field Safety Plan shall outline procedures for identifying and addressing hazards in the field, providing employee safety training, communicating safety information, and ensuring compliance with safety programs. Provider field safety policies must include, but are not limited to the following elements:

- Provider must ensure the FBS location is safe and appropriate for engagement in SUD treatment services, this should be confirmed prior to their staff's scheduled appointment.
 - If at any point, the FBS location is considered unsafe, provider staff will discontinue the visit, subject to rescheduling at a subsequent date and/or location.
- Provider conducting in-home services should have experience with culturally diverse communities and with at-risk populations and families.
- Provider must assess security and safety prior to and during visits (identification of warning signs, assessment of unsafe locations, and identification of exit routes to ensure maximum safety and security) and take steps to mitigate risk.
- Provider must adhere to all Los Angeles County Department of Public Health Officer Orders during established public health emergencies.

A sample Field Safety Policy is included for applicant reference and use, as needed (Attachment IV).

Procedures Renewals and Modification

RENEWAL: FBS providers must submit a renewal annually by May 31st. To renew, the following must be emailed to SAPCMonitoring@ph.lacounty.gov:

- Renewal Form (Attachment V)
- Cover letter
- Narrative documenting all changes (if applicable) including:
 - Any changes to services outlined in the initial application and/or to remove Community FBS sites that are no longer operational and/or if in-home services will be continued
 - Any staffing changes
 - Any sites that are not renewed via this process will be removed from the Contract and subsequent services will be denied

Your CPA will conduct compliance reviews as a part of the standard monitoring process for any sites maintained in the contract for subsequent years.

MODIFICATIONS TO SITES: FBS providers must notify SAPC within 30 days of implementation of operational changes, including but not limited to:

- FBS Community Sites that will no longer be operated
- Staffing changes
- Changes to services provided
- Changes to Memorandum of Understanding, including expiration

Providers initiating any changes or modifications to approved FBS sites must utilize the process outlined in the *Requesting Amendments to Existing Service Contracts and Agreements, Information Notice 22-02*.

ⁱ The Field Safety Plan should expand on the provider agency's Injury and Illness Prevention Program (IIPP), which is required for all employers (California Code of Regulations Title 8, Section 3203).