

Central New York Psychiatric Center

3650270

FORM B

OSC Use Only:

Reporting Code:

Category Code:

**State Consultant Services
Contractor's Annual Employment Report
Report Period: April 1, 2014 to March 31, 2015**

Contracting State Agency Name: NYS Office of Mental Health Agency Code:
 Purchase order Number: C000086 3650270
 Contract Term: 11/1/2012 to 10/31/2016
 Contractor Name: Step By Step Inc.
 Contractor Address: 103 Ford St Suite 2 ab Ogdensburg, NY 13669
 Description of Services Being Provided: Peer Advocacy services for inpatient and outpatient

Scope of Contract (Choose one that best fits):
 Analysis Evaluation Research Training
 Data Processing Computer Programming Other IT consulting
 Engineering Architect Services Surveying Environmental Services
 Health Services Mental Health Services
 Accounting Auditing Paralegal Legal Other Consulting

*Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
Peer Educator	1	960	\$28,800.00
Total this page			
Grand Total			\$28,800.00

Name of person who prepared this report: Skye Sharp
 Preparer's Signature: *Skye Sharp*
 Title: Executive Assistant Phone #: 315-394-0597
 Date Prepared: 4/07/2015

Use additional pages if necessary) Page of

***Employment Category:** the specific occupation(s), as listed in the O*NET occupational classification system, which best describe the employees providing services under the contract.
 (Note: Access the O*NET database, which is available through the US Department of Labor's Employment and Training Administration, on-line at online.onetcenter.org to find a list of occupations.)

**APPENDIX I
Consultant Disclosure Form B**

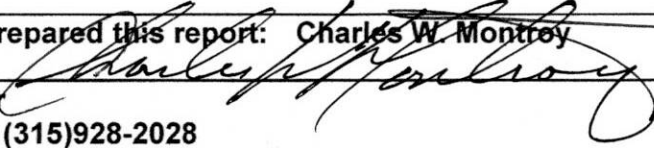
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**State Consultant Services
Contractor's Annual Employment Report
Report Period: April 1, 2014 to March 31, 2015**

Contracting State Agency Name: **Central New York Psychiatric Center** Agency Code: **50390**
 50390
 Contract Number: **S000087** Dept ID# **3650270**
 Contract Term: **April 1, 2014 to March 31, 2015**
 Contractor Name: **Charles W. Montroy**
 Contractor Address: **Box 115 106 State Street Prospect, N.Y. 13435**
 Description of Services Being Provided:
Substance Abuse Education / Counseling

Scope of Contract (Choose one that best fits):
 Analysis Evaluation Research Training
 Data Processing Computer Programming Other IT Consulting
 Engineering Architect Services Surveying Environmental Services
 Health Services Mental Health Services Accounting
 Auditing Paralegal Legal **X Other Consulting**

Employment Category	Number of Employees	Number of Hours Worked	Amount Payable Under the Contract
Substance Abuse Education/Counseling	1	1,012.5	\$28,350.00
Total this page	1	1,012.5	\$28,350.00
Grand Total	1	1,012.5	\$28,350.00

Name of person who prepared this report: **Charles W. Montroy**
 Preparer's Signature: 
 Title: **owner**
 Phone (315) 205-4109 / (315)928-2028
 Date Prepared: **3 / 31 / 2015**

* (Note: Access the O*NET database, which is available through the US Department of Labor's Employment and Training Administration, on-line at online.onetcenter.org to find a list of occupations.)