

**St. Lawrence
Psychiatric Center**

3650631

FORM B

OSC Use Only:

Reporting Code:

Category Code:

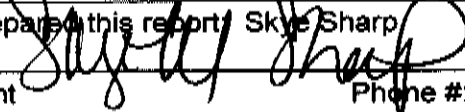
**State Consultant Services
Contractor's Annual Employment Report
Report Period: April 1, 2014 to March 31, 2015**

Contracting State Agency Name: NYS Office of Mental Health Agency Code:
 Purchase order Number: OMH01-C000148-3650631 3650631
 Contract Term: 2/1/2013 to 1/31/2018
 Contractor Name: Step By Step, Inc.
 Contractor Address: 103 Ford St Ste2ab 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	3	3220.50	\$65,049.42
Total this page			
Grand Total	3	3220.50	\$65,049.42

Name of person who prepared this report: Skye Sharp
 Preparer's Signature: 
 Title: Executive Assistant Phone #: 315-394-0597
 Date Prepared: 4/7/2015

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.)