

AGENDA ITEM 28

Discuss and take appropriate action concerning awarding contract for Employee Assistance Program (EAP) Services for FY 2000/2001.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To approve awarding contract for Employee Assistance Program (EAP) Services for FY 2000/2001 to Central Texas Mental Health Associates, LLC.

Vote: Motion carried 4 – 0 with Commissioner Boatright absent from the dais.

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**AGREEMENT FOR EMPLOYEE
ASSISTANCE PROGRAM (EAP) SERVICES**

This agreement is made this 1 day of October, 2000, by and between Central Texas Mental Health Associates, L.L.C. having its office at 903 Forest St., Georgetown, Texas 78626, (hereinafter PROVIDER) and Williamson County

with its principal offices located at Georgetown, TX (hereinafter CLIENT), for PROVIDER to provide Employee Assistance Program (EAP) Services to CLIENT under the following terms and conditions:

I. DESCRIPTION OF SERVICES

PROVIDER shall provide CLIENT with the following EAP services for the benefit of CLIENT's employees (PARTICIPANTS) and their dependents:

A. Provider agrees to offer the following CLINICAL SERVICES:

1. Upon request, to employees and their dependents, up to six (6) sessions of EAP services per year for the purpose of problem assessment, crisis intervention, planned short-term psychotherapy, and/or appropriate referrals to available resources. EAP sessions are defined as in-person, counseling sessions of up to 50 minutes and phone contacts over 15 minutes in duration. Psychotherapy services include individual, marital and family counseling and may address the following issues: depression, anxiety, adjustment issues, grief, stress, work-related concerns and relationship issues. The overall course of treatment and number of therapy sessions within the EAP will be guided by the professional's clinical assessment of medical necessity, diagnosis and areas of concern. An employee and his/her dependents may access these services over the course of the year and new presenting issues may warrant a separate course of treatment. Eligible dependents are those identified by the criterion as set forth in the Williamson County Medical Benefits Plan.

2. Provide opportunity for face to face counseling to employees seeking assistance within 5 working days unless it is an emergency. If it is an emergency, employees requesting services shall be seen within 24 hours.

3. Maintain 24 hour emergency coverage 7 days a week, 365 days a year. Staff who are on call will be available by pager and will respond to emergencies as soon as possible.

4. Provide administrative and clinical support to insure effective oversight of the following: telephone intake, clinical documentation, clinical supervision, appointment confirmation, case management and advocacy, and annual and quarterly statistical reporting.

B. PROVIDER agrees to provide the following CRITICAL INCIDENT STRESS MANAGEMENT SERVICES based on the Jeff Mitchell Model:

1. Clinical consultation upon request to command/supervisors regarding development and implementation of comprehensive CISM program.

2. Upon request, function as a member/consultant of Critical Incident Response Team and participate in disaster planning and management.

3. One-on-one CISM sessions available 24 hrs. a day. CISM sessions will be considered individual EAP sessions as described above.