

Description of Services

GROUP COUNSELING

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Upon receipt of a written referral from the FIA, and prior to initial contact with the client, contact the FIA referring worker to discuss the client's circumstances and establish mutually acceptable goals and objectives.
- b. Assign each case to a therapist/counselor with a minimum of a Master's Degree who is either certified or licensed by the State to provide individual, group, marital or family counseling or psychotherapy.

- 1) A university student enrolled in a curriculum leading to a graduate degree in psychology or social work may work under the supervision of the therapist assigned to the case if:

- a) The student's work is a therapist internship which is a part of the university's curriculum and;
- b) The therapist assigned to each case participates routinely in case planning decisions and a review of the student's counseling records and;
- c) The referring party approves the case assignment to a student.

- 2) An individual with a graduate degree in psychology or social work who has not yet practiced long enough to be certified or licensed by the State may work under the therapist assigned to the case if the therapist assigned to each case routinely participates in case planning decisions.

The rate of payment of therapy when interns are used shall be based on the cost of stipends (if any) paid to the student intern, supervision and oversight of the intern by the therapist and agency management. The rate of payment may not exceed the rate for the same service provided by the therapist without the use of student interns.

- c. Meet with each referred client individually prior to group involvement for at least one hour within ten working days of receipt of the written FIA referral in order to assess the client's circumstances, including information on birth and development, childhood, adolescence, family structure, marriage adjustment, physical health, employment, mental status and emotional tones and reaction. In the individual meeting, the Contractor shall also help prepare the client for the group treatment process and to screen out any person not amenable to a group counseling treatment program.

d. Within 30 days of the initial interview with the client, submit to the referring FIA worker an Assessment and Treatment Plan report which shall address the following:

- 1) record of client contacts;
- 2) individual and family assessment;
- 3) problem identification;
- 4) treatment plan with specific objectives and time frames.

e. For referrals in the Prevention or Protective Services programs, provide group counseling services for abusive/neglectful parents or potentially abusive/neglectful parents. Group size shall not be less than three nor more than 15 persons and shall include not fewer than 2 unrelated family groups. Group counseling shall provide instruction in:

- 1) Effective disciplinary methods providing alternatives to corporal punishment and neglect;
- 2) Improved personal/social responsibility for child care;
- 3) Logical and responsible decision-making;
- 4) Reduction of family conflict and depression;
- 5) Development of age-appropriate expectations;
- 6) Display of greater parent/child affection and trust;
- 7) Appropriate expression and control of feelings;
- 8) Opening and strengthening of the family support system, reduction of isolation;
- 9) Improvement of communication skills;
- 10) Parent as a role model;
- 11) Consequences of behavior.

Methods of therapy to be used by the Contractor may include directive and nondirective group discussion, role play, play therapy, Gestalt therapy, recreational therapy and confrontive group techniques. These activities shall center on the client and give the group members the opportunity to confront the emotional aspects of abuse and neglect as the victim, perpetrator, and/or family members of a household in which the abuse or neglect has occurred. The objectives of the counseling treatment sequence for abused/neglected children or potentially abused/neglected children shall be:

- 1) Develop adaptive, emotional expression skills;
- 2) Strengthen self-concept;
- 3) Heal trauma, victimization and loss;
- 4) Develop self-control and decision-making skills;
- 5) Assist in organizing coping skills with family and community settings;
- 6) Support progress toward normative childhood experience.

With parents, the Contractor shall focus on specific problems that interfere with parental role performance; with children, the Contractor shall focus on

resolving those problems that either contribute to or are a consequence of family distress.

- f. For referrals from other programs, provide instruction and address objectives as specified in the referral.
- g. Base counseling upon established and recognized methods such as therapeutic play modeling, role play, symbolic emotional behavioral expression, behavioral therapy, individual psychotherapy, parent counseling and consultation to community setting. The Contractor shall focus on resolving those problems that either contribute to, or are a consequence of, family distress.
- h. Link group members with outside resources by educating clients about existing resources in the community; exchanging information among group members; and introducing outside speakers, if appropriate, from agencies such as Alcoholics Anonymous, Al Anon, Vocational Rehabilitation, Legal Aid, and law enforcement.
- i. Verbally evaluate with the client his/her progress or lack of progress in meeting counseling objectives on a quarterly basis.
- j. Provide confidential physical space at the Contractor's facility and ensure that availability of groups accommodate academic and employment schedules of the client families. The therapist shall be available for emergencies by telephone during weekend hours.
- k. Assist in maintaining attendance of clients at sessions by providing follow-up on missed appointments. All missed appointments shall be followed within three working days by a letter or telephone call to clients informing them of the missed appointment and scheduling a follow-up appointment. The Contractor shall notify the referring FIA worker by telephone each time two consecutive appointments are missed.
- l. As requested by the FIA, testify in court and participate in client case consultations and conferences with adjunct agencies.
- m. Initiate a minimum of monthly telephone or in-person contact with each referring FIA worker regarding referrals, progress with the client, continuation of client in therapy, and summary consultation as the client exits the program.
- n. Immediately report by telephone to the FIA any conditions or acts which are a current or potential danger to the children and submit FIA-3200 form.
- o. Based upon client declaration, and when available, bill the client's third party health insurance for reimbursable services identified and performed under this Agreement. Reimbursement received by the Contractor from third party carriers shall be utilized as follows:

- 1) Other third party funding sources, e.g., insurance companies, may be billed in lieu of the FIA for contracted client services. Third party reimbursement shall be considered payment in full except that the client or the FIA may be required to pay a co-pay if required by the third party insurer. Reimbursements received WITHIN the period covered by this Agreement shall be credited to the FIA as an insurance adjustment, in the same month in which the payment is received, on the Contractor's Statement of Expenditures (FIA-3469). Credits shall be for the entire amount received, except that credits for services shall not exceed the rate(s) established for those service(s) under this Agreement.
- 2) Reimbursements received AFTER the period covered by this Agreement shall be credited to any subsequent Agreement, (less any co-pay required by the third party insurer as specified in Item #1, above) between the Contractor and the FIA for the same or similar service.
- 3) Reimbursements received AFTER the period covered by this Agreement, and in the absence of a renewal Agreement, shall be returned to the State of Michigan as an overpayment (identified by contract number) within 30 days of receipt and mailed to:

Family Independence Agency
Cashier Unit
PO Box 30037
Lansing, MI 48909

- 4) Clients may be charged based on a sliding fee scale if the FIA office has indicated on the referral form that use of a sliding fee scale is appropriate for the referral. Under no circumstances may a sliding fee scale be used for clients referred under the Child Abuse and Neglect program. If a sliding fee scale is utilized, the portion of the fee paid by the client shall be deducted from the FIA's fee.
- p. Submit to the FIA quarterly or monthly progress reports due within 30 days following each reporting period. The referring worker shall determine which frequency applies. A quarter is defined as the 90-day period following the Contractor's initial contact with the client; a month is defined as the 30-day period following the Contractor's initial contact with the client. The report shall include:
- 1) Record of client contacts since last written report;
 - 2) Progress toward treatment goal/objectives;
 - 3) Treatment plan update (reflecting any changes);
 - 4) Recommendations.
- q. Complete a termination summary report to be submitted to the FIA no later than 30 days following termination of service. At a minimum, the termination summary report must include:

- 1) Record of client contacts since last written report;
- 2) Reason for closure;
- 3) Outcomes relative to treatment plan goal/objectives;
- 4) Recommendations.

2. Time Frames:

The Contractor shall have at least monthly contact with each client for a period of time determined by the FIA, in consultation with the Contractor. The duration of counseling services shall not exceed six (6) consecutive months unless approved in writing by the referring worker's supervisor or designee.

3. Volume of Service: (Clients/Units)

a. Unit Title: Group Counseling

b. Unit Definition(s):

One unit equals 1-1/2 hour session of face-to-face group counseling provided by a therapist/counselor to a group of referred clients. In addition to the therapist/counselor, each group shall include not fewer than three nor more than 15 individual members and shall include not fewer than 2 unrelated family groups. The Contractor may bill for partial units in increments of one-tenth of one unit.

The Contractor may bill for a partial unit if the group consists of non-eligible as well as FIA clients served under this Agreement. The portion to be charged to the FIA shall equal the percentage of FIA clients in the group times the unit rate.

c. No maximum number of units shall be established in this Agreement.