

Rates paid for Psychological Counseling Services

Service	Rate	Unit Description
Clinical Counseling	\$63/Unit	50 minute session
Outreach Counseling	\$73/Unit	50 minute session
Group Counseling	\$120/Unit	90 minute session

Billing Procedures

The unit rate billing method is used in claiming reimbursement under a DHS psychological counseling agreement. The contractor submits a monthly Statement of Expenditures form (DHS-3469) to the DHS' local office for only those clients referred from that office. The DHS-3469 indicates the units of service delivered, separated by program; the reimbursement rate by type of service; the total amount being claimed and the number of clients served. DHS cannot be billed for missed appointments.

For outreach counseling units billed, the contractor may bill for mileage exceeding thirty (30) miles per round trip at the state premium rate for mileage or at the established contractor rate, which ever is lower. (The local office which made the referral can provide this information.)

The DHS-3469 shall be submitted to the DHS within thirty days from the end of the monthly billing period. For the month of September, billings shall be submitted as directed by DHS to meet fiscal year-end closing deadlines. If the billing is not received during this period, no payment shall be made by DHS for that billing period unless an exception is specifically authorized by the DHS Director or the Director's delegated representative. In no event will DHS make payment to the contractor for billings submitted more than 90 days after the end of a billing period. DHS makes payments monthly to the contractor approximately four weeks after receipt by DHS of the contractor's monthly Statement of Expenditures (DHS-3469).