MDHHS Child and Adolescent Health Center Program
E3 Grant- Expanding, Enhancing, Emotional Health
Minimum Program Requirements

The E3 program shall be open and provide a full-time or full time equivalent mental health provider (i.e., 40 hours) in one school building year-round. Services shall: a) fall within the current, recognized scope of mental health practice in Michigan and b) meet the current, recognized standards of care for children and/or adolescents.

Services provided by the mental health provider are designed specifically for children and adolescents ages 5 through 21 years and are aimed at achieving the best possible social and emotional health status.

Services

1. A minimum caseload of 50 clients (users) must be maintained annually.
2. In addition to maintaining a client caseload, the following services may be provided and must be reflective of the needs of the school:
    a. treatment groups using evidence-based curricula and interventions;
    b. school staff training and professional development relevant to mental health;
    c. building level promotion, such as school climate initiatives, bullying prevention, suicide prevention programs, etc
    d. classroom education related to mental health topics
    e. case management to and partnerships with other private/public social service agencies
3. A Behavioral Health Screen and/or Risk Assessment will be completed for unduplicated users at least once in the current fiscal year.
4. The use of an Electronic Medical Records system is required.

Assurances

5. These services shall not supplant existing school services. This program is not meant to replace current special education or general education related social work activities provided by school districts. This program shall not take on responsibilities outside of the scope of these Minimum Program Requirements (Individualized Educational Plans, etc.).
6. Services provided shall not breach the confidentiality of the client.
7. The E3 program shall not provide abortion counseling, services, or make referrals for abortion services.

8. The E3 program, if on school property, shall not prescribe, dispense, or otherwise distribute family planning drugs and/or devices.

Staffing/Clinical Care

9. The mental health provider shall hold a minimum master's level degree in an appropriate discipline and shall be licensed to practice in Michigan. Clinical supervision must be available for all licensed providers. For those providers that hold a limited license working towards full licensure, supervision must be in accordance to licensure laws/mandates and be provided by a fully licensed provider of the same degree.

10. The E3 program shall be open during hours accessible to its target population. Provisions must be in place for the same services to be delivered during times when school is not in session. Not in session refers to times of the year when schools are closed for extended periods such as holidays, spring breaks, and summer vacation. These provisions shall be posted and explained to clients. The mental health provider shall have a written plan for after-hours and weekend care, which shall be posted in the center including external doors and explained to clients. An after-hours answering service and/or answering machine with instructions on accessing after-hours mental health care is required. If services are not able to continue during periods of not in session, a written plan must be communicated to MDHHS for approval.

Administrative

11. Written approval by the school administration (ex: Superintendent, Principal, School Board) exists for the following:

    a. location of the E3 program within the school building;

    b. parental and/or minor consent policy; and

    c. services rendered through the E3 program.

A current signed interagency agreement or MOU must be established between the local school district and mental health organization/fiduciary that defines the roles and responsibilities of the mental health provider and of any other mental health staff working within the school. This agreement must state a plan will be in place for transferring clients and/or caseloads if the agreement is discontinued or expires.

12. The mental health provider or contracting agency must bill third party payors for services rendered. Any revenue generated must be used to sustain the E3 program and its services. E3 shall establish and implement a sliding fee scale, which is not a barrier to health care for adolescents. No student will be denied services because of inability to pay. E3 program funding must be used to offset any outstanding balances (including copays) to avoid collection notices and/or referrals to collection agencies for payment.
13. Policies and procedures shall be implemented regarding proper notification of parents, school officials, and/or other health care providers when additional care is needed or when further evaluation is recommended. Policies and procedures regarding notification and exchange of information shall comply with all applicable laws e.g., HIPAA, FERPA and Michigan statutes governing minors' rights to access care.

14. Implement a quality assurance plan. Components of the plan shall include, at a minimum:

    a. ongoing record reviews by peers (at least semi-annually) to determine that conformity exists with current standards of practice. A system shall be in place to implement corrective actions when deficiencies are noted;

b. conducting a client satisfaction survey/assessment at least once annually.

15. The E3 program must have the following policies as a part of overall policies and procedures:
    a. parental and/or minor consent;
    b. custody of individual records, requests for records, and release of information that include the role of the non-custodial parent and parents with joint custody;
    c. confidential services; and
    d. disclosure by clients or evidence of child physical or sexual abuse, and/or neglect.

Physical Environment

16. The E3 program shall have space and equipment adequate for private counseling, secured storage for supplies and equipment, and secure paper and electronic client records. The physical facility must be youth-friendly, barrier-free, clean and safe.