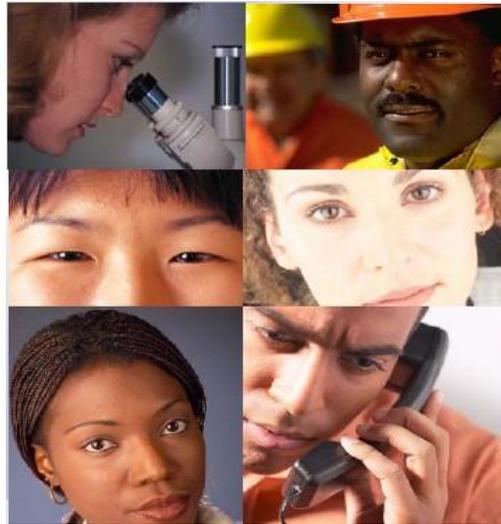
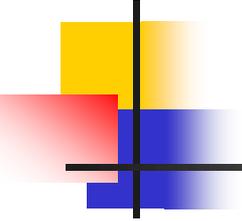


State of Michigan Office of the State Employer Employee Service Program (ESP)

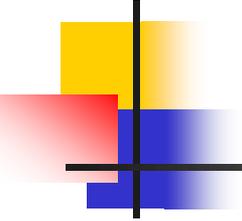


Online Orientation
www.michigan.gov/esp



Our Mission

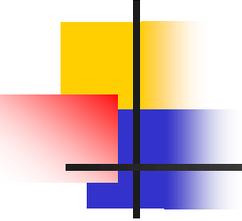
- To provide the highest quality professional and confidential Employee Assistance Program (EAP) to classified state, Michigan Supreme Court, and Michigan Court of Appeals employees and their eligible family members.
- To promote wellness and to prevent or resolve personal or organizational issues that may interfere with work productivity, home life, or behavioral health.



Key Points

ESP services are:

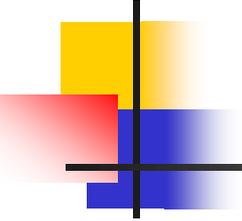
- Confidential
- Voluntary
- Free of charge



What Services Does ESP Offer?

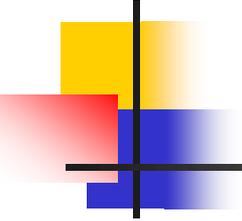
- Face-to-Face Consultation
- Telephone Consultation
- Pre-Counseling Assistance
- Management Consultation
- Wellness Seminars
- Lunch & Learn Sessions
- ESP Online Services:
 - Systematic Stress Management Program
 - Interactive Screening Program
 - Work/Life Services
- Traumatic Incident Stress Management Services





Wellness Seminars and Lunch & Learn Sessions

- Variety of topics including:
 - Managing Change
 - Stress Management
 - Communication
 - Work/Life Balance
 - Manager's Orientation
 - Conflict Resolution
- Customized Presentations

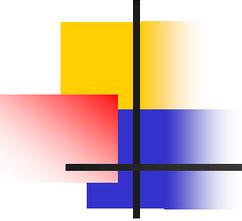


ESP Online Services

At www.michigan.gov/esp you will find:

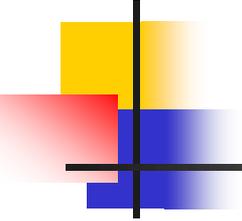
- Information about ESP services and staff
- Links to the following:
 - Systematic Stress Management Program
 - Interactive Screening Program
 - Work-life resources





Systematic Stress Management Program

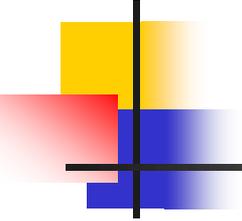
- Interactive, self-directed program
- Includes seven (7) different stress management module areas
- Provides information, education, and tools for developing your *individual* action plan



Interactive Screening Program

Information and anonymous screening on a variety of conditions

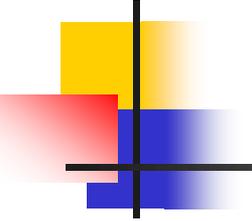
- Depression
- Anxiety
- Alcohol
- Post Traumatic Stress Disorder
- Eating disorders
- Adolescent depression



Work-Life Services Program

Information and resources to assist employees in managing the demands of personal and work life:

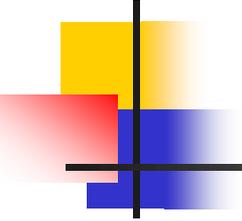
- Family life
- Childcare and eldercare
- Physical fitness/wellness
- Domestic violence
- Financial and legal services
- Mental Fitness



Traumatic Incident Stress Management (TISM) Program

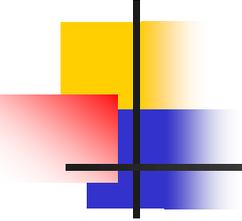
Program designed to assist employees following traumatic incidents through:

- Consultations
- Assessment
- On-site support
- Defusing or debriefing sessions
- Follow-up assistance



Who are our Staff?

- Professional staff are licensed Masters level Social Workers
- Experienced in working with mental health, substance abuse, work related stressors, and problems with daily living issues
- Certified in providing Traumatic Incident Stress Management Services
- Experienced in working with state departments

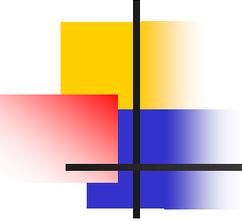


ESP Services are CONFIDENTIAL

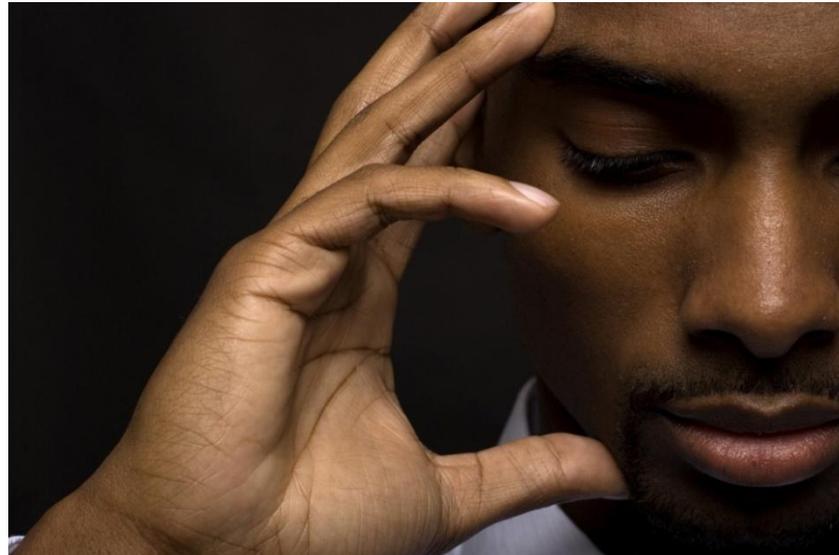
No one will be allowed access to information regarding your involvement with the Employee Service Program without your written consent unless permitted or required by law.

Four types of situations that require disclosure with or without your permission:

- Suspected abuse of a child
- Suspected abuse of a vulnerable adult
- Threat of suicide
- Threat of homicide



Problems are a Part of Life



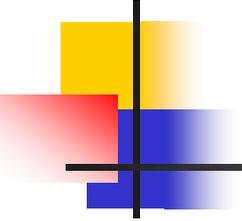
At any given time, 10-to-12 percent of workers could benefit from our services.

CDC. Current Depression Among Adults --- United States, 2006 and 2008. MMWR 2010;59(38);1229-1235.

ESP Can Be Part of the Solution

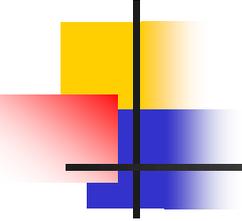
- ESP counselors are a resource for support and information during difficult times.
- You can confidentially discuss any concerns and get help identifying possible solutions.





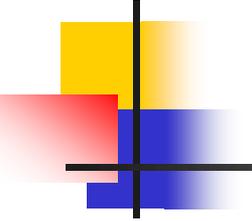
ESP Counselors Help With...

- Stress, depression, anxiety, and grief
- Substance abuse
- Relationship difficulties
- Life changes
- Work-related problems



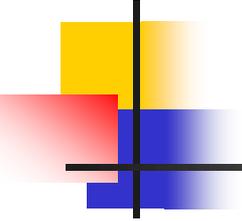
ESP Counselors Help By...

- Talking with you individually about your concerns
- Identifying referrals and other resources to address these concerns
- Helping you connect with these resources
- Following up with you to ensure that the referral/resources met your needs



What to Expect When You Call

- We function as one virtual office so your call will be answered by staff in the Lansing or Detroit office.
- An ESP staff member will gather some basic information and then connect you with a counselor.
- You will have the option of talking with a counselor right away or scheduling an appointment.



Contacting ESP

We are available 8:00 a.m. - 5:00 p.m.

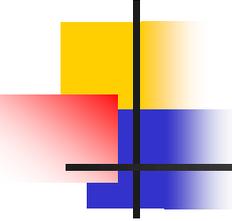
Monday-Friday

*Closed on State Holidays

Lansing Office: 517-373-7630 or 800-521-1377
Capitol Commons Center, 400 S. Pine, Suite 103
Lansing, MI 48909

Detroit Office: 313-456-4020
Cadillac Place, 3068 W. Grand Boulevard,
Suite 4-300, Detroit, MI 48202

Walk-Ins are welcome. Stop in at either one of our locations.



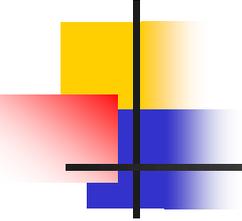
Frequently Asked Questions (FAQs)

Q: **How long does an appointment last?**

A: Appointment times vary, but generally last about 60-90 minutes.

Q: **What if the appointment is during my work hours?**

A: You may request administrative leave approval from your department for your first ESP appointment.



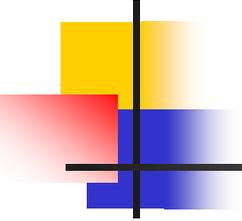
FAQs (cont.)

Q: **What if I have an urgent situation?**

A: During office hours, you will be able to speak with a counselor at the time that you call or come in. For emergency situations, please call 911 or go to the nearest hospital emergency room.

Q: **Is a counselor available 12:00 p.m.-1:00 p.m.?**

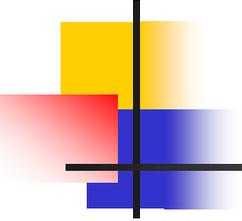
A: Yes. An ESP counselor is available over the noon hour.



FAQs (cont.)

Q: **What if I am in a different city than the counselor?**

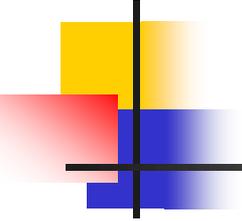
A: ESP counselors provide the same quality of service by telephone or in person. For most employees, a telephone appointment is the most convenient option.



Summary

In summary, ESP services are:

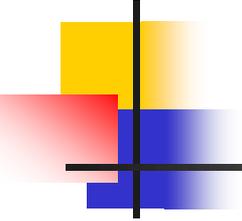
- Confidential
- Provided by licensed Masters Level Social Workers
- Free of charge



Summary (cont.)

Services are available:

- By telephone
- In person
- In groups
- Online



In Closing...

Thank you for taking the time to review the services available to you and your family members.

Employee Service Program Staff