

SUBJECT: Treatment Services for Staff

EFFECTIVE
DATE: 03-01-05 (replaces 04-05-02)

APPROVED BY:

Reviewed (no changes): 09-20-07 10-01-09

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to ensure that all employees seeking behavioral health services for themselves or their family will be offered the opportunity to receive confidential treatment through agreements with Clayton Center CSB, River Edge Behavioral Health Center and Dekalb CSB (Attachment #1).

PROCEDURE

1. Employees of McIntosh Trail CSB who are seeking behavioral health services will receive treatment at one of the Community Service Boards mentioned above, through a cooperative arrangement, coordinated by assigned staff.
2. For information on obtaining services and possible reduced fees, all requests should be directed to McIntosh Trail CSB Employee Relations Department (Shanda Wheeler or Jane Kuprian) for coordination and assistance.
3. Upon coordination by the Employee Relations Department, the employee will make necessary appointments and arrangements with the selected CSB.
4. Fees and insurance will be arranged and set on the initial visit.
5. Whenever possible, employees should make appointments at times that do not conflict with their work schedule/hours. Any conflict must be discussed and approved with the appropriate program director.

Attachment:

#1 Notice to McIntosh Trail CSB Employees - Employee Assistance Program