

SUBJECT: Treatment Services for Staff

EFFECTIVE  
DATE: 03-31-11 (replaces 03-01-05)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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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 Human Resources Department (Shanda Wheeler or Jane Gray) for coordination and assistance.
3. Upon coordination by the Human Resources 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

**Notice to  
McIntosh Trail CSB Employees  
Employee Assistance Program**

**In order to make public behavioral health services available to McIntosh Trail CSB employees and their families (spouse & dependent children), we have an agreement with the following CSBs:**

<b>Clayton CSB</b>	<b>Jonesboro</b>
<b>River Edge CSB</b>	<b>Macon</b>
<b>Dekalb CSB</b>	<b>Decatur</b>

**Employees may request an EAP referral by contacting the Human Resources Office:**

<b>Shanda Wheeler</b>	<b>770-358-8264</b>
<b>or</b>	
<b>Jane Gray</b>	<b>770-358-8265</b>

**The contact persons will make all the necessary arrangements for services.**

**Fees will be determined based on one of the following methods:**

- 1. The CSB will attempt to assign the referred employee to a licensed clinician to maximize third party reimbursement. The co-payment will not be charged.**
- 2. Employees without third party coverage or whose coverage does not apply or who does not see a licensed clinician will have their fee determined by the CSB's fee evaluation procedures (including fee reductions beyond the sliding scale, when applicable).**

**EAP referrals are confidential. No information will be exchanged between CSBs without the employee's written consent. The clinical record will be retained in a secure location which assures access on a "need to know" basis only.**