

2019 PROGRAM SPECIFICATION
Lutheran Social Services of Wisconsin and Upper Michigan

PROGRAM #: 104

STANDARD PROGRAM: Outpatient Therapist - General

TARGET POP: MH & AODA

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: traditional and non-traditional work hours

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

Vendor shall provide 4 FTE contracted staff and payroll services for the following positions:

Outpatient Therapist -General

Basic Function

Provide comprehensive, outpatient counseling and assessment services to individuals presenting with mental health diagnoses, who may also present with AODA issues.

Essential Duties

1. Provide counseling to individuals presenting with mental health concerns, often accompanied with substance abuse issues.
2. Provide clinical assessment and document bio-psycho-social intake after initial session.
3. Prepare initial treatment plan and ongoing reviews in prescribed time frames.
4. Follow timely documentation requirements, as required by license and clinic standards.
5. Engage patient in treatment, e.g. motivational interviewing techniques.
6. Provide individual counseling, utilizing evidence based therapy, based on treatment goals.
7. Participate in professional staffing as required by license
8. Participate in continuous program quality-improvement efforts, which emphasize treatment engagement, continuation in treatment and successful completion of treatment.
9. Utilizing electronic case management software (TCM – The Clinic Manager) record summary of each encounter, including notations of missed, cancelled appointments, as well as telephone contacts according to Medicare, Medicaid and other clinic standards.
10. Conduct individual and group therapy
11. Participate in professional staffing and meetings as required
12. Maintain a professional and confidential relationship with patients.
13. Employee will maintain records that are in compliance with Racine County, State of Wisconsin and Federal regulations.
14. Employee to focus on continued quality improvement.
15. Employee will maintain required production levels.
16. Complete the discharge summary in a timely fashion.
17. Complete PPS information accurately and timely.
18. Provide oral and written communication that is appropriate to the task and in accordance with agency, DHS 34, 35, 75 and Medicaid standards.
19. Make intervention and assessment decisions using the “Best Practice” philosophy.
20. Work collaboratively with law enforcement, families, other county departments, schools, acute care services providers, and other community resources to coordinate appropriate crisis resolution and referral.
21. Communicate pertinent information on a timely basis and participate in clinical supervision case reviews, staffing's, and/or case planning meetings.
22. Complete all necessary health care/medical and financial record documentation required to maintain complete medical and financial billing records.
23. Provide crisis therapy when indicated. (Only appropriately credentialed staff)
24. Perform other duties as assigned, including responding to an emergency event.

Supervision Received

Receives supervision from the Assistant Clinical Director

Qualifications

- Masters Degree in Social Work or counseling
- 5 years of counseling experience
- Unrestricted LCSW, LPC, prefer CSAC, and ICS.
- Valid Wisconsin driver's license and automobile insurance are required.
- Prompt and regular attendance.

Knowledge, Skills & Abilities

- Ability to communicate effectively and professionally using written, verbal or electronic formats.
- Ability to maintain excellent relationships with members served and community partners
- Familiarity with a variety of evidence based practices appropriate to members served
- Working knowledge and experience with outpatient services including DHS 35, 75, Patient Rights, 42 CFR and all regulations governing State of Wisconsin
- Ability to develop and maintain an effective body of knowledge regarding BHS's responsibilities to the community and consumers served.
- Ability to work effectively with multi-disciplinary team.
- Ability to relate to diverse economic and ethnic population
- Ability to work independently, yet fully participate as part of a therapeutic clinical team of professionals including mental health and substance abuse therapists, psychiatrists, APNPs and nurses.
- Excellent written and oral communication skills.
- Ability to solve problems and negotiate solutions
- Technically proficient with Microsoft office products, internet browsing and EMR.
- Interacts with the public in a professional manner.
- Must be able and willing to work evenings.

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.