

Client Orientation & Information
School Year 2020 - 2021

(Effective 8-1-20)

The Greene ESC Mental Health Services
The School-based Mental Health Program

360 East Enon Road
Yellow Springs, OH 45387
(937) 767-1303
FAX (937) 767-1025

This information is designed to help you become familiar with the Mental Health Services offered by the Greene County School-based Mental Health Program. Please review all pages and keep this booklet for future reference.

A trained mental health therapist will assist you in reviewing this packet and answer any questions you may have.

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Mental Health Services Mission

Our mission is to support youth and families in maximizing their potential and enhancing their wellness in the natural environments of school, family, and community through advocacy, mental health services, and education.

Mental Health Services Vision

GCESC-MHS envisions a community in which the mental illnesses that impact our children, teens and families are prevented and cured.

Philosophy of the Program

Our emphasis in providing effective school-based mental health services is on accessibility and advocacy for youth and their families. Comprehensive and preventative services are key features of our system of care. We encourage active participation of youth and their families in our programs and collaboration with community agencies. Our proactive approach promotes healthy youth development by building upon a youth's unique strengths and competencies.

The Greene ESC Mission

The mission of the Greene County ESC is to promote widespread success for our students by providing essential, effective, specialized, and innovative services that foster collaborative, valued partnerships amongst all stakeholders.

Input From Stakeholders

The Greene ESC Mental Health Services' core purpose is developed through an ongoing assessment of the environment. Understanding the needs and preferences of all stakeholders, including persons served, their families, school districts, teachers, staff and other community providers, allows us to map the best direction to take. Assessing our agency capabilities in meeting the needs of the stakeholders provides leadership the data necessary for enhancing service delivery and business practices through the strategic planning process. QA/PI committee analyzes the data gathered from environmental assessments to make changes and enhancements to the agency's strategies for fulfilling its mission, minimally on annual basis. The input is used in program planning, performance improvement, strategic planning, organizational advocacy, financial planning, and resource planning. The following methods are ways we gather input from our stakeholders: Parent & Client Satisfaction Surveys, Educator Satisfaction Surveys, Feedback Surveys from MHS staff and Community Providers, Suggestion Box, Complaint & Grievance Procedures, and Outcome Measures.

Core Values

Dignity, Worth, and Respect for All Individuals and Cultures

Freedom from Suffering

Empowerment and Self Determination

Child Centered, Family Driven, and Community Based

Collaboration and Inclusion

Early Intervention

Excellence and Continuous Improvement

Access

Advocacy

Scientifically Sound and Effective Clinical Practices

Fiscally Accountable and Sustainable Business Practices

Our Staff & Numbers

ADMINISTRATION NUMBER

- Wendy Wooten (937) 767 -1303 ext. 1106

DIRECTOR OF MENTAL HEALTH SERVICES

- Dr. Timothy J. Callahan (937) 767-1303 ext. 1127

PROGRAM SUPERVISOR

- Anya Senetra (937) 767-1303 ext. 1131

THERAPY STAFF

Jennifer Mills	Beavercreek City Schools	Cell: 937-503-5116
Rachel Mitchell	Beavercreek City Schools	Cell: 937-503-4821
Audrey Shirk	Beavercreek City Schools	Cell: 937-751-0092
Chris Knotts	Greene County Career Center	Ph: 372-6942 x240
Julie Mitchell	Greene County Career Center	Cell: 937-503-5823
Laura Taylor	Sugarcreek Local Schools & Yellow Springs Exempted Village Schools	Cell: 937-503-2206
Casey Aldrich	Greeneview Local Schools	Cell: 937-503-2116
Arianne Koon	Greeneview Local Schools	Cell: 937-470-2249
Dawn Gruber	Fairborn City Schools	Cell: 937-503-3318
Megan Kilner	Fairborn City Schools	Cell: 937-503-3641
Peggy Roesser	Xenia Community Schools	Cell: 937-503-2951
Jennifer Lawson	Xenia Community Schools	Cell: 937-503-3097
Tamar Totty	Xenia Community Schools	Cell: 937-503-2049
Jamie Hilling	Beavercreek, Fairborn & Cedar Cliff	Cell: 937-631-0003
Laura Rozier	The Academy of Greene County Outdoor Advantage	Cell: 937-503-2873

CLIENT RIGHTS, DIVERSITY & HEALTH/SAFETY OFFICER

Dr. Timothy J. Callahan (937) 767-1303, ext. 1127

24 HOUR CELL NUMBER: 937-684-1076

LIFE-THREATENING: Call 9-1-1

SERVICES OFFERED

Your child will be participating in mental health services provided by the Greene County Educational Service Center Mental Health Services – an agency certified by the Ohio Department of Mental Health and Addiction Services and accredited by CARF (Commission on Accreditation of Rehabilitation Facilities). Your child will be involved in different types of therapy throughout the week.

Assessment and Individualized Service Planning

Greene County ESC Mental Health Services provides to each person served a comprehensive diagnostic mental health assessment at the onset of treatment, and ongoing, to guide service planning and service delivery. Assessments are conducted by qualified mental health professionals who are knowledgeable and trained to perform children and adolescents assessments, following a signed consent by parent/guardian. Assessments are based on face-to-face clinical interviews with the person served, parent/guardian, family members when applicable, and other collateral sources, such as teachers, when applicable and permitted. A person-centered individualized service plan, based on the assessment, is developed with person-served, parent/guardian, family members when applicable, and other collateral sources to guide treatment course and outcomes.

The types of therapies are:

Individual

Each student, unless otherwise directed by the parent/guardian or school, participates in individual counseling. This occurs weekly for most students. Your child meets with their assigned therapist to work on issues related to school, home, self and community.

Group Therapy

Each student participates in a weekly group session with the other students in their class. The group provides the opportunity for discussion and feedback with their peers on pro-social skills.

Family Therapy

Your child's therapist is trained to provide Family Therapy as well. These sessions can focus on issues related to you, your child and other involved family members. It is up to you, the parent/guardian, to initiate Family Therapy by contacting your child's therapist.

Crisis Intervention

The mental health staff is available 24-7, by emergency pager. Mental Health Staff will respond immediately to identification of potential risk to persons served. Due to our legal limitations, there are some types of crisis that mandate other types of interventions. Please refer to the attached handout, "*What Is A Crisis?*" for suggestions.

<p><u>Transition Criteria & Procedures:</u> Following the completion of treatment goals, a meeting will be set to discuss transition from current level of care.</p>

<p><u>Discharge Criteria:</u> Following the completion of treatment goals, a meeting will be set to discuss discharge from Mental Health Services.</p>

PARENT INVOLVEMENT & FAMILY THERAPY

We highly value parent involvement here at the Greene County Educational Service Center. We aim to help children and teens succeed, not only in school but in all areas of life. Success depends on participation from parents and caregivers. You as parents are the experts in your children's lives and our counselors want to team with you to have the most beneficial impact. Family therapy provides the opportunity to work out issues between the client and members of their family. These issues can be significant or just an opportunity to "work things out". The staff working with your child strongly recommends that families take advantage of our free family therapy services. We know you are busy, we will be willing to work around your schedule.

Benefits of parental involvement:

- Kids succeed quicker and better when parents participate.
- Kids whose parents participate feel better understood and supported.
- Parents who participate experience improved communication with their children, and less conflict at home.
- Parents who involve themselves in their children's counseling experience increased confidence, patience, and control as caregivers.

Types of parent involvement:

- We offer *family therapy* to help improve communication, develop problem-solving strategies and enhance family harmony.
- We offer *parent training and support* to help you better make sense of your child's behaviors and improve parent effectiveness.
- We work closely with you and your child to develop as a *team* the plan for improving success.
- We strive to keep you constantly aware of your child's progress through *updates* and ongoing communications, either via phone, face-to-face, e-mail, and letters.

Requirements:

- We understand you are busy and that it is not easy to find the time. However, there are minimal expectations that our accrediting agencies require of us and therefore we require of you.
- We require parent involvement in the development of the treatment plan at the onset of counseling and for plan review/updates as needed.
- We will not be able to provide mental health services to your child if you are unable to meet the minimum level of required parent participation.

Contacts:

Please feel free to contact your child's therapist for details on how to involve yourself in your child's treatment, or contact Dr. Callahan at (937) 767.1303 ext. 1127 for questions or comments. **We welcome your ideas and suggestions.**

HEALTH & SAFETY

We are committed to keeping your child safe and healthy while in our care.

Safety and Evacuation

Services through the School-based Program are delivered at your child's school. Each building and office has EMERGENCY EXITS posted. School-based therapists participate in drills and are trained in safety and evaluation procedures. When you accompany your child to appointments, please pay close attention to these safety signs. They are designed to protect you and your child's safety.

Tornado, Fire and other Emergency Drills are routinely scheduled throughout the school year and fire exits are clearly marked.

GCESC Mental Health Services staff members are PROHIBITED from using restraint or seclusion. Use of tobacco products is prohibited in GCESC property. Illegal substances and weapons are prohibited on GCESC property. GCESC Mental Health staff are prohibited from handling, managing, storing, and administering medications to persons served. Please refer to your child's school building student handbook for health and safety policies that apply to non-mental health staff, including use of restraint or seclusion, use of tobacco products, illegal or over-the-counter medications brought into the building, prescription medications brought into the building, and weapons brought into the building.

Please refer to your child's school building student handbook for details related school/program rules, restrictions, expectations for behaviors/attitudes/events, consequences, and means by which students may regain privileges that have been restricted.

Any health and safety questions, concerns or comments please contact:

HEALTH & SAFETY OFFICER
Dr. Tim Callahan
Director of Mental Health Services
Greene County Educational Services Center.
360 East Enon Road
Yellow Springs, OH 45387

Phone: 1-(937) 767-1303 ext. 1127
E-mail address: tcallahan@GreeneESC.org

The Greene County Educational Service Center Mental Health Services

CODE OF CONDUCT

1. Observance of the Law

The Greene County Educational Service Center-Mental Health Services (GCESC-MHS) is committed to complying with all legal, professional, and ethical obligations that apply to business, marketing, service delivery, professional responsibilities, prohibition of waste, fraud, abuse & other wrongdoing, procedures for addressing alleged violations of ethics codes, education on ethical codes of conduct, human resources, contractual relationships, advocacy efforts for persons served, and corporate citizenship.

2. Professional Responsibility

Our professional staff are all licensed by the State of Ohio Board Of Social Work, Counseling, and Marriage and Family, or the Ohio State Board of Psychology. Licensed staff member are required to abide by the appropriate and applicable Code of Ethics by their respective licensing board. Areas covered by licensing boards, include but are not limited to: scope of practice, clinical competencies, welfare of the client, negligence, remuneration, improper arrangements, multiple relationships, conflict of interest, confidentiality, and culturally competency.

3. Services

GCESC-MHS strives to create an environment in which dignity, worth, and respect for individual differences permeate all aspects of service delivery. Our services are person and family centered, culturally sensitive, and based on the strengths, needs, abilities, preferences, and desired outcomes of the person and family served. Services are anchored to individualized service plans that are based on input from the persons and families served. Clinical interventions are empirically based, safe, and effective. We are fully committed to ensuring client rights.

4. Business Practices

GCESC-MHS is fully committed to fiscal accountability and transparency regarding financial arrangements. We are vigilant to any possible improper or fraudulent activity, including but not limited to inaccurate billing/claims (over-billing, duplicate billing, false claims, improper coding), cost report falsification, misrepresentation, inadequate documentation (not meeting Medical Necessity requirements), and inaccurate or misleading marketing.

5. Conflict of Interest

GCESC-MHS staff members shall not engage in nor have a financial interest, directly or indirectly, in any activity that conflicts (or raises reasonable question of conflict) with their duties and responsibilities. Each licensed staff member abides by not only the Greene ESC policies related to conflict of interest, but also related rules dictated by their respective professional licensing boards. When there is a conflict, or the possibility of one, between the person served and the Greene ESC-MHS staff member, the staff member will clarify the nature and direction of the staff member's responsibilities, and keep all parties concerned informed of the staff member's obligations, commitments, and loyalties.

6. Confidentiality

Each GCESC-MHS staff member is required to maintain the utmost confidentiality concerning treatment, care, and conditions of all persons served. We abide by all policies/procedures, laws, regulations, and requirements regarding confidentiality, including HIPAA (Health Insurance Portability and Accountability Act of 1996). We are fully committed to maintaining confidentiality safeguards regarding, but not limited to, assessment, counseling, collaboration, record security, and electronic security. We are careful to ensure client care conversations do not take place in areas where they may be overheard by teachers, family members, other clients, and the public.

7. Health & Safety

We are fully committed to maintaining safe, healthy, and clean environments that support quality services, and minimize risk of harm to persons served, employees, and other stakeholders. Each GCESC-MHS staff member is required to comply with all ESC and MHS policies/procedures, federal, state, regulatory bodies, and licensing boards that pertain to health and safety, including rules and regulations of the Occupational Safety and Health Administration (OSHA). Thorough background checks are conducted on all new staff hired, and throughout employment. All employees are to maintain full compliance with laws pertaining to reporting alleged abuse or neglect. Staff members are trained annually on health and safety procedures.

8. Human Resources and Workplace Environment

We are fully committed to creating and maintaining a healthy and safe work environment in which each staff member is treated with respect, valued for his or her individual differences and diversity, and provided with opportunities for professional development. Employees are hired, promoted, and compensated according to their qualifications, and performance. All hiring practices are nondiscriminatory. GCESC-MHS does not tolerate any form of harassment by anyone, including but not limited to, sexual harassment, degrading or humiliating slurs, intimidation, or conduct based on cultural backgrounds, ethnicity, or sexual preference.

Procedures

GCESC-MHS Code of Ethics is reflected and amplified in ESC and MHS policies and procedures, state licensing boards laws, regulatory bodies standards, federal and state laws and regulations, client orientation packet, student handbooks, staff orientation packet. We have clear, written, and easy-to-understand procedures for dealing with allegations of wrongdoing. The MHS Compliance Officer is Dr. Tim Callahan, Director of Mental Health Services, and any allegations are do be directed to him at (937) 767-1303, ext. 1127). All staff members receive ongoing training regarding the Code of Conduct and Corporate Compliance. We are committed to ensuring that there are no reprisals for staff members who report suspected incidents of wrongdoing, as reflected and outlined in ESC policies and procedures.

Advocacy

GCESC-MHS strives in all aspects to be an effective advocate for youth and families in Greene County. Our mission statement, vision statement, and core values reflect our commitment to help create a healthy, compassionate, informed, culturally sensitive, and thriving community. Our Strategic Action Plan outlines our specific efforts to reach out and positively impact our community, including but not limited to trainings for staff, educators, and parents, consultation and collaboration with school and other community stakeholders to create environments that support healthy development, and participation on youth advisory committees. Specific public awareness campaigns and trainings that we currently offer include Prevention of Youth Suicide,

Safety & Violence Prevention for Educators, Crisis Intervention Training for Police Officers, Prevention of Child Abuse and Neglect, Understanding the Impact of Childhood Maltreatment, Understanding the Impact of Poverty, and Overview of Mental Health Problems in Children & Teens.

GCESC-MHS Mission

Our mission is to support youth and families in maximizing their potential and enhancing their wellness in the natural environments of school, family, and community through advocacy, mental health services, and education.

GCESC-MHS Vision

GCESC-MHS envisions a community in which the mental illnesses that impact our children, teens and families are prevented and cured.

GCESC-MHS Core Values

- *Dignity, Worth, and Respect for All Individuals and Cultures*
- *Freedom from Suffering*
- *Empowerment and Self Determination*
- *Child Centered, Family Driven, and Community Based*
- *Collaboration and Inclusion*
- *Early Intervention*
- *Excellence and Continuous Improvement*
- *Access*
- *Advocacy*
- *Scientifically Sound and Effective Clinical Practices*
- *Fiscally Accountable and Sustainable Business Practices*

GCESC-MHS Corporate Compliance Officer

Dr. Timothy J. Callahan, Director of Mental Health Services

tcallahan@greeneESC.org

(937) 767-1303 ext. 1127

The Greene ESC Mental Health Services

PERSON and FAMILY CENTERED SERVICES STATEMENT

The Greene County Educational Service Center – Mental Health Services provides services that are person and family centered. Our services are based on the unique strengths, needs, abilities, preferences, desired outcomes, and cultural backgrounds of the youth and families served. We emphasize the power of therapeutic relationships and positive nurturing environments to empower persons served to manage their own behavior. We believe that it is impossible to achieve and sustain success, not only at the client level but also as an organization, without the active and ongoing engagement with the people we serve. Our person and family centered services always reflect our Core Values:

- Dignity, Worth, and Respect for All Individuals and Cultures
- Freedom from Suffering
- Empowerment and Self Determination
- Child Centered, Family Driven, and Community Based
- Collaboration and Inclusion
- Early Intervention
- Excellence and Continuous Improvement
- Access
- Advocacy
- Scientifically Sound and Effective Clinical Practices
- Fiscally Accountable and Sustainable Business Practices

We actively engage youth and families in all aspects of service delivery. The Individual Service Plan (ISP) is developed in collaboration with the youth and family, and is based on input from persons served at the onset of treatment and throughout service delivery. The ISP is expressed in the youth and parents' words, and is reflective of the informed choice of the persons served. We use a state-of-the-art empirically-based client-centered outcome measure, "Feedback Informed Treatment" to guide treatment. We strive to employ multiple outcome measures to assess effectiveness of services, and work collaboratively with youth and families to gather and share ongoing input on goal achievement.

We strive to gather and analyze input from youth, families and other key stakeholders on an ongoing basis, and use the input to make decisions related to program planning, performance improvement, strategic planning, organizational advocacy, financial planning, and resource planning.

The Greene ESC Mental Health Services

CULTURAL COMPETENCE and LINGUISTIC APPROPRIATENESS STATEMENT

The Greene County Educational Service Center – Mental Health Services provides services that are culturally competent and linguistically appropriate. The Greene ESC Mental Health Services believe that culture influences people’s perceptions, needs, and reactions to life events. Perceptual variations create distinct differences in realities and relate directly to the life context of staff members in interaction with the life context of persons served, therefore impacting the effectiveness of service delivery. Culture is defined as the integrated pattern of human behavior that includes the thoughts, communication, actions, customs, beliefs, values, and institutions of a racial, ethnic, religious, social, or other group. Diversity is defined as differences due to cognitive or physical ability, culture, ethnicity, religion, economic status, gender, age, or sexual orientation.

Our services are based on the strengths, needs, abilities, preferences, desired outcomes, and cultural backgrounds of the youth and family served. Provision of linguistically appropriate and culturally competent services is a key factor in developing effective person and family centered programming. GCESC-MHS is committed to continuous evaluation and improvement of service delivery structures and methods that may inadvertently reduce access to care or create barriers to effective services. Many of the procedures and policies inherent in delivering mental health services may provoke a defensive and protective posture in culturally diverse families. GCESC-MHS works to build awareness and sensitivity to the values, norms and cultural complexities of the prominent cultures in the service community. Client and family centered care, which focuses on increasing family and caregiver participation in the treatment process, ensures respect and integration of cultural values, roles and norms as part of improving service delivery.

We believe that it is impossible to achieve and sustain success, not only at the client level but also as an organization, without the active and ongoing engagement with the people we serve. Our person and family centered services always reflect our Core Values: Dignity, Worth, and Respect for All Individuals and Cultures; Freedom from Suffering; Empowerment and Self Determination; Child Centered, Family Driven, and Community Based; Collaboration and Inclusion; Early Intervention; Excellence and Continuous Improvement; Access; Advocacy; Scientifically Sound and Effective Clinical Practices; and Fiscally Accountable and Sustainable Business Practices.

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We strive to gather and analyze input from youth, families and other key stakeholders on an ongoing basis, and use the input to make decisions related to program planning, performance improvement, strategic planning, organizational advocacy, financial planning, and resource planning.

**The Greene County Educational Service Center
Mental Health Services**

CORPORATE COMPLIANCE STATEMENT

It is the policy of the Greene County Educational Service Center-Mental Health Services to deliver services in accordance with all legal, professional, regulatory, and ethical obligations, and to create an environment that is characterized by strict adherence to the highest standards of accountability for administration, programs, business, marketing, service delivery, professional responsibilities, human resources, and financial management.

The leadership of the Greene County Educational Service Center-Mental Health Services is fully committed to a corporate compliance program that ensures ongoing monitoring and conformance with all legal and regulatory requirements. The corporate compliance program establishes an atmosphere that prompts: (1) prevention and early detection of any wrongdoing, including fraud, fiscal mismanagement, waste, abuse, conflicts of interest, and criminal conduct; (2) immediate reporting, investigation, and corrective actions of questionable activities without consequences to the reporting party; and (3) continual monitoring, reporting, and correcting of any situation that puts the Greene County Educational Service Center-Mental Health Services, its leadership, staff, funding sources, and consumers at risk. The Greene County Educational Service Center-Mental Health Services is committed to maintaining well-informed personnel through ongoing trainings on corporate compliance, code of conduct, role of compliance officer, and the organization's procedures for allegations of fraud, waste, abuse and other wrongdoing.

The Greene County Educational Service Center-Mental Health Services Corporate Compliance Program is anchored to pertaining federal and state laws, state professional licensing boards, the Greene ESC policies, Mental Health Services policies, codes of conduct, Mental Health Services Risk Management Plan, and Mental Health Services Strategic Action Plan.

Corporate Compliance Officer

Dr. Timothy J. Callahan, Director of Mental Health Services

tcallahan@greeneESC.org

(937) 767-1303, ext. 1127

What Is A Crisis?

<i>Situation:</i>	<i>Response:</i>	<i>Contact Numbers:</i>
My child is SUICIDAL or HOMICIDAL and has OVERDOSED or has said they have OVERDOSED or have CUT on themselves or done other HARM.	<ul style="list-style-type: none"> ▪ Call 9.1.1. and seek IMMEDIATE assistance from trained medical professionals. ▪ Call your child’s therapist the next day to provide updates. 	<p>9.1.1.</p> <p>Main Number: 767-1303</p>
My child is TELLING ME they are feeling suicidal. I am not sure how to handle this.	Call the School-based 24 Hour Pager. The therapist will call you back to help you assess and discuss options.	<p>Cell Number: 937-684-1076 On Call Therapist</p>
My child is NOT SUICIDAL but is CUTTING on themselves and has made actual cuts into skin and these cuts ARE <u>NOT</u> LIFE THREATENING.	Take your child to the nearest ER for a Medical Psychiatric Evaluation.	<p>SOIN Medical Center 937.702.4000 Greene Memorial Hospital: 429.3200 -or- The Nearest ER/Hospital</p>
My child is NOT SUICIDAL but is CUTTING on themselves and has made actual cuts into skin and these cuts ARE LIFE THREATENING.	Call 9.1.1. and seek IMMEDIATE assistance from trained medical professionals.	9.1.1.
My child has RUNAWAY and his/her whereabouts ARE <u>UNKNOWN</u> .	Call your local POLICE and make the necessary reports.	Your Local Police
My child has RUNAWAY and his/her whereabouts ARE <u>KNOWN</u> .	Call your local POLICE and ask for assistance.	Your Local Police
I have just had a FIGHT with my child and I want his/her therapist to be aware of what happened.	<p><u>You have TWO choices:</u></p> <ul style="list-style-type: none"> ○ Call your child’s therapist and leave a voice mail message. ○ Bring your child to school the next school day and talk directly with your child’s therapist. 	<p><i>Contact Numbers:</i> Jennifer Lawson 937-503-3097 Jennifer Mills: 937-503-5116 Megan Kilner: 937-503-3641 Laura Taylor: 937-503-2206 Dawn Gruber: 937-503-3318 Peggy Roesser: 937-503-2951 Chris Knots: 937-372-6942 x240 Laura Rozier: 937-503-2872 Casey Aldrich: 937-503-2116 Tamar Totty: 937-503-2049 Rachel Mitchell: 937-503-4821 Jaime Hilling: 937-631-0003 Julie Mitchell 937-503-5823 Arianne Koon 937-470-2249 Audrey Shirk 937-751-0092</p>
My child has a friend who has told them they are SUICIDAL or wants to hurt someone else.	In a situation like this, the actual community crisis response team needs to be brought in to assess the situation and make contact with that child and their family.	<p>Greene County Crisis Daytime/Weekends: 212-8153 TCN – After Hours Hotline 5:00 p.m. – 8:00 a.m. & Weekends</p>
My child is OUT OF MEDICATIONS.	Call the prescribing physician for a refill prescription.	Your Doctor or Pharmacy

Greene County Public Schools

<i>Beavercreek</i>	
High School	429.7547
Ankeney	429.7567
Fairbrook	429.7617
Ferguson	429.7577
Main Elementary	429.7588
Parkwood	429.7604
Shaw	429.7610
Valley	429.7597
Transportation	426.1522 x636

<i>Cedar Cliff</i>	
High School	766.1871
Transportation	766.6000

<i>Fairborn</i>	
High School	879.3611
Baker Jr. High	878.4681
Black Lane	879.0511
East	878.6108
Five Points	878.8668
Palmer	878.3969
South	787.4626
Wright	879.0600
Transportation	878.1772

<i>Academy</i>	
Office	848-6131

<i>Career Center</i>	
Office	372.6941

<i>Greeneview</i>	
High School	675.9711
Intermediate	675.9391
Primary	675.6867
Pre-School	675.9391
Transportation	675.6814

<i>Sugarcreek</i>	
High School	848.3737
Jr. High School	848.3777
Bell Creek	848.3757
Stephen Bell	848.7831
Transportation	848.4029

<i>Xenia</i>	
High School	372.6983
Central Jr. High	372.7635
Arrowood	372.9208
Cox	372.9201
McKinley	372.1251
Shawnee	372.5323
Simon Kenton	372.9251
Spring High	372.6461
Tecumseh	372.3321
Warner Jr. High	376.9488
Warner Pre-School	374.4392
Transportation	372.5461

<i>Yellow Springs</i>	
High School	767.7224
Mills Lawn	767.7271
Transportation	767.7381

GREENE COUNTY COMMUNITY RESOURCES

Sponsored by: A Better Childhood CCG & Help Me Grow

ABUSE

Family Violence Prevention Center of Greene Co.	376-8526
	426-6535
24 hour crisis line	372-4552
24 hour crisis line.....	426-2334
Greene Co. Children Services Board.....	562-6600
(Child Abuse & Neglect).....	878-1415
24 Hour Emergency Line.....	372-4357
Victim's Assistance Program.....	376-7283

CHILDCARE

Children's Hunger Alliance	1-800-340-0600
Greene Co. Dept. of Job & Family Services	562-6000
	426-1779

CLOTHING AND HOUSEHOLD ITEMS

Goodwill Industries	372-0759
Clothes that Work Greene Co. (Job & Job Interviews).....	562-6032
Community Action Partnership.....	376-7747
	427-3377
United Voluntary Services.....	372-1101

DRUG & ALCOHOL

Women's Recovery Center	352-2900
TCN Behavioral Health Care.....	376-8700
	879-3400
(Christopher House).....	376-8782

EDUCATION

Beavercreek City Schools	426-1522
Cedarcliff Schools	766-3811
CORSP (Kid's Learning Place - Head Start)	372-1446
	878-4460
Fairborn City Schools.....	878-3961
Greene Co. Educational Service Center - Preschool.....	767-1303
Greeneview Local Schools.....	675-2728
Miami Valley SERRC	236-9965
Ohio State University Extension (Financial, Parenting)	372-9971
Sugarcreek Local Schools	848-6251
Xenia City Schools	376-2961
Yellow Springs Schools.....	767-7381
Greene Co. Career Center.....	372-6941
Adult Basic Literacy Education (GED)	562-6071

EMPLOYMENT

Greene Co. Dept. of Job & Family Services	562-6000
Greene Works	562-6565
Ohio Rehabilitation Services Commission	1-800-589-4416

FAMILY PLANNING

Family Service Association	222-9481
Miami Valley Women's Center	374-0001
Planned Parenthood of the Greater Miami Valley.....	754-4633

FOOD & NUTRITIONAL SERVICES

Bellbrook Family Resource Center	848-3810
Fish Pantry	
Beavercreek.....	222-5444
Fairborn.....	879-1313
Jamestown	675-2005
Xenia.....	372-8441
Greene Co. Dept. Job & Family Services	562-6000
Ohio State University Extension	372-9971
Salvation Army	372-9810
Community Action Partnership.....	376-7747
	427-3377
WIC	374-5641
	879-4093

HEALTH CARE & MEDICAL INSURANCE	
Bureau for Children with Medical Handicaps (BCM/H)	374-5600
Children's Medical Center	1-800-228-4055
Greene Co. Combined Health District.....	374-5600
	1-866-858-3588
Greene Memorial Hospital	372-8011
	429-3200
Greene Memorial Hospital Home Health Care.....	352-2702
Medicaid HMO/Care Source	1-800-488-0134
Miami Valley Hospital	208-8000
Ohio Medicaid/Healthy Start Healthy Families.....	562-6000
Wellness on Wheels (Health Screenings).....	(937) 384-4857
HOUSING	
American Red Cross	376-3111
Greene Co. Fair Housing	562-5350
	754-3060
Greene Metropolitan Housing Authority	376-2908
	429-7736
Community Action Partnership.....	376-7747
	427-3377
Yellow Bird Housing	376-2231
GREENE COUNTY SERVICES	
Child Support Enforcement Agency	1-800-337-1740
Common Pleas Court.....	562-5290
Family & Children First.....	562-5600
Greene Co. Switchboard.....	562-5000
Juvenile Court	562-4000
Probate Court.....	562-5280
Veteran Services.....	562-6020
LOCAL COMMUNITY RESOURCES	
Bellbrook Family Resource Center	848-3810
Help Me Grow	1-800-862-5248
Jamestown Family Resource Center	675-2697
MENTAL HEALTH & COUNSELING	
Family Service Association	222-9481
Integrated Youth Services.....	427-3837
	374-0830
TCN Behavioral Health Care.....	376-8700
	429-0933
	879-3400
Crisis Line	376-8701
SPECIAL NEEDS	
Celebrating Families	275-0990
Family Information Network	253-1928
Four Oaks Early Intervention	562-6779
	222-7474
Greene Co. Board of MR/DD	562-6500
	426-7022
Help Me Grow	1-800-862-5248
Miami Valley SERRC.....	236-9985
Ohio Regional Infant Hearing Program.....	640-8032
TRANSPORTATION	
Dept. of Job & Family Services	562-6000
	426-1779
Greene CATS Public Transportation.....	1-877-227-2287
UTILITIES	
Community Action Partnership.....	376-7747
	427-3377
OTHER	
Council on Aging.....	1-888-795-8600
Help Link	1-800-917-3224
	211 (Touchtone Phone)
Legal Aid Society	1-888-534-1432
Social Security Administration.....	1-800-772-1213
United Way.....	376-5555
	426-4008

MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES
NOTICE OF PRIVACY PRACTICES

Effective Date: July 1, 2013

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.

If you have any questions about this Notice, please contact:
MHRB Privacy Officer at 937-322-0648 or toll free at 800-435-7968

OUR DUTIES

At the **Mental Health & Recovery Board of Clark, Greene and Madison Counties**, we are committed to protecting your health information and safeguarding that information against unauthorized use or disclosure. This Notice will tell you how we may use and disclose your health information. It also describes your rights and the obligations we have regarding the use and disclosure of your health information.

We are required by law to: 1) maintain the privacy of your health information; 2) provide you Notice of our legal duties and privacy practices with respect to your health information; 3) to abide by the terms of the Notice that is currently in effect; and 4) to notify you if there is a breach of your unsecured health information.

HOW WE MAY USE AND DISCLOSE YOUR PERSONAL HEALTH INFORMATION

When you receive services paid for in full or part by the Board, we receive health information about you. We may receive, use or share that health information for such activities as payment for services provided to you, conducting our internal health care operations, communicating with your healthcare providers about your treatment and for other purposes permitted or required by law. The following are examples of the types of uses and disclosures of your personal information that we are permitted to make:

Payment - We may use or disclose information about the services provided to you and payment for those services for payment activities such as confirming your eligibility, obtaining payment for services, managing your claims, utilization review activities and processing of health care data.

Health Care Operations - We may use your health information to train staff, manage costs, conduct quality review activities, perform required business duties, and improve our services and business operations.

Treatment - We do not provide treatment but we may share your personal health information with your health care providers to assist in coordinating your care.

Other Uses and Disclosures - We may also use or disclose your personal health information for the following reasons as permitted or required by applicable law: To alert proper authorities if we reasonably believe that you may be a victim of abuse, neglect, domestic violence or other crimes; to reduce or prevent threats to public health and safety; for health oversight activities such as evaluations, investigations, audits, and inspections; to governmental agencies that monitor your services; for lawsuits and similar proceedings; for public health purposes such as to prevent the spread of a communicable disease; for certain approved research purposes; for law enforcement reasons if required by law or in regards to a crime or suspect; to correctional institutions in regards to inmates; to coroners, medical examiners and funeral directors (for decedents); as required by law; for organ and tissue donation; for specialized government functions such as military and veterans activities, national security and intelligence purposes, and protection of the President; for Workers' Compensation purposes; for the management and coordination of public benefits programs; to respond to requests from the U.S. Department of Health and Human Services; and for us to receive assistance from consultants that have signed an agreement requiring them to maintain the confidentiality of your personal information. Also, if you have a guardian or a power of attorney, we are permitted to provide information to your guardian or attorney in fact.

Uses and Disclosures That Require Your Permission

We are prohibited from selling your personal information, such as to a company that wants your information in order to contact you about their services, without your written permission.

Uses and Disclosures That Require Your Permission

We are prohibited from selling your personal information, such as to a company that wants your information in order to contact you about their services, without your written permission.

We are prohibited from using or disclosing your personal information for marketing purposes, such as to promote our services, without your written permission.

All other uses and disclosures of your health information not described in this Notice will be made only with your written permission. If you provide us permission to use or disclose health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose your health information for the purposes state in your written permission except for those that we have already made prior to your revoking that permission.

Prohibited Uses and Disclosures

If we use or disclose your health information for underwriting purposes, we are prohibited from using and disclosing the genetic information in your health information for such purposes.

POTENTIAL IMPACT OF OTHER APPLICABLE LAWS

If any state or federal privacy laws require us to provide you with more privacy protections than those explained here, then we must also follow that law. For example, drug and alcohol treatment records generally receive greater protections under federal law.

YOUR RIGHTS REGARDING YOUR PERSONAL HEALTH INFORMATION

You have the following rights regarding your health information:

- **Right to Request Restrictions.** You have the right to request that we restrict the information we use or disclose about you for purposes of treatment, payment, health care operations and informing individuals involved in your care about your care or payment for that care. We will consider all requests for restrictions carefully but are not required to agree to any requested restrictions.*
- **Right to Request Confidential Communications.** You have the right to request that when we need to communicate with you, we do so in a certain way or at a certain location. For example, you can request that we only contact you by mail or at a certain phone number.
- **Right to Inspect and Copy.** You have the right to request access to certain health information we have about you. Fees may apply to copied information.*
- **Right to Amend.** You have the right to request corrections or additions to certain health information we have about you. You must provide us with your reasons for requesting the change.*
- **Right to An Accounting of Disclosures.** You have the right to request an accounting of the disclosures we make of your health information, except for those made with your permission and those related to treatment, payment, our health care operations, and certain other purposes. Your request must include a timeframe for the accounting, which must be within the six years prior to your request. The first accounting is free but a fee will apply if more than one request is made in a 12-month period.*
- **Right to a Paper Copy of Notice.** You have the right to receive a paper copy of this Notice. This Notice is also available at our web site www.mhrb.org, but you may obtain a paper copy by contacting the Board Office.

To exercise any of the rights described in this paragraph, please contact the Board Privacy Officer at the following address or phone number: **1055 E. High Street, Springfield, OH 45505, 937-322-0648 or toll free 800-435-7968**

* To exercise rights marked with a star (*), your request must be made in writing. Please contact us if you need assistance.

CHANGES TO THIS NOTICE

We reserve the right to change this Notice at any time. We reserve the right to make the revised Notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of our current Notice at our office and on our website at: www.mhrb.org. In addition, each time there is a change to our Notice, you will receive information about the revised Notice and how you can obtain a copy of it. The effective date of each Notice is listed on the first page in the top center.

TO FILE A COMPLAINT

If you believe your privacy rights have been violated, you may file a complaint with the Board or with the Secretary of the Department of Health and Human Services. To file a complaint with the Board, contact the Privacy Officer at the address above. You will not be retaliated against for filing a complaint. If you wish to file a complaint with the Secretary you may send the complaint to:

Office for Civil Rights
U.S. Department of Health and Human Services
Attn: Regional Manager
233 N. Michigan Ave., Suite 240
Chicago, IL 60601

**Greene County Educational Services Center
Mental Health Services**

NOTICE OF PRIVACY PRACTICES

Notice of Privacy Practices: Effective: July 1, 2013

THIS NOTICE DESCRIBES HOW OBTAINED MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

At the GREENE COUNTY EDUCATIONAL SERVICE CENTER - MENTAL HEALTH SERVICES (GCESC), we are committed to protecting your health information and safeguarding that information against unauthorized use or disclosure. This Notice will tell you how we may use and disclose your health information. It also describes your rights and the obligations we have regarding the use and disclosure of your health information.

We are required by law to: 1) maintain the privacy of your health information; 2) provide you Notice of our legal duties and privacy practices with respect to your health information; 3) to abide by the terms of the Notice that is currently in effect; and 4) to notify you if there is a breach of your unsecured health information.

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

Greene County Educational Services Center may *use* or *disclose* your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- “*PHI*” refers to information in your mental health record that could identify you.
- “*Treatment, Payment and Health Care Operations*”
 - *Treatment* is what is provided, coordinated or managed related to your child’s mental health care and other services related to this care in a school-based setting. An example of treatment would be a consultation with another provider outside of the school setting, such as your family physician. It is also related to the information disclosed to the educators responsible for you child.
 - *Payment* is when reimbursement is obtained for the mental health services provided. In the school setting, payment sources could be and but not limited to the school district you are attending, the Mental Health and Recovery Board of Clark, Greene and Madison Counties, and or Medicaid (if eligible).
 - *Mental Health Care Operations* are activities that relate to the performance and operation of this program. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- “*Use*” applies only to activities within the scope of the school-based mental health services program of the GCESC such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.

- “*Disclosure*” applies to activities outside of the school-based mental health services program at the GCESC, such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization

GCESC may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An “*authorization*” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when GCESC is asked for information for purposes outside of treatment, payment and health care operations, authorization will be obtained from you before releasing this information. Authorization will also be obtained before releasing any psychotherapy notes.

“*Psychotherapy notes*” are notes made about our conversation during a private, group, joint, or family counseling session, which are kept separate from the rest of your child’s record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time to stop future uses /disclosures except to the extent that GCESC have already undertaken an action in reliance upon your authorization. Each revocation must be in writing.

III. Uses and Disclosures with Neither Consent nor Authorization: “Limits of Confidentiality”

The law provides that GCESC may use/disclose PHI from mental health records without consent or authorization under the following circumstances:

- **Child Abuse:** It is known or suspected that a child under 18 years of age or intellectually disabled, developmentally disabled, or physically impaired child under 21 years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect, GCESC is required by law to immediately report that knowledge or suspicion to the Ohio Public Children Services Agency, or a municipal or county peace officer.
- **Adult and Domestic Abuse:** If there is reasonable cause to believe that an adult is being abused, neglected, or exploited, or is in a condition which is the result of abuse, neglect, or exploitation, GCESC is required by law to immediately report such information to the County Department of Job and Family Services.
- **Judicial or Administrative Proceedings:** If you are involved in a court proceeding and a request is made for information about your evaluation, diagnosis and treatment and the records thereof, such information is privileged under state law and it will not be released without written authorization from you or your persona or legally-appointed representative, or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- **Serious Threat to Health or Safety:** If it is believed that a client poses a clear and substantial risk of imminent serious harm to self or another person, the GCESC will disclose relevant confidential information to public authorities, the potential victim, other professionals, and/or your family in order to protect against such harm. If an explicit threat of inflicting imminent and serious physical harm or causing the death of one or more clearly identifiable victims, and it is believed that the client has the intent and ability to carry out the

threat, then GCESC is required by law to take one or more of the following actions in a timely manner: 1) take steps to hospitalize the client on an emergency basis, 2) establish and undertake a treatment plan calculated to eliminate the possibility that the client will carry out the threat, and initiate arrangements for a second opinion risk assessment with another mental health professional, 3) communicate to a law enforcement agency and, if feasible, to the potential victim(s), or victim's parent or guardian if a minor, all of the following information: a) the nature of the threat, b) your identity, and c) the identity of the potential victim(s).

- **Government Functions:** PHI may be disclosed to a government benefit program relating to eligibility and enrollment and for national security reasons.

IV. Patient's Rights

Patient's Rights:

- *Right to Request Restrictions* –the client has the right to request restrictions on certain uses and disclosures of protected health information about you. GCESC will consider your request, but are not legally bound to agree to the restriction.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* –the client has the right to request and receive confidential communications of PHI at an alternative address or by an alternative means.
- *Right to Inspect and Copy* –the client has the right to inspect or obtain a copy (or both) of PHI and psychotherapy notes in the mental health and/or billing records used to make decisions as long as the PHI is maintained in the record. Access may be denied under certain circumstances, but in some cases this decision can be reviewed. Upon request, the details of the request process can be discussed according to the policies and procedures of the GCESC.
- *Right to Amend* – the client has the right to request an amendment of PHI for as long as the PHI is maintained in the record. Under certain circumstances your request may be denied. On request, the details of the amendment process can be discussed according to the policies and procedures of the GCESC.
- *Right to an Accounting of Disclosure* – You have the right to request an accounting of the disclosures we make of your health information, except for those made with your permission and those related to treatment, payment, our health care operations, and certain other purposes. Your request must include a timeframe for the accounting, which must be within the six years prior to your request. The first accounting is free but a fee will apply if more than one request is made in a 12-month period.
- *Right to a Paper Copy* – the client have the right to obtain a paper and /or e-mail copy of this notice upon request.

VI. Questions and Complaints

If you have questions about this notice, disagree with a decision made about access to records, or have other concerns about privacy rights, please contact:

Dr. Tim Callahan
Director of Mental Health Services
Greene County Educational Services Center
360 East Enon Road
Yellow Springs, OH 45387
Phone: 1-937-767-1303, x 1127
E-mail address: tcallahan@greeneESC.org

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services Office for Civil Rights U.S. Department of Health and Human Services Attn: Regional Manager 233 N. Michigan Ave., Suite 240 Chicago, IL 60601.

You have specific rights under the Privacy Rule. No one will take retaliatory action against you if a complaint is filed.

VII. Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on JULY 1, 2013. This notice will be included as part of the enrollment process to received school-based mental health services. This notice will be included in the year-end reviews of the status of those currently enrolled in the GCESC mental health services program. This notice will be reviewed and discussed annually with all open cases.

CLIENT RIGHTS AND RESPONSIBILITIES

As you begin Mental Health Services through the Greene County Educational Service Center (ESC), it is important you understand your rights and responsibilities as a client. This brochure will help you gain that understanding. Please read it carefully.

Client Rights

Confidentiality

As you enter treatment, a client record is started which includes information about your personal history, service plan and progress. This information is shared only with those involved with your treatment. You must provide written consent for anyone outside our agency to have access to your record. However, Greene County ESC Mental Health Services may release information without your consent when a court order is received, if there is an emergency or life-threatening situation, if there is evidence to suggest child abuse, or as otherwise require by law. Records may also be examined by auditors and evaluators to assure quality of services or to substantiate claims for payment (e.g., insurance, Medicaid). SEE "Limits of Confidentiality" on PAGE 23 for details.

All client records are kept in locked files and are seen only by authorized staff with the above exceptions. You may request to see your client record or to have a copy for which there may be a charge. A professional staff member will review it with you. Except for clients receiving forensic evaluation services as defined in paragraph (D) (9) of Rule 5122:2-1-01 of the Administrative Code, from a certified forensic center, each client has all of the following rights as listed in paragraphs (D) (1) to (D) (22) of this rule.

- a)** The right to be treated with consideration and respect for personal dignity, autonomy and privacy;
- b)** The right to service in a humane setting that is the least restrictive feasible as defined in the treatment plan;
- c)** The right to be informed of one's own condition, of proposed or current services, treatment or therapies, and of the alternatives;
- d)** The right to consent to or refuse any service, treatment or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment or therapy on behalf of a minor client;
- e)** The right to current, written individualized service plan that addresses one's own mental health, physical health, social and economic needs and that specifies the provision of appropriate and adequate services as available, either directly or by referral;
- f)** The right to active and informed participation in the establishment, periodic review and reassessment of the service plan;
- g)** The right to freedom from unnecessary or excessive medication, restraint or seclusion;
- h)** The right to participate in any appropriate and available agency service, regardless of refusal of one or more services, treatments or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity
- i)** The right to be informed of and refuse any unusual or hazardous treatment procedures;
- j)** The right to be advised of and refuse observation by techniques such as one-way mirrors, tape recorders, televisions, movies, or photographs;
- k)** The right to have the opportunity to consult with independent treatment specialists or legal counsel, at one's own expense;
- l)** The right to confidentiality of communications of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal status, unless release of information is specially authorized by the client or parent or legal guardian of minor client or court-appointed guardian of an adult client in accordance with Rule 5122:2-3-11 of the Administrative Code;
- m)** The right to have access to one's own psychiatric, medical, or other treatment records, unless access to particular identified items of information is specifically restricted for the individual client for clear treatment reasons in the client's treatment plan. "Clear Treatment Reasons" shall be understood to mean only severe emotional damage to the client such that dangerous or self-injurious behavior is an imminent risk. The person restricting the information shall explain to the client and other person authorized by the client the factual information about the individual client that necessitates the restriction. The restriction must be reviewed at least annually to retain validity. Any person authorized by the client has unrestricted access to all information. Clients shall be informed in writing of agency policies and procedures for viewing or obtaining copies of personal records;
- n)** The right to be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of that event;
- o)** The right to receive an explanation of the reasons for denial of service;
- p)** The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle, physical or mental handicap, development disability, inability to pay, or humiliation due to any of these;
- q)** The right to know the cost of services;

Greene County Educational Service Center Mental Health Services

- r) The right to be fully informed of all rights;
- s) The right to exercise any and all rights without reprisal in any form including continued and uncompromised access to service;
- t) The right to file a grievance and the right to have oral and written instructions for filing a grievance;
- u) The right to reasonable accommodation to the known physical or mental limitations.
- v) The right to freedom from abuse, financial or other exploitation, retaliation, humiliation, and neglect.

Client Responsibilities

FINANCIAL

The Greene ESC Mental Health Services is committed to providing effective, accessible and affordable mental health services to persons served. We are funded through a combination of sources including contributions from Greene County School Districts, The Mental Health and Recovery Board of Clark, Greene & Madison Counties, and the Ohio Office of Medicaid. We bill Medicaid for services either through the five Medicaid Manage Care Companies (MCOs) - CareSource, Molina, Buckeye Health Plan, Optum-United Healthcare, and Paramount or in limited circumstances directly to Medicaid (Fee-For-Service). You will not be required to pay any out-of-pocket expenses for Greene ESC Mental Health Services. In order to access the above-mentioned funding sources and enroll in Greene ESC Mental Health Services, you will be asked to provide the following information to:

- Your child's Social Security Number OR if you are an adult receiving services, your Social Security Number
- Copies of Medicaid Managed Care Company Insurance Cards (MCOs): CareSource, Molina, Buckeye Health Plan, Optum-United Healthcare, and Paramount or Ohio Medicaid Card (Fee-For-Service)
- Estimate of Gross Monthly Income
- Proof of Residency (Choose one)
 - Current Driver's License with County Address same as Declared County Address
 - Current Utility Bill, Address same as Declared Address
 - Current Ohio Personal Identification Card, Address same as Declared Address
 - Current SSI/SSDI Benefit Eligibility Statement, Address the same as Declared
 - Current Rent receipt, Address same as Declared Address
 - Current Mortgage Statement or Payment, Address same as Declared Address
 - Current Pay Stub, Address same as Declared Address
 - Current Ohio Medicaid Care, Address same as Declared Address

Please bring the above-mentioned information to your scheduled appointment. Your child's or your Greene ESC Mental Health Therapist will answer any questions you have at the time of the intake appointment. Any additional questions may be directed to Dr. Tim Callahan, Director of Mental Health Services at (937)-767-1303, ext.1127

Please bring the above-mentioned information to your scheduled appointment. Your child's or your Greene ESC Mental Health Therapist will answer any questions you have at the time of the intake appointment. Any additional questions may be directed to Dr. Tim Callahan, Director of Mental Health Services at (937)-767-1303, ext.1127.

OTHER RESPONSIBILITIES

At intake, you will be asked to provide background information to help complete a Diagnostic Assessment, and to sign an Informed Consent for Treatment form and Releases of Information. At least twice a year you will be required to meet with your child's or your Mental Health Services therapist to review and sign Individualized Service Plans.

Greene County ESC Mental Health Services is a private not-for-profit corporation and complies with the standards set forth by the Ohio Department of Mental Health, the Ohio Department of Mental Health and Addiction Services, the Americans with Disabilities Act, and the Rehabilitation Act of 1973. Greene County ESC Mental Health Services contracts with the Mental Health & Recovery Board of Clark, Greene, and Madison Counties.

Our mission is to support school-age youth and their families in maximizing their potential and enhancing their wellness in the natural environments of school, family, and community through advocacy, mental health services, and education.

Client Rights Officer and Health & Safety Officer

Timothy J. Callahan, Psy.D.

Director of Mental Health Services

(937) 767-1303 ext. 1127

An Equal Opportunity Employer and Equal Provider Service

Risks/Benefits/Alternatives to Treatment

In accordance with state regulations, you have the right to an explanation of risks and benefits of treatment services, information about alternatives to treatment, and the risks and benefits of choosing not to receive treatment services. Treatment can produce both positive and negative effects. If you choose to follow the treatment recommendations, you will want to discuss the effects experienced in treatment with your child's provider. The following are *possible* risks/benefits you, your family or your child might experience.

Treatment Modality

Diagnostic Assessment	Crisis Intervention
Individual Counseling	Community Support Services
Family Counseling	Consultation/Education
Group Counseling	Intensive Outpatient Counseling/Learning Center

Participating in Recommended Services

Benefits

Improvement of symptoms	Increased interest in life
Positive change in relationships others	Fewer problems with school, legal authorities, family and others
Increased problem solving skills	Prevention of need for more intensive/costly services
Improved communication/Communication	Improvement in health, sleep, eating

Risks

Initial worsening of symptoms	Confusion of family dynamics
Medication side effects	Unexpected changes in relations with others
Recalling past painful events	New patterns of behavior unfamiliar to family

Not Participating in Recommended Services

Benefits

Initial cost savings	Save the time otherwise devoted to treatment
Increase in alternative supportive	Avoid added stress that change can bring
Less conflict with child about attending school	No unwanted changes at home, school or community

Risks

No improvement of symptoms	Added problems with school, legal authorities, family and others
No change in situation	Increased sense of helplessness/hopelessness
Worsening of symptoms	Need for more intensive/costly services later

Alternatives to Treatment

Possible alternatives to treatment include: self-help/support groups, self-help books and readings, spiritual guidance, involvement in exercise or sports activities, service groups, clubs, hobbies, seeking additional family support/respite.