



## CARMEL CLAY SCHOOLS

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5201 East Main Street, Carmel, Indiana 46033 • Telephone: 317.844.9961 • Fax: 317.844.9965 • www.ccs.k12.in.us

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### EXHIBIT A OF RFP FOR STUDENT BEHAVIORAL & MENTAL HEALTH SERVICES

#### **Need:**

Carmel Clay Schools (School) seeks to develop a relationship with a behavioral & mental health service provider in order to obtain consistent and supportive mental and behavioral health services for students of School. It is imperative the Contractor have a strong history of integrity, responsiveness, and impeccable service.

#### **Staffing:**

Contractor shall provide School with access to a masters-level therapist and/or bachelor's level service provider at each School building. Therapist must be appropriately licensed (e.g. LSW, LMHC, LCSW, LMFT, etc.) to provide behavioral health services to students and be appropriately paneled to bill a third-party insurance provider. Contractor's personnel must have a current background check consistent with School policy and law. School expects to interview therapists intended to provide services in the buildings prior to finalizing assignment to a building.

#### **Services:**

Contractor must have adequate resources to provide the following services:

- Individual, group, and family therapy to students and families;
- Referral for medication management services and access to attending psychiatrist within 30-60 days of medication assessment referral;
- School and home-based counseling services;
- Crisis management with a clearly defined protocol for students in danger of hurting themselves or others or who need further screening or assessment;
- An individual who will assist with a student's transition from hospitalization/acute treatment setting to the school building;
- Case management;
- Involvement in School case conferences and consultation with teachers;
- Communication and progress documentation with School counselor, assistant principal, principal, and other designees;
- Aggregate relevant School district wide data on services provided including, but not limited to number of referrals, visits, hours, types of diagnosis, services provided;
- Appropriate referrals to community counseling resources for students and families as needed.



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Furthermore, Contractor will be required to designate a liaison or supervisor who will ensure services are provided as outlined in the agreement between the Contractor and School. This individual will need to be available during regular school hours for consultation and maintain monthly meetings with the School Mental Health Coordinator.

### **Schedule:**

School expects services to be available five (5) days each school week and Monday-Friday during regular school hours. Meetings may occur at the School building or in public settings for students unable to travel to the School building.

### **Consent:**

School would aid in seeking parent and/or student consent as appropriate for the services, but the Contractor ultimately is responsible for obtaining appropriate consent. Contractor must refer any student requiring care beyond the scope of this arrangement or Contractor's license to an appropriate provider.

### **Office Space:**

School may provide an appropriate office space, office furniture, telephone, and access to office equipment for therapists during school hours. School will provide a contact person for the Contractor and Contractor's assigned employees.

### **Records:**

Contractor must be able to provide School with aggregate, de-identified data for the type and number of services provided and lists of diagnoses being treated.

### **Staffing:**

We are requesting that staffing be flexible and occur based on building needs (number of referrals, severity of caseload symptoms, caseload size, etc). We would recommend the following staffing (Please note this is an example):

School	Masters Level Therapist	Bachelors-Level Specialist
Carmel High School	3	1



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Carmel Middle School	1	1
Creekside Middle	1	
Clay Middle	1	
Orchard Park	1	1
Forest Dale Elementary	1	1
Carmel Elementary	1	1
Prairie Trace Elementary	1 (split with CTE)	1
Cherry Tree Elementary	1 (split with PTE)	
Mohawk Trails Elementary	1 (split with WBE)	1
Woodbrook Elementary	1 (split with MTE)	
Towne Meadow Elementary	1 (split with SRE)	
Smoky Row Elementary	1 (split with TME)	
West Clay Elementary	1 (split with CWE)	
College Wood Elementary	1 (split with WCE)	1
<b>Totals</b>	<b>13</b>	<b>8</b>

### Additional Requirements:

- Admitting privileges to local hospital(s)
- An identified process for linking uninsured students with providers and/or charity options for individuals with limited financial resources
- Ability/Willingness to work in collaboration with community partners, such as WRAP Services, Carmel Police Department, and the Department of Child Services.