

TRINITAS REGIONAL MEDICAL CENTER
DEPARTMENT OF BEHAVIORAL HEALTH & PSYCHIATRY

AGREEMENT BETWEEN TRINITAS REGIONAL MEDICAL CENTER (TRMC)
AND
UNION COUNTY EDUCATIONAL SERVICES COMMISSION

2024 - 2025

I. Purpose

The purpose of these guidelines is to define the responsibilities of the staff of Trinitas Regional Medical Center (TRMC) and the Union County Educational Services Commission as related to Lamberts Mill Academy, the Child/Adolescent Inpatient Psychiatric Services, Child Partial Hospitalization program, New Point Specialty Residential program and New Day Residential program.

II. Introduction

A. Lamberts Mill Academy (LMA)

The Lamberts Mill Academy (LMA) located in Westfield, NJ offers intensive milieu programs to meet the psycho-educational needs of adolescents who have been classified as special needs and who require special programming to complete middle school and high school education. The Union County Educational Services Commission staff provides the educational program as required by the Department of Education of New Jersey as it relates to children/adolescents classified as emotionally disturbed. The Trinitas Regional Medical Center staff provides the adjunctive therapeutic program at the Lamberts Mill Academy (LMA) supporting the commission's goal to assist students to graduate.

B. Trinitas Regional Medical Center (TRMC) Child/Adolescent In-patient Psychiatric Unit

The inpatient child/adolescent psychiatric programs provide a highly structured, 24-hour supervised level of care to children/adolescents 4-17 years of age, who reside in the Department of Children and Families (DCF) Central region. Priority for admissions is given to Union and Essex County residents. Length of stay ranges from short term to an intermediate level. Children and adolescents are admitted to the units when the individual's personal and/or social functioning is impaired to an extent that voluntary/involuntary inpatient psychiatric intervention is necessary.

C. Trinitas Regional Medical Center (TRMC) Partial Hospital Psychiatric Services

The Partial Hospital program is a day treatment model whereby the children/adolescents attend therapeutic programming from 8:30am – 3:30pm Monday through Friday.

D. Trinitas Regional Medical Center (TRMC) New Point Residential Treatment Center and New Day Residential program

The New Point Residential Treatment Center and New Day Residential program provide 24-hour supervised care for youth with severe behavioral and emotional disturbances. The programs are an intensive residential level of care licensed by the Department of Children and Families and authorized through the children's System of Care (CSOC). Treatment is offered through group, individual and milieu therapies with a particular emphasis within a trauma-informed framework. The education program is an integral part of this level of care and includes a community-focused approach.

E. The Union County Educational Services Commission

The Commission provides the educational program as required by the Department of Education of New Jersey as it relates to children/adolescents for school districts who provide authorization.

The education program may be provided on-site at Lamberts Mill Academy, in the TRMC child/adolescent inpatient unit, the partial hospital unit or the residential treatment programs.

III. Responsibilities

A. Lamberts Mill Academy

1. TRMC staff based at Lamberts Mill Academy will:
 - a. Report directly to the Program Director who will report to the LMA Principal for program operations.
 - b. Provide scheduled individual therapy sessions generally limited to removal from class no more than once per week except for the psychiatrists, when needed.
 - c. Provide psychiatric consultation/evaluation and medication monitoring for those students identified by the principal and/or the program director.
 - d. Support program standards which will govern the unscheduled pulling out of students from the classroom for an expressed clinical crisis.
 - e. Hours for TRMC staff will be from 8:00 am- 4:00 pm
 - f. Work throughout the school year when school is in session.
 - g. Provide group-oriented therapy based on the clinical needs of the students and scheduled in collaboration with the principal.

- h. Assist in the development and implementation of a family-oriented program.
- i. Supervise "free time" activities, as per the school schedule.
- j. Field trips are approved by the NPRTC and New Day program directors and are part of the residential process.
- k. Provide hall-monitoring support, as scheduled.
- l. Support crisis intervention as necessary.
- m. Monitor and manage medication needs for all relevant students.
- n. Attend staff meetings.
- o. Participate in the development of policies and procedures, which relate to the clinical/educational program.
- p. Document timely clinical notes on relevant records.
- q. Maintain confidentiality.
- r. Coordinate the admission of students meeting inpatient criteria with the Psychiatric Emergency Services.
- s. TRMC will make a good faith effort to send an aide from both the New Point and New Day programs to accompany students attending Lambert Mill Academy.
- t. Senior Director of Behavioral Health & Psychiatry and the Lamberts Mill Academy High School Program Director will participate in operational review meetings with the Principal and Superintendent; when necessary.
- u. Will provide to Superintendent of Union County Educational Services, a copy of the license of any clinician at the time of hire.

B. Union County Educational Services Commission staff will:

- a. Provide the necessary educational program as required by the Department of Education of New Jersey related to classified students:
 - Coordinate with sending school districts and TRMC staff to set up educational programming
- b. Reimburse Trinitas Regional Medical Center for clinical services.

- c. Provide food service for LMA students, educational and clinical staff desiring to purchase lunch.
- d. Provide housekeeping and maintenance services for the upkeep of the facility, incurring costs for routine repairs and provision of equipment to maintain proper heat and ventilation.
- e. Provide referrals to TRMC where appropriate.
- f. Participate in team meetings.
- g. Provide supervision of teachers and paraprofessionals
- h. Provide office and group space for the clinical staff as agreed upon.
- i. Provide access to equipment, which supports the educational program to include, but not limited to, copier, fax and telephone.
- j. Maintain confidentiality.
- k. Participate in the development of Policies and Procedures which relate to the clinical/educational programs.
- l. Convene operational review meetings as necessary.
- m. Provide to the Senior Director of TRMC a copy of the teachers' State Board of Examiners current licenses annually, in addition to the Certificate of Liability Insurance.
- n. Notify TRMC Leadership of any vacancies that impact the ability to provide the expected educational services.

C. Children's Inpatient Services

1. Trinitas Regional Medical Center, Department of Behavioral Health & Psychiatry staff will:

- a. Provide access to space and equipment which supports the educational program to include, but not limited to, Xerox, fax, scanner and telephone.
- b. Collaborate with the staff from UCESC to successfully integrate the educational program into the treatment program.
- c. When requested, provide written or electronic documentation that a student has been deemed "safe" to begin or continue participating in the educational program.

- d. Provide immediate crisis intervention support in the case that a student exhibits unsafe or dangerous behavior during an educational session.
- e. Refer any school district concerns to the on-site administrative secretary from UCESC.
- f. Collaborate with UCESC to determine which unit meetings would be most relevant for select on-site UCESC staff to attend.
- g. Provide annual training on safety emergency procedures for UCESC staff working on-site at the hospital in addition to annual mandatory training that is required of contracted staff.
- h. Provide on-site UCESC Staff with access to seasonal flu shots and any other hospital mandated vaccinations if/when they are offered to hospital staff.
- i. Provide UCESC with a list of on-boarding requirements and directions for any newly hired staff who will be assigned to work at Trinitas.
- j. Address any maintenance, IT or safety issues that impact the educational program in a timely manner.

2. The children's inpatient teachers will:

- a. Report directly to the Program Director for program operations.
- b. Act as liaison to school districts and child study teams.
- c. Obtain all pertinent academic data.
- d. Coordinate, supervise and orient all tutors to the unit and clinical program.
- e. Maintain accurate records regarding curriculum, required education hours, billing statements and student/tutor evaluations.
- f. Attend all relevant unit meetings.
- g. Provide pertinent feedback to the unit staff regarding the student's academic status and level of functioning; and respond to guardian questions/concerns regarding educational programming.
- h. Work with Program Director to integrate education program into treatment program.

- i. Maintain an inventory of supplies required for the education program.
- j. Provide copies of tutors' teaching credentials, relevant license/certification, criminal background checks, liability insurance evidence to psychiatry administration for filing on site at the hospital.

Signed:

For: _____ Vice President, Behavioral Health & Psychiatry
Lisa Dressner Trinitas Regional Medical Center

(Date)

For: _____ Board President
Lorraine Aklonis Union County Educational Services Commission

(Date)

**TRINITAS REGIONAL MEDICAL CENTER
DEPARTMENT OF BEHAVIORAL HEALTH & PSYCHIATRY**

**WORKSHEET FOR UNION COUNTY EDUCATIONAL SERVICES COMMISSION
BUDGET 2024-2025**

A. Lamberts Mill Academy's Staff Salaries

| | | |
|----------------------------|----------------------|-----------|
| 1. Program Director | Danielle Ruchaevsky | \$116,527 |
| 2. Nurse | Melida Pelaez | \$117,093 |
| 3. Nurse vacation coverage | To be determined | \$5,304 |
| 4. LCSW | Heta Dalal | \$75,224 |
| 5. LCSW | Jackeline Altamirano | \$75,224 |
| 6. LCSW | Julian Leal | \$79,727 |
| 7. Masters Clinician (LSW) | Summer Kellers | \$75,943 |
| | | |

B. Plus

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|--|------------------|------------------|
| 1. Lamberts Mill Psychiatrist/ Nurse Practitioner (36 weeks) | To be determined | \$43,200 |
| 2. Psychiatrist/ Nurse Practitioner (6 hrs/wk,- 4 weeks for summer) | To be determined | \$4,800 |
| TOTAL SALARY | | \$593,043 |

C. Plus Trinitas RMC's Fringe Benefit & Administrative Rate 25.00% \$148,261

D. Plus Psych Admin 3% \$17,791

E. Plus \$7,160 for Operating Supplies/Recruitment Costs/Staff Conferences
and Fingerprinting costs for staff \$7,160

G. Less Commission Teaching/Tutoring
Contributions to Trinitas Regional Medical Center

| | |
|--|-------------|
| Mary Ann Cahill (6.5 hrs x 180 days) | (\$92,328) |
| Paula Falconer (6.5 hrs x 180 days) | (\$92,328) |
| MICA/Day Tx Tutoring Program (Part-time) | (\$13,526) |
| Lauren Gonzalez (6.5 hrs x 180 days) | (\$143,270) |

H. Equals Adjusted Trinitas RMC (Payroll Reimbursement) \$424,803

I. Trinitas Hospital Clinical Supervision and Administrative Management
(In Kind) of In-School Program

Payment Installments

10 Monthly Payments. **\$42,480.28**