


OCPS (ORANGE COUNTY SCHOOLS) REFERRED CASES



I have read and understood all of the following policies and procedures.

Clinician's Acknowledgement *No Signature Needed* *Email Delivery to Clinician 08-26-22*  Date 08-26-22
3 4 4 B A 8 7 6 Y 8 9

NEW/REVISED POLICIES – IN RED

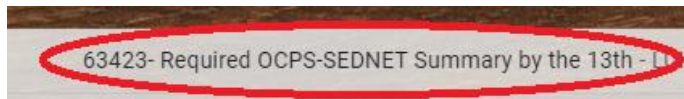
This applies to anyone who:

- (a) sees a client at Orange County Schools property, or
- (b) sees a client at home/telehealth which was referred by Orange County Schools (*see assignment email to find out – if it says OCPS-Referred, it means it was a referral from Orange Co – when in doubt ask Shere – referrals2@lukascounseling.org*).

MONTHLY SUMMARIES

• HOW TO SEND

- In the beginning of each month, you will be receiving an email, with a secured link, to complete the required forms for each of the clients assigned to you <check your spam just in case>. It will look something like this – with the Client ID on the subject line:



- If you have 5 clients, you will receive 5 links, if you have 20 clients, you'll get 20, for example.

Required OCPS-SEDNET Summary!

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Month in Review: *
School Name: *

OCPS Student ID number: *
Write client's name if you don't know ID
Student Grade Level: *

Agency Name: Lukas Counseling Services
Therapist Name: *

Therapist Contact Email: *
Date of Assessment: *
Date Intake completed

Date of Service Initiation (date case was opened by agency): *
Date case was opened (most of time will be same as date of assessment) - n/a if needed

I am still waiting for the family to reach back to schedule
 Family has been non-responsive so far, I will keep trying to reach them
 Another counselor is doing the assessment, but I have reached out to the family to explain that I will start that is completed
 This referral was returned to my office manager - unable to open case

- Each and every one of them is due by the **13th of every month**.

- Do Not Send The Form Directly To The School Contact Person – All Forms Must Go Through Max through this system explained above.
- I will collect all of them and send them out to the school's contact person, and cc/you.
- Summaries are for the previous month of service (e.g. January 13th deadline for December services).
- Remember to use **Student ID #** instead of their name (find out with the client/school what it is!)
- These Monthly Summaries are now part of the school's students record - so please don't put any information there that you don't want someone to see.

OPENING THE CASES

- When you get an assignment email, and you are assigned an OCPS-Case, please do this:
 - You will notice that Jacy Mesch or Olivia Staten will be doing most of the initial assessments when you receive an **OCPS client/case**.
 - > We are doing this to comply with certain rules that we as an agency have to follow in our agreement with the schools.
 - > This will apply EVEN IF you were approved to regularly do your own assessments -- **SO PAY ATTENTION TO THE ASSIGNMENT EMAIL FROM SHERE SO THAT YOU CAN AVOID ANY COSTLY MISUNDERSTANDINGS.**
 - **Even if someone else is doing the intake assessment, TOUCH BASE WITH THE FAMILY WITHIN 48 HOURS....** Briefly let them know who you are, and that another therapist will be doing the intake, or the LE, etc. – Make them feel welcomed. **For OCPS Cases, do NOT see the client for therapy before the intake assessment is done!**
 - If you are doing the intake assessment, and you need to return the referral to Shere (ROR), please do so timely because Shere needs to inform the school that the referral was closed within a certain time limit.
 - Shere will be marking the “OCPS” case in the assignment email.
 - **Please be aware that either Shere, Inna, or Max will be texting the family within 48 hours, to welcome them and to let them know a Counselor will be calling them.**

SEEING CLIENTS AT SCHOOL

- After Labor Day (*if this changes, I'll let you know as they tell me*) + **AFTER YOU HAVE VERIFIED WITH THE SCHOOL, THAT THE SCHOOL HAS A RELEASE TO SEE THE CLIENT AT SCHOOL. Effective this year, the school will reach out to the parent for an internal OCPS-consent that the school needs. The parent needs to sign that form, otherwise the school won't let you see the client at school. It is highly recommended that you contact the school SAFE or Guidance Counselor to see if they have that form on file, so that you don't waste your time.**
- Please ask about COVID-procedures at the front desk to be sure you are following them.
- **Make sure you have a signed Release of Information Form signed by the Ct/Px.**
 - Per new law, the ROI needs to say, "Orange County Public Schools", not just school.
 - if you don't have any signed... you can have the parent sign one on our website.
- Always wear your badge for the district.
- School Badges (New/Renewals) (if you are doing in-person) for Contracted Clinicians – Complete this secured form: <https://www.cognitofrms.com/LUKASCO/SEDNETBadge>
- Be courteous and professional, and **Sign-in/out at the mental health binders – ALWAYS – They actually DO check for this!!**
- Remember to do your Lukas Counseling Verification Forms (signed by clients or school staff) if you are seeing the clients in-person (you'll need them for your progress notes).
- If you need a Lukas Counseling Photo Badge, let me know – send me a photo so I can order it.

COMMUNICATION WITH THE SCHOOL CONTACT PERSON

- Max will email the school's contact person every month, and cc/you on it.
- Communication with the school's contact person is essential – they are the ones who “grade” us at the end of the year – and we all want to get a good grade!
 - **SEND THEM AN EMAIL ONCE A WHILE, LET THEM KNOW YOU ARE WORKING WITH CLIENT X, AND THAT YOU APPRECIATE ANY FEEDBACK THEY MAY HAVE ETC... IT BUILDS A GOOD RELATIONSHIP WITH THE SCHOOL!!!! = MORE REFERRALS FOR YOU!**
- Please remind your school contact person that we do have several PRO-BONO cases that we can open (e.g. students who need services but don't have insurance or have a private commercial plan) – which will be serviced by our UCF Master's Interns. There are LIMITED spots, so if anyone needs these pro-bono spaces, please tell them not to delay.

TELEHEALTH

- Per OCPS, if you do Telehealth, please do so after-school hours.
- Please check with the school's mental health contact (guidance counselor, or SAFE Coordinator) for specific permissions if it absolutely needs to be done during school hours.

EXTRA PAY FOR OCPS CASES

- If you are seeing an OCPS-referred case, your rate for therapy will be +\$3.00 of whatever rate you already have.
- If you are seeing an OCPS-referred case IN-PERSON at school or at home, your rate for therapy will be +\$5.00 of whatever rate you already have.
- *This does not apply to you IF you are already getting a higher rate because of Lead or Managerial or Marketing positions.*
- *In order for your notes to be eligible for this rate, they must be submitted within 30 days at the max. Please do not run behind on your OCPS-notes. If you are, please catch up now.*
- There will be marking “OCPS” case in the assignment email to indicate an Orange County case. **In return for a higher rate**, you are expected to comply with these policies and procedures herein regarding OCPS, and to update Shere or Olivia with any demographic information for your OCPS-cases, since Olivia needs to submit quarterly reports on the client's demographics.
 - Now, what happens if you DON'T turn-in **ALL** of your monthly summaries on time?

- Your notes for OCPS-cases, for the next 30 days, will be placed on a hold, which will prevent them from getting paid the extra incentive rates above.
- After the next month's monthly summaries are turned-in, your hold will be lifted.
- Eventually There will not assign any OCPS-cases to you.

DATA COLLECTION PROJECT

- There is keeping a list of all clients referred by OCPS or being seen at OCPS schools.
- Please keep her updated IF you have a client who was NOT referred by OCPS, but you ARE seeing them at OCPS property, **so that she can add that client to her list.**
- These clients under those situations, ALSO need a monthly summary completed.
- From time to time, she might have to ask you a question (e.g. client's ethnicity). You might get an email from Olivia at some point regarding this information as well.
- Please make sure you reply back to her with the data.

