

Crime Victim Assistance Program Counselling Guidelines 2024

**Ministry of Public Safety and Solicitor General
Community Safety and Crime Prevention Branch**

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INTRODUCTION

British Columbia's Crime Victim Assistance Program (CVAP), established on June 30, 2002, is administered by the Community Safety and Crime Prevention Branch of the Ministry of Public Safety and Solicitor General. The program was introduced to replace the Criminal Injury Compensation Program that was administered by the Workers' Compensation Board since 1972.

The *Crime Victim Assistance Act* and two associated regulations, the *Crime Victim Assistance (General) Regulation* and the *Crime Victim Assistance (Income Support and Vocational Services or Expenses Benefits) Regulation*, set out the benefits available as well as any conditions or limitations on receiving benefits.

Further clarification is also contained in program policy which guides the adjudicative processes in a manner that:

- clarifies the intent or meaning of provisions of the Act and regulations and provides guidance on their implementation;
- promotes consistency with other legislation or government policy that has a bearing on the Crime Victim Assistance Program; and
- promotes fair and consistent decision-making.

COUNSELLING SERVICES OR EXPENSES

The Crime Victim Assistance Act establishes counselling services or expenses as a benefit which may be available to victims, immediate family members of victims and some witnesses. The *Crime Victim Assistance (General) Regulation* sets out the conditions or limitations for providing counselling benefits and also establishes the approved fee rate for reimbursement of counselling services.

The General regulation establishes the maximum number of hours of counselling available, as follows:

- 48 hours for victims
- 36 hours for immediate family members, and
- 12 hours for witnesses

The maximum number of sessions are not discretionary and sessions in excess of the maximum cannot be covered. However, where the claimant was a minor when the offence occurred, the number of hours of counselling available may, on approval, exceed the maximums set out above. **Note:** claimants can schedule counselling sessions for a minimum of 30 minutes up to two hours at 15-minute increments; however, for sessions over 2 hours, the counsellor must provide a rationale to the Crime Victim Assistance Program for prior approval.

The Counselling Guidelines provide further information and clarification regarding expectations for the provision of counselling services, reporting requirements and limitations applicable to service providers requesting reimbursement for counselling services on accepted claims with the Crime Victim Assistance Program.

COUNSELLING FOR COURT SUPPORT

The Crime Victim Assistance Program recognizes that psychological harm caused by violent crime may be prolonged, heightened or re-triggered as a result of a legal proceeding conducted in respect of the offence.

In addition to their regular counselling sessions, claimants may be awarded additional counselling sessions to provide them with support during, and for a limited period of time following, legal proceedings (18 months after last court date).

The General Regulation establishes the maximum number of hours of additional court related counselling available, as follows:

- ☐ 24 hours for victims
- ☐ 18 hours for immediate family members, and
- ☐ 12 hours for witnesses

Counselling for court support is available to assist only for the following court proceedings as is not available for civil proceedings:

- a) a preliminary inquiry;
- b) a trial;
- c) a sentence hearing or review;
- d) an appeal hearing;
- e) a parole hearing;
- f) a hearing of the review board established for British Columbia under section 672.38 of the *Criminal Code*,
- g) an investigation or inquest conducted under the *Coroners Act*,

Please note that court support counselling is automatically awarded on claims where the applicant has reported to police; however, the court support counselling should only be used if there are eligible court proceedings as identified above.

Invoices should clearly indicate which counselling sessions were provided for the purpose of supporting the claimant through court.

INTERIM COUNSELLING

The Crime Victim Assistance Program recognizes that delays in providing benefits such as counselling undermine the ability of victims and immediate family members to address and recover from trauma.

As such, **up to 12 one-hour interim counselling** sessions can be provided as soon as an application is received *and* registered to ensure timely access to support while information is gathered to complete a full adjudication of the claim. The 12 sessions can be provided where:

- The application is from a victim or an immediate family member (witness applications not included at this time)
- The information provided in the application indicates the claim will likely meet CVAP eligibility; and
- A full adjudication of the claim may take some time due to information required from other sources (e.g. police, or medical reports)

Once the claim is adjudicated, the 12 interim counselling sessions will be included in the counselling benefit provided (e.g. the maximum counselling benefit for an adult victim is 48 one-hour sessions; if 12 one-hour sessions were accessed on an interim basis, 36 one-hour counselling sessions will be the maximum remaining).

If an applicant uses the 12 interim counselling sessions and their claim is not subsequently accepted, CVAP will pay for the counselling sessions accessed up to the deemed delivery date of the decision denying a claim (deemed delivery date is 14 days from the date indicated on the decision, to account for mailing).

GUIDING PRINCIPLES AND COUNSELLING OBJECTIVES

Where counselling services or expenses have been awarded to a victim, immediate family member or witness under the legislation, the following guiding principles apply:

1. The Crime Victim Assistance Program provides counselling benefits to eligible victims, immediate family members and witnesses, as defined in the *Crime Victim Assistance Act*.
2. The counselling benefits are provided to respond to the psychological or counselling needs that arise from the claimant's victimization.
3. In providing counselling benefits, the goal is to assist the claimant in their recovery from psychological trauma experienced as a result of the injury. Treatment funded by the Crime Victim Assistance Program must focus on assisting the claimant to:
 - develop skills and coping strategies to reduce the symptoms arising from or related to the criminal offence and injury and
 - restore functioning to a level similar to the claimant's pre-injury functioning, recognizing the following:
 - a. The extent of recovery that may be attained will differ as a function of several factors, including: family history, pre-morbid functioning, developmental stage at which injury occurred, type and duration of criminal injury, personality dynamics, coping capacity, available support system, other life stressors, and physical health.
 - b. For some claimants, recovery will be attained by a return to their prior level of functioning (i.e., before the criminal injury occurred). However, some claimants experience long-term psychological changes (e.g., feelings of sadness, decreased confidence and increased vulnerability) and may not attain their prior level of functioning.
 - c. Particularly vulnerable individuals, such as those with severe personality disorders or psychological disturbance and/or those who have experienced prolonged, severe early childhood abuse or neglect, may never fully recover from their criminal injury. Long-term psychological support is beyond the mandate of the Crime Victim Assistance Program; as such, counselling authorized by the Crime Victim Assistance Program will be limited as outlined below (see Continuation of Counselling).

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- d. When counselling is funded for a child or adolescent, prior level of functioning may not be an appropriate measure for recovery. In these cases, the individual's current functioning must also be evaluated in relation to their current developmental stage. That is, the goal of treatment with a seven-year-old child who was victimized at age five should be in keeping with the development of a seven-year-old (taking into account factors noted in (a) above) rather than a return to the prior level of functioning of a five year old.
 4. The number of hours of counselling available for victims, immediate family members and witnesses are subject to the conditions and limitations set out in the *Crime Victim Assistance (General) Regulation*

The Crime Victim Assistance Program will provide funding for services that are empirically validated, commonly accepted psychological or psychiatric practices. It is the responsibility of the counselor to confirm that the program approves the counselling prior to the sessions commencing. **The Crime Victim Assistance Program does not provide funding for neurotherapy.**

Counselling benefits are provided to address psychological injury arising from an offence. It is recognized that, in some instances, victimization gives rise to concurrent issues that, while not directly related to the offence, may commonly occur due to the nature of the offence (e.g., alcohol and substance abuse in cases involving historical sexual abuse). The program acknowledges that these issues may need to be addressed in conjunction with counselling specific to the offence. **Funding will not be provided, however, for counselling in relation to issues that are not connected to the offence or are extraneous to the injury.**

QUALIFICATIONS AND FEES OF COUNSELLOR

The maximum rates available for counselling services are outlined in the *Crime Victim Assistance (General) Regulation* (replicated in Appendix A) and are based on a counsellor's education, experience, and professional affiliation. These are confirmed through a registration process required by the Crime Victim Assistance Program for counsellors who wish to provide services to clients.

For information regarding registration with the Crime Victim Assistance Program, please e-mail the program at cvapcounselling@gov.bc.ca

The registration process will generally require that a counsellor provide:

- A curriculum vitae identifying the highest degree (including the major) achieved from an accredited college or university, their counselling experience, and their current and past employers

The curriculum vitae is required from all counsellors who are not registered members of the College of Psychologists of British Columbia. A curriculum vitae is required by all out-of-province counsellors (including Psychologists and Registered Social Workers approved for private practice).

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- A letter from their supervisor confirming the number of hours of supervised clinical experience in counselling may be required (see Appendix A)
 - Proof of membership in good standing with a professional association whose members provide counselling services or a regulatory body/college
 - A completed criminal record check, which must be renewed every five years

Any recorded incident indicating behaviour, or a pattern of behaviour, which the Crime Victim Assistance Program identifies as putting the safety and well-being of a vulnerable person at risk will lead to automatic disqualification for funding for counselling services through the program.

- Proof of liability insurance (see Insurance section below)

***Note:** If a counsellor obtains more education and/or experience and may qualify for a higher rate, the counsellor should notify the Crime Victim Assistance Program at the email above as soon as possible for a fee reassessment. The Crime Victim Assistance Program provides retroactive rate increases from the date of the emailed request only.*

While the Crime Victim Assistance Program is responsible for confirming a counsellor's education, experience, and professional affiliation in order to determine the appropriate fee rate, payment for counselling services by the program is not an acknowledgment or certification by the Crime Victim Assistance Program of the counsellor's competency.

All counsellors, regardless of their level of qualification, are expected to have demonstrated well-developed communication skills, interviewing and assessment skills, good judgment in defining goals and developing intervention strategies, and good administrative skills. In addition, counsellors must have knowledge, directly relevant to the presenting problem and proposed counselling, in several of the following fields:

- intervention theory
- human development
- adolescent or child psychology
- developmental psychology
- non-verbal aspects of counselling
- family counselling
- social policy and legal framework
- service delivery systems and community resources
- principles of case management and educational or support group process

INSURANCE

Counsellors are expected to assume the risks of their own incompetence, misconduct, or negligence. Counsellors must obtain professional liability insurance including coverage of \$2,000,000 or more per occurrence. Proof of insurance coverage must be provided on request.

GENERAL

It is the counsellor's responsibility to ensure the Crime Victim Assistance Program has determined that the claimant is eligible for counselling services or expenses. Claimants are provided a copy of the decision and, where counselling has been awarded, they are encouraged to discuss the number of sessions and fees payable with the counsellor in advance of services being provided.

If a claimant has submitted an application but a decision has not yet been made on their claim, the Crime Victim Assistance Program will generally pay for counselling session taken prior to a claim decision if counselling was taken after the date of the offence and the counselling was in relation to injuries that arose as a result of the offence.

***Note:** If an individual begins counselling but has not yet submitted an application to the Crime Victim Assistance Program, there are limitations in how far back counselling services can be paid prior to an application being submitted.*

No payment for counselling will be made where the claimant has been found to be ineligible for benefits, unless an interim decision was made which allowed funding for counselling services while the claim was in process.

Each application received by the Crime Victim Assistance Program is assigned a claim number for administration purposes. **A claim number does not signify acceptance of the claim, merely that the claim has been registered with the program for adjudication.** Any correspondence regarding an applicant must reference both the applicant's name and their claim number.

REPORTS

The Crime Victim Assistance Program will provide a claimant a copy of the decision which sets out their eligibility for benefits under the legislation, including the number of hours of counselling to be funded.

Intake Reports:

An intake report is **NOT** required by the Program except where the program specifically requests an intake assessment and report prior to determining whether counselling benefits will be provided. Where the Program has requested an intake assessment and report, the Program will pay (at the counsellors approved fee rate) up to a maximum of three (3) hours for both the intake session with the claimant and completion of the intake report. Payment to be made upon receipt of the report and invoice.

Progress or Termination Reports:

A Progress or termination report may be requested by the Crime Victim Assistance Program just before completion of the number of hours of counselling provided. A fee is payable for preparation of this report up to a maximum of one (1) hour at the approved fee rate. Payment to be made upon receipt of the report and invoice.

Examples of the forms for the reports are attached in the Appendix.

The Crime Victim Assistance Program will **not** pay for the completion of reports that have not been requested.

CONSULTATIONS

No fees will be provided for consultation between the counsellor and others involved in the claimant's care, including other counsellors, social workers, school representatives or other service providers, without prior approval by the Crime Victim Assistance Program.

Consultations with other counsellors, social workers, school representatives or other service providers may be reimbursed where they are considered to be psycho-educational in nature and of benefit in developing a supportive therapeutic/counselling environment for the victim. (see Psycho-educational sessions section)

The counsellor should confirm that psycho-educational sessions have been approved prior to any consultation.

CONTINUATION OF COUNSELLING

The number of hours of counselling available for victims, immediate family members and witnesses are subject to the conditions and limitations set out in the *Crime Victim Assistance (General) Regulation*.

Invoices for counselling will be paid only to the extent that the number of hours billed does not exceed the number of counselling hours awarded. Generally, the Crime Victim Assistance Program will award the maximum number of counselling sessions available to the applicant.

However, where the maximum counselling has not been awarded or there is an exception to the maximum (e.g., minor when the offence occurred), and the claimant decides that additional counselling is needed, they may request a reassessment to increase the number of counselling hours to be funded. The request for reassessment **must** be submitted by the claimant, not the counsellor.

The Crime Victim Assistance Program may require a psychological assessment by an independent practitioner designated by the Crime Victim Assistance Program in determining eligibility for additional counselling.

Continuation of counselling will be considered only in cases in which the claimant:

- (a) continues to experience psychological harm related to the offence, and
- (b) exhibits progress towards recovery from the psychological harm.

Continuation of counselling will not be funded by the Crime Victim Assistance Program when it is evident that:

- the issues being dealt with in counselling are not related to the offence;
- the claimant is making no progress toward recovery, or progress has plateaued;
- the claimant is undermining their recovery or does not appear committed

to working toward recovery.

The counsellor and claimant may want to develop alternate plans for the provision of support and/or counselling following the conclusion of funding through the Crime Victim Assistance Program.

RECOMMENCEMENT OF COUNSELLING

Claims are closed after a period when there has been no activity on the file. If additional counselling is required after a prolonged break in counselling, the claim can be re-opened upon receipt of a request from the claimant to either access counselling not taken but previously awarded or for a reassessment of their claim for additional counselling (provided the maximum number of counselling hours have not already been provided).

If such a recommencement of counselling request is received, the program may request that the counsellor provide a report regarding:

- how the present need for counselling relates to the offence;
- the goals of further counselling.

Where the Program has requested an intake report from a counsellor in relation to a claimant returning to counselling, the Program will pay (at the counsellors approved fee rate) up to a maximum of three (3) hours for both the consultation with the claimant and completion of the intake report.

PSYCHO-EDUCATIONAL SESSIONS FOR SUPPORT PERSONS TO ASSIST VICTIM

In some circumstances, funding for four (4) one hour support sessions may be provided for persons who form a support system for the victim. These sessions are for the purpose of discussing ways in which the person attending the session can support the victim's recovery from the offence.

These sessions can be used by family members or other persons identified by the victim and counsellor as having a significant supportive role in facilitating the recovery process for the victim.

***Note:** Psycho-educational sessions are awarded on victim claims only (immediate family member and witness claims are not eligible under legislation for this type of counselling benefit). Therefore, invoicing for psycho-educational sessions is done on the victim claim and should indicate who attended the session.*

IMMEDIATE FAMILY MEMBERS OF VICTIMS OF CRIME

The Crime Victim Assistance Program may fund counselling for immediate family members of injured or deceased victims. "Immediate family member" is defined in the *Crime Victim Assistance Act*. Recent changes to the Act impact the definition, based on the date of the eligible offence.

For offences that occurred prior to January 1, 2024:

An immediate family member is someone who, at the time of the offence, was a spouse, child, sibling, step-sibling, half-sibling or parent of the victim. A person who, although not a parent or child of the victim, stood in place of a parent or child to the victim, may also be considered an immediate family member of the victim.

Grandparents or grandchildren of the victim are considered immediate family members if they were financially dependent on the victim at the time the offence occurred.

For offences that occurred after January 1, 2024:

An immediate family member is someone who, at the time of the offence, was a spouse, child, grandchild, sibling, step-sibling, half-sibling, parent, or grandparent of the victim. A person who, although not a parent or child of the victim, stood in place of a parent or child to the victim, may also be considered an immediate family member of a victim.

There is no longer a requirement that grandparents or grandchildren were financially dependent on the victim at the time the offence occurred.

Counselling for immediate family members will be limited to a maximum of thirty-six (36) hours, except where the immediate family member was a minor at the time of the offence. When determining an immediate family member's entitlement to counselling or their request for an extension for additional counselling, the Crime Victim Assistance Program will consider evidence provided by a counsellor or medical doctor.

WITNESS

"Witness" is defined in the *Crime Victim Assistance Act* and is not to be confused with the common use of the term 'witness' in a police investigation or court case. Recent changes to the Act impact the definition, based on the date of the eligible offence.

For offences that occurred prior to January 1, 2024:

A witness must meet ALL of the following criteria:

- they had a strong emotional attachment to a victim who was killed or suffered life threatening injuries AND
- they were in close proximity to the victim when the victim was injured or killed or they came upon the immediate aftermath of the death of the victim, AND
- The circumstances were sufficient to cause alarm, shock and fright such that the person suffered psychological harm that is diagnosed by a registered psychologist, medical practitioner or a nurse practitioner as a recognized psychological or psychiatric condition.

For offences that occurred after January 1, 2024:

A witness must meet the following criteria:

- they were in close proximity to the victim when the victim was injured or killed or they came upon the immediate aftermath of the offence AND

-
- the circumstances were sufficient to cause alarm, shock and fright to a reasonable person.

Counselling for eligible witnesses will be limited to a maximum of 12 hours, except where the witness was a minor at the time the offence occurred.

ATTENDANCE BY THE OFFENDER

The Crime Victim Assistance Program will **not** fund counselling where the offender attends counselling with the victim.

This includes counselling that is part of a restorative justice or reconciliation process. Counselling for the claimant alone in preparing for sessions involving the offender are eligible but not for sessions that directly involve the accused/offender.

CHANGE OF COUNSELLOR

The Crime Victim Assistance Program recognizes the claimant's right to select a counsellor to meet individual needs. However, the Crime Victim Assistance Program may terminate funding where:

- a) the claimant is changing counsellors on a regular basis, and
- b) it appears that no counsellor is being given sufficient time to assist the claimant.

A change of counsellor will not result in an extension of the number of counselling hours funded.

IN-HOME COUNSELLING

As in-home counselling would be allowed only in exceptional circumstances, prior approval **must** be obtained in any case involving counselling taking place in the claimant's home. Confirmation may be required that the counsellor's personal liability insurance extends to the provision of counselling in this setting.

ATTENDANCE OF COUNSELLOR IN COURT

The cost of attendance of a counsellor in Court as a witness or as a support to the claimant will not be funded by the Crime Victim Assistance Program.

CANCELLED SESSIONS

The Crime Victim Assistance Program will not pay for cancelled sessions where the claimant has provided sufficient cancellation notice (24 hours).

Where the claimant has failed to attend a scheduled counselling appointment and has not provided sufficient cancellation notice, the Crime Victim Assistance Program will pay for up to 3 sessions (to a maximum 90-minute per session) of missed counselling. After these initial 3 missed sessions, the Crime Victim Assistance Program will not consider payment

for further missed counselling for at least 12 months after the most recent missed session. Please note that funding for any missed session will be deducted from the total number of counselling hours awarded to the claimant unless the counsellor waives the fee.

It is the responsibility of the counsellor and the claimant to discuss the implications of additional cancelled sessions and to make arrangements for payment.

In limited circumstances, the Crime Victim Assistance Program may make exceptions to this policy on receipt of information from the claimant.

In circumstances where the sessions are no longer benefiting the claimant due to excessive late cancellations, the Crime Victim Assistance Program may deem it necessary to suspend or terminate the benefit. In this situation, a written decision with rationale will be provided to the claimant.

COUNSELLING AIDS

Costs for aids such as stress management courses, self-improvement seminars, audio or visual displays, self-help books, tapes or other such materials will not be funded by the Crime Victim Assistance Program.

COUNSELLING BY TELEPHONE OR VIDEOCONFERENCE

The provision of counselling by phone or videoconference is permitted where the counsellor has not identified any concerns in providing counselling remotely and the claimant is in agreement. Counselling being done remotely must be in accordance with the individual counsellors governing body and is subject to the same expectations and conditions of in person counselling covered by the Crime Victim Assistance Program

Telephone counselling must be clearly indicated on the invoice specifying the portion of the counselling hour spent on the telephone.

TRAVEL TO AND FROM COUNSELLING APPOINTMENTS

Travel expenses incurred by the attending counsellor to see the claimant will not be accepted in any case without prior Crime Victim Assistance Program approval. Travel by the attending counsellor will be considered only in the event that, due to serious illness, the claimant is unable to travel and crisis intervention is required or in the event that there are no other therapeutic resources available to the claimant within a reasonable proximity of the claimant's residence.

Upon approval by the Crime Victim Assistance Program payment will be made in accordance with the Group I public service employee rates in effect at the time. (Contact the Crime Victim Assistance Program for current rates).

In addition, payment for travel time shall not exceed 50% of the approved counsellor's hourly approved fee rate.

INVOICES

Invoices for counselling, psycho-educational and court support can be sent in by webform, email, fax or mail.

- **webform:** email cvapcounselling@gov.bc.ca for link and details
- **email to:** cvap@gov.bc.ca
- **fax to:** 604-660-3880
- **mail to:** PO Box 5550 Stn Terminal, Vancouver, BC V6B 1H1

Regarding the webform:

Payment through the webform is only available in Canadian dollars and with GST (5%). Therefore, for payment in other denominations and applicable taxes (e.g., HST) send invoice by email, fax, or mail. Also note that invoices for intake and progress/termination reports cannot be sent through the webform.

Regarding email/fax or mailed invoices, the invoices must include/identify:

- the claimant's first and last name
- the CVAP claim number for which counselling services were provided
- the date & session length (hrs) of the counselling session
- the name of the counsellor who provided the counselling
- the amount owed for each session (CVAP legislated amount)
- the contact information for counsellor or payee (clinic address)
- invoice number
- GST amount (if applicable)

Additionally invoices by email please:

- include CVAP claim number in the subject line
- submit a separate email per claimant
- do not use the reply button on a previous email to submit a new invoice
- invoice the Program once a month as we accept multiple sessions on a single invoice

Where the claimant has several claims for which they are entitled to counselling, separate invoices, letters or reports should be provided and the specific claim number should be identified on the correspondence. This will ensure claimants receive the number of hours of counselling they are entitled to on each claim and counsellors are reimbursed in accordance with the total number of hours awarded.

Similarly, invoices for reports should be billed separately from counselling session invoices for administrative purposes.

Invoices must be forwarded to the Crime Victim Assistance Program **on a regular/consistent basis**. The Crime Victim Assistance Program is a benefit program that is subject to change through amendments to the regulations and payments on overdue accounts cannot be guaranteed.

Note: *it is preferred that billing is done once per month or after 4 sessions (whichever applies) to reduce the volume of payments and increase turnaround time.*

As a courtesy, the Crime Victim Assistance Program will try to notify (by letter/email/phone call and/or on payment remittance) the counsellor and claimant when sessions are nearing completion (generally with about 8 sessions remaining). However, the responsibility remains with the claimant and/or counsellor to ensure that counselling sessions billed to the Crime Victim Assistance Program are covered i.e. do not exceed the number of sessions awarded in a written decision.

The Crime Victim Assistance Program is **not** GST exempt. It is the responsibility of the counsellor to ensure they are billing correctly including applicable GST at the time of invoice.

Note: *for all invoicing questions and issues please send an email to cvap@gov.bc.ca with the claimant's name, claim number and invoice number. Please do not send these inquiries to cvapcounselling@gov.bc.ca as this email is separate from the payment department.*

Appendices

A. Fee Rates

B. Sample Intake Report

C. Sample Progress/Termination Report

D. Sample Invoice

Appendix A: Fee Rates

Maximum Amount for Counselling Services

Type of Counselling		Maximum Hourly Rate for services provided before January 1, 2024	Maximum Hourly Rate for services provided after January 1, 2024
2	Individual counselling session provided by a counsellor who is not described in item 3, 4 or 5 of this Schedule and who has the following education, experience and professional affiliation: (a) Education: an undergraduate degree in psychology or in a field related to counselling psychology or counselling therapy, or a 2 year diploma in counselling; (b) Experience: a minimum of 200 hours of supervised clinical experience; (c) Professional Affiliation: i. membership in good standing of, or designation or certification by, a professional association whose members provide counselling services, or ii. for a person providing counselling in a jurisdiction in which counselling psychology or counselling therapy is a regulated profession, authorization to practise the profession by the regulatory body that governs the practice of that profession. In paragraph (b) of this item, “supervised clinical experience” includes any time spent in a supervised clinical placement approved by a college or university.	\$60	\$85
3	Individual counselling session provided by a counsellor who is not described in item 4 or 5 of this Schedule and who has the following education, experience and professional affiliation: (a) Education: a master’s degree or doctorate in counselling psychology or counselling therapy, psychotherapy, psychology or in a field related to counselling psychology or counselling therapy; (b) Experience: for a person with a professional affiliation described in paragraph (c) (i) (C) of this item, a minimum of 400 hours of supervised clinical experience; (c) Professional Affiliation: i. one of the following: (A) membership in good standing of, and registration as a Registered Clinical Counsellor by, the British Columbia Association of Clinical Counsellors; (B) membership in good standing of, and certification as a Canadian Certified Counsellor by, the Canadian Counselling and Psychotherapy Association; (C) membership in good standing of, or designation or certification by, another professional association whose members provide counselling services, or ii. for a person providing counselling in a jurisdiction in which counselling psychology or	\$80	\$135

	counselling therapy is a regulated profession, authorization to practise the profession by the regulatory body that governs the practice of that profession. In paragraph (b) of this item, “supervised clinical experience” includes any time spent in a supervised clinical placement approved by a college or university.		
4	Individual counselling session provided by a counsellor who is not described in item 5 of this Schedule and who (a) meets either of the following descriptions: i. in British Columbia, is a registrant, as defined in section 1 of the <i>Social Workers Act</i>, in good standing; ii. in another jurisdiction, is authorized to practise the profession of social work by the regulatory body that governs that profession, and (b) has a minimum of 400 hours of supervised clinical experience, including in the provision of counselling services. In paragraph (b) of this item, “supervised clinical experience” does not include any time spent in a supervised clinical placement approved by a college or university.	\$95	\$135
5	Individual counselling session provided by a counsellor who is (a) authorized under the <i>Health Professions Act</i> to practise the designated health profession of psychology, or (b) authorized to practise the profession of psychology by the body that regulates that profession in another jurisdiction.	\$105	\$205

Appendix B: Sample Intake Report

Crime Victim Assistance Program PO Box 5550 Station Terminal Vancouver, BC V6B 1H1 Telephone: (604) 660-3888 Toll free: 1-866-660-3888 Fax (604) 660-3880
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INTAKE

Claimant's Name: _____ **Claim No:** _____

Date of Session(s): _____

Targeted Symptoms:

Specify behaviors, thoughts, and emotions directly related to the criminal injury that are the focus of treatment.

Goals:

Describe measurable and specific treatment goals related to targeted symptoms.

Method(s) of Intervention:

Specify treatment modality for targeted symptoms and/or clusters of symptoms.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Desired Outcome:

Describe observable outcome that will be used to measure progress.

[illegible]

Treatment Provider Declaration

I certify that I have personally assessed the claimant/client names above and to the best of my knowledge the information provided is accurate.

Prepared by: _____
 Print name Signature

Date: _____

Telephone No.: _____ Counsellor E-mail: _____

Crime Victim Assistance Program
PO Box 5550 Station Terminal
Vancouver, BC V6B 1H1
Telephone: (604) 660-3888
Toll free: 1-866-660-3888
Fax (604) 660-3880

PROGRESS/TERMINATION REPORT

Claimant's Name:_____ **Claim No:** _____

Date of first session: _____ Number of sessions completed: _____

Information Update:

Describe significant changes in claimant's psychological presentation and any other new information since last report or commencement of therapy. (e.g. update current living situation, etc.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Describe changes in circumstances regarding homelife, work, and leisure. Describe typical day, including self-care, eating and sleeping patterns, and daily activities.

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Describe what goals outlined in the treatment plan have been achieved and how you have measured that progress.

[illegible][illegible]

I certify that I have personally assessed the claimant/client names above and to the best of my knowledge the information provided is accurate.

Date: _____

Date: _____

Telephone No.: _____ Counsellor E-mail: _____

Appendix D: Sample Invoice Format

Invoice for Counselling Services

Date:

Invoice Number: _____

Counsellor Name:

Address:

Telephone:

Fax:

Email address:

Session date	Claim Number	Claimant Name	Hours	Fee	GST

Total Fee: _____

Invoice for Reports

Date:

Invoice Number: _____

Counsellor Name:

Address:

Telephone:

Fax:

Email address:

Report date	Claim Number	Claimant Name	Type of Report	Fee	GST

Total Fee: _____