



## **DARBOUZE, LLC**

*Phone: 856-200-3522/ Fax: 856-242-2955*

The following are the next steps for employment at Darbouze Behavioral Health Services of Darbouze LLC. These steps should be completed and turned in within 5 business days of your interview:

### Documents Needed:

- Current Driver's License
- Current Car Insurance
- Liability Insurance- Need to have once you receive your first client within 10 days.
- Resume
- Job Application
- Staff Add/Delete form
- Criminal Background Check.

Below is a link for Behavioral Assistants only to use for training to obtain the 7 certificates that you need to complete within 6 months of your first client.

<https://ce-catalog.rutgers.edu/search.cfm>

This website updates every month with new classes offered with location, date, and time. We recommend that you check this website once a month and plan accordingly.

The 7 classes that need to be completed are below:

- Behavioral Assistance Services Orientation (BAs and Supervisors)
- Developmental Tasks of Childhood and Adolescence
- DSM 5
- Infusing Practice with Cultural Competence
- NJ Wraparound Values and Principles
- Safety Issues Working in the Community
- Supporting Youth with Autism and Asperger's: Social Skills and PBS

When new clients are referred to us an email will be sent out to all personnel asking who is available. Please respond within a few hours, as we must get back to the care manager the same day.

### **Once you have agreed to take on a client the following will take place:**

1. An email will be sent out with a Client Acceptance, Encounter Form, Payment Ticket, and Weekly Time Sheet, as well as an Authorization to Disclose Information, Consent to treat form, Parent/Guardian Agreement and Weekly Progress note forms. Please contact the family within 24 hours of receiving this information to schedule a session.
2. The Client Acceptance needs to be printed out and signed by you and returned to the office, you will keep a copy.
3. Print out all forms that need to be signed by the Parent/Guardian to take with you on your first session.
4. All paperwork is due on Mondays. The week runs from Sunday through Saturday.

255 Broad Street, Bloomfield, NJ 07003 (North Jersey) The Presidential Center, 101 Route 130 South, Madison Building, Suite 300, Cinnaminson, NJ 08077 (South Jersey)



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5. Encounter forms – One for each child per week.
6. Please make sure all information is completed for the encounter forms, in **black ink only**.
  - a. Your signature on the front
  - b. On the back: Parent/ Guardian who signed the form has their name printed
  - c. The relationship of the person who signed the form with the child
  - d. The date of the encounter.
  - e. You will fill the day on the left hand side as well as the times
  - f. Parent/ Guardian signature at the bottom of the form as well as top right side of page 2 of the encounter form

**Next Step is to obtain Liability Insurance after accepting your client if you don't have it already. Must have within 10 days of first client.** Below is a resource for Liability Insurance.

**Every 1099 therapist/counselor needs a Professional Liability Policy. Coverage needed is 1,000,000 each claim and 3,000,000 aggregate.**

Below are two companies that a few therapists already use. You can call them for information or you can go online and apply.

***HPSO – Healthcare Providers Service  
Organization  
159 E County Line road  
Hatboro, PA 19040-1218  
1-800-982-9491***

***CPH and Associates  
711 S. Dearborn, Suite 205  
Chicago, IL 60605  
312-987-982***

**hpsocom** – Can submit your application right online.  
Click on “Professional Liability Insurance” Tab  
Click on “Counselors”  
Scroll down and click on “Apply Online”

**Info@cphins.com** - Can submit your application right online.  
Click on “Individual  
ALLIED & MENTAL HEALTH  
MALPRACTICE INSURANCE”

Once you get insurance, you need to ask them for a “Certificate of Insurance” that you will give to Darbouze Behavioral Health Services of Darbouze LLC.



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## **1099 Independent Contractor Information**

You are contracted by Darbouze LLC as an Independent 1099 Contractor. You are not an employee so therefore taxes will not be taken out of the money you are paid. **You will need to talk to your accountant to see if you will be required to make tax deposits.** Tax deposits are made weekly, monthly, quarterly, or sometimes you can just wait until your tax return is filed. It all depends on how much money you are earning as a 1099. You will receive a 1099 form by the end of January to file with your taxes if you have received \$600 or more from Darbouze, LLC.

## **Independent Contractor Defined**

People such as doctors, dentists, veterinarians, lawyers, accountants, contractors, subcontractors, public stenographers, or auctioneers who are in an independent trade, business, or profession in which they offer their services to the general public are generally independent contractors. However, whether these people are independent contractors or employees depends on the facts in each case. The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to Self-Employment Tax.

Self-Employed Individuals Tax Center

<http://www.irs.gov/Individuals/Self-Employed>

There are many expenses you can write off as an independent contractor. Either talk to your accountant or log on to [irs.gov](http://www.irs.gov) and search 1099 for more information.