



BienEstar Family Counseling Center

AND

GADSDEN INDEPENDENT SCHOOL DISTRICT

MEMORANDUM OF UNDERSTANDING (MOU)

2011-2012 School Year

This is an agreement between the Board of Education of the Gadsden Independent Schools (hereinafter District) and BienEstar Family Counseling Center, a corporation whose mission is to improve the quality of life of individuals and families by helping them make positive changes and healthy and effective choices by providing professional counseling, treatment, community support and educational advocacy in a physically and psychologically safe environment that builds self esteem. We are committed to the principal that all persons who need mental health treatment should receive individualized quality counseling services. The Therapeutic/Counseling Program provides one on one support by trained Clinical Counselors to specific, referred students who exhibit significant mental, behavioral and/or emotional challenges. Participation by a family in the Clinical Counseling Program is at the parent discretion and is not sponsored by the District. Participation in the Clinical Counseling Program is not a replacement for services to be provided pursuant to an IEP plan including but not limited to mental, emotional and/or behavior plans.

PURPOSE

The purpose of this agreement is to create guidelines and procedures for BienEstar Family Counseling Center to provide services to students enrolled in the Gadsden Independent Schools during school and/or after school hours on District premises. Furthermore this MOU is established to promote and sustain positive and proactive partnership which honors mutual respect and accountability for all parties involved in each student's Clinical Counseling treatment plan program.

PARTICIPANTS

Participants of the BienEstar Family Counseling Center may be students enrolled in the Gadsden Independent Schools who are identified and referred by an agency other than the District or the parent as needing additional support for mental, behavioral, and/or emotional challenges according to CYFD and Clinical Counselors Program regulations. Each student participating in the Therapeutic Program will be under the Clinical Supervision of a state Licensed Professional Clinical Counselor.

RESPONSIBILITIES OF BIENESTAR FAMILY COUNSELING CENTER

- The Clinical Counselors will contact the Principal/Designee of the school upon referral of a student for counseling services and before initiating services at any school site for discussion regarding the delivery of services.
- BienEstar Family Counseling Center will provide written parent/guardian consent to provide counseling services within the District setting.
- BienEstar Family Counseling Center will assign only Clinical counselors who have fulfilled CEU / pre-service training requirements (please see Addendum A for training description) and background investigations as dictated by CYFD regulations and any additional requirements imposed upon individuals who work with children on school grounds.
- The President of BienEstar Family Counseling Center will initiate and facilitate an initial meeting with appropriate BienEstar Family Counseling Center and District staff and parents to begin implementation of clinical therapeutic strategies in the school environment based on an initial screening with rudimentary counseling goals in place. Any treatment plan must compliment any contract for non-special education students developed by the district.
- In the case of Special Education/Exceptional Programs students, BienEstar Family Counseling Center and the District could combine the Counseling Treatment Plan and District Behavioral Intervention Plan to be integrated into one plan to be followed by assigned Clinician/District staff providing that a single document will follow both CYFD and District regulation guidelines.

- Clinical Counselors will adhere to all District/School rules and regulations. School computers will not be allowed for personal use. Electronic devices (other than cell phones) are not allowed. The use of cell phones will be guided by both district and BienEstar Family Counseling Center policies, which includes having cell phones on vibrate only per BienEstar Family Counseling Center rules. Per BienEstar Family Counseling Center rules, cell phone usage is limited to emergency use only or for contact by BienEstar Family Counseling Center Supervisors. Should a Counselor have to take an emergency call they must alert school staff to supervise their client and leave the classroom to take the call. Texting on cell phones is prohibited.
- Clinical Counselors will check in daily with the school office. If they are not able to be present at their scheduled time in the district or they have to adjust their schedules due to personal appointments, they will notify their BienEstar Family Counseling Center supervisor, parent/guardian and the District school/program secretary or individual teachers to report their absence and/or change on schedule.
- Clinical Counselors are to remain within reasonable (no more than 15ft) line of sight of their client at all times, arms length if the client's behaviors warrant it. Whenever the provider needs to take a break, they must hand off their client to appropriate school staff until their return.
- Clinical Counselors can provide individual educational support in the form of non-instructional interventions if they are noted in the client's treatment plan and if the specific lesson or assignment is provided by the classroom teacher. Clinical Counselors are responsible for their client only and are not to function as teacher's aides or assistants.
- Clinical Counselors will follow the BienEstar Family Counseling Center chain of command at all times.
- Clinical Counselors and clients must adhere to the classroom teacher's instructions, schedules, rules and activities while in the classroom setting unless otherwise noted in the client's Treatment Plan/IEP and agreed upon by all parties involved.
- If there is a dispute or need for mediation between the Clinical Counselors and District staff, the counselor will contact their Coordinator for resolution or mediation. The Clinical Counselors Coordinator will then contact the Principal/Designee to discuss a plan of action.
- Clinical Counselors will not transport students to or from school/program sites without parent/guardian prior written consent.
- Clinical Counselors will adhere to all student confidentiality and privacy mandates as established by HIPPA, FERPA and District.
- Clinical Counselors and appropriate BienEstar Family Counseling Center staff members will attend and be part of appropriate student staffings and/or IEP meetings for assigned students.
- If BienEstar Family Counseling Center and the District have not had the opportunity to mutually decide on the termination or discharge of a student from the Counseling Program, the Clinical Counselors Coordinator will contact the District to inform them of discharge especially when the client has been pulled from the program by the parent/guardian. BienEstar Family Counseling Center will inform the District of pending discharge of clients who are being discharged due to the completion of treatment goals.
- If a client leaves the District grounds without permission, law enforcement will be called due to safety concerns and parents informed immediately afterward. BienEstar Family Counseling Center agrees to indemnify and hold harmless the District for any claims raised by a third party for any acts or omissions of the BienEstar Family Counseling Center staff or employees.
- BienEstar Family Counseling Center staff are not employees of the District and are not in any way to be construed as such.
- Addendum B presents the Clinical Counselor Employment Description

RESPONSIBILITES OF THE GADSDEN INDEPENDENT SCHOOL DISTRICT

- The District/Principal/Designee will meet with BienEstar Family Counseling Center staff upon initiation of services to review the student's Initial Screening, options for Counseling and to decide how the program will work for individual students in the school setting.
- If the student is receiving Special Education services, the District will cooperate with BienEstar Family Counseling Center to discuss possible integration into the student's IEP. If of benefit to the student and agreed upon by team, the Clinical Counselors Treatment Plan and BIP will become one document and be integrated into all settings and documented as such in the IEP. The joint Clinical Counselor Treatment Plan and BIP will follow CYFD and Clinical Counselor's regulations as well as federal and state regulations governing IDEA and District requirements.
- The District will provide BienEstar Family Counseling Center with a copy of a participating Special Education student's current IEP only with parent/guardian consent and involve BienEstar Family Counseling Center staff in all meetings and IEPs involving that student upon parental request.
- There must be written parent/guardian consent to initiate services.

- District staff will adhere to all student/family confidentiality and privacy mandates of the District and FERPA.
- District classroom teachers and/or educational staff must provide specific lessons, assignments and appropriate materials when Clinical Counselor assist a client with focusing on academic assignments. In order for Clinical Counselors to help with non-instructional educational support, it must be written in the student's Clinical Counselor's Treatment Plan. Should a Clinical Counselor fail to check in daily and/or communicate schedule changes and/or absences as noted above, to appropriate school personnel, the District should contact that provider's supervisor for resolution.
- In the event of a dispute with any Clinical Counselor, District staff will follow the established chain of command and communicate with their supervisor. That supervisor/Principal will communicate immediately with the Coordinator/Program Manager for resolution. District staff are not to interview or discuss disputed issues with providers themselves or without the provider's supervisor present.
- Clinical Counselors are responsible for their client only and are not to function as teacher's aides/assistants. They cannot supervise students who are not enrolled in BienEstar Family Counseling Center.
- Clinical Counselors will be assigned a school/program contact to discuss any immediate matters of concern or importance regarding the student assigned to them.
- The District will provide the Clinical Counselors all calendars and schedules of current school/program activities.
- The District will familiarize each Clinical Counselors with the specific school/program site procedures, rules or regulations and introduce members of BienEstar Family Counseling Center to important staff members at the assigned site.
- The District has the right to refuse or cancel Clinical Counselors participation for any student with parent input and consent and/or team discussion.

RESPONSIBILITIES OF BIENESTAR FAMILY COUNSELING CENTER AND GADSDEN INDEPENDENT SCHOOL DISTRICT

- Both parties will be committed to a positive partnership that fosters effective and consistent interventions for resolution of student's mental, emotional and/or behavioral challenges and emotional development in a safe, nurturing environment.
- Clinical Counselors services will be provided in the environment most beneficial/appropriate to the student.
- BienEstar Family Counseling Center and the District will meet at least once annually to discuss each student's Treatment Plan/BIP and will include all appropriate staff members as well as parent/guardian. Other staff meetings may be scheduled when needed and/or appropriate and pertinent staff from both agencies involved in the student's program will attend.
- This MOU will be reviewed and/or renewed annually with the participation of both parties.
- Both parties will cooperate in providing in-service and training to Clinical Counselors and District staff as agreed upon/necessary.

ATTESTATION

This Agreement is governed by the laws of the State of New Mexico and any disputes regarding the terms of the Agreement are subject to New Mexico's law. Either party may terminate this Agreement upon 30 days written notice to the other party.

BienEstar Family Counseling Center and Gadsden Independent School District have read and agree to this Memorandum of Understanding and are in full agreement of the articles and statements.

 Superintendent
 Gadsden Independent School District

Date _____

 Miriam Rivas, LPCC, LPC
 Clinical Director / President
 BienEstar Family Counseling Center

Date _____

ADDENDUM A: CEU TRAINING LOG

DATE	CEU's	COURSE TITLE
02.22.10	3.00	Ethics and Values in Clinical Supervision
07.16.10	1.5	Alcohol & Substance Abuse: Clinical & Ethical Considerations High Risk Drinking & Secondary Prevention: Bridging the Gaps in Clinical Treatment
07.16.10	1.5	Alcohol & Substance Abuse: Clinical & Ethical Considerations Ethics & Treating the Voluntary Client Who Has Substance Abuse Issues
07.16.10	1.5	Alcohol & Substance Abuse: Clinical & Ethical Considerations Substance Abuse & Sexually Transmitted Infections: Ethical Issues
07.16.10	1.5	Alcohol & Substance Abuse: Clinical & Ethical Considerations Ethical Issues in Substance Abuse Treatment in the Criminal Justice System
08.04.10	6.00	Motivational Interviewing: Overcoming Client Resistance to Change
10.06.10	6.00	Understanding and Treating Traumatized Children: An Integrated, Evidence-Based Approach
10.12.10	1.50	Male Involvement in Family Dynamics- Counseling Session
10.19.10	6.00	Happiness: How positive psychology changes your mind
11.03.10	6.25	Trauma, PTSD & Grief
11.17.10	1.50	Identification of Risk Factors for Violence in Adolescents & Possible Interventions
01.24.11	6.00	Ethics: Necessary and essential Information for Mental Health and Related Healthcare Professionals
02.15.11	6.00	Clinical Supervision in Behavioral Health; Building Skills for Ethical and Effective Practice
02.16.11	1.50	Wraparound Care for Youth with Serious Emotional Disturbances
03.10.11	3.00	Issues Related to Ethnic, Clinical, Psychological & Cultural Needs and Interests of the Clients Served
05.18.11	6.00	Over 75 Quick, On-The Spot Techniques for Children with Emotional and Behavioral Problems
Total	58.75	



BienEstar Family Counseling Center

Clinical Counselor Employment Description

Title: Clinical Counselor / Mental Health Counselor

EMPLOYMENT SUMMARY

This position is responsible for ensuring quality therapeutic care to each client while adhering to the federal and state licensing statutes. This position is responsible for establishing and monitoring treatment plans for client and their families within the in the agency. Counselors assist people with personal, family, educational, mental health, behavioral health, and career decisions and problems. The Clinical Counselor will work with individuals, families, and groups to address and treat mental and emotional disorders and to promote optimum mental health. The Clinical Counselor is trained in a variety of therapeutic techniques and will address a wide range of issues, including depression, addiction and substance abuse, suicidal impulses, stress management, problems with self-esteem, issues associated with aging, job and career concerns, educational decisions, issues related to mental and emotional health, and family, parenting, and marital or other relationship problems. The Clinical Counselors will work closely with other mental health specialists, such as psychiatrists, psychologists, clinical social workers, psychiatric nurses, teachers, and school counselors.

EMPLOYEMENT RELATIONS

- ❖ Responsible to: Executive Director
- ❖ Grievance Coordinator
- ❖ Interrelationships: Youth, Families, Staff, Schools, Supporters, Donors, Families, Community Agencies Professional Colleagues, and other pertinent contacts for each client's mental well being.

EMPLOYMENT QUALIFICATIONS

- ❖ Education: Master of Counseling, Psychology or Social Work
- ❖ Job Knowledge: Understands best counseling practices, policies and procedures. Familiarity with and able to effectively practice the Code of Ethics of the American Counseling Association. Familiarity with a wide variety of effective clinical treatment options and able to develop, implement and monitor those options in practice with youth. Knowledge and comfort in working in a therapeutic setting with 5 to 21 year old youth who may have emotional difficulties. Understand the tenets of Positive Youth Development.
- ❖ Training and experience:
 - Licensed Professional Clinical Counselor (LPCC)
 - Minimum of four years of direct service work in a clinical setting for youth.
 - Maintain training requirements as per New Mexico state licensure mandates; a minimum of 20 CEU hours per year.
 - Work in a clinical setting as a Clinical Counselor; helping
 - Facilitate a team approach toward treatment

- Monitor, collect and evaluate client data
- Understand and be able to utilize the following of treatment models:

▪ Competency-based	▪ Strength Perspective Approach
▪ Family Systems	▪ Brief Therapy
▪ Crisis Intervention	▪ Collaborative Decision Making and Problem Solving Skills
▪ Cognitive Behavior Training	▪ Other techniques that meet client and family needs

EMPLOYMENT STANDARDS

- ❖ Facilitate Interdisciplinary Team Meeting - utilizing the support systems the child presently has in place as well as expanding them. Encourage each member of the team to increase in his or her strengths; to encourage him or her to explore new programs and treatment options that will facilitate greater growth within the treatment team and the agency; to encourage communication that is both effective within the treatment team and the agency' to encourage communication that is both effective and positive. Insure a holistic approach within the agency—programs, therapy, education, etc.
- ❖ Insure therapy is designed, integrated and coordinated to achieve maximum effectiveness for each youth in the agency, and for each family of the youth, when possible. Clinical work will be from a competency based; strength based therapeutic approach. Insure proper written documentation and verbal communications – quarterly reports; treatment plans as required.
- ❖ Provide supervision for decision making related to youth admissions at agency programs.
- ❖ Insure all direct service staff is trained and equipped to become effective youth care professional—utilizing programs in the community that meet their needs.
- ❖ Clinical supervision and support for Counseling Program to assure that the clinical work of the agency meets the social, emotional, physical, mental, behavioral, spiritual, needs of the youth.
- ❖ As is necessary in the course of conducting clinical work with a youth, establishing and monitoring relationships with police, CYFD, school, community agencies, and mental health providers. Facilitating best care practice for the youth while maintaining positive relationships with these agencies.
- ❖ Facilitate the development of a treatment plan for each youth at the and assurance that all necessary assessments are completed.
- ❖ Conduct and facilitates individual and family therapy as appropriate for the client of the counseling program.
- ❖ Perform other duties as assigned.

EMPLOYMENT DUTIES


- ❖ Maintain confidentiality of records relating to clients' treatment.
- ❖ Encourage clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.
- ❖ Guide clients in the development of skills and strategies for dealing with their problems.
- ❖ Prepare and maintain all required treatment records and reports.
- ❖ Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- ❖ Collect information about clients through interviews, observation, and tests.
- ❖ Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations.
- ❖ Develop and implement treatment plans based on clinical experience and knowledge.
- ❖ Collaborate with other staff members to perform clinical assessments and develop treatment plans.
- ❖ Evaluate clients' physical or mental condition based on review of client information.
- ❖ Meet with families, probation officers, police, and other interested parties in order to exchange necessary information during the treatment process.
- ❖ Refer patients, clients, or family members to community resources or to specialists as necessary.
- ❖ Counsel family members to assist them in understanding, dealing with, and supporting clients or patients.
- ❖ Evaluate the effectiveness of counseling programs and clients' progress in resolving identified problems and moving towards defined objectives.
- ❖ Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
- ❖ Modify treatment activities and approaches as needed in order to comply with changes in clients' status.
- ❖ Learn about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
- ❖ Discuss with individual patients their plans for life after leaving therapy.
- ❖ Gather information about community mental health needs and resources that could be used in conjunction with therapy.
- ❖ Monitor clients' use of medications.
- ❖ Supervise other counselors, social service staff, and assistants.
- ❖ Plan and conduct programs to prevent substance abuse or improve community health and counseling services.


EMPLOYMENT ACTIVITIES

Importance	Work Activity
90	<p>Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, community agencies and subordinates by telephone, in written form, e-mail, or in person.</p>
88	<p>Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.</p> <ul style="list-style-type: none"> empathize with others during counseling or related services work with persons with mental disabilities or illnesses counsel individuals with personal problems
88	<p>Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.</p>
84	<p>Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.</p> <ul style="list-style-type: none"> relate to clients' socioeconomic conditions
84	<p>Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.</p> <ul style="list-style-type: none"> record client's personal data
80	<p>Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.</p> <ul style="list-style-type: none"> recognize physical or emotional abuse
80	<p>Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.</p> <ul style="list-style-type: none"> obtain information from individuals
77	<p>Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.</p>
76	<p>Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.</p>
74	<p>Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.</p> <ul style="list-style-type: none"> monitor client progress
74	<p>Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.</p>
74	<p>Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.</p> <ul style="list-style-type: none"> plan therapy treatment program
71	<p>Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.</p>
71	<p>Provide Consultation and Advice to Others — Providing guidance and expert advice to management or other</p>

groups on technical, systems-, or process-related topics.

- refer clients to community services or resources
- advise clients in emergency situations

71  **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

70  **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.

- develop treatment plans
- develop community programs

69 **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.

- assess therapy needs of patients

67 **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

66 **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

- follow confidentiality procedures
- use counseling techniques
- use current counseling research
- use client focused counseling techniques
- use interpersonal communication techniques
- use intervention techniques
- use interviewing procedures
- follow patient observation procedures
- use conflict resolution techniques
- use behavior modification techniques

64 **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.

61 **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

- assist clients in understanding personal or interactive problems

60 **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

59 **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

- use agency mission as a guideline in social services delivery

55 **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

- manage detailed case records in a social work setting

54 **Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including

setting performance standards and monitoring performance.

- evaluate client progress against measurable recorded goals

53



Analyzing, Processing Data Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

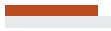
- analyze psychological testing data
- evaluate patient response to therapy

49



Scheduling Work and Activities — Scheduling individual and family sessions, and related activities, as well as the work of others.

46



Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.

- coordinate social service activities with resource providers
- direct and coordinate activities of workers or staff

RECEIPT AND ACKNOWLEDGEMENT

The above job description of Clinical Counselor is intended to describe the content of and requirements for the performance of this employment. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. BienEstar Family Counseling Center reserves the right to change, add, or delete at any time from this job description to meet the needs of this agency and its clients.