

**Use as COVER SHEET when submitting your RFP**

AGENCY NAME: Mountain Comprehensive Care Center

ADDRESS: 436 Richmond Road

CITY, STATE, ZIP: Lancaster, KY 40444

TELEPHONE NUMBER: 859-719-6321

FEDERAL EMPLOYER IDENTIFICATION NUMBER: 45-3942708

COMPLETED BY: Jessica Briggs TITLE: Assistant Regional Program Director

DATE: 05/02/2023

Jessica Briggs, LCSW  
(Signature)

Jessica Briggs, LCSW  
(Typed or printed name)

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**OFFICE USE ONLY**

PROPOSAL RECEIVED ON THIS DATE: \_\_\_\_\_

(GARRARD COUNTY SCHOOL DISTRICT) BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

The Garrard County School District Board of Education reserves the right to reject any or all proposals for any or no reason, and to waive informalities. It is the School District's policy not to discriminate on the basis of race, color, ethnic origin, sex, disability or age in its educational programs, activities or employment policies.

Jessica Briggs, MSSW, LCSW

Mountain Comprehensive Care Center

606-477-9448

Jessica.Briggs@mtcomp.org

Dear Garrard County School District Board Members,

Upon seeing your Request for Proposal (RFP), Mountain Comprehensive Care Center is excited about the opportunity to partner with the Garrard County School District to aid in providing mental health services to your students. We understand your need for quality mental health care that addresses the many needs through each of your schools. Our agency's dedication to providing quality mental health services can allow us to help you reach your goals and assist your students in achieving their potential.

To provide you with a brief background on our agency, Mountain Comprehensive Care Center (MCCC) was founded in 1966, is a 501c3, CARF accredited non-profit agency licensed by the KY Office of Inspector General to serve as a Community Mental Health Center (CMHC) and Healthcare for the Homeless provider as well as a regional Rape Crisis Center and KY's only Sexual Assault Crisis Center. MCCC serves individuals with substance/opioid use, trauma, mental and co-occurring disorders, developmental/intellectual disabilities with a mission to "provide quality behavioral healthcare that offers recovery and hope."

Between our expertise and dedication to client success, I know we can grow and educate your students to be the best forms of themselves. Our agency is enthusiastic about the opportunity to partner with you to accomplish these goals and looks forward to continuing this conversation soon. We would like to thank you for your time and consideration through this process.

Sincerely,

Jessica Briggs, MSSW, LCSW

## Introduction:

As mentioned in the cover letter MCCC is non-profit licensed community mental health agency in the state of Kentucky. The structure of the agency is derived of a 15 member Board of Directors reflective of the communities served with daily oversight by a President/CEO, as well as a CFO and various directors to ensure compliance with all state and federal regulations as well as legal requirements. This structure allows MCCC to oversee its current scope of evidence-based and trauma-informed prevention, treatment, and recovery support services for persons of all ages. Some of the programs include: residential, intensive outpatient, outpatient, school-based, and therapeutic rehabilitation programs. MCCC provides a continuum of services to over 38,000 children, adults, and families annually offered through 59 treatment and service facilities in 60 counties across Kentucky. MCCC brings extensive experience carrying out school-based, intensive outpatient, and therapeutic rehabilitation programs in other counties in Kentucky and will utilize best practices and lessons learned to successfully replicate these in the targeted area.

Based on the information presented in the bid for proposals, the Garrard County School District is seeking assistance in providing mental health services within the school district. Through the many years of experience operating in the mental health and substance use setting MCCC has the expertise of its senior leadership who are well-versed in managing Medicaid requirements for such services from start-up, implementation, and oversight of these programs. In addition to the leadership, MCCC has been operating school-based services and outpatient programs in Garrard County as well as various neighboring counties for several years.

Successful and timely implementation of these programs are crucial to the overall success of all participants. Upon approval of this proposal MCCC will begin its process of implementation to meet positive outcomes as desired by the district. Presently, MCCC has employees designated to provide individual mental health services to students on-site and these services will see no delay in implementation upon approval of this proposal. The addition of district-wide screenings and targeted interventions will require an increase in employees to adequately meet the needs of the district and in turn necessitate time to identify, hire, and train new employees.

All staff for these programs will be hired by MCCC, and will be required to complete all agency trainings and background checks. In addition staff hired will need to complete all Garrard County employee requirements in order to operate the program. All hired staff will be expected to follow MCCC Policy and Procedures as well as Garrard County School Districts policy and procedures.

The staff hired for these positions will work directly with all school staff, and will communicate with school counselors or the identified individual in each school. In order to run a successful program that addresses student needs there needs to be open communication between school staff and MCCC employees. All clients will be asked to complete a release of information between the school and the client to ensure HIPAA compliance. All medical records will be stored through MCCC's electronic medical record system and will remain the property of MCCC.

The school administration will work directly with MCCC employees to identify students that are deemed to be in need of services through school-based programs. Upon determination that a student meets the need for the program an intake will be completed by an MCCC employee to gain all pertinent mental health history and background information. After completion of the initial intake the student will be entered into the appropriate program based on the qualifications as set forth by Medicaid.

Students will participate in treatment at designated times as determined by the school district and MCCC. These times and frequency of treatment will ensure that the mental health needs of the student is met but limits disruption in their academic achievements. Upon approval of the bid for this proposal MCCC will work with Garrard County school staff to determine the best process to meet all student needs. If a conflict occurs such as, snow day, holiday, or summer break services will still be rendered. MCCC deliberately works to ensure that there is limited disruption of services, as continuation of services through summer/holiday breaks are crucial in overall success for students.

These particular programs are not deemed to be indefinite. Each participant is expected to be discharged from services upon their completion of the program, or in the instance that Medicaid deems it no longer medically necessary. The criteria for a client to be discharged will be based on agreement between the program supervisor and assigned school staff. The student

will be discharged upon completion of programming, unless such an incident occurs that threatens the treatment process or safety of other participants and staff. In this instance proper school procedure will be followed to determine best course of action for the student.

Identifying Information

- Agency name: Mountain Comprehensive Care Center
- Official mailing address: 104 South Front Ave. Prestonsburg, KY 41653
- Agency telephone number: 606-886-8572
- Agency email address: Jessica.Briggs@mtcomp.org
- Agency webpage: www.mtcomp.org
- Name of contact: Jessica Briggs
- Age level you are currently serving: 2-99

Personnel

MCCC staff currently employed to provide services within the school setting are clinically supervised by Jessica Cox, MSW, LCSW and include:

Staff Name	Degree	Credentials	Start Date with MCCC
Chyna Corbin	B.S.	Mental Health Associate (MHA)	04/2023
Denise Valdez	MSW	CSW	12/2022
Kayla Vaughn	B.A.	MHA	10/2022
Jenna Ward	B.S.	MHA	08/2022

Staff meet with an independently licensed mental health provider in a group setting on a weekly basis to review new intake assessments and discuss ongoing cases, however, staff are also required to meet with the independently licensed provider at least once monthly on an individual basis. During the case of an emergency situation, staff are required to consult with an independently licensed provider to ensure the proper steps are being taken to meet the needs of the client.

(Appendix A: Job Descriptions)

Range of Services

Through recent years there has been more attention provided around the importance of mental health services within the school setting. Research has shown that this form of service provision can be extremely effective in early intervention for our young students. Mountain Comprehensive Care Center (MCCC) has been providing school-based services within the Commonwealth of Kentucky for over 12 years. Through the course of this timeframe MCCC has been able to identify strengths and weaknesses in the provision of this service to ensure that our clients and stakeholders receive the highest quality of care.

Due to MCCC being a Community Mental Health Care (CMHC) agency we are able to offer clients and stakeholders all services identified by the Commonwealth as well as Medicaid. This means that MCCC can provide Garrard County Schools individual/group therapy, family intervention, in-home services, crisis/emergency care. As a requirement of being a CMHC and a billable member of Medicaid MCCC must ensure that all services provided are evidence based interventions, these include Cognitive Behavioral Therapy (CBT), Motivational Interviewing, Person-Centered, Dialectical Behavioral Therapy (DBT), just to name a few.

The services that are available to all school-based clients are the same that would be available at any outpatient clinic. MCCC provides all school-based clients individual therapy, family therapy, targeted case management, and medication management. MCCC is able to provide additional services at the request of the school district. These services include group therapy and therapeutic rehabilitation program (TRP). The therapeutic rehabilitation program is designed for clients who meet criteria for having a serious emotional disturbance (SED). If clients meet this criteria, they are eligible to participate in a three hour session focused on providing clients with a recovery-oriented program that offers assistance in developing, improving, or maintaining skills needed to live, learn, and socialize. Group therapy and/or TRP can be provided by MCCC with active clients. Due to confidentiality and HIPAA requirements, participants in a group and/or TRP must be MCCC clients.

The importance of early identification and intervention of those students who have elevated risk factors and may be in need of mental health services and supports has become increasingly evident. MCCC will work collaboratively with the Garrard County School District to identify an appropriate, evidence-based screening tool to utilize across the district with the purpose of identifying at risk students who may require targeted interventions.

Intake, Assessment Process, and Assessment Instruments: MCCC is currently in the process of transitioning to a new electronic medical record system with additional capabilities regarding an online referral process. At this time, upon receipt of a referral for school based services, either the school based therapist or MCCC support staff will contact the client's guardian to schedule an initial appointment. During the intake appointment, the clinician will review initial documents with the client and guardian(s) which discuss consent for treatment, confidentiality limitations, releases of information, permission for school based services, client rights, and the service fee agreement. Once consent for treatment has been obtained, MCCC utilizes a psychosocial assessment to gather information regarding the client's presenting problem(s) and symptom presentation as well as a history of the presenting problem, living situation, developmental history, relevant educational information, family history, history of trauma, past mental health treatment, physical health concerns, legal issues, substance use history, and a lethality assessment. MCCC also utilizes the Child and Adolescent Service Intensity Instrument (CASII), a standardized assessment tool that provides a determination of the appropriate level of service intensity needed by the child or adolescent.

Quality Assurance: MCCC has an agency-wide peer review committee that reviews randomly selected client records on a quarterly basis. Within the Central Kentucky region, MCCC conducts chart audits on a monthly basis, at minimum, to ensure that client records are up to date as well as to ensure that clients are receiving quality care. Each office has a weekly staffing meeting conducted by an independently licensed mental health professional to review new intake assessments and determine the appropriate diagnosis as well as discuss any concerns regarding established clients.

Insurance: MCCC strives to ensure that anyone who is need of mental health services receives the services they need. MCCC is paneled with all major insurance companies such as Anthem Blue Cross/Blue Shield, Humana, United Health Care, etc. In addition to commercial insurance, MCCC is paneled with all Kentucky Medicaid providers. Thus meaning that any student who has health care coverage will be able to receive service through MCCC.

MCCC will ensure that no individual who is seeking services is turned away regardless of insurance coverage. MCCC is not seeking any financial compensation from the Garrard County School District or its Board for services rendered. MCCC will be solely responsible for ensuring

that all services outlined in this proposal are billed according to agency contracts with Medicaid and the Kentucky Department of Mental Health. Each individual student will be billed on a fee-for-service basis using a third-party payor. No parent or guardian of a Garrard County student will receive a bill from MCCC. MCCC will work with all students in need regardless of income, and their services will not be limited to students qualifying for Medicaid.

In the event that a student or their family do not have insurance coverage, and may qualify for said coverage MCCC will work with the family to assist them in obtaining insurance coverage.

#### Agency Needs

MCCC requests that the school district ask for administrative encouragement, support and flexibility to those schools who are participating in these services. The school district is asked to provide adequate space to ensure operation of the approved programs to ensure a therapeutic and confidential environment can be maintained. Additionally, MCCC ask that employees operating within the school have access to internet services in order to completed required documentation for approved programming.



Appendix A: Job Descriptions

Mental Health Associate/Therapist Job Description

MOUNTAIN COMPREHENSIVE CARE CENTER  
BEHAVIORAL HEALTH SERVICES  
POSITION DESCRIPTION

POSITION: Mental Health Associate

DATE: November 15, 2016

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REPORTING

RELATIONSHIP: Clinic Coordinator

SUPERVISORY

RESPONSIBILITIES: N/A

PURPOSE:

To provide behavioral services to individuals with mental/behavior disorders and/or intellectual disabilities.

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PRINCIPLE RESPONSIBILITIES:

1. Provide thorough psychosocial assessment of child, adolescent and adult clients.
2. Provide ongoing psychotherapy to clients, including forming diagnostic impressions; identifying appropriate treatment modalities; developing and implementing treatment plans; and assisting the client with terminating services based on current best practices in the field.
3. Assist professional staff members in planning, coordinating and implementing treatment and development programs.
4. May perform in a specialized program for MCCC and with the community in providing services.
5. Accurately document and maintain all records for the services provided to clients in accordance with MCCC program standards/policies and state/federal guidelines.
6. Provide counseling, referral and resource information to clients and/or their families.
7. Attend staff meetings and training conferences as required.
8. Maintain contact with community agencies to facilitate collaboration.
9. Work with other county team members in providing a comprehensive program.
10. Adhere to all standards for quality of care for clients. This includes, but is not limited to treating clients with respect, maximizing continuity of care, seeking supervision as necessary, arranging for coverage for periods of absence, and maintaining all professional ethics.
11. Be knowledgeable of, and adhere to, all MCCC policies and procedures.

12. Provide other services as assigned by the Clinic Coordinator and/or Program Director.

**MINIMUM QUALIFICATIONS:** Graduate of an accredited college or university with a Bachelor's Degree in a behavioral science, special education, or a related field. Must have a valid Kentucky motor vehicle operator's license.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:** Ability to evaluate needs of clients. Knowledge of overall objectives and treatment concepts. Knowledge of rules, regulations, and laws pertaining to the care and treatment mental/behavior disorders and/or intellectually disabled. Good verbal and written skills; patience and flexibility. Ability to maintain accurate records and reports. Ability to communicate with others in a professional manner. An eclectic knowledge base.

**EEO/AA RESPONSIBILITIES:** MCCC is an Equal Opportunity Employer. Employment opportunity is offered based on job qualifications regardless of race, religion, color, national origin, gender, pregnancy, sexual orientation, age, disability, veteran's or victimization status. MCCC actively seeks to enhance career objective of minorities, women, older people and people with intellectual or developmental disabilities.

## Therapeutic Rehabilitation Program Supervisor Job Description

### MOUNTAIN COMPREHENSIVE CARE CENTER Therapeutic Rehabilitation Program POSITION DESCRIPTION

POSITION: Therapeutic Rehabilitation Program (TRP) Supervisor      DATE: March 1, 2023

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#### REPORTING

RELATIONSHIP:      Community Support Program (CSP) Director

#### SUPERVISORY

RESPONSIBILITIES:      TRP staff

PURPOSE:      To provide supervision and oversight of daily activities of the TRP for individuals with a Severe Mental Illness

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#### PRINCIPAL RESPONSIBILITIES:

1. Designate TRP staff to participate in the person-centered planning process with members of the treatment team to establish individualized TRP goals, objectives and service interventions for each participant.
2. Provide oversight for accurate documentation and maintenance of all electronic medical records for services provided for participants in the TRP.
3. Ensure the facility and programs are operated in compliance with all applicable Department of Behavioral Health Service Standards and MCCC TRP policies and procedures.
4. Supervise and direct the activities of TRP by providing either individual or group supervision for TRP staff on a weekly basis.
5. Integrate Psychiatric Rehabilitation technology or techniques in the daily activities for TRP participants.
6. Provide physical, emotional, and intellectual skills teaching to assist participants to live, work and learn in the environment of their choice.
7. Help participants develop, acquire, enhance and maintain interpersonal, personal adjustment, networking with other consumer support groups, illness management and recovery.
8. Review TRP referrals and make appropriate case assignments as needed.
9. Conduct quarterly safety inspections of the TRP for the purpose of needed maintenance.

10. Ensure that TRP staff receives 10 hours of documented training annually.
11. Coordinate transportation as needed and appropriate.
12. Maintain TRP van records and submit to facilities director or designated staff monthly.
13. Monitor program budget for meal planning, TRP activities, office supplies and other program costs.
14. Complete all other duties as assigned.

**MINIMUM QUALIFICATIONS:**

TRP services must be provided by one of the following: a licensed psychologist; a licensed professional clinical counselor; a licensed clinical social worker; a licensed marriage and family therapist; a physician; a psychiatrist; an advanced practice registered nurse; a licensed psychological practitioner; a licensed psychological associate working under the supervision of a licensed psychologist; a licensed professional counselor associate working under the supervision of a licensed professional clinical counselor; a certified social worker working under the supervision of a licensed clinical social worker; a marriage and family therapy associate working under the supervision of a licensed marriage and family therapist; and a physician assistant working under the supervision of a physician; psychiatric nurses and professional equivalents. Must have a valid Kentucky motor vehicle operator's license.

**SPECIAL KNOWLEDGE SKILLS AND ABILITIES:** The preferred person for this position will possess the following: knowledge of evidence-based practices; such as Psychiatric Rehabilitation Model and Illness Management and Recovery. Ability to perform direct participant services and general knowledge of psychiatric rehabilitation skills teaching and techniques.

**EEO/AA RESPONSIBILITIES:** MCCC is an Equal Opportunity/Affirmative Action Employer. Employment opportunity is offered based on job qualifications regardless of race, religion, color, national origin, political belief, age, gender, pregnancy, sexual orientation, physical or mental disability, protected veteran's or victimization status. MCCC actively seeks to enhance career objectives of minorities, women, older people and people with intellectual or developmental disabilities.

Targeted Case Manager Job Description  
MOUNTAIN COMPREHENSIVE CARE CENTER  
COMMUNITY SUPPORT PROGRAM  
POSITION DESCRIPTION

POSITION: Targeted Case Manager

DATE: November 15, 2016

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REPORTING

RELATIONSHIP: Clinic Coordinator

SUPERVISORY

RESPONSIBILITIES: None

PURPOSE: To assist individuals with serious emotional disturbance and/or severe mental illness in negotiating for needed services and resources in the community and mental health settings.

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PRINCIPAL RESPONSIBILITIES:

1. Provide the five essential functions of this service which includes assessment, linking and coordinating services, advocacy, developing an individualized service plan and monitoring based on the individual's needs.
2. Offer at least four (4) documented contacts per month made on separate days of which two (2) must be face to face contacts with the individual and the other two (2) contacts may be by telephone with the individual or with others on behalf of the individual or can be a collateral face to face contact with others (family member, community resource or etc.) on behalf of the individual. If the client is a child, one (1) face to face contact must be with the client's guardian.
3. Provide highly individualized services for persons with severe mental illness or serious emotional disturbance in the community and promote individual self-determination and decision-making to help client gain independence and allow for greater opportunities for acceptance.
4. Build a partnership with the individual and family as they gain control over their own recovery and knowledge on managing their mental health and lives.
5. Promote interventions that are strength-based, whole person (holistic) focused and promote recovery, active consumer involvement, consumer choice and control, symptom reduction, increased coping skills, and achievement of the highest level of functioning in the community.
6. Provide options for housing, transportation, income, employment, medical services, education, social services and mental health services that will empower individuals with mental health issues to retain control of their own lives.
7. Participate in Treatment Team meetings by assisting individuals in developing their goals and objectives for their Treatment Plan that will allow them to be successful and satisfied in their home and community.

8. Participate in monitoring of individual satisfaction with supports, services and programs.
9. Maintain a working knowledge of current trends and developments in the field.
10. Maintain compliance with Department for Behavioral Health, Developmental and Intellectual Disabilities and Mountain Comprehensive Care Center's Policies and Procedures.
11. Maintain and submit all required records, documents, and reports on a timely basis.
12. All other duties as assigned.

**MINIMUM QUALIFICATIONS:** BA or BS in any field of Behavioral Science from an accredited institution. Minimum of one year experience in case management or working with the severely mentally ill or seriously emotionally disturbed. A Master's degree in a human services field may be substituted for the one year of experience. Must complete the case management certification program offered and approved by the DMHMR within 6 months of employment. Must have a valid Kentucky motor vehicle operator's license.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and personal experience with public mental health services. Strong reading comprehension, verbal and written communication skills. Demonstrates the ability to communicate with others in a professional manner.

**EEO/AA RESPONSIBILITIES:** MCCC is an Equal Opportunity Employer. Employment opportunity is offered based on job qualifications regardless of race, religion, color, national origin, gender, pregnancy, sexual orientation, age, disability, veteran's or victimization status. MCCC actively seeks to enhance career objective of minorities, women, older people and people with intellectual or developmental disabilities.