



The Counseling Team International

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TCTI Policies and Procedures for Providers Servicing DEA Employee Assistance Program

Counseling is limited to twelve (12) sessions per client-per problem-per fiscal year (Oct 1-Sept 30)

All clinicians must follow a brief, problem focused approach to counseling to successfully work with our EAP. A short-term counseling model fits the needs of our DEA population and is sufficient for nearly all the cases you will see. We cannot ***diagnose, treat serious mental illness, personality disorders***, or other long-term problems within the scope of our EAP contract. These cases should be referred for longer term support.

Session Time Limits: Initial counseling sessions can be up to 90 minutes in duration. The eleven (11) remaining sessions must not be longer than one hour each. EMDR sessions can be billed up to 90min per session.

You cannot bill TCTI or the client for no shows.

Session Extensions: Extensions can be requested electronically with clinical justification. Clinicians must submit requests via **Form #11 Authorization to Extend EAP Services** to TCTI. The DEA Headquarters EAP Administrator will review and determine if request can be authorized. ***TCTI cannot guarantee extensions*** will be granted. It is advised that requests are made prior to completing all 12 sessions.

Assess for Long Term Need: EAP clinicians should assess the client's needs for long term care or brief solution focused counseling within the first two sessions. If there is a need for long term care, you may use as many remaining sessions as you need to support a transition for the client to a local mental health service provider covered by the client's medical insurance. You may also request an extension of services in order to transition client to long term care.

Clinician Self-Referral: After the allotted sessions have been used, you may want to request a referral to yourself using the client's health insurance. This would be appropriate when there is a need for continuity of service. You can request this with **Form #8: Clinician Self-Referral Disclosure Form**. This form provides notice to the client that they have a right to be referred to other appropriate clinical services and the limits of their insurance coverage (i.e.: deductible, out of pocket cost, etc.)

Release of Information: Any release of information or communication to outside must be approved by TCTI. Under no circumstances should the client's employer, family or DEA be contacted regarding EAP services conducted. If a client wishes to release information, please contact TCTI for **Form #5: Consent to Release Confidential Information** and further instructions. The DEA EAP Administrator is the sole authority to approve releases of client information to non-DEA entities.

Records Destruction: All EAP records developed in the performance of this contract are Federal Agency Records. In line with directives from the National Archives and Records Administration, records are kept for the duration of their applicability. All records, irrespective of their format, are slated for destruction for three (3) years following the last counseling session, except in circumstances where ongoing administrative or judicial proceedings involving the client necessitate an extended retention period of six months post-resolution. Annual affidavits will be sent to clinicians who have cases meeting the 3-year requirement for destruction. Clinicians will be expected to sign this affidavit acknowledging compliance with DEA EAP policy or alternatively if they will destroy records per their specific state licensing requirement instead.

FORMS REQUIRED FOR BILLING AND PAYMENT:

Upon acceptance of a clinical counseling referral, you will be sent the case/referral authorization along with a billing submission link. *This link is case specific.*

Within this link you will submit the following:

- **Session 1: Short problem statement, session narrative, and treatment plan.**
 - **Form #2: Statement of Understanding and Consent** EAP clinicians must ensure that all clients read and sign the consent form **prior to providing services**. *This form explains the guidelines for confidentiality, eligibility, and follow-up procedures.* Form 2 must be signed by client and submitted with 1st bill. Note that you cannot provide service to the client unless they sign the Statement of Understanding.
 - Reminder: We do not require DSM diagnosis nor extensive clinical notes.
- **Sessions 2-11: Session Narrative only-** short and brief
- **Final authorized session (Session 12):**
 - Session Narrative
 - Client Discharge Summary: Discharge reason, date, and discharge disposition
 - If you need any additional session, please submit an extension

Other available limited use forms for special purposes:

(contact TCTI or visit our website: <https://deaeap.com/clinician-network/>)

- **Telehealth Consent form** (to be submitted once per referral if applicable)
- **Form #5: Consent for Release of Confidential Information**
- **Form #7: Threat of Violence** Use this form only if necessary
- **Form #11: Authorization to Extend EAP services**

TCTI - Billing Procedures

Please submit your billing electronically using your case/referral authorization link **by the 3rd of each month.**

If you have difficulties with the link or prefer to submit via email or fax, please contact us for additional forms. These billing forms can be emailed or faxed to deaeapbilling@thecounselingteam.com or **760-636-0437**

TCTI understands that each clinician may have different billing procedures or cycles. TCTI will ordinarily deliver payment to you for billed services within 30 to 45 days following the closing of the billing month.

