



Tri-State EAP Services, Inc.

Employee Assistance Program proposal

Tri-State EAP Services, Inc. shall provide the following services to the Village of Buchanan employees for \$26.00 per employee (19) per year totaling \$494.00:

1. Intake Line - By calling the provided number, employees and eligible dependents may obtain EAP services. Tri-State EAP Services, Inc. has an on-call counselor 24/7.
2. Tri-State EAP Services, Inc. will provide individual case management to employees and their eligible dependents who are suffering from any behavioral health issues, such as depression, anxiety, stress, relationship concerns, anger management, trauma, grief, financial concerns, and substance use and abuse, including:
 - a) prediagnostic assessment and/or crisis counseling.
 - b) referral to an appropriate participating provider.
 - c) provide treatment sessions with a participating provider.
 - d) follow-up and assessment of an employee's course of treatment; make adjustment referrals as appropriate.
 - e) liaison between the client and all participating providers for any employee or dependent who is receiving EAP services.
 - f) conduct return-to-duty assessments as needed.
 - g) evaluation and reporting to the client and professional advisors regarding the services provided by Tri-State EAP Services, Inc. on a quarterly basis.
 - h) maintain strict confidentiality, except in cases of fully-executed court orders.
 - i) DOT Return to Duty evaluations additional cost to employees \$400.00
3. Tri-State EAP Services, Inc. will ensure that all participating providers are appropriately licensed and adequately insured.
4. Conduct annual orientation and training seminars for clients' managers, supervisors, and employees relating to the scope and nature of the Tri-State EAP Services, Inc. The training program will also assist such individuals in identifying and dealing with covered individuals whose job performance or overall health suffers as a result of personal, health, mental health, or substance abuse issues. Attend employee health fairs to promote the use of the EAP.
5. Tri-State EAP Services, Inc. shall respond to management/job performance referrals. For management/job performance referrals, Tri-State EAP Services, Inc. shall provide follow-up, as determined by Tri-State EAP Services, Inc. to be necessary, to monitor the referred employee's adherence to the agreed course of treatment. A progress report to managers and supervisors on referred employees will be limited to reporting whether or not the employee has sought EAP assistance and is cooperating with the treatment program.

6. Tri-State EAP Services, Inc. will respond to a Critical Incidents (CISDs) relating to a distressing and traumatic event occurring in the client's workplace on an unlimited basis, except in the case of a catastrophic event.

A "catastrophic event" is defined as an incident requiring more than one (1) hour of counseling. In such an event, beginning with the 2nd hour, Tri-State EAP Services, Inc. shall bill the client at the rate of \$150.00 per hour as well as for any travel expenses, including practitioner professional fees for travel time, incurred by Tri-State EAP Services, Inc.

7. Under current or future New York State law, or other applicable state law, during the contract term, Tri-State EAP Services, Inc. shall obtain and maintain any licenses and/or certifications required to perform the services described in this Agreement. Furthermore, in carrying out this agreement, Tri-State EAP Services, Inc. must follow all applicable state, federal, and local laws, rules, and regulations.
8. In performing the services described in this agreement, Tri-State EAP Service, Inc. will act in accordance with all appropriate industry standards.
9. Tri-State EAP Services, Inc. shall design, produce, and provide materials and/or other information to the client to publicize Tri-State EAP Services, Inc.'s existence to Client's employees.
10. The contract can be effective as of any date we agree upon.
11. The contract can be cancelled without cause in writing within 30 days.

Please feel free to contact me with any questions you may have. If you are in agreement with this proposal, we can discuss the start date and review our contract.

Thank you,



Maryann Telesco, CEO

January 25, 2022