



## **AFFILIATE PROFESSIONAL STANDARDS & EXPECTATIONS**

### **Education & Experience:**

- ✓ A minimum of a master's degree in counseling or social work
- ✓ A minimum of two years professional counseling experience
- ✓ Knowledge of substance abuse principles sufficient to assess and make referrals to a qualified treatment provider
- ✓ Knowledge of crisis intervention strategies
- ✓ Knowledge of community resources and referral options when longer term or a specialized level of care is indicated

### **Licensure/Certification:**

- ✓ Independent state licensure (LPCC, LISW, LCSW, LMFT, LPAT, PhD, LADAC)
- ✓ Compliance with licensing board requirements, including continuing education
- ✓ A licensing record free of any refusal or suspension

### **Professional Liability & Malpractice Insurance Coverage**

- ✓ A minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate
- ✓ A professional record free of malpractice or other professional misconduct

### **Professional Business Practice for Record Keeping & Availability**

- ✓ Intake procedures that inform clients of adherence with state and federal confidentiality guidelines and requirements regarding mandatory reporting of child and dependent adult abuse/neglect and "duty to warn" conditions
- ✓ Availability sufficient to offer services to a referred client within 5 business days
- ✓ After hours coverage for established clients, which may include informing the client of TSG after hours on-call phone number and/or other appropriate crisis call options in or near the client's location
- ✓ A secure and standard client record-keeping procedure
- ✓ Adherence to a non-discriminatory practice in which clients are not denied service based on race, creed, color, religion, political affiliation, national origin, gender, age, physical or mental disability, sexual orientation, or positive test for AIDS –related virus.

### **Submission of Affiliate Application Forms & Required Documentation**

- ✓ Contact the EAP Clinical Manager at TSG to request an Application Packet

### **Periodic Updates**

- ✓ **State board licenses, certifications and professional liability insurance documentation** must be updated with TSG upon renewal. It is the Affiliate's responsibility to fax or email this documentation to the attention of the Referral Specialist at TSG.
- ✓ **The Affiliate's availability for referrals** is paramount to the success of the EAP program. TSG maintains a database that can manage Affiliate availability and non-availability. Please contact the Referral Specialist at TSG to advise of the dates of unavailability for vacations, full caseload, etc. This will enable TSG to make a successful referral and avoid referrals that have to be reassigned.
- ✓ **Changes in practice/demographics** including: office location, billing address, phone, fax and email addresses, and new areas of expertise/training should be reported to the Referral Specialist at TSG.