

EXHIBIT A
John F. Kennedy University
Office of Clinical Training
Community-Based Programs (Schools/Colleges)
Description of Services and Responsibilities of Each Party

Definitions

Counselors, for the purposes of this Agreement, are defined as graduate students in practicum from JFKU and other universities, as well as volunteer pre-licensed clinicians (e.g., Associate MFTs), hired as volunteers by JFKU Office of Clinical Training (JFKU OCT). Each Counselor is clinically supervised by a licensed clinician, hired by JFKU OCT, who has been licensed for at least two years.

Counseling services include and are not limited to, providing individual, group, or family therapy, classroom observations, consultations/collateral meetings with school staff, parents and/or other helping professionals. Group and individual sessions will typically last 45-50 minutes. Counselors will carry a minimum caseload of 5 face-to-face Student hours per week, per unit of service. This includes individual, family and group sessions. The maximum number of Student hours varies between each Counselor. It is dependent upon their time/scheduling constraints and the amount of clinical supervision they are able to receive.

Point of Contact (POC) is the person at the school site that will be available to the JFKU OCT Representative and Counselors for questions and concerns regarding the School/College-Based Program (CBP) placement.

Students are the Students of the District/School who are referred by the District/School to the Counselor(s) and become clients receiving counseling services from the assigned Counselor(s).

Unit of service is defined as 6 hours of counseling services at the school site each week for the duration of the contract.

Responsibilities of John F. Kennedy University Office of Clinical Training (JFKU OCT) and District/School

Both Parties agree that:

- This Agreement is mutually beneficial, in that it allows Counselors to gain experience towards graduation and licensure in their respective fields through providing mental health services to the Students of the District/School.
- Best efforts will be made to place the requested amount of Counselors within a reasonable time after the start date of this Agreement.
- JFKU OCT will not be liable for any damages resulting from the District/School's failure to ensure placement of Counselors within a reasonable time after the start date of this Agreement.
- JFKU OCT will pro-rate its fee for services if Counselors are not placed within a reasonable time after the start date of this Agreement due to any delay caused by JFKU OCT.
- JFKU OCT will not charge a fee for any requests of Counselors from the school that were not fulfilled by JFKU OCT.

- JFKU OCT will uphold confidentiality standards and will not share any Student related written documentation that contains Student identifying information.

John F. Kennedy University Office of Clinical Training (JFKU OCT):

- Will provide a CBP Representative who will be available to the School/District liaison and School Sites' POCs for coordination purposes and questions regarding the CBP and the Counselors assigned to their schools.
- Will provide specialized training orienting Counselors to the school culture and the roles and responsibilities of school personnel at the school site, and clinical issues that often arise in schools.
- Upon request by the District/School, may provide a utilization summary including any of the following information:
 - number of Students referred for counseling services
 - number of Students who received counseling services
 - reasons for referral for counseling
 - ethnicity and gender of student population who received counseling services

John F. Kennedy University Office of Clinical Training's Counselors:

- Will obtain a minimum of 5 face-to-face hours with Students per week contingent upon the school sites' ability to refer a reasonable amount of Students.
- Will not miss more than two days of scheduled service per contract terms lasting less than 8-9 months and no more than 4 days of scheduled service per contract terms lasting 10-12 months. If more than the allotted days are missed, the Counselor(s) will make best efforts to make up the day. School holidays and breaks will not be considered missed days.
- Will learn School policies and practices (promotion and retention, delivery of service for special needs Students, etc.).
- Will learn the school profile, background of student population, and student needs.
- Will become familiar with their assigned school and surrounding community's resources for Students.
- Will demonstrate sensitivity and cross-cultural competence when working with Students and families from diverse ethnic, economic, and cultural backgrounds.
- Will work collaboratively with professionals from various disciplines (e.g. teachers, school administrators, psychologists, social workers, etc.) to support Students' overall school success.
- Will assist Students and their families to access health, mental health, and/or support services available within the District/School, and in the community when clinically appropriate.
- Will obtain the appropriate written consent to provide services for any and all Student's served.
- Will only be permitted to provide therapy to Students who are dependent adults or under the age of 18 after they have obtained the appropriate written consent of the parental/guardian, except in situations where a minor may legally and ethically consent for their own treatment.
- Will follow professional and ethical guidelines, school policies and procedures, and State and Federal law pertaining to providing therapy in a school setting.
- Will follow professional and ethical guidelines and State and Federal law pertaining to Student confidentiality. Information about a particular Student can and will only be shared with third parties if the Student provides written consent to exchange information with a specific third party. As a stipulation of receiving Counseling Services, Students will sign a Consent for Exchange of Information to share information with the School/District. However, Counselors will only share information verbally when it is

in the best interest of the Student. The type of information shared will usually be in regards to goals and progress in treatment and relevant emergency information.

- Will immediately notify the POC, the Counselor's supervisor and CBP Representative in the event that an urgent or emergency circumstance is encountered by a Counselor, (i.e. call to Police, hospitalization evaluation, safety concerns, etc.).

District/School:

- Will make best efforts to refer a reasonable amount of Students to the Counselor(s) in order to maintain a minimum caseload of 5 face-to-face hours with Students per week, per unit of service by the end of the Counselor's second month placed at that site.
- Will provide the Counselor with a POC that they can refer to for questions and in case of emergency. The POC will also be available to coordinate with the CBP Representative in order to ensure needs for both the District/School and JFKU OCT are being met.
- Will give each Counselor an orientation to the District/School culture and the roles and responsibilities of personnel at the assigned school site.
- Will provide the Counselor with a room that will be uninterrupted while a Student is in session to protect Student confidentiality. The school will inform JFKU of the days of the week they will have room on campus for Counselors to conduct therapy.
- Will provide the Counselor with a JFKU OCT Referral Form for each Student referred to therapy. If District/School has a referral form that has been considered acceptable to use in place of the JFKU Referral Form by the CBP Representative, that form may be used instead.
- POC will complete an end-of-contract term evaluation of the CBP upon request of the CBP Representative.