



Church Assistance Program (CAP) Contract

Individuals Present at Initiation of Contract:

Dr. Heidi Vermeer Quist
Psy. D & Clinical Director

OR

Stalin George
L.M.H.C – Church Assistance Program Coordinator

Click or tap here to enter text.

HCC Therapist & Potential Church Assistance Program (CAP) Liaison

Click or tap here to enter text.

Church Leadership Representative

Name of Church Considering CAP services with Heartland:

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Date of Initiation of Contract: Click or tap here to enter text.

MISSION OF CHURCH ASSISTANCE PROGRAM (CAP):

"To Provide excellence in Christ-Centered Psychological Services to our community loved by God."

SCOPE OF SERVICES WITHIN CAP:

Therapist: Click or tap here to enter text.(Employee of Heartland Christian Counseling) will work as a contracted Independent Licensed Click or tap here to enter text.The scope of practice will be to provide mental health services to the church identified above. The nature of contracted services are described below.

NATURE OF CONTRACTED SERVICES WITHIN CAP:

- Click or tap here to enter text. will work together with the church leadership in order to come up with an agreement on services to be provided to the church under CAP.
- Click or tap here to enter text. will be providing mental health counseling at the Heartland Office at the CAP rate. (See pg. 3 for CAP Counseling Rates)
- Click or tap here to enter text. will be available to participate in 1 staff meeting either in person or via teleconference (Zoom or Phone). This is to be coordinated with the therapist's Heartland Office availability. (See pg. 3 for CAP Consultation Rates)
- In collaboration with the needs of the church, Click or tap here to enter text. will research, develop and present up to a maximum of 3 mental health presentations within the next 12 months.
- Click or tap here to enter text. will be available to provide expertise for one Mental Health Sunday. Examples include: A booth with information, a special morning class
- Click or tap here to enter text. current office availability is:
 - Click or tap here to enter text.

RECORD KEEPING, LIABILITY INSTRUANCE & CASELOAD MANAGEMENT

Heartland Christian Counseling will cover its own liability insurance. Heartland will also cover all its own administrative costs (i.e. furnishings, office supplies, technology needs, etc...). All confidential information (client files and information) will be safely stored on Heartland's own secure electronic clinical record, which the clinician will always oversee.

[Therapist] will continue with many of their own clients, who they are currently counseling at the main Heartland Office. [Therapist] plans to have a few openings every month for congregational members at Heartland's office as needs may arise. In these cases, [Therapist] will work with church members directly or in conjunction with pastoral staff to set up appointments and coordinate billing (most likely through those members' health insurance plans).

STAFF COMMUNICATION & EMERGENCY ARRANGEMENTS:

[Therapist] will be introduced to the staff at [Contracted Church] on [Specific Date] in order to promote the emerging relationship between the church and the mental health provider. [Contracted Church] and [Therapist] will discuss and establish regular consultation meeting times and the most effective means of communication with one another.

In case of an emergency, [Therapist] will directly contact [Designated Church Staff Member and their position in the church] at [Contact Information] immediately with any questions or concerns that may arise related to church space or safety concerns

CHURCH ASSISTANCE FEE SCHEDULE:

Approx. Hourly Rate for Mental Health Services "WITHOUT" CAP Benefit or Private Insurance

** These are rates for Master Level Therapists. This doesn't include rates for Psychologist**

Service	Billed Rates
1 Hour Consultation with Mental Health Therapist	\$150.00
1 Hour Intake Interview for Individual, Couples or Family Therapy	\$200.00
53+ Minute Individual Therapy Appointment	\$175.00
53+ Minute Appointment for Couples Therapy	\$175.00
53+ Minute Appointment for Family Therapy	\$175.00

Actual Rates for Mental Health Services "WITH" the CAP Benefit

** These are rates for Master Level Therapists. This doesn't include rates for Psychologist**

Service	Billed Rates
Cost of Annual Membership for Churches with 500 people or less	\$1,000.00
Cost of Annual Membership for Churches with more than 500 people	\$1,500.00
1 Hour Consultation with Mental Health Therapist	\$100.00/ Hour
1 Hour Intake Interview for Individual, Couples or Family Therapy	\$110.00/ Hour (Includes Treatment Plan Costs)
50 – 60 Minute Individual Therapy Appointment	\$80.00/ Hour
50- 60 Minute Appointment for Couples Therapy	\$80.00/ Hour
50- 60 Minute Appointment for Family Therapy	\$80.00/ Hour
50- 60 Minute Premarital Session	\$80.00/ Hour

**** Be advised that all services provided by HCC under the CAP program are deducted from your Annual Membership Account. Once your membership account is exhausted (due to use of services), services will default to Standard Rates. Churches are encouraged be mindful of how they are utilizing funds under the CAP benefit. ****

The rates listed above for an hour-long evaluation reflect a roughly 50% discount from the therapist's full fee. The rates listed above for 53+ minute follow up individual or marital counseling reflect a roughly 55% discount from the therapist's full hour fee of per clinical hour.

If the church refers someone who has access to medical health insurance, however, it will most likely be more affordable to bill services through their insurance (this often involves a \$10-\$20 co-pay, due at time of service). If the individual does not have insurance coverage or would not prefer to use insurance, the Church Member Discount may be a helpful option.

We also believe that clients are more likely attend their counseling appointment if they are actively responsible in paying for a percentage of their own counseling (even under the reduced rate). Therefore, we encourage churches to tell their congregants that they'll be responsible for a CAP co-pay (To be determined between the church and the congregant).

Confidentiality Statement:

Heartland Christian Counseling will strive to maintain the integrity of this Services Contract by maintaining and promoting confidentiality within the consultation and counseling setting. Heartland Christian Counseling will not disclose personal information of any church without that client's expressed written consent.

Review and Termination of Contract:

Approximately twelve months from the initiation of this agreement, a **yearly review** of this contract in will take place between Heartland Christian Counseling and [Identified Church] . During this review, [Contracted Church] and Heartland Christian Counseling will determine if they want to continue for the duration of the year. If successful, this contract will be reviewed, updated, approved and signed as **twelve-month** contract (to be reviewed and possibly renewed annually). Based on time spent by Heartland in conjunction with [Contracted Church], a partial refund may be appropriate.

During the review, [Contracted Church] and/or Heartland Christian Counseling may terminate this contract, if for any reason, one or both parties are not satisfied with the working relationship. Similarly, the contract may be terminated by both parties during an annual review or, if for some other reason, midyear circumstances arise that trigger the dissolution of the contract. Both parties will strive to communicate a two-month notification prior to the termination of this contract.

Independent Contactor Status

In the performance of services by [Therapist] under this Agreement, [Therapist] is always acting and performing as an independent contractor with respect to [Contracted Church]. [Therapist] shall be entirely and solely responsible for its acts while engaged in the performance of or to transact business.

In addition, [Contracted Church] shall have no responsibility to pay any taxes on behalf of Heartland Christian Counseling or contribute to any pension plan, social security or other similar program on Heartland's behalf. Heartland Christian Counseling shall not be entitled to receive any benefits that are provided to employees of [Contracted Church].

Indemnification:

[HCC and its Therapists] shall indemnify and hold [Contracted Church] from and against any and all liabilities, losses, damages, costs, or expenses, including but not limited to, reasonable attorney's fees and expenses incurred by [Contracted Church] as a result of a breach of this Agreement by [HCC and its therapists], or any tortuous, unlawful or unauthorized acts or omissions by [HCC and its Therapists]. [Contracted Church] shall indemnify and hold [HCC and its Therapists] harmless from and against any and all liabilities, losses, damages, costs, or expenses, including but not limited to, reasonable attorney's fees and expenses incurred [HCC and its Therapists] as a result of a breach of this Agreement by [Contracted Church] or any tortuous, unlawful or unauthorized acts or omissions by [Contracted Church]. The terms and provisions of this paragraph shall survive the termination of this Agreement.

SIGNATURES:

Dr. Heidi Vermeer Quist
Psy.D & Clinical Director at Heartland Christian Counseling (HCC)

OR

Stalin George
L.M.H.C – Church Assistance Program Coordinator

Click or tap here to enter text.
HCC Therapist & Church Assistance Program (CAP) Liaison

Click or tap here to enter text.
Church Leadership Representative

This contract is agreed to without amendment on [Enter Date].
A copy of this signed agreement is to be given to the church representative.