



Help Today for a Better Tomorrow

October 12, 2017

Deborah Wanek
Pelican Rapids School District
PO Box 642
Pelican Rapids MN 56572

Dear Ms. Wanek:

Thank you for choosing LMHC to be your Employee Assistant Provider. As you know, our EAP contract will be terminating at the end of December. Therefore; I have enclosed a renewed contract for your consideration. Once again, LMHC would like to propose a 2 year contract to alleviate the time spent on renewing these contracts every year as well as to keep the rate the same for you during the next 2 years. There was no change in the language of the contract and the new EAP rate is \$97 per session for the term of this contract.

While we hope that your staff will have a healthy year, we are available to provide services if the need should arise.

If you are in agreement with the terms of this contract, please sign both copies and return one to my attention in the envelope provided. Please let me know if you would like some EAP brochures to disperse to your employees.

If you have any questions or would like to discuss any changes to the contract, please call me at: (218) 739-1723 or you can e-mail me at cdavenport@lmhc.org

Sincerely,

Chris Davenport – Administrative Assistant
Lakeland Mental Health Center
980 South Tower Road
Fergus Falls MN 56537
(218) 739-1723
(218) 736-0734 fax
cdavenport@lmhc.org

980 South Tower Rd
Fergus Falls, MN 56537

Phone: (218) 736-6987
Fax: (218) 736-6980

1010 32nd Ave S
Moorhead, MN 56560

Phone: (218) 233-7524
Fax: (218) 233-8627

928 8th St SE
Detroit Lakes, MN 56501

Phone: (218) 847-1676
Fax: (218) 847-1678

100 17th Avenue NW Suite #2
Glenwood, MN 56334

Phone: (320) 634-3446
Fax: (320) 634-0384

1910 Aga Drive
Alexandria, MN 56308

Phone: (320) 762-2400
Fax: (320) 762-8047

Lakeland Mental Health Center
www.lmhc.org

24 hr. Emergency/Crisis 1-800-223-4512



LAKELAND MENTAL HEALTH CENTER, INC.
980 South Tower Road
Fergus Falls MN 56537

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

The Pelican Rapids School District and Lakeland Mental Health Center, Inc (LMHC) are the contracting parties of this agreement.

TERMS OF AGREEMENT

LMHC will provide Employee Assistance Program development, training, promotion, organizational services and assessment/referral services in order to establish and maintain a successful Employee Assistance Program for the employees of the Pelican Rapids School District. EAP sessions are defined as short term counseling sessions, therefore, are not available to individuals already involved in an episode of care. Psychiatry Services and other evaluations are also not included as an EAP service.

ASSESSMENT AND REFERRAL SERVICES

1. LMHC will provide standard employee assistance counseling services by qualified staff members. In addition, provision of chemical health screening is available in the Fergus Falls office.
2. The Pelican Rapids School District agrees to pay \$97.00 per hour for each confidential EAP session to an employee and/or family member. Continued counseling will be billed to the employee or the employee's insurance. One (1) session is authorized for each employee and each family member.

ORGANIZATIONAL SERVICES AVAILABLE

The following EAP organizational services are available upon request. LMHC will provide one or more of these services only with prior authorization from the Pelican Rapids School District. For each requested service, the Pelican Rapids School District agrees to reimburse LMHC at a rate of \$97.00 per hour, per clinician.

- * Trainings/Seminars
- * On-site visits by professional to resolve conflicts, facilitate discussions, increase morale, and provide crisis intervention services.
- * Provision of Critical Incident Stress Debriefing (CISD)

This contract will be effective January 1, 2018 through December 31, 2019. This contract may be terminated by either party upon thirty (30) days written notice.

10-16-17
Date

Judy Benbow
Lakeland Mental Health Center, Inc.

Date

Pelican Rapids School District

Current number of employees: _____



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