

**Crisis Counseling Program**

**Requirement:** Contract  
 Crisis Counseling Training and Assistance Program

**Frequency:** Annual Monitoring

**Due Date:** N/A

**Discussion:**

This incorporated document provides guidance on the implementation and administration of the SAMHSA/FEMA Crisis Counseling Program (CCP).

<b>Network Service Provider</b>	<b>Primary Administrative Office</b>	<b>Counties</b>
LifeStream Behavioral Healthcare, Inc.	1616 S. 14 <sup>th</sup> Street, Leesburg, FL 34748	Lake, Sumter, Marion, Citrus, Hernando
Meridian Behavioral Healthcare, Inc.	1565 SW Williston Road, Gainesville, FL 32164	Hamilton, Suwannee, Columbia, Lafayette, Dixie, Union, Bradford, Gilchrist, Alachua, Levy, Baker
Mental Health America of East Central Florida, Inc.	531 South Ridgewood Avenue, Daytona Beach, FL 32114	Volusia, Flagler, St. Johns, and Putnam
Mental Health Resource Center	10550 Deerwood Park Blvd., Suite 600, Jacksonville, FL 32256	Duval, Clay, Nassau
Living Hope, Inc.	1162 NW Old Mill Dr., Lake City, FL 32055	Hamilton, Suwannee, Columbia, Lafayette, Dixie, Union, Bradford, Gilchrist, Alachua, Levy, Baker

In specific circumstances, Network Services Providers (NSP) who are not listed in the table above may be requested to perform as a CCP provider; therefore, they must follow the requirements set forth in this document. When this occurs, this document will be reflected in the NSP’s Appendix A.

**Federal Resource**

The most recent version of The Federal Emergency Management Agency Crisis Counseling Assistance and Training Program Guidance (CCP Guidance) is incorporated herein by reference. The complete set of documents including the CCP Guidance is available at the following website maintained by the Substance Abuse and Mental Health Administration Disaster Technical Assistance Center (SAMHSA DTAC): <https://www.samhsa.gov/dtac/ccp-toolkit>

Data collection requirements for the CCP are specified in the CCP guidance. Data collection is required through the CCP Online Data Collection and Evaluation System, available online at <https://www.ccpdata.org>

Program Guidance for Contract Deliverables  
 Incorporated Document 12

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For ease of reference, the table below identifies specific documents and tools contained within the CCP Guidance. Upon request, the Department's Disaster Behavioral Health Coordinator can provide copies of the CCP Guidance or specific documents contained therein.

These resources are subject to periodic revision by the federal government. In the event of a disaster, the Department's Disaster Behavioral Health Coordinator will ensure the most recent version of each resource is available to impacted providers.

<b>Crisis Counseling Program Resources</b>	
<b>Resource Type</b>	<b>Resource Name</b>
General Guidance:	Federal Emergency Management Agency Crisis Counseling Assistance and Training Program Guidance Version 5.2, October 2021
Program Applications:	<ul style="list-style-type: none"> <li>• Immediate Services Program (ISP) Application</li> <li>• Regular Services Program (RSP) Application</li> </ul>
Training Resources: Required Modules:	<ul style="list-style-type: none"> <li>• Core Content Just In Time Web Based Training Sections 1 – 4 <a href="https://www.samhsa.gov/DTAC/CCP-Toolkit/just-time-web-based-training">https://www.samhsa.gov/DTAC/CCP-Toolkit/just-time-web-based-training</a></li> <li>• Core Content Training, CCP Trainer's Guide and CCP Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/core-content-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/core-content-training</a></li> <li>• Transition to RSP Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/transition-rsp-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/transition-rsp-training</a></li> <li>• RSP Midprogram Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-mid-program-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-mid-program-training</a></li> <li>• Disaster Anniversary Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/disaster-anniversary-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/disaster-anniversary-training</a></li> <li>• RSP Phasedown Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-phasedown-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-phasedown-training</a></li> </ul>

Crisis Counseling Program Resources	
Resource Type	Resource Name
CCP Trainer Resources <a href="https://www.samsha.gov/dtac/ccp-toolkit/train-your-ccp-staff/ccp-trainer-resources">https://www.samsha.gov/dtac/ccp-toolkit/train-your-ccp-staff/ccp-trainer-resources</a>	<ul style="list-style-type: none"> <li>• Handout 1: Disaster Behavioral Health Acronyms</li> <li>• Handout 2: Crisis Counseling Assistance and Training Program Typical Timeline</li> <li>• Handout 3: Disaster Reactions and Interventions</li> <li>• Handout 4: Recognizing Severe Reactions to Disaster and Common Psychiatric Disorders</li> <li>• Handout 5: The Road to Resilience</li> <li>• Handout 7: Organizational Approaches for Stress Prevention and Management</li> <li>• CCP Job Aid for Crisis Counselors</li> <li>• Exercises and Trainer's Tips</li> <li>• Training Feedback Forms - Participants and Trainer</li> <li>• References for CCP Trainer Resources</li> </ul>
Evaluation and Reporting Resources  CCP Data Forms and Training <a href="https://www.samsha.gov/dtac/CCP-toolkit/ccp-data-forms-trainings">https://www.samsha.gov/dtac/CCP-toolkit/ccp-data-forms-trainings</a>	<ul style="list-style-type: none"> <li>• Individual/Family Crisis Counseling Services Encounter Log</li> <li>• Group Encounter Log</li> <li>• Weekly Tally Sheet</li> <li>• Adult Assessment and Referral Tool</li> <li>• Adult Assessment and Referral Tool Response Card</li> <li>• Child/Youth Assessment and Referral Tool</li> <li>• Child Youth Assessment and Referral Tool Response Card</li> <li>• Participant Feedback Survey</li> <li>• Participant Feedback Survey Guidelines for Trainers</li> <li>• Participant Feedback Survey Guidelines for Counselors</li> <li>• Participant Feedback Survey Cover Letter</li> <li>• Service Provider Feedback Form</li> <li>• Service Provider Feedback Form Task Timeline</li> <li>• Boilerplate Service Provider Feedback Form Announcement</li> <li>• Boilerplate Service Provider Feedback Form Cover Letter</li> <li>• Boilerplate Service Provider Feedback Form Thank You/Reminder</li> </ul>
Technical Assistance Contact	<ul style="list-style-type: none"> <li>• For technical assistance, please contact SAMHSA DTAC at <a href="mailto:dtac@iqsolutions.com">dtac@iqsolutions.com</a> (link sends email)</li> </ul>

### Subcontract Implementation

NSPs who are chosen to deploy during specific disasters will be contacted directly and must follow the deadlines for applications set forth by SAMHSA/FEMA, as communicated by the Florida Department of Children and Families (DCF) and the Managing Entity (ME) - LSF Health Systems. Once the applications are approved and the NSP is informed of the approved budget amount, scope, and effective dates by DCF/ME, the NSP must follow the program implementation as set forth by DCF through formal documents issuance, such as the Crisis Counseling Program Reporting Guidance. The formal documents will outline the service period, timetables, due dates, and details of the following:

- a. Method of Payment: In the event the formal documents do not specify the method of payment, the following shall apply, unless LSF Health Systems documents otherwise:
  - i. Immediate Services Program (ISP): Monthly Cost Reimbursement
  - ii. Regular Services Program RSP: Monthly Fixed Rate
- b. Program/Provider Narrative: Quarterly and Final reports which outline program staffing updates, highlights, monitoring, challenges/successes, training, etc.
- c. Financial Reports: Quarterly and Final report which compared true expenses to budgeted expenses, by category
- d. Template 24 – CCP Supplemental Invoice and Expenditure Report:
  - i. Part 1: for Cost Reimbursement
  - ii. Part 2: for Monthly Fixed Rate
- e. Allowable costs
- f. Other requirements required for the specific CCP

The Crisis Counseling Program will be administered according to DCF Guidance 23, which can be found at following link using the applicable fiscal year: <https://www.myflfamilies.com/services/samh/samh-providers/managing-entities>