### How are Employees **Referred For EAP Services?**

#### Self Referrals:

An employee can contact their EAP representative directly to schedule a session for services. Upon scheduling, the employee is given the opportunity to either meet with their clinician onsite in person OR via our confidential. HIPAA compliant telehealth/virtual platform from the comfort of their own home or office.

#### **Official Referral:**

If a manager or human resources professional becomes aware that an employee is struggling, they can make an official referral. If this type of referral is made, a manager or human resource professional should make sure that the employee is aware that he/she is being referred for services and is aware of the benefits of receiving such services, which includes helping the employee to resolve problems impacting their performance or mood at work.



### **Our Intake Process:**

Our intake process is easy, hassle free and is completed in 4 easy steps:



Our staff then contacts the client directly to schedule their Intake Session.



Clients are given access to their "Client Portal". Using this portal, clients will access important consent documents that must be signed/completed prior to their first session.

An Intake Session is conducted. and a treatment plan is developed, in which specific goals are outlined.

#### **Contact Us Today**

www.firmfoundationllc.org Phone: (803) 233-4447 Fax: (803) 832-2292

# FIRM FOUNDATIONS

Counseling and Consulting

**Employee Assistance Program (EAP)** 

# Greetings,

Firm Foundations Counseling and Consulting, LLC is happy to partner with your organization to offer our **Foundations Employee Assistance Program (EAP).** 

Behavioral issues are more common and more expensive—than you may think. And most importantly, it can impact the lives of your employees.

Our evidence-based behavioral health programs are designed to enhance the lives of your employees and help you manage mental health issues in your workforce before they become more serious.

We do this through quality, comprehensive, confidential counseling services designed specifically for the needs of your organization. These services are designed to address a variety of issues, to include stress management, depression, anxiety, conflict resolution & mediation, traumatic experiences and more.

# Services Provided with the EAP:

EAP counseling services are designed to provide a short-term, solution focused Cognitive Behavioral Therapy approach to help employees resolve personal and mental health issues that affect their overall wellbeing and his/her ability to perform job related tasks.

The tools, techniques and resources provided to employees by our mental health clinicians are designed in such a way that employees can incorporate them into their daily lifestyles.

EAP professionals speak with the employee to identify underlying issues affecting the client's mental wellness and creates a treatment plan of action for resolving such issues within 3-8 sessions.

## **EAP Service Providers:**

Our services are provided by mental health professionals that are licensed by the state of South Carolina to practice independently.

Each of our EWP therapists are thoroughly vetted to provide quality counseling and other mental health services in a professional manner. These services are overseen by our Clinical Director, who provides on-going support to each of our service providers.

#### How Does EAP Benefit Employers?



#### How Does EAP Benefit Employees?

Employees can access on-demand counseling and other mental health related services and tools to help build resiliency, reduce stress, and promote positivity within the workplace. Our licensed clinicians will provide 24/7/365 crisis and emergency support and are able to address a variety of issues, to include the following:

