

# Parent Aide/Mentor Provider Protocol

Rev. 5/9/06

## Service Definition:

Mentor - Provider engaged in a trusting, supportive and nurturing relationship with the youth, intended to build skills and competencies that focus on the youth's strengths and interests.

Parent Aide - Provider engaged to develop a trusting and nurturing relationship with the parent of an enrolled child designed to provide support, develop and build on parent skills and strengths (i.e. appropriate limit setting, behavior modification, and stress relief), and provide short-term day respite for parents.

- Designed to assist in the stabilization of behaviors that place a young person at risk of institutional placement, should be outcome based, individualized and short term. The provider will assist the parent and/or youth to build skills and develop a "natural support system" within his/her community and/or family. The provider will work diligently with the "natural support" to ensure a timely and healthy transition.
- Not intended to become a long-term relationship, as a substitute to day care nor as the primary daily structure.
- Service needs to be one to one between the provider and the young person or his/her family.
- Amount of hours authorized per month vary depending upon need and are individualized for each youth. All authorizations should be sanctioned by the team and require CCF supervisor approval.
- Service will vary in length and are not intended to be long term. The involvement of the Parent Aide and Mentor is intended to address a specific need and should decrease over time to the point where involvement is not needed.

## Covered Activities:

1. Activities that encourage one to one interactions, provide support and stabilization, and build skills and competencies as outlined in the treatment plan.

## Referral/Authorization Process:

1. Referrals and authorizations for service will be made by the CCF Coordinator and sanctioned by the treatment team.
2. Authorizations can be made for up to 90 days and will be reviewed monthly by the CCF Coordinator and treatment team.

## Professional Requirements:

1. Provider must establish a business name and supply CCF/Community Partnerships with a tax ID number.
2. Provider must supply CCF/Community Partnerships, Inc. with a certificate of general commercial liability insurance.
3. Provider agrees to maintain automobile insurance prior to providing transportation to any CCF enrollee or a member of the enrollee's family.
4. CCF/Community Partnerships, Inc. will complete a Criminal History check prior to contracting with any provider of Parent Aide/Mentoring services.
5. Provider agrees to complete 12 hours of professional training per year in topics related to serving at-risk youth.

## Billing Requirements:

1. Provider agrees to complete and submit to CCF/Community Partnerships, Inc. the Parent Aide billing form within sixty (60) calendar days of the last day of the month in which the service was delivered. Billing forms not submitted within sixty (60) calendar days of the last day of the month in which the service was delivered, or incomplete billing forms will not be paid, absent a showing of justifiable circumstances determined by CCF/Community Partnerships, Inc. CCF/Community Partnerships, Inc. shall pay uncontested invoices within forty-five (45) days of receipt from Service Provider.
2. CCF Billing Invoice/Progress Report form must be completed and signed by the provider and parent/guardian, and submitted for payment. Progress Report needs to be completed monthly and submitted with the monthly billing invoice.

## Reimbursement Rates:

1. Twenty-two dollars per hour for Parent Aide/Mentoring service.