



**Outline of the Counseling Services to be Provided by  
Community Institute for Psychotherapy  
to San Rafael School District during the 2015-2016 School Year**

The term of Agreement shall be from July 1, 2015 thru June 30, 2016.

**Agency Background**

Community Institute for Psychotherapy (CIP) is a nonprofit, tax-exempt center founded in 1977 to provide quality, affordable mental health services to individuals and families who don't have the resources to pay full fees for professional help. Each year, agency wide, CIP serves more than 750 families, children, and adults.

Client services are provided by 20 to 24 qualified intern-therapists enrolled in or graduated from post graduate programs throughout the Bay Area, and earning hours toward licensure (LMFT, LCSW, PsyD, PhD). Intern-therapists are selected through a competitive process and receive training and supervision by licensed mental health professionals.

CIP Contact information:

Robin Joy Berenson, PhD, LMFT; CIP Executive & Clinical Director  
415-459-5999 x100, [rjberenson@cipmarin.org](mailto:rjberenson@cipmarin.org)

Sue Kessner, LMFT Schools Project & Wisdom Warriors Program Director  
415-496-4492, [dustybird3@comcast.net](mailto:dustybird3@comcast.net)

**CIP's School Project – Individual and small groups**

Participating Schools:

Coleman Elementary School  
800 Belle Ave  
San Rafael, A 94901

Davidson Middle School  
280 Woodland Ave.  
San Rafael, CA 94901

San Rafael High School  
185 Mission Street  
San Rafael, California 94901

Our Schools Project for Disadvantaged Students at Risk, one of several outreach programs conducted by CIP, was founded in 1991 to provide counseling services onsite in Marin public schools to low-income students with urgent psychological and emotional needs, ages 6-18, during school hours. Practices are all evidence-based.

School Responsibilities:

School Staff will:

- Interview potential School Counseling Intern
- School principal and school counselor will identify and refer students to the Schools Project, and determine whether a particular student will receive individual one-on-one counseling, or group counseling.
- Schedule counseling sessions and facilitate students attending.
- Assist with contacting parents to obtain written permission for their children to receive counseling services.\*
- Oversee School Counseling Intern(s) while they are at the school site.
- Maintain communication with CIP Schools Project Program Director providing feedback and ongoing evaluation of students, intern-therapists, and the program.

In the event of a mental health emergency while the student is on campus, the school is responsible for calling for a 5150.

CIP's Responsibilities:

CIP will provide qualified School Counseling Interns for the school year as follows:

Coleman Elementary School	approximately 8 am – 3 pm on Tuesdays
Davidson Middle School	approximately 8 am – 3 pm on Tuesdays & Thursdays
San Rafael High School	approximately 8 am – 3 pm on Tuesdays

(Note: Should a School Counseling Interns leave his or her internship with CIP for any reason, he or she will no longer be eligible to work in the Schools Project. If this were to happen, we will try our best to replace this Intern but we will not be held liable in any way.)

- School Counseling Interns will have TB tests and fingerprinting done prior to starting in the schools.
- School Counseling Interns will conduct individual, group, and classroom guidance under the supervision of the principal and the school counselor.
- Counseling will only begin after a counseling permission form has been signed by the students' parents/guardians.
- School Counseling Intern will meet with students for about 45 minutes on a weekly basis, one-on-one or in group therapy sessions, a total of six to seven hours per week per intern throughout the school year (36 weeks). School Counseling Interns will conduct risk assessments for substance use and abuse, self-harm, and depression, as appropriate. The School Counseling Intern will conduct solution-focused/brief counseling for the students he/she sees.
- The duration of each child's course of treatment will be based upon the needs of the child, as determined by School Counseling Intern, CIP Supervisor and school counselor. After initial assessment, children will be evaluated in an ongoing way and after eight sessions to determine whether more therapy is needed. Progress will be evaluated on the basis of reduction of presenting problems, improved academic and social performance. At San Rafael High School, focus will be shorter term 2-4 sessions with referrals made with instruction from School Counselor.

- The presenting problems that counseling will address will include but are not limited to depression, low self-esteem, violence and other problems in the home, anxiety, social isolation, bullying, sleep disturbances, disordered eating, suicidal ideation, self-harm, and substance abuse.
- Where indicated, intern-therapists will also provide collateral counseling for teachers, school administrators, and students' families. School staff will be notified in advance of any such counseling.
- The school setting is not set up for intensive therapy and the intern is recommended to confer with supervisors, school counselor, and principal if he/she feels a recommendation for outside (more intensive) counseling should occur. When the School Counseling Intern determines that a referral for other services might be appropriate, he or she will discuss it with the school counselor before proceeding.
- At Davidson Middle School, interns will provide resiliency based education to approximately 6 classes weekly.
- At Davidson Middle School interns will provide our Wisdom Warriors Groups. This will be three to four six week long groups back to back during the school year.

CIP Schools Project Program Director Sue Kessner, MS, LPCC, will meet with all Schools Project intern-therapists at CIP for two hours weekly to assess student progress and conduct case consultation. Sue Kessner is a licensed LPCC in private practice and has specialized in work with school counseling, child centered play therapy, drug and alcohol treatment and recovery counseling, and working with women in transition since 1983.

All program outcomes will be continually evaluated by CIP clinical staff in conjunction with school personnel and administration. Sue Kessner, MS, LPCC will stay in regular contact with school counselors, providing feedback

In the event that any concern about a student arises, school staff and administrators will be advised immediately.

If any potential “red flag” issue arises, interns will immediately contact the school counselor to report and discuss next steps (unless it is an emergency situation).

School Counseling Interns will maintain progress notes on each session, to be kept at CIP according to HIPAA regulations, and provide copies to school counselors weekly.

**Insurance:** Each party to this Agreement shall indemnify, defend and hold harmless the other party against, and in respect of all claims, losses, costs, expenses, obligations, liabilities, including interest, penalties, and allowable attorney's fees that they shall incur or suffer which may arise or result from any breach of or failure to perform any of the indemnifying party's obligations in this Agreement or from the indemnifying party's negligence with respect to the operation of counseling services described in this agreement. Each agency will issue the other a certificate of insurance, naming the other, including its officers, agents, and employees as additional insured with respect to the Mental Health Counseling Services.

All services will be carried out under the close supervision of CIP's highly qualified staff of Clinical Supervisors and the weekly oversight of CIP Executive and Clinical Director Robin Joy Berenson, PhD, LMFT, and core staff members: Assistant Clinical Galia Schechter, PsyD, and Thomas Alexander, LMFT; and Director of Pre-Doctoral and Post-Doctoral Program Paula Sitelman, PsyD.

Signed,

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Robin Joy Berenson, PhD, LMFT  
Executive & Clinical Director

Date

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Dr. Michael Watenpaugh  
Superintendent of San Rafael City Schools

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Date