

*MENTAL HEALTH PACKET*

**18th Judicial District**

**Colorado Crime Victim Compensation Board**

**6450 S. Revere Parkway**

**Centennial, CO 80111**

**Phone: 720-874-8787 Fax: 720-733-4697**

**Email:** [**VictimComp@da18.state.co.us**](mailto:VictimComp@da18.state.co.us)

**Website:** [**www.da18.org**](http://www.da18.org)

Dear Mental Health Professional:

Thank you for your interest in, and commitment to, serving crime victims in the 18th Judicial District. This packet is provided as a resource for mental health providers working with our district’s Crime Victim Compensation program. **It is your responsibility to review the attached policies and procedures before treatment is provided, as not all treatment is covered under this program.**

The following information is covered in this packet:

* Issues to consider before accepting a crime victim as a client.
* Statutory requirements for claim approval.
* Crime Victim Compensation process.
* Billing Information/Payment Policies
* Crime Victim Compensation Mental Health Policies and Procedures.
* Treatment Plan Forms and Procedures
* 2020 Board Meeting Dates

If you have any questions after reviewing this packet, please call our office at 720-874-8787 or email us at [VictimComp@da18.state.co.us](mailto:VictimComp@da18.state.co.us) and a member of the CVC program will be happy to help you. We look forward to continuing our work together.

Sincerely,

Wendy Buter

Director Victim Compensation Program

6450 S. Revere Parkway

Centennial, CO 80111

Phone: 720-874-8787

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VictimComp@da18.state.co.us

**Issues to Consider Before Working with a Crime Victim**

*Mental health treatment for crime victims is an area of specialization within the mental health field, and must be problem/crime specific. It requires particular training and clinical experience. The Crime Victim Compensation Board of the 18th Judicial District is committed to ensuring that treatment of crime victims is provided by professionals trained and actively practicing in the area of trauma and victimization-related disorders. If you cannot honestly answer “yes” to these questions, please consider referring the victim to a therapist who has experience in this specialized field.*

**The Crime Victim Compensation Board of the 18th Judicial District asks you to consider the following before working with a client covered by Crime Victim Compensation:**

1. Do I understand and believe that treatment of trauma and victimization-related disorders is a specialized area within the mental health field?

1. Have I been trained in the newest techniques and procedures related to working in the area of trauma and victimization-related disorders? Am I comfortable providing this specific form of therapy?

3. Do I understand the rights and needs of crime victims, the criminal justice system process, and the potential need to coordinate with the various agencies within the criminal justice system?

4. Can I accept the fee structure set by the Crime Victim Compensation Board to prevent my client from incurring additional costs as a result of their victimization?

Statutory Requirements for a Crime Victim’s Eligibility\*\*

1. The crime must be one in which the victims sustains mental or bodily injury, dies or suffers property damage to residential *exterior* locks, windows or doors as a result of a compensable crime.
2. The victim must fully cooperate with law enforcement officials (law enforcement, District Attorney, etc.)
3. The crime must be reported to a law enforcement agency within 72 hours of occurrence.
4. The injury or death of the victim was not the result of the victim’s own wrongdoing or substantial provocation.
5. The victimization occurred on or after July 1, 1982.
6. The application for compensation must be submitted within one year from the date of the crime.
7. The crime occurred in Arapahoe, Douglas, Elbert or Lincoln County. The crime occurred in Arapahoe, Douglas, Elbert or Lincoln County. *(Please contact our office if you discover the crime occurred in another jurisdiction. We can direct you to the appropriate Crime Victim Compensation program)*

\*\*The Crime Victim Compensation Board MAY waive some of the above listed requirements for good cause or in the interest of justice.

IMPORTANT NOTE: Please be aware that one of the funding sources for the Compensation fund is through restitution, which results in the defendant being asked to reimburse the CVC fund for payments made as a result of the crime they committed. Because of potential safety concerns, if you are receiving Compensation funds for a client’s treatment, please inform them that if they are in treatment prior to restitution being ordered in the criminal case, restitution may be sought from the defendant for payments made for their treatment.

**Reasons a Victim Compensation claim may be denied:**

1. Wrongful act
2. Provocation
3. Reasonableness
4. Relatedness
5. Lack of a compensable crime
6. Lack of a compensable loss
7. Contributory conduct

### Crime Victim Compensation Process

1. Crime occurs in the 18th Judicial District (Arapahoe, Douglas, Elbert, or Lincoln County).
2. The crime MUST be reported to the police, and the victim MUST complete a Victim Compensation Application. (Please email or call Victim Compensation to verify that we’ve received the application from your client.)
3. The victim submits a Victim Compensation Application. Once processed, the victim is assigned a claim number and receives a letter in the mail confirming receipt of their application and the name and contact information of the Victim Compensation Specialist assigned to their claim. Victim Compensation then obtains a copy of the police report to review to determine eligibility.
4. Victim Compensation guarantees payment of 3 therapy sessions, upon receipt of an application. The Board will not review a claim unless or until a Treatment Plan is received. If therapy will not be continued beyond the three sessions, the therapist must submit a letter explaining the reason for not continuing treatment. Please note: The three sessions are to allow the mental health professional time to provide an assessment and to develop a Treatment Plan.
5. Treatment MUST be directly related to the crime.
6. The therapist submits a Treatment Planto our office using our format, along with a bill for sessions to date. Please note: The Board will approve no more than 20 sessions at a time. Treatment Plans/billing can be submitted by mail, fax or email.
7. Treatment Plans typically take 30 to 45 days to process.
8. The Board reviews the treatment plan at the next available Board Meeting. The Board meets the last Thursday of each month to review claims. Because of the volume of claims reviewed by the Board, they receive the packet of claims 1 ½ weeks prior to the scheduled Board meeting. If you submit a Treatment Plan less than 2 weeks prior to the scheduled Board Meeting, it will NOT be reviewed until the following month’s meeting. The earlier in the month that you submit your Treatment Plan, the more likely it will be reviewed at the next Board meeting.
9. Board meets and will approve or deny Treatment Plan.
10. The victim and therapist are sent written notice of the Board’s decision.
11. The therapist submits monthly itemized bills. (*Please review Billing Information/Payment Policies for additional information)*
12. Payment is made after each month’s scheduled Board Meeting. (*Please review Billing Information/Payment Policies for payment structure)*
13. If the number of awarded sessions are running out and additional treatment is required, the therapist may submit a Request to Extend/Resume Therapy Treatment Plan.
14. The Board reviews the Request to Extend/Resume Therapy Treatmentat the next monthly board meeting (can take 30 to 45 days to process).
15. Board will approve or deny Extend/Resume Treatment Plan.
16. The victim and therapist will be sent written notice of the outcome of the extension request.
17. If there is a 3 month or more lapse in services, a new Extend/Resume Treatment Plan may be required.
18. If the victim has previously ended treatment, without utilizing the awarded amount, and would like to re-enter therapy, the mental health professional must submit a request to resume therapy. The Resume Therapy Treatment Plan will be reviewed by the Board, and should clearly outline why the victim has re-entered treatment. The treatment must be directly related to the criminal offense.

**Billing Information/Payment Policies**

PAYMENT STRUCTURE:

**$90 hour individual/family session**

**$40 group session**

**$45 hour individual/family session (INTERN RATE)**

* A treatment plan must be submitted and approved before payment may be made.
* Treatment Plans can typically take 30 to 45 days to process.
* Bills must be itemized; they may be submitted in any format, but **must include: Date of Service, a CPT code or an indication of the length and type of each session, and amount charged**.
* **Insurance/Other Collateral Sources:** Crime Victim Compensation is the payor of last resort by law, so all victims covered by Crime Victim Compensation are required to first submit their bills to their insurance company for payment, IF applicable. However, the Board understands that crime victims frequently may not feel that they receive quality, crime victim-specific mental health care through existing insurance or HMO systems. Therefore, in order to provide maximum benefit to the victim and to promote effective use of the fund, the Board waives this requirement for mental health services only. However, if the victim chooses a therapist within their insurance network, bills must first be submitted for insurance payment, by law, and Crime Victim Compensation will pay the balance indicated on the explanation of benefit as the victim’s responsibility, up to our max payment schedule. **An EOB must be submitted with billing.** No exceptions will be made to this policy.
* **The Board strongly urges the therapist to accept the** **compensation payment as payment in full** for services rendered. However, if the therapist is not willing to do that, the victim must be told before any services are initiated; payment for the additional fee then becomes a negotiable item between client and therapist. The victim should be informed s/he has the right to request or seek out a therapist who is willing to work within those restrictions.

**Crime Victim Compensation Mental Health Policies**

**\*\* Primary and Secondary victims are eligible for mental health services.**

**General Information**

Crime Victim Compensation funds are limited, and may only be used to help crime victims initiate their recovery from the trauma of the crime. Financial constraints coupled with a significant demand for victim services prevent the fund from being able to provide assistance throughout the entire recovery process.

The Crime Victim Compensation Board must work within the parameters of state law, policy limits, and fiscal constraints, while giving priority to the best interests of the victims. To that end, the Crime Victim Compensation Board sets policies and procedures, and demands certain qualifications of service providers who expect to be paid with Crime Victim Compensation funds, to ensure that the most effective help is given to victims of crime.

**Therapist Requirements**

The mental health service provider must be a licensed therapist, or supervised directly by a licensed therapist. The service provider should be familiar with crime victim issues and be knowledgeable in the practice of crime/problem specific therapy.

**Ineligible Services:**

* More than one therapeutic session per calendar week (unless prior authorization has been given by the Board)
* Couples or marital counseling (unless prior authorization has been given by the Board)
* Individual sessions less than 45 minutes
* Professional consultations/staffing
* Missed or cancelled appointments
* Trial attendance
* Telephone contacts or video conferencing with victims or other service providers, unless approved by the Board prior to such contact
* Report writing
* Investigatory evaluations requested by the police, prosecution, or for civil matters

**Interpreter/Translator Services**

The Board will approve, on a case by case basis, payment for an interpreter for non- English speaking, deaf or hard of hearing victims, to assist with their mental health treatment. Before payment may be made to the interpreter/translator, a treatment plan from the mental health provider must be approved by the Board, and itemized bills submitted by the provider, to ensure that billing for translating/interpreting services

**Change of Therapists**

If a Crime Victim Compensation client wants to change therapists part way through the awarded sessions, s/he must notify Victim Compensation explaining the reason for the change. The new therapist will need to submit a new Treatment Plan requesting a new set of sessions. Therapy sessions previously awarded are not transferable to the new therapist.

**EMDR**

The program will compensate up to $135 per EMDR session of no less than 1 ½ hours in duration, which is the equivalent of 1 ½ hours of individual therapy paid at the maximum policy rate of $90. This policy has been instituted acknowledging that usually fewer overall sessions are required when EMDR is incorporated into the crime victim’s treatment.

**Court Support Sessions**

The program will allow both primary and secondary victims whose approved mental health therapy has been completed to use up to eight (8) additional sessions with their therapist for court support. The therapist must request the sessions in writing. This applies in cases in which the prosecution of the suspect has been delayed beyond the treatment termination date, or the court case has been re-opened. The additional sessions are to be scheduled expeditiously by the treatment provider. Court support sessions may be requested only once during the initial prosecution of a case.

**Victim-Perpetrator (Clarification) Therapy Sessions**

The Crime Victim Compensation Board may award a limited number of Victim/Perpetrator therapy sessions. These sessions are limited to child victims in abuse and sexual assault cases. The treatment must be pre-approved and the Board must receive a letter from the therapist outlining the need for the co-joint sessions. The Victim Compensation Board will only pay the victim’s portion of the therapy.

**404B Witnesses (Victim of prior similar acts by the same defendant)**

The Board will review, on a case by case basis, requests for mental health services by individuals who are required to testify as 404B witnesses in cases involving compensable crimes.

**Alternative Mental Health Therapy**

The Victim Compensation Board may consider up to $2,500.00 for alternative mental health therapy. Alternative mental health therapy may include: Outward Bound, Native American healing, Kid-Power, self-defense courses, etc. Other types of alternative mental health therapy may be considered on a case by case basis.

**If a Victim is Re-victimized During Treatment**

If a victim is active in therapy paid through Crime Victim Compensation and is further victimized by other incidents or persons related to the same crime, upon submission of a written request from the therapist which describes the new trauma, and a completed Therapy Extension Request form, the board will consider additional therapy without a new application. However, it may be determined by staff that submission of a new application, thus opening a new claim, would be more advantageous to the victim, and at that point a new treatment plan would be required. The victim would be allowed to complete therapy under the first claim before payment would be made under the new claim.

**Medication Management**

Medication Management sessions may be considered. A request for medication management MUST come from the treating physician and cannot be requested in the therapist’s Treatment Plan. Please contact us for more information.

**Individual/Group Therapy**

Therapists must submit a separate Treatment Plan for each when requesting both Group and Individual Therapy.

**Treatment Plan Forms and Procedures**

Use of the following forms is required by the Crime Victim Compensation Board in the 18th Judicial District. Please note that the forms differ between districts in Colorado, and use of the wrong form may result in a delay in payment. Please feel free to call our office if you need contact information for a different district.

* **HANDWRITTEN TREATMENT PLANS ARE NOT ACCEPTED AND WILL BE RETURNED**
* The Board requires that Treatment Plan forms included in this packet, be used for all clients receiving Victim Compensation in the 18th Judicial District.
* Therapists are encouraged to save a copy of the blank form on their computer. When using the form, the therapist may adjust margins or field sizes as needed, but may not omit any section of the form.
* Treatment Plans can take up to 30 – 45 days to process.
* Therapists must submit victim specific Treatment Plans for each client they are treating. This means indicating the direct relatedness of the need for treatment to the client’s experience of and current symptomology related to the crime.
* If the suspect in the case has been identified, the Board expects that as much of the information requested in the “Perpetrator Information” section be provided as possible.
* The Board warns against use of victim-blaming language on the treatment plan, and asks that safety planning and education be included in appropriate cases.
* “Insurance Information”, must be filled out in its entirety, or no payment can be made, as Crime Victim Compensation is the payor of last resort by law.
* If the therapist wants to include additional information, documents can be attached to the treatment plan.
* The treatment plan must be signed by the therapist; if the therapist is not licensed, the supervising therapist must also sign the form. Failure to sign the treatment plan will result in a delay in processing the claim.
* It is encouraged to obtain the signature of the client; however, it is not required.

VICTIM COMPENSATION BOARD

18TH JUDICIAL DISTRICT

MEETING DATES

2020

JANUARY 30, 2020\*\*

FEBRUARY 27, 2020

MARCH 26, 2020

APRIL 30, 2020

MAY 28, 2020

JUNE 25, 2020

JULY 30, 2020\*\*

AUGUST 27, 2020

SEPTEMBER 24, 2020

OCTOBER 29, 2020

NOVEMBER 19, 2020

DECEMBER 17, 2020

MEETINGS ARE SCHEDULED FOR 9:00 AM – 12 PM IN THE 3RD FLOOR CONFERENCE ROOM OF THE DISTRICT ATTORNEY’S OFFICE,

6450 S REVERE PKWY, CENTENNIAL, CO

\*\*MEETINGS ARE SCHEDULED FROM 9:00 AM-1:00 PM ON THESE DATES\*\*