

# MIIA Employee Assistance Program (EAP)

## List of Services



### **Interior services include:**

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## **Confidential Counseling and Referral Services**

**You receive 3 free confidential in-person or phone counseling sessions.**

- Manage Anxiety/Depression
- Adjust to Demands of Work
- Resolve Relationship Conflict
- Talk about a Loved One's Drinking
- Address Parenting and Family Issues
- Assess Your Level of Stress
- Become a Better Communicator

**You receive legal assistance.**

One free 30 minute office or telephone consultation per legal matter (does not include job-related legal issues).

- Divorce
- Child Custody
- Car Accidents
- Real Estate / Landlord / Tenant Issues

**You receive financial counseling.**

One free 30 minute telephone consultation per financial issue.

- Financial Planning
- Credit Card Debt
- Tax Advice
- College Planning
- Retirement Consultation

**Available to employees and household members**

**24 hours a day, 7 days a week**

**800-451-1834**

## **EAP Supervisor Toolkit**

### **Resources to promote the health of your organization**

When you are challenged with a supervisory issue, call one of our EAP consultants to problem solve. You may want to talk about how to help one of your employees who is dealing with personal issues that affect performance or discuss how to get a work group back on track.

Supervisor Toolkit options include:

- **Informal Referral:** Refer an employee when you are concerned about him/her; disciplinary action is not being considered.
- **Formal EAP Referral:** Call the EAP when you are concerned about on-going job performance problems, or suspect personal problems are contributing to poor performance.
- **Substance Abuse Professional (SAP) Services:** When an employee has tested positive from an alcohol or drug screen test, the EAP will evaluate the employee and manage the treatment protocol required by the Department of Transportation (DOT).
- **Workplace Trauma Response:** When a work group experiences a traumatic event such as the sudden death of an employee or an accident, we can help. We will facilitate meetings to discuss the impact of the incident and strategize ways to cope with the loss.
- **Training:** We will come to your worksite and offer customized educational programs. We offer a variety of trainings (1-2 hours in length) including: Preventing Workplace Harassment; Conflict Negotiation; Enhancing Resiliency; and Time Management. See our catalog (go to [emiia.org](http://emiia.org) and click onto Employee Assistance Program) for a full listing.
- **Mediation/Team Building:** Are you struggling with employees that are in conflict? A structured process will guide participants down a new path to help resolve conflict.

Contact: 800.451.1834, [miiaeap@allonehealth.com](mailto:miiaeap@allonehealth.com)

## **Frequently Asked Questions**

### **What is the MIIA EAP?**

We are a confidential counseling and referral service providing professional help for problems large and small. All employees, their dependents, and members of their household are entitled to call for services 24 hours a day. Our caring staff consists of licensed professional counselors with a wide range of experience.

Call our national toll-free number: 800-451-1834. A counselor will be available to talk to you about your concerns, and together you will determine what your next steps will be.

### **What if I want to see someone in person?**

For face-to-face counseling, we refer you to a suitable counselor close to where you live or work. We have an extensive referral network of counselors throughout the U.S., who typically have a private practice or work in an agency or clinic.

### **What kinds of problems do people call about?**

The kind that affect your work and family life. Some examples include: couples/family issues, parent/child issues, elder care, financial or legal concerns, loss and grief, and physical or emotional illnesses.

You can call about work-related issues: conflicts between co-workers, workplace safety or trauma related matters, or difficulties with a supervisory relationship. Our counselors can help you improve communication skills.

### **Is it really confidential?**

YES! The information you give to your counselor is confidential. The EAP will not release information to anyone, including your employer or family member, without your written consent. There are only a few exceptions: when individuals express intention to harm themselves or others, the counselor may be required to break confidentiality to assure the health and safety of all concerned. Counselors are mandated by law to report to the appropriate state authorities any information documenting child or elder abuse or neglect, or if there is an order by the court.

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### **What does it cost?**

There is no charge to employees or household members for **3 sessions** of telephone or face-to-face counseling. If longer-term treatment is needed, we will look to continue care within your health insurance. **800.451.1834**

### **How long will it take to get an appointment?**

Upon your initial call, an EAP counselor will conduct an initial assessment. If counseling is the next step, we will locate a provider within 3 business days.

### **What if I have an urgent issue?**

In case of emergency, we can be reached by phone 24 hours a day, 7 days a week.

### **How many times can I use the benefit?**

The benefit may be utilized on a “per issue” basis. You are eligible for 3 sessions of telephone or face-to-face counseling for each issue. When new issues arise, we encourage you to call us again.

### **What is the legal benefit?**

Employees and household members receive one free 30-minute office or telephone consultation per legal matter, excluding job-related legal issues. Employees also receive a 25% discount for additional services provided by a network attorney. Typical matters include divorce and child custody; car accidents; contractual and consumer disputes; real estate and landlord/tenant issues; and insurance disputes.

### **What is the financial benefit?**

Employees and household members receive one free telephone consultation per financial issue. Typical financial issues include credit card debt; financial planning; retirement consultation; college planning; and tax advice.

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## **I am a manager of an employee who could use help. What can I do to help the employee access EAP services?**

You can make a referral to the EAP. There are two types of referrals available:

The first is an **Informal EAP Referral** where you encourage the employee to access EAP services. You will **not** be notified by the EAP as to whether or not the employee has made contact with the EAP.

The second type is the **Formal EAP Referral**. In this referral, you inform the employee that you have called the EAP to formally refer them. You also let them know that you would like him/her to call the EAP and access services to address the behavioral issue(s) that you have discussed with him/her. When he/she calls the EAP, we will ask for their permission to inform you that they made contact with the EAP. Upon attending the initial EAP meeting, we will ask for their permission to inform you that they attended this meeting. No additional information would be disclosed.

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