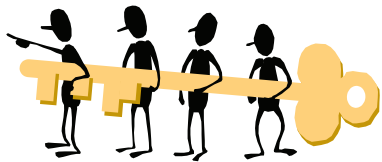


To Address Problems and Improve Your Quality of Life – Both On and Off the Job – the Employee Assistance Program Can Help . . .

Why does Dane County have an Employee Assistance Program (EAP)?

Just as all of us occasionally experience some physical illness or disability, most people also experience personal or emotional problems at some time in their lives. In many instances, individuals will resolve such problems independently. Sometimes, however, neither the efforts of the individual nor the family will resolve them, and they persist. Sometimes, problems can have a destructive effect upon health, families or jobs.

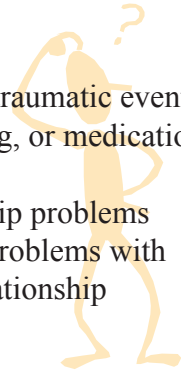
The EAP has been developed because we believe that it is in the best interest of our employees, their families and the county to help employees address such problems before they result in a serious negative impact on health, family life, or job performance.



What types of problems does the EAP address?

Here are some examples of the kinds of problems Dane County employees have addressed through EAP:

- Depression (including postpartum depression)
- Anxiety
- Concerns about a traumatic event
- Alcohol, other drug, or medication use/abuse
- Family/Relationship problems (marital worries, problems with children, other relationship problems)
- Job problems



How does the EAP work?

Participation in the EAP is totally voluntary. You or a member of your immediate family may recognize the need for help, or a job supervisor may offer the EAP when a job performance problem arises. Help via the EAP starts with a phone call.

For emergency situations,

call the Journey Mental Health Center's Emergency Services program at (608) 280-2600 (available 24 hours). When you call, please mention that you are calling from Dane County.

For non-emergency situations,

the first step is to contact the Employee Assistance Program Coordinator at the Clinical Assessment Program of the Journey Mental Health Center, Karen Smith, (608) 280-2644.

Karen or one of her colleagues will make every effort to return your call within 24-48 hours. Feel free to leave the best times for return calls.

Sometimes, questions and concerns can be sufficiently addressed through a phone conversation. However, it's also possible to schedule an appointment to talk over the situation face-to-face. The purpose of the phone contact and/or interview is to work out a plan of action to address the problem, and may include a referral to other resources.

What is the cost?

There is no cost for phone or face-to-face consultation. The program is free to county employees and members of their immediate families. Any further professional services recommended are the employee's responsibility, but are usually covered if you have health insurance.

Is the program confidential?

Yes. Because you contact the Clinical Assessment Unit (CAU) directly, there is never a need for anyone at work to know about your participation in the program without your permission.

About the Clinical Assessment Program

Since 1992, the Clinical Assessment Program has been the Employee Assistance Program provider for Dane County employees. It is a program of the Journey Mental Health Center. Staff at the CAU strive to provide high quality, helpful and hopeful screening interviews which recognize individual and family strengths, self-determination, dignity, and culture.

Location

CLINICAL ASSESSMENT PROGRAM
710 JOHN NOLEN DRIVE
MADISON WISCONSIN 53713-1422

(The office is housed in the two-story building right in front of the Sheraton Hotel.) **There is plenty of parking.**

Phone: (608) 280-2644
Contact: Karen Smith
Hours: M-Th: 8:00 a.m. - 4:45 p.m.
Fri: 8:00 a.m. - 4:30 p.m.

**24-HOUR MENTAL HEALTH
EMERGENCY PHONE SERVICE:
(608) 280-2600**

For further information about EAP, contact Sylvia Thornton, Human Resources Manager, Dane County Employee Relations at (608) 266-4649, or the Clinical Assessment Program.

UNUM, A Work-Life Balance Employee Assistance Program provided by Ceridian Corp. (800) 854-1446 ~ www.lifebalance.net or contact Amy Utzig, Employee Relations.

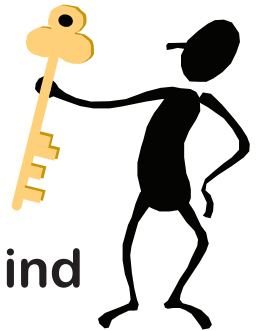
The Sheriff's Office only uses Heitzinger & Associates for their Employee Assistance Program (EAP).

Keys to Unlocking

Solutions

to Ease a

Worried Mind



For information, call
(608) 280-2644

**Your Dane County Employee
Assistance Program Provider**

Assessment and Referral Services

