

PASSPORT, a program of
Kirby Creative Clinical Solutions, LLC
3929 Old Lee Hwy; Unit 92-D
Fairfax, VA 22030
703-409-2571
Tax ID # 27-2924949

Program Components & Schedule:

The young adults in the PASSPORT Program will meet as a group on...

Mondays from 10 AM – 2 PM, Tuesdays from 10 AM – 2 PM and Fridays from 10 AM – 1 PM.

Parents of young adults will meet as a group every other Thursday from 6:45 PM – 8:00 PM.

Individual and family therapy will be available as needed and scheduled outside of these program hours.

Attendance, Absences and Cancellations:

The PASSPORT Program is a group-based therapy program. Attendance by each participant is important for the benefit of all. Therefore, clients enrolled in the PASSPORT Program are expected to attend all components of the program each week. This includes the bi-weekly Parent Support Group.

You are enrolling in a small program and your spot in the program is reserved specifically for you. Therefore, payment is required in full, despite planned or unplanned absences. However, there will be no charge for program cancellations due to holidays or inclement weather. In the event of inclement weather, you will be notified by text of any late start or cancellation.

Communication:

You are welcome to contact members of the PASSPORT Program team by email, phone or text. Please note that email communication is not guaranteed to be secure or confidential. If you choose to use email to communicate about clinical matters with any mental health provider, you do so at your own risk. PASSPORT team members will only use email to communicate with you if you have signed a written release acknowledging the associated risks.

Crisis:

The PASSPORT Program is not a 24-hour program with on-call emergency support. In a crisis, you should call your primary therapist first. If you cannot reach your therapist, you may try calling Heather Kirby, PASSPORT Program Clinical Coordinator, at 703-409-2571. If you cannot reach your therapist or Heather, you must call 911 or go to your nearest emergency hospital.

FEES –

There is a one-time fee of \$200 for the PASPORT Program Intake process which includes a client meeting, a parent meeting, consultation with the referring therapist and the processing of all paperwork.

The PASSPORT Program will cost \$225 per day (\$675 per week) and will cover all group therapy fees and the additional expenses associated with art, equine-assisted therapy, recreation and transportation.

Other associated fees include a bi-weekly Parent Support Group (\$50/each session); a weekly Treatment Team fee of \$25 and a \$100 monthly fee for a Family Treatment Review.

Per request, individual therapy, family therapy, phone consult and job support is available at an additional fee.

ONE-TIME FEE

\$200 Intake.. includes both parent meeting and client meeting... one-time fee

MONTHLY FEES

\$75/hr	Group (3 hrs/day)	\$225/day.... \$675/wk	\$2700/mo
\$50/ea	Parent Support Group..	bi-weekly	\$100/mo
\$25	Treatment Team Mtg	\$25/wk	\$100/mo
\$100/ea	Family Treatment Review	monthly	\$100/mo
			\$3000/mo

OPTIONAL EXTRA SUPPORTS AS NEEDED

\$125 Individual Tx..... as needed

\$150 Family Tx as needed

\$75 / hr Job support... as needed

\$20/15 min phone consult with family or outside providers (only applied when a call exceeds 14 mins)

Insurance:

KCCS does not participate directly with any individual insurance carriers, so private payment is required. An invoice for payment will be provided weekly with all insurance coding required for clients to submit for insurance reimbursement. Please note that in some cases, pre-authorization might be required by your insurance carrier in order to secure any reimbursement for the PASSPORT program. Also, note that insurance will not reimburse for missed sessions.

Payment:

Payment is expected at the beginning of each week. Each client in the PASSPORT Program will be required to have a credit card on file with KCCS. You may choose to have your credit card billed weekly for your convenience. If you prefer to pay weekly by check, your credit card will only be charged if a balance becomes past due. Checks should be made payable to KCCS. Services will be billed at the beginning of the week and an invoice provided at the end of the week. Because a spot in the group is being reserved specifically for you and cannot be filled in your absence, reimbursement for absences is not available.