

**Shepherds Recovery and Counseling Service Inc.**  
8915 S. Olie Avenue  
Oklahoma City, Ok 73139  
(405)-768-4024



**Program Services Structure**

# ***Snapshot***

## **Policy:- Overview**

(SRCS) agency is an Outpatient mental health program specializing in individual and family services to individuals and families residing the Oklahoma City metropolitan area. SRCS agency provides services to all age groups without regard to race, color, citizenship status, national origin, ancestry, religion, gender, age, physical or mental disability, physical handicap, marital status, or veteran status. Intake interviews are provided to all persons inquiring about services. Services are provided in the **office** and **home** environment and frequency of services are determined by the needs of the **persons served**, and **level of care**. SRCS agency has contract with **The Oklahoma Health Care Authority** to accept **sooner care** as a **payment resource**, and other **private insurance**. SRCS agency office is located at **8915 S. Olie Avenue, Oklahoma City, Ok 73139**; Appointments are set at the Client's convenience whenever possible. The **Executive Director** of SRCS agency may be reached at **405-768-4024**

## **Policy:- Office Space**

(SRCS) agency has 10 offices separate from the reception area to provide individual/Family/group counseling. Both offices have locks on their doors to ensure no interruptions to protect the privacy and confidentiality of the person served. **The agency** employs credentialed Clinician, whom are licensed or under supervision for licensure The Agency has contract with **The Oklahoma Health Care Authority to accept sooner** care insurance, and to bill services through this entity for payment of services

## **Policy:- Admission**

(SRCS) agency documents admissions of each Client on the Admission Log, the log are utilized document each person served beginning services with the Agency. This document will include referral date, Client name, date of birth, race, address, location, date of initial assessment, First visit and treatment plan

## **Policy:- Transition/Discharge**

SRCS agency documents **transitions/discharges** of each **Client** on the discharge log This log is utilized to document length of services, reasons for discharge, and to evaluate effective of their counseling

If services are deemed inappropriate, the person, family and/or referral source (with person's to be served consent) will be informed of the reason(s) and appropriate referrals will be made. The disposition shall be noted in writing in the screening form

