



Thursday, July 17, 2025

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Position Title HR/Administrative Assistant

Quarter Report Quarter 2 (April to June '25 - DUE by July 14th, 2025)

Select Contract Submitting Report for: Mental Health Sales Tax (MHST)

Contract Number: BC-RA-MHST-2025

Confirming that none of the information you share includes client-identifying details. Names, dates of birth, and Social Security numbers are all protected information and should not be submitted to this portal. Yes, I confirm.

Total Number of Clients (both duplicated/unduplicated number):

Number of Duplicated clients 672
Number of Unduplicated clients 1291

Narrative Summary Detailing Program Success:

All programs are at or near capacity with a waiting list.
We now have two daytime IOP's, one afternoon IOP, two evening IOP's, Weekend IOP and Spanish IOP.
All groups are at or near capacity another group will be formed soon.
We assisted 63 people with rental assistance, 33 were first time assistance and 30 were on their multiple time with assistance. We are averaging much higher than anticipated and will definitely have used all of our funds before years end.

Encountered Barriers:

The encountered barriers we have faced is that all programs are consistently full, making a waiting list a necessity. We need to hire another counselor to keep up with the flow and demand of patients.

Significant Changes to the Program:

No significant changes to the program at this time

Submission of current staffing model (Including vacant positions)

We currently have 1 counselor per IOP group and 4 counselors handling the weekly continuing care. We have 1 monthly monitor counselor. We have 1

Clinical Director and 1 Clinical Supervisor, 3 front desk support staff, 1 Administrator, 1 Admin Assistant and 3 counselors dedicated to Assessment/Intake only. We have hired a new counselor for our Spanish group who is in the training portion of her employment

Anything Else?

We had a high increase in patients this quarter!