VILLAGE OF LOMBARD REQUEST FOR BOARD OF TRUSTEES ACTION

For Inclusion on Board Agenda

X	Resolution or Ordinance Recommendations of Boa Other Business (Pink)			
TO:	PRESIDENT AND BOA	•		
FROM:	David A. Hulseberg, Vill	age Manager Læl		
DATE:	December 8, 2010	(B of T) Date: Decem	nber 16, 2010	
TITLE:	Social Services Position			
SUBMITTED BY:	Department of Communication	ty Development		
The Community Rela not to exceed \$28,000 staff's report. The Community Rela		services agency to perforence agency to perfore services agency to perform the services agency to perfore services agency agen		
	,			
Fiscal Impact/Funding	g Source:			
Review (as necessary) Village Attorney X Finance Director X Village Manager X	Daludi		Date Date Date Date 12/9/10 Manager's Office by 12:00 poon	

Wednesday, prior to the Agenda Distribution.

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TO:

David Hulseberg

Village Manager

FROM:

Joelyn Kott (XW

Communications Coordinator

DATE:

November 17, 2010

RE:

Community Relations Committee Recommendation

The Community Relations Committee respectfully submits the attached information to be considered by the Village Board in regard to social services for Village residents and employees.

After more than three years of research and analysis, the Community Relations Committee recommends funding no more than \$28,000 to contract with a social services agency to perform the tasks and services as outlined in the attached report.

Please place this item on the consent agenda for consideration and approval at the December 16, 2010 Board of Trustees meeting. If you have any questions, please feel free to contact me.

Thank you.

Attachment

1	•			



TO:

Trustee Laura Fitzpatrick

Community Relations Chair

FROM:

Joelyn Kott Mul

Communications Coordinator,

Community Relations Staff Liaison

DATE:

November 17, 2010

RE:

Social Services Position

The following is information that could be used as a guideline for a future social services position to provide social services to Village residents.

The Community Relations Committee is recommending a part-time, 20 hour per week position that would be included under the Village Manager's office. This position may be one individual or a contract agreement with a firm that would provide the same services as delivered by employees of the firm.

REQUESTED SERVICES

The services to Village residents (clients) that would be required of the social services position could include the following:

- 24/7 availability crisis counseling
- 15 minute response time for crisis calls
- 24 hour appointment window for new clients
- Counseling services including, but not limited to:
 - o Suicide counseling
 - o Domestic abuse referral/counseling
 - o Alcohol counseling
 - o Substance abuse counseling
 - o Stress reduction counseling
 - o Family/individual/group counseling
 - o Committals
- 24/7 availability of a clinical counselor
- Office hours on location at Village Hall or other municipal location as defined for drop in clients, questions or other available services.
- Provide quarterly reports of activity
- Case worker service matching client to outside resources.
- Provide one contact source for other governmental bodies.

BENEFITS

By adding a centralized social services position or contract position to the Village Manager's office, potential benefits include:

- Police officers would have access to provide referrals of the appropriate social services to residents via this position, allowing them to spend less time in this area and more time on the street performing their normal duties.
- Residents would be offered various services that are currently unavailable to them
 due to lack of education or information.
- The Lombard community and families would be strengthened through the services received.
- The social services may also be offered to employees in need, thus having a positive affect on morale, productivity and/or the employee's overall health. This could replace the Village's Employee Assistance Program, if appropriate. (See Exhibit A.)
- Fire Department personnel would have access to provide referrals of appropriate social services to residents that they come in contact with or are made aware of those who need special assistance not currently offered by the Village.

SKILL SET

- Experienced counselor with local contacts
- Licensed clinical Social Worker
- Extensive, complete and thorough knowledge of DuPage and Illinois social services agencies

COST SAVING ANALYSIS

Hiring a part-time staff position as opposed to a professional firm has both advantages and disadvantages. One prime benefit of hiring a firm is the overall knowledge, experience and greater availability of a counselor when necessary. The issue of liability would also have to be addressed for a part-time staff position as opposed to a professional company who would have its own insurance.

Some current areas that are addressed in the various departments that could be addressed under this program include:

COMMUNITY DEVELOPMENT—Code Enforcement Referrals

According to Joan Rogers, Code Enforcement currently refers people to Senior Services when it seems they need assistance in property maintenance, primarily for litter and weeds. "If we had a staff liaison, we would refer more. Often we are discouraged because those who need the most help refuse services from the county representatives. A more local person might be able to have more frequent contacts and eventually get the person to accept help. Currently we refer three or four per year."

FIRE DEPARTMENT—Invalid Assists

As prior information distributed to the Committee regarding invalid assists indicated, the Fire Department is called repeatedly to the same few households for help that may not be required of a firefighter/paramedic. It has been discussed that perhaps some of these calls could be referred to social service agencies and residents could be getting some other type of help to assist them where needed, not necessarily from a firefighter/paramedic.

The chart below indicates the number of and type of citizen assist responses the Fire Department logged in 2009.

Citizen Assist Responses

Responses	Information
54	55 y/o Resident with Multiple Sclerosis
27	49 y/o Resident with Multiple Sclerosis
16	76 y/o Resident with knee problems, spouse unable to lift
11	40 y/o Resident with Multiple Sclerosis
6	83 y/o Resident with Parkinson's, spouse unable to lift
6	82 y/o Resident with multiple medical problems, spouse unable to lift
6	84 y/o Resident with emphysema and dementia, spouse unable to lift
5	87 y/o Resident with no medical history, lives alone
5	Retirement Homes in town, assist staff with patient
4	79 y/o Resident with Arthritis, lives alone
4	92 y/o Resident with stroke history, spouse unable to assist
4	78 y/o Resident with hip surgery
3	75 y/o Resident, obese, spouse unable to lift
3	69 y/o Resident with Multiple Sclerosis, lives alone
3	92 y/o Resident with diabetes, hypertension and cardiac history
3	40 y/o Resident with Multiple Sclerosis

POLICE DEPARTMENT—See attached.

The Police Department proposed a similar program/position in 2000. Attached is the job description and additional information from that proposal.

Initial budget request will be \$28,000.

REFERENCE INFORMATION

During the research process, the Community Relations Committee gathered a great deal of information on agencies offering these types of services and municipalities already benefitting from providing these services to its residents. Two agencies offering social services with municipal experience are attached for your information. David Hahn & Associates (see Exhibit B) and Association for Individual Development, Victim Services (see Exhibit C) are two such examples.

RECOMMENDATION

The Community Relations Committee would like to recommend to the Village Board to budget no more than \$28,000 to contract with a social services agency to perform the tasks and services as outlined in this report.

Attachments



TO: Trustee Laura Fitzpatrick

Community Relations Chair

FROM: Joelyn M. Kott

Communications Coordinator

Staff Liaison

RE: EAP Program Costs

Today I spoke with Kathleen Dunne, the Village's Human Resources Administrator, about the employee EAP program and its costs, as requested by the Community Relations Committee.

Below is the information that was provided by Human Resources in regard to the services offered by the EAP:

Employee Assistance Programs Confidential Help for Personal and Family Issues

Personal problems can interfere with an employee's job performance. The Employee Assistance Program provides a confidential way for employers to help their employees with problems related to personal or family issues, workplace issues, mental health concerns or chemical dependency/substance abuse. Employers contract directly with the Behavioral Health Services of Central DuPage Hospital on a per-capita or per-use basis.

EAP Services

Counseling to address personal and family issues

Support and treatment for chemical dependency including alcohol abuse

Intervention services for individuals in crisis

Employer/employee consultation on work performance

Stress management

Staff training and development seminars

Conflict resolution

Stress debriefing after a critical incident

Assistance is available 24 hours a day.



Here is the cost to the Village for the program:

\$13/person for all full-time employees 266 employees receive this benefit

TOTAL COST: \$3,458

The above cost also includes two seminars per year for Village employees and participation in the Village's employee Wellness Fair.

Please let me know if there is any other information that you would like regarding this program.

C: Kathleen Dunne, Human Resources Administrator



TO:

Trustee Laura Fitzpatrick

Community Relations Chair

FROM:

Joelyn M. Kott

Communications Coordinator

Staff Liaison

RE:

David Hahn Information

Today I spoke with David Hahn of David Hahn & Associates to get the follow-up information requested by the Community Relations Committee. The following is a summary of what he offered in response to the information requested:

NUMBER OF ASSOCIATES

Mr. Hahn indicated that there are four associates, including him, who are all at the Master's degree education level. There is one secretary and occasionally an intern in the spring, who is either a Bachelor's Degree or Master's Degree level. He also contracts with a psychiatrist who specializes in adult and adolescents and uses this service as needed.

There is one staff member on call at all times and a back-up on call person. He indicated that this system worked for him for 20 years when he had Chicago as a client, with a much larger population base.

SAMPLE REPORT

A sample report is attached for your review.

Please let me know if there is any other information that you would like regarding this portion of the Social Services report.

Attachment



November 1, 2010

Village of Lombard

I have enclosed an intake form used for everyone seen, except in crisis intervention. The report is a monthly form given to the Chief.

Anything further, please contact me.

DSA

Thank you,

David B. Hahn.

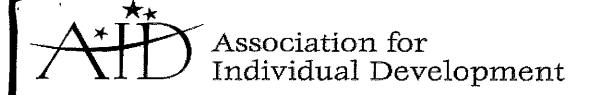
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ELEPHONE:	ST ANY MEDICATIONS	YOU ARE NOW USING,	EVEN IF OCCASIONALL	Y, AND FOR W			
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WE ANY OF YOUR RELATIVES Alcoholism Drug Dependency ON A DAILY BASIS: Cardiac Problems Mental/Emotional Diabetic Problems CONSENT TO TREATMENT reby give my consent to my clinician to provide evaluation, treatment and/or other services that we may mutually determine to be appropriate. I understand that HORIZON lavioral Services may receive records of my evaluation and/or treatment and that HBS Care Managers may review these records with my Clinician as part of its responsibility to lavioral Services may receive records of my evaluation and/or treatment and that HBS Care Managers may review these records with my Clinician as part of its responsibility to lavioral Services may review the records with my Clinician as part of its responsibility to lout my written consent, with the following exceptions: 1. Information necessary to authorize services for pay claims will be communicated to the insurer/claims payer when required. 2. If I discise information in the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 3. As mandated by state law. derstand that appointments missed or canceled less than 24 hours in advance will count as regular appointments against my benefits. For these appointments, I will esponsible for either the applicable EAP co-payment at the provider's HBS network fee for sessions not covered by the EAP. I understand that I will be financially consible for all charges not covered by my EAP or insurance Benefits.					Natu	re of Problem	
Alcoholism Drug Dependency ON A DAILY BASIS: Tea Drugs							
reby give my consent to my clinician to provide evaluation, treatment and/or other services that we may mutually determine to be appropriate. I understand that HORIZON navioral Services may receive records of my evaluation and/or treatment and that HBS Care Managers may review these records with my Clinician as part of its responsibility to rage my care. I further understand that these services are confidential and that HBS Care Managers may review these records with my Clinician as part of its responsibility to rage my care. I further understand that these services are confidential and that information about me will not be discussed or released to any one other than authorized HBS states that it is discussed or cauthorize services for pay claims will be communicated to the insurer/claims payer when required. 2. If I disclose information in the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 3. As mandated by state law. 3. As mandated by state law. 4. It is disclose information in the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 5. As mandated by state law. 6. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 7. As mandated by state law. 8. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 9. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 9. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 9. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 9. As a pointment of the course of evaluation or treatment which indicates clear and present danger to myself or a specific other. 9. As a pointment of the	Alcoholism Cardiac Problems	Drug Dependency Mental/Emotional	ON	A DAILY BASIS; Alcohol Coffee			
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I. <u>Identifying Information</u> YO	AME AND AUTHORIZATION # MUST N DU ON TREATMENT AUTHORIZATION	MATCH INFORMATION PROVIDI I FORM)	ED TO
Primary Client Name:	Fist	Authorization #:	
		Phone #: Home: (
		Work: (
		Date of Birth:	1 1
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Referral Source: - Self (Employee/Dependent ini - Company Referral for Perform	italed) ance Reasons (Assigned by HBS Case	Manager)	
Employee Name:	First		
Company:			
Location:			
		•	
Clinician Name:	Fist	Clinician SS#:	
II. Presenting Problems as Seen by Clinician	(Check All that Anniv)	Factor Ratings: Rate C	Client on Items below where
-	· · · · · · · · · · · · · · · · · · ·		4=Serious 5=Severe
☐ Stress ☐ Alcohol	☐ Suicide.		1 2 3 4 5
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☐ Interpersonal · ☐ PCP	☐ Career/Voc. 5. S	uicidal Ideation	
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☐ Family ☐ Sedatives ☐	l Health	History of Homicide A	ttempts?
☐ Child ☐ Tranquil	Ü Weight	History of Suicide Atte	
☐ Relationship ☐ Other	☐ Sieep	Prior Inpatient Hospita	· · · · · · · · · · · · · · · · · · ·
☐ Divorce	□ Pain	(Admission was for M	
•	□ Other	Current Psychotropic	— - ,
DSMIV DX:	Glob	al Assessment of Functioning	
IV. Estimated Number of Session to Re	ach Goals:		

Hann and Associates P.O. Box 7341 Villa Park, IL 60181 630.279-2791

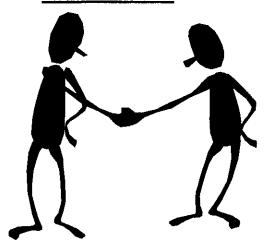
Date:		
To:	Chief Maya	
From:	Dave Hahn	
RE:	Social Service Program	
Total Cases	s:	
Crisis Calls	:	
Employees	seen during month:	
Juvenile Sta	ation Adjustment:	
Evaluation 8	& Referrals:	
# of Hours (Clinician In-house:	
# of Hours (Clinician used for Crisis Intervention:	
# of Hours is	n Ride Along/School/Roll Call/Seminars:	
Problems O	bserved:	
Respectfully	Submitted by,	
	•	
David B. Hal	hn	

	•				



VICTIMS SERVICES

We provide:



- Crisis Intervention
- Emotional Support
- Court Accompaniment
- Referrals for: Counseling

Support Groups

Shelter

Material Goods

- · Understanding more about the impact of crime
- · Connecting with local victim service providers
- Learning your legal rights and options
- Making a safety plan
- Accessing victim compensation
- Follow up services for fire victims

Assistance is available 24 hours/7 days a week/Bilingual available 630/966-9393 *Ask for "Victims Services"

Questions about the program?

Joanne Furnas/Director

email: jfurnas@the-association.org

630/966-4350



Victims Services Call-Out Scenarios/Services

Purpose of Victims Services: To assist distraught victims which allows Fire Personnel to concentrate on departmental tasks and less on the social/psychological needs of the victim(s).

<u>Fire:</u> Victims Services will respond directly to the scene, contact Red Cross and provide follow-up assistance the family.

Death:

Accidental Falls, Fire-Related, Vehicular

Homicide

Unexpected Heart attacks, Medical, SIDS

Suicide

Death Notification: Victims Services will give death notifications (even when family lives outside the City) and/or accompany the notifier(s) to assist the family in the grief/funeral process.

Serious Injury: Gunshot, Stabbing, Fire, Fall, Industrial Victims, etc.,

- At Home
- At Work
- Vehicular

Trauma: Any case involving trauma where you feel the person(s) could use assistance/advocacy- assaults, robbery (including work setting), etc.,

Debriefings: 1.) Employees 2.) Family Members 3.) Fire and Police Personnel

Case Management- Incidents involving non-life threatening requests.

Who would need Victims Services?

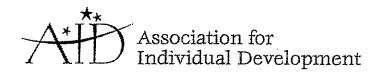
- Who discovered or observed the body?
- Witnessed the incident/accident?
- Is related to the deceased/injured party?
- Was a victim of a traumatic event?
- May be displaced due to fire?

How do I request Victims Services?

Call, or request dispatch to call, the 24-hour Crisis Line **966-9393**Ask for "Victims Services" which is available 24 hours, 7 days a week. **Questions about the program?** Call Joanne Furnas 966-4350

Email: jfurnas@the-association.org





November 8, 2010

Cost Comparison

Social Worker

Cost for ONE employee	Salary	Benefits*	Total Cost
Full-Time Social Worker (40 hrs)	\$73,000+	\$10,950	\$83,950
Part-Time Social Worker (20 hrs)	\$35,000	\$5,250	\$40,250

Victims Services

Cost for FOUR employees	Fee	Benefits**	Total Cost
24hr/7 day a week coverage	\$25,000	N/A	\$25,000

Other Financial Benefits of Victims Services:

- Frees up emergency personnel to respond to other incidents:
 - Assists "frequent" callers, lessening their need to call LPD
 - Family/Social incidents who are not in need of police intervention
 - Transportation of victims, family members
 - Await the arrival of outside agencies, ie., Red Cross
- No Cost Trainings & Critical Incident Stress Defusings/Debriefings:
 - Village of Lombard employees
 - Businesses, Neighborhoods, Religious Groups and Schools

^{* 15%} to include medical, certifications, equipment, insurance etc., (** Responsibility of AID)

⁺Social Worker Salary-Dupage (http://www.indeed.com/salary?q1=Police+Social+Worker&l1=60148)

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Victims Services Monthly Reporting Form Batavia Police Department JULY 2010

Service Month						z).	
Direct Service Hrs. this Month	9		5	ng Services	1	iction (Ren	2
# Resources/ Referrals	1	ervices are needed.	I	nd Family Counseli	1	urce for sexual add	1
# Clients	2	ation if follow up s	3	made to Tri City a	1	equested referral so	2
Notification By Whom	BPD Trover	hour contact inform	BPD Burkitt	ly couple. Referrals	BPD LaBarbara	n in a washroom. R	BPD
Incident Type BPD #	10-50 Car/Pedestrian	ven referrals and 24	Neighbors	putes between elder	Lewd Beh.	r videotaping wome	Domestic
VS Report #	570-003-11B	s contacted and giv	570-004-11B	re overhearing dis	570-006-11B	ding on subject fo	570-007-11B
Date Assigned	07-06-2010	Closed. Both victims contacted and given referrals and 24 hour contact information if follow up services are needed.	07-07-2010	Closed. Neighbors are overhearing disputes between elderly couple. Referrals made to Tri City and Family Counseling Services.	07-15-2010	Closed. Charges pending on subject for videotaping women in a washroom. Requested referral source for sexual addiction (Renz).	7-20-2010

	ε	ontact neg.	18		10		20	ounty. Assisted
Closed. Issue between adult mother and grandmother over 11 year old daughter. Referred to Prairie State Legal.	•	Closed. Thirty year old son with mental health issues doing physical damage to mom's property. Repeated attempts to contact neg.	1	Closed. Suicide of family member. Referral to Suicide Prevention Services.	3	Closed. Woman needing emergency housing. Referrals to Mutual Ground, Prairie State and Crisis Line.	4	rant out of DuPage C public aid, etc.,
	2		5		3		2	ected wanted on war elease with housing,
	BPD Burkitt		BPD Autenrieth		BPD Langston		BPD Langston	Open. Walk-in requesting assistance due to violent boyfriend Determined subjected wanted on warrant out of DuPage County. Assisted with contacting guardian for minor child. Extensive follow up upon subject's release with housing, public aid, etc.,
	Family 12600		Suicide 12873		Domestic 12993		Dom/WOW	
en adult mother and	570-011-11B	old son with menta	570-013-11B	amily member. Ref	570-014-11B	ding emergency ho	570-015-11B	esting assistance du rdian for minor chil
Closed, Issue betwe	7-26-2010	Closed. Thirty year	7-30-2010	Closed. Suicide of fi	7-31-2010	Closed. Woman nee	7-31-2010	Open. Walk-in requ with contacting gua

Incident:	2008	2009	2010-J	2010-F	2010-M	2010-Ap	2010-May
Assault	1	0					
Bank Robbery	0	0					1
Burglary	2	0					
Child Abuse	0	0					
Death/Traffic Fatality	8	2			1		
Death Threat	1	0					
Domestic/Family Issue	17	30	1	4	3	4	4
Elderly Concern	1	1					
Financial/ID Theft	0	4					
Fire	1	2					
Health Concern/Living Conditions	10	10					1
Kidnapping	0	1					
Lewd Behavior	0	0					
Neighbor Dispute	6	3				1	
Overdose	1	0					
Runaway(s)	0	1					
Sexual Harassment/Abuse	1	4					
Suicide/Suicide Attempt	12	7		1		1	1
Traffic Accident	0	0					
Training/Debriefing	4	3			3	1	1
Tylenol Case Follow Up	0	1					
Injury of Soldier							1
Well-Being			1	2	<u>.</u>		
	65	69					
Referral Source:							
Batavia Police Dept	54	57	1	6	5	6	4
Batavia Fire Dept	6	6	1	1	1	1	2
Batavia School District	0	2			1		1
City of Batavia	1	0					
Citizen	2	1					1
Crisis Line	1	2					
FBI	0	1					1
Suicide Prevention Services	1	0					
	65	69					

2010-June 2010-July 2010-Aug 2010-Sep 2010-Oct

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