

**Appendix A**  
**Writing Service Descriptions**

A Service Description should include the following information:

1. Purpose of program services.
2. Identification of clinical need.
3. Target population.
4. Link to case management. e.g. public mental health system, other child-serving systems, and primary care case manager.
5. Link to the educational system; if no link exists, explain why not.
6. Specific design of services: activities, intervention techniques, responsibilities of specific staff.
7. Staff qualifications, including specific training and licensing.
8. Designation of staff supervisors and their qualifications.
9. Designation of responsible party to monitor and assess proposed services.
10. For subcontracting agreement: name of subcontractor, nature of subcontract agreement, specific services to be rendered, supervision, staff qualifications.
11. Commitment to provide an individual treatment plan for each child for whom the proposed service is requested.
12. Identification of the unit of service and the cost of unit of service.
13. Evidence that the Service in question is consistent with all CASSP Principles, including commitment to cultural competence