



IMPORTANT INFORMATION FOR CITY EMPLOYEES ON MENTAL HEALTH SERVICES

The month of October recognizes several important campaigns designed to raise awareness of mental health and substance misuse issues including Mental Health Awareness Week, World Mental Health Day and National Depression Screening Day. In conjunction with THRIVE NYC, we want to remind employees of the robust and comprehensive mental health and substance misuse programs available to them as employees of the City of New York.

Tips for Self-Care

Your health is essential to your well-being. By intentionally taking steps to care for your physical, mental and emotional health, you can improve your quality of life and enhance your ability to manage the uncontrollable aspects of life. Self-Care is an active choice to engage in activities that can help you gain or maintain an optimal level of overall health. Self-Care routines are different for each person. Below are some ideas to get you started in developing your own self care plan.

Physical Self-Care

- Food: Eating well for regular meals can be difficult, but everyone should make sure they get adequate nutrition for each meal.
- Exercise: Exercise, even if it's just a quick walk at lunchtime, can help combat feelings of sadness or depression and prevent chronic health problems.
- Sleep: Although everyone has different needs, a reasonable guideline is that most people need between 7-10 hours of sleep per night.
- Health Care: Annual visits to the doctor and getting medical attention when you need it is

an important form of self-care.

Emotional Self-Care

- Social support: Joining social activities or spending time with friends and family can help to feel connected and supported.
- Journal: Keeping a journal is a good way to process emotions and address the problems you may face.
- Take up a hobby: Do a variety of activities for fun and stimulation, both with others and alone.
- Counseling: This could mean seeing a psychologist, a clinical social worker, therapist or certified peer specialist.

Spiritual Self-Care

- Meditation or relaxation exercises: Relaxation techniques or meditation can help keep your mind sharp and have the right attitude.
- Enjoy nature, music & art: Immersing yourself in nature or art can help to reduce stress and anxiety.
- Healing prayer: Regardless of your religion, or whether or not we have religion, many of us find prayer can help us feel more relaxed and connected to ourselves.
- Breathing exercises: Simple breathing exercises can help reduce blood pressure and heart rate.

Employee Assistance Program (EAP)

The City also offers employees and their dependents **free and confidential** services through a network of Employee Assistance Programs. The NYC EAP provides services to the City of New York non-uniform Mayoral agencies, NYC Department of Corrections, New York City Housing Authority and NYC Health + Hospitals. Employees who are not covered by the NYC EAP can receive services from either their agency or union EAP. A listing of the other EAPs is attached. Accessing these services is completely confidential and information will not be given to your employer or affect your job status.

NYC EAP covers more than just substance misuse. Some of their other key services include:

- **Mental Health**
- **Job Related Issues**
- **Family Issues**
- **Environmental/Situational Issues**
- **Substance Misuse**
- **Job Performance**

The NYC EAP, staffed by NYS licensed master level social workers and mental health counselors, can offer the following to city employees:

- Individual interviews to assess and evaluate the nature and scope of problems
- Assessment to study the effects of childhood trauma on an adult's mental and physical being, and to connect EAP clients with appropriate services
- Crisis counseling
- Referral to treatment and/or other problem-solving resources including integrated trauma-informed programs at top hospitals
- Periodic follow-up with employee and referral agency
- Visits to employees injured on the job to extend services to them and their family.

In addition, the NYC EAP provides services to City agencies, including worksite bereavement groups and informational seminars, supervisory training and consultation and psychological first aid when there is a traumatic event at the worksite or community.

Office Hours and Availability

The NYC EAP's office, located at 250 Broadway, 28th Floor, New York, is open Monday-Friday from 8 a.m. to 7 p.m. EAP counselors can be reached at (212) 306-7660. Phone interviews are available on Saturdays, from 10 a.m. to 6 p.m. In addition, the EAP has arranged with hospitals in each borough to have an EAP staff counselor on-site once a week until 7 p.m.

Health Plans

All health plans offered through the City provide extensive mental health and substance misuse coverage for both outpatient and inpatient treatment with very modest copays. All mental health benefits are provided at the same cost to the employee as the medical and hospital coverage in those plans. The table below details that coverage for the plans that cover most City employees.

PLAN/Service	<i>Mental Health/Substance Misuse Outpatient</i>	<i>Mental Health/Substance Misuse Inpatient</i>
EmblemHealth/CBP	\$0 copay: Preferred Providers \$15 copay: Participating Providers	\$300 copay per admit and \$750 max copay per calendar year
HIP HMO	\$0 copay: Preferred Providers \$10 copay: Prime Providers	\$100 copay pay per continuous confinement

City Employee Assistance Programs

Agency EAPs

Department of Sanitation

Employee Assistance Unit
212.437.4867

NYC Fire Department

Counseling Services Unit
212.570.1693

NYC Health + Hospitals

NYC Employee Assistance Program
(NYC EAP)
212.306.7660 or email eap@olr.nyc.gov

NYC Agencies (Non-Uniform)

NYC Employee Assistance Program
(NYC EAP)
212.306.7660 or email eap@olr.nyc.gov

NYC Housing Authority

NYC Employee Assistance Program
(NYC EAP)
212.306.7660 or email eap@olr.nyc.gov

NYC Police Department

Employee Assistance Program
646.610.6730
Counseling Unit

718.834.8816

Corrections Department

Care Unit

718.546.CARE (2273)

NYC Employee Assistance Program

(NYC EAP - Counseling Services)

212.306.7660 or email eap@olr.nyc.gov

NYC Police Organization Providing Peer

Assistance (POPPA)

212.298.9111

Union EAPs

DC 37 Health & Security

Personal Services Unit

212.815.1250

Unified Federation of Teachers

Member Assistance Program

212.701.9411

Resources

Alcoholism and Chemical Dependency

- New York City Department of Health at www.nyc.gov/html/doh
- Inter-group Association of Alcoholics Anonymous of NY (intergroup) at (212) 647-1680 or (212) 870-3400 or www.nyintergroup.org
- NYS Office of Alcoholism & Substance Abuse Services at www.oasas.ny.gov
- NIH National Institute on Drug Abuse at www.nida.gov
- SAMHSA National Clearinghouse for Alcohol and Drug Information at www.samhsa.gov
- Al-Anon Info Center at (800) 344-2666 or al-anon.org
- Narcotics Anonymous at (212) 929-6262

- Pills Anonymous at (212) 874-0700

Healthier Living

- Department of Health & Mental Hygiene - www.nyc.gov/health
- Stress Management - www.stresstips.com
- Mindtools - www.mindtools.com

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