

# **Westchester Area Trauma Recovery Network**

## **EMDR Humanitarian Assistance Program**

### **Instructions for Charting**

Each client chart must contain:

- Completed intake form
- Signed HIPAA form
- Consent for treatment form
- Consent for QI data use – *record if person declined to have their information in the study. Remind them that inclusion is completely voluntary and that they will receive the same treatment regardless of participation.*
- Consent Waiver Referral form – if person requires ongoing treatment
- Assessments – any and all given
- Record of date and length of each session
- Session notes
- Completed exit form

Please contact TRN Westchester upon completion of your case.

In the intake, be sure to assess for the following:

- Assess level of functioning prior to traumatic incident
- Medical or legal contraindications to therapy
- Drug / alcohol use and potential contraindications for treatment
- Life circumstances and safety concerns
- Complex trauma history and level of resolution