WESTCHESTER COUNTY TRAUMA RECOVERY NETWORK
EMDR HUMANITARIAN ASSISTANCE PROGRAM

INSTRUCTIONS FOR CLINICIANS – GETTING STARTED WITH A CLIENT

1. When you receive a referral from Westchester County TRN's Intake Coordinator, the **FIRST** thing the volunteer clinician should do is review the **TRN Therapist Volunteer Services Agreement (received when the volunteer joined TRN), specifically Pages 2-3, which identifies the Best Practice Recommendations For Pro Bono Clinical Treatment**.

2. The volunteer should contact the client and arrange an Intake appointment at the therapist's office or an alternate location that was agreed upon by the volunteer with the TRN Intake Coordinator at the time of referral. This Intake appointment should occur as soon as possible. If you are having any difficulty scheduling this appointment with the client, please contact the TRN Intake Coordinator at (914) 775-8446 for assistance.

3. Before the Intake session, the volunteer should prepare their packet of needed Intake forms and Assessment measures for the session (these can be obtained from the Members Section of the Westchester TRN website OR the therapist may use their own forms, OR a combination thereof). A client Chart should contain all case documentation, kept in accordance with HIPAA documentation and confidentiality requirements.

4. INTAKE SESSION

A. Give the client copies of "Common Responses to Trauma" and the TRN Brochure

B. Have the client fill out and/or sign:

1. Consent For Treatment (2 signed originals, one for client, one for Chart)
2. Privacy Practices (give to client) and Signature Page (2 Signed-1 for client and one for chart)
3. Client Information Sheet (1 copy-for chart)
4. Consents for Release of Information to coordinate with other treatment providers, where indicated. (2 signed copies -one for client, one for chart)

C. Some of the Intake information will be obtained by giving the Depression, DES, IES, and Self Care /Life Balance measures. Please obtain demographic data by asking directly. Other information (such as psychosis or intoxication, or ability to use Calm Place) you will obtain by observation and/or engaging in Calm Place or Four Elements exercises with the client.

D. Verbally complete the Assessment measures (Depression, DES, IES, Self Care/Life Balance) with the client (ask the questions as part of the Assessment interview).

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E. ASK FOR SYMPTOMS listed on the last page of the Intake Assessment and 0-10 Severity ratings.

5. <u>AT EVERY MEETING</u>

Fill in the POD Tracker. If you like, give another IES, and if clinically indicated, another Depression scale.

6. <u>AT THE FINAL MEETING</u>

A. Complete a final Depression measure
B. Complete a final IES
C. Update the Symptoms and Resolution on the last page of the Intake Assessment.
D. If the client requires a referral for continuing EMDR treatment, give the client the referral information for (3) EMDR clinicians in the client's area and if they need to use their insurance, refer to therapists who are in-network providers wherever possible.
E. If the client requires a referral for continuing EMDR treatment but expresses a request to continue EMDR with the volunteer therapist, the Volunteer must have the client sign the **<u>Treatment Waiver and Referral form</u>**. A discussion must occur between the therapist and the client whenever the client refuses a referral in order to continue treatment with the volunteer therapist so that the client understands that the volunteer is not recommending additional therapy to generate business for themselves or their group practice. The signed waiver documents the client's understanding of this**. Get <u>two</u> signed copies of the Waiver and Referral Form** and give one to the client and file the other in the client's chart.

7. <u>AFTER THE FINAL MEETING</u>

A. Complete all Exit Data on the last page of the Intake Assessment
B. Contact the **TRN Clinical Liaison at (914) 775-8446** to advise that Pro Bono treatment has ended so that we may be informed of case disposition. This is necessary so that we are able to contact the treating clinician to remind them to complete the post treatment follow up measures with the client in the future.