



Empowered Therapy Inc.  
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# SOPs:

# Clinical transition best practices for IOP/PHP/Hospitalization

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## Summary:

These are processes to follow when a current client is transferring into or out of a higher level of care (IOP/PHP/Hospitalization). Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

## Resources:

[lgarski@empoweredtherapy.org](mailto:lgarski@empoweredtherapy.org)

On-site clinical directors

## Supporting Client's Transfer *Into* Higher Level of Care

1. Have conversations in the session prior with the client about how the client is feeling about pausing outpatient sessions and beginning treatment in a higher level of care (this may not be applicable in cases of hospitalization).
2. Be sure to consult with your supervisor (if applicable) and your on-site clinical director prior to making the recommendation to a higher level of care.

3. Offer recommendation of having a Release of Information (ROI) on file for an Emergency Contact person; send ROI to client and upload to TherapyNotes once complete.
4. Explain to client that you will need an ROI from their IOP/PHP/Higher level of care institution in order to consult on client's behalf. If possible, ask client to complete ROI prior to their start in higher level of care. Let client know that the higher level of care institution will also require written consent to talk to any outside therapists.
5. Once client has begun treatment at a higher level of care, therapist should write and submit a termination note with "planned pause in treatment," indicating the client's higher level of care.

### Supporting Client's Transfer *Out Of* Higher Level of Care

1. Therapist will email the client to inquire about resuming sessions and consulting with the client's provider(s) within higher level of care institution.
  - a. If client does not respond, therapist should wait to reach out to IOP/PHP/Hospital and the termination note will remain in place.
  - b. If client responds and wants to resume sessions, therapist will confirm day/time of their next scheduled session and share that therapist will attempt to consult with provider(s) prior to the next session.
2. Therapist will attempt to consult with provider(s) at client's higher level of care before client resumes sessions (see above for steps to ensure ROI with written consent is on file before consultations begin).
  - a. Document any consultations as Contact Note.
3. Client should only resume with sessions at Empowered once participation in higher level of care is complete.
  - a. Discharge paperwork should either already be sent to Empowered or should be en route to Empowered.
4. Therapist should consult with their on-site clinical director and supervisor for at least 1 meeting prior to client resuming treatment and for at least 1 meeting following the resuming of out-patient treatment.