

Empowered Therapy Inc. 3/7/2023

SOPs:

Clinician Steps to draft a Letter of Support

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Summary:

These are processes to follow when a client requests a letter of support. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director. If the client in question is a law student, please refer to the <u>SOPs</u>: <u>Clinician Steps to draft a UICLaw Accommodation Letter</u>.

Resources:

mnewman@empoweredtherapy.org

lgarski@empoweredtherapy.org

On-site clinical directors

Template for a Letter of Support

SOP: Clinician Steps to refer clients for Psychological Testing

Current Clients who are not UICLaw Students:

- 1. When a current client requests a letter of support, make sure to clarify with them what this letter can and cannot attest to.
 - a. The letter **can** attest to diagnosis, current symptoms, and prescribed length of treatment. It can even attest to ways that you, the clinician, have seen said

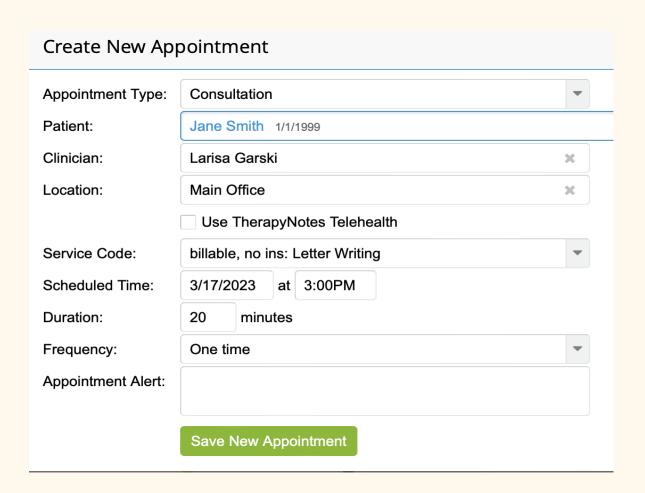
- clinical symptoms impacting the student's behavior in session and offer a judgment as to how this might be impacting them in school
- b. The letter *cannot* attest to the results of psychological testing and assessment.
- 2. Once the client understands these distinctions, you should ask them how they wish to proceed.
 - a. If they wish to pursue psychological testing, please follow the steps on the <u>SOP</u>: Clinician Steps to refer clients for Psychological Testing.
 - b. If they want you to write a letter of support, use the <u>template for a letter of support</u> and review the letter writing fee of \$50 with the student.
- 3. If the client would like to send this letter of support to a specific third party entity such as a professor or department, you must complete the necessary Release of Information form (ROI) with the client. Otherwise, you can simply release the letter to the client.
- 4. Be sure to upload and save a copy of this note in the client's Therapy Notes chart under the "Documents" section:



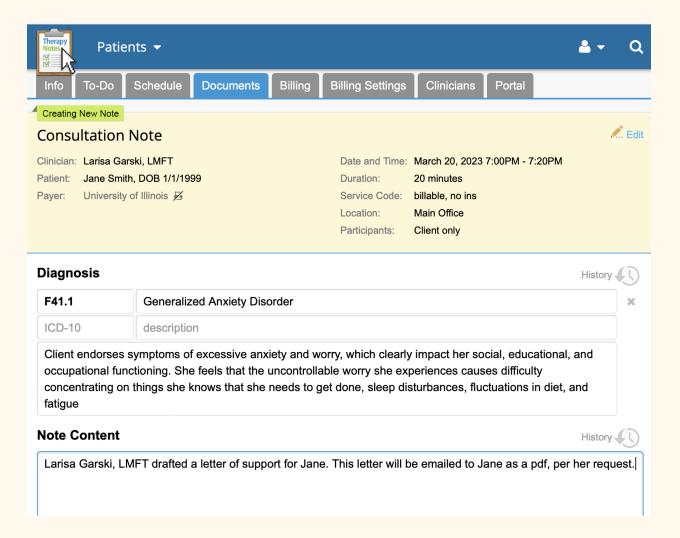
Billing for a Letter of Support:

- 1. Remember that you will bill for this letter. The standard rate for a letter of support is \$50.
 - a. Sliding scale rates are available based on financial need and should be discussed with your supervisor, if applicable, and the Chief of Clinical Staff).

2. On the date you plan to draft this letter, be sure to schedule it on your Therapy Notes calendar:



3. Be sure to draft the corresponding note:



- 4. You will then track this letter of support in Gusto using the job title, "Letter"
 - a. You will be compensated \$25. If you have any questions, please email Precious Benson, Payroll Manager, and Larisa Garski, Chief of Clinical Staff.

New Clients:

- 1. When a brand new-to-you client requests a letter of accommodation, explain to them that it takes at least 1 month of weekly sessions or 2 months of every-other-week sessions for you to have enough clinical data to write such a letter.
- 2. If the new client explains that they want an accommodation letter, explain that psychological testing with Dr. Ross Newman might be a better fit for them.

3. Use the steps on the <u>SOP: Clinician Steps to refer clients for Psychological Testing</u> to make an appropriate referral.