



Empowered Therapy Inc.
3/7/2023

SOPs:

Clinician Steps to draft a UICLaw Accommodation Letter

By: L.Burke L.Garski E Buettner M. Gray

Summary:

These are processes to follow when a UICLaw student client requests an accommodation letter. When a student asks for such a letter, it is important to help them understand that while you can write a letter that attests to their diagnosis, current symptoms, and prescribed length of treatment, this letter does not guarantee them academic accommodations in Law School nor does it guarantee them accommodations on the bar exam. It might be best for you and the client to think of the letter you can write as a letter of support (though the client will likely continue to use the language of “accommodation letter.”). **Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.**

Resources:

mnewman@empoweredtherapy.org

lgarski@empoweredtherapy.org

On-site clinical directors

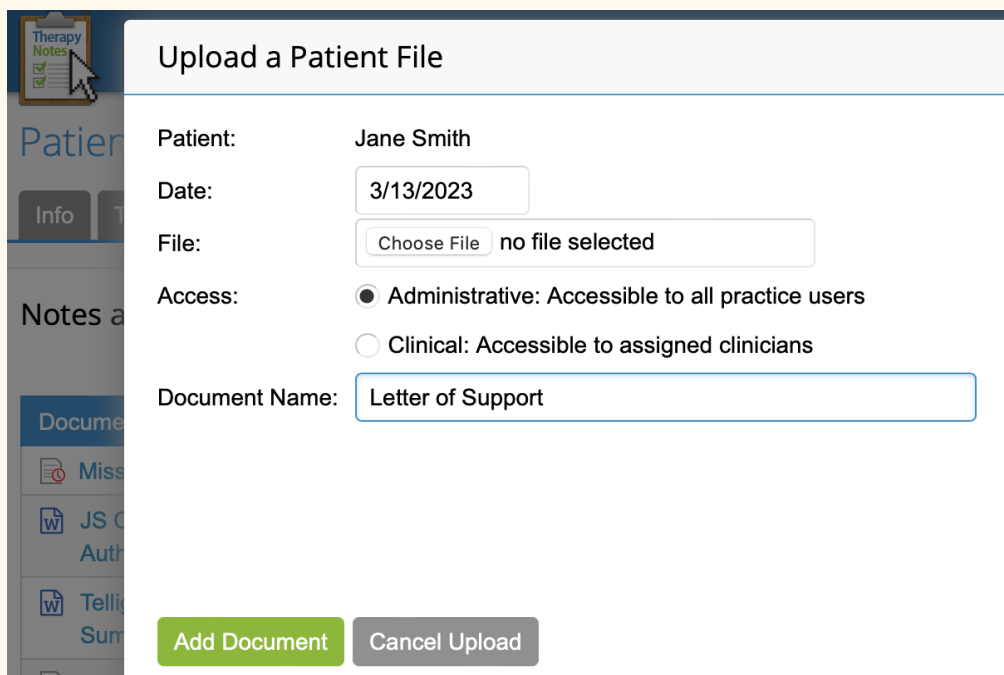
[UIC Folder](#)

[Template for a Letter of Support](#)

[SOP: Clinician Steps to refer clients for Psychological Testing](#)

Current UIC Campus Care Clients:

1. When a current client requests a letter of accommodation, 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. Nor can this letter be used to guarantee them accommodations on the bar exam.
2. Once the student 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 [SOP: Clinician Steps to refer clients for Psychological Testing](#).
 - b. If they want you to write an accommodation letter, use the [template for a letter of support](#) and review the letter writing fee of \$50 with the student.
 - i. If you are currently under supervision, you must review this letter with your supervisor in supervision prior to drafting the letter. You must also review the final draft with your supervisor and have them sign-off on the letter.
3. If the client would like to send this letter of support to a specific 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:



The screenshot shows a web application interface for uploading a patient file. The form is titled "Upload a Patient File" and is set against a light blue background. On the left, a sidebar contains a "Therapy Notes" icon, a "Patient" header, and a list of document thumbnails including "Miss", "JS C", "Auth", and "Telli". The main form area contains the following fields:

- Patient:** Jane Smith
- Date:** 3/13/2023
- File:** A button labeled "Choose File" and the text "no file selected".
- Access:** Two radio button options: "Administrative: Accessible to all practice users" (selected) and "Clinical: Accessible to assigned clinicians".
- Document Name:** Letter of Support

At the bottom of the form, there are two buttons: a green "Add Document" button and a grey "Cancel Upload" button.

Billing for a UICLaw 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:

Create New Appointment

Appointment Type: Consultation

Patient: Jane Smith 1/1/1999

Clinician: Larisa Garski

Location: Main Office

Use TherapyNotes Telehealth

Service Code: billable, no ins: Letter Writing

Scheduled Time: 3/17/2023 at 3:00PM

Duration: 20 minutes

Frequency: One time

Appointment Alert:

[Save New Appointment](#)

3. Be sure to draft the corresponding note:

Therapy Notes
Patients ▾
👤 ▾
🔍

Consultation Note ✎ E

Clinician: Larisa Garski, LMFT	Date and Time: March 13, 2023 7:00PM - 7:20PM
Patient: Jane Smith, DOB 1/1/1999	Duration: 20 minutes
Payer: University of Illinois	Service Code: billable, no ins
	Location: Main Office
	Participants: Client only

Diagnosis History ↻

F41.1	Generalized Anxiety Disorder
ICD-10	description

Client endorses symptoms of excessive anxiety and worry, which clearly impact her social, educational, and occupational functioning. She feels that the uncontrollable worry she experiences causes difficulty concentrating on things she knows that she needs to get done, sleep disturbances, fluctuations in diet, and fatigue

Note Content History ↻

Larisa Garski, LMFT drafted a letter of support for UICLaw student, Jane Smith. The letter will be emailed as a pdf to Jane, per her request. |

Sign this Form: I, Larisa Garski, LMFT, Licensed Marriage and Family Therapist, declare this information to be accurate and complete.

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 UIC Campus Care 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 [SOP: Clinician Steps to refer clients for Psychological Testing](#) to make an appropriate referral.