

WCSP PSYCHOTHERAPY SERVICE MANUAL

Westchester Center for the Study of Psychoanalysis and Psychotherapy
1889 Palmer Avenue, Suite 6
Larchmont, New York 10538

(914) 997-7500
assistant@wcspp.org

Revised 8/2022

PURPOSE

The Psychotherapy Service (PS) of WCSPP is committed to offering high quality psychoanalytic treatment to the public on a sliding scale basis. WCSPP candidates provide the treatment. If training patients are not available, candidates are encouraged to convert patients from their own practice to the Psychotherapy Service.

CANDIDATE RESPONSIBILITIES

State Certification and Malpractice Insurance

Each candidate must have their state certification (license and registration) and malpractice insurance on file with the WCSPP Administrator. In order for candidates to continue to see patients, updated copies of malpractice insurance must be forwarded each year. Similarly, a copy of the state registration must be sent to the WCSPP Administrator at each renewal.

Supervision

Each candidate must have a Supervisor in place before they can accept a training case.

Communication with Psychotherapy Service Directors

Each candidate must inform the PS Directors when they are ready to take a case. When the candidate is ready for a second case, they must inform the Directors in a timely manner.

Office and Phone

Prior to their receiving a treatment case, each candidate must have a designated office space to be used to see PS patients virtually or in person. For legal reasons, this space cannot be located at their place of outside employment. A telephone number with a professional message, appropriate voicemail or answering machine is also required. This telephone number cannot be the one used at the candidate's place of outside employment.

PROCEDURES FOR PSYCHOTHERAPY REFERRALS

The Application Process

Prospective patients contact the PS by phone or directly emailing their applications, which can be found at wcspp.org. Patients complete their applications and email them to the WCSPP Administrator, assistant@wcspp.org. The Administrator forwards the application to the PS Directors. The Directors then call the applicant and conduct a screening interview.

If the Directors decide that this is a potential training case, the case will be assigned to a candidate. A Director will speak with the candidate, provide them information obtained from the screening interview, and send them the application.

The candidate sends the application to their Supervisor. The candidate and Supervisor meet to discuss the case, including discussion regarding the fee. Setting the fee is a clinical issue and should be given significant attention.

If the Supervisor agrees that this is an appropriate training case, the candidate must contact the patient as soon as possible to set up an initial session.

The candidate must also inform the PS Directors whether or not this case will work out.

Screening Process by Candidate

The candidate is required to discuss the patient in supervision prior to contacting the patient and during the process of the initial interviews.

Initial Screening Interviews

The candidate is expected to utilize the initial interviews to evaluate the patient's commitment to psychoanalysis/psychotherapy, to develop an understanding of the process, to identify major therapeutic issues, and to discuss setting of the frame and the fee.

Fee for Initial Screening Interviews

The Psychotherapy Service fee for the screening(s) is a one time fee of \$60.00.

This fee must be collected at the time of the screening whether or not the patient continues treatment.

Number of Screening sessions

Advanced Psychoanalytic, Foundations of Psychodynamic Psychotherapy, and Couples Therapy Programs: one to two sessions

Child, Adolescent, and Parent Psychotherapy Program: one to three sessions

Setting a Fee for Ongoing Treatment

A full discussion of clinical issues pertaining to fee setting must take place between Supervisor and candidate before a fee is set. The two together will determine the appropriate fee for the specific patient. Please refer to the PS Fee Guide listed under WCSPP Forms on wcspp.org.

Factors to take into consideration when adjusting or modifying these income guides include total family income, family size, divorce and child support, recent illness, loss of employment.

There may be special circumstances that necessitate a fee being lower than \$30/session. This must be carefully assessed and approved by the supervisor.

The Psychotherapy Service is not a Medicaid or Medicare provider.

The Psychotherapy Service does not participate in insurance/managed care companies.

TREATMENT BEGINS

For All Programs:

The **Screening Report** form is sent to the WCSPP Administrator at the start of treatment. The Supervisor's signature is required.

Advanced Psychoanalytic Training Program

The patient is to be seen a minimum of twice weekly; the Supervisor must approve any deviation. If poor attendance persists, the Program Director(s) must be consulted.

Foundations of Psychodynamic Psychotherapy Training Program

The patient is to be seen a minimum of once weekly; the Supervisor must approve any deviation from this schedule. If poor attendance persists, the Program Director(s) must be consulted.

Child, Adolescent, and Parent Psychotherapy Training Program

The patient is to be seen a minimum of once weekly; the Supervisor must approve any deviation from this schedule. If poor attendance persists, the Program Director(s) must be consulted.

Couples Therapy Training Program

It is strongly recommended that a couple being seen for training purposes be seen once a week for at least the first eight weeks of the treatment. If more than one couple is used to meet the supervisory requirement, each couple must be seen for at least 8 sessions to qualify. The Supervisor must approve any deviation from this schedule. If poor attendance persists, the Program Director(s) must be consulted.

Transferring a Patient into the Psychotherapy Service from Candidate's Private Practice

The case must be reviewed with the Supervisor regarding its appropriateness as a training case. Once it is approved by the Supervisor, the candidate must notify the PS Directors. The

candidate also informs their prospective patient to complete an application to the PS requesting that therapist. Once the application is received, the candidate will be informed by a PS Director that they can proceed.

The **Screening Report** form must be completed, but the normal screening fee is waived. All other fee and record requirements need to be followed.

Ongoing Paperwork

All required forms can be found on the WCSPP website. Go to Member Login (password: member) and locate Forms and Documents for your training program. All forms, reports, and records must be sent to WCSPP Administrator, assistant@wcspp.org, and candidates must maintain copies. Most forms indicate when and to whom they are to be sent, and patient initials are used for patient privacy.

Any questions regarding paperwork and these forms should be directed to the WCSPP Administrator.

SUMMARY OF THE FORMS TO BE USED:

- **Screening Report** (summarizes reason for treatment and notifies bookkeeper)
The Screening Report is completed by the candidate immediately after initial screening interviews are conducted by candidate and is sent to Supervisor for signature. Supervisor signs and forwards to Administrator. Administrator files in patient file, establishes patient and fee information with the WCSPP bookkeeper, and forwards to Psychotherapy Service Directors.
- **Monthly Billing Form** (candidate invoices patient)
This document serves as the candidate's WCSPP "letterhead" to invoice PS patients. Directions for patient payment of fees, which are paid to WCSPP, not the candidate, are indicated on the form. Patients may submit payment by credit or debit card on the WCSPP website, or they may mail the form and check to Administrator at the office.

Candidate should complete a form each month and send it to the patient. In a separate email, in order to protect the patient's email address from being seen within WCSPP, the candidate should forward the Monthly Billing Form to the Supervisor and Administrator. The Administrator will file a copy and notify the WCSPP bookkeeper of confirmed dates of service and fees.

While there is a space to indicate outstanding balance due from the previous month, it is expected that patients pay in full on a regular basis. Cash payments may not be accepted by the therapist. Program Directors will receive monthly reports from the bookkeeper about dates of service and fees collected and outstanding.

- **Treatment Progress Reports** (candidate assesses the progress of the patient)

Due at the 20th and at the 40th supervisory sessions (Couples program – 15th and 30th sessions). Completed by candidate and sent to Supervisor for signature. Supervisor signs and forwards to Administrator. Administrator files in candidate file and forwards to Program Director(s).

- **Supervisory Evaluations** (supervisor assesses the progress of the candidate)

Due at the 20th and at the 40th supervisory sessions (Couples program – 15th and 30th sessions). Supervisor completes and sends to candidate. Candidate signs and forwards to Administrator. Administrator files in candidate file and forwards to Program Director(s).

- **Termination Summary** (notification that treatment has ended)

Completed by candidate within 14 days of termination of treatment. Sent to Supervisor for signature. Supervisor signs and forwards to Administrator. Administrator files in patient file and forwards to Program Director(s), Psychotherapy Service Directors and bookkeeper. It is expected that patient fees are paid in full when treatment ends. If any outstanding balance remains, the form includes instructions to notify the Program Director(s).

Problems with Paperwork and Collection of Fees

The non-payment of fees and absence of paperwork have both clinical and administrative implications. If there is a problem collecting fees, supervisors must be consulted. Please be aware that the Institute must be in compliance with regulations governing the conduct of the Psychotherapy Service.

The handling of patient fees and the management of paperwork relating to treatment cases are essential aspects of psychoanalytic training. The give and take of money between patient and candidate (who, during training, collects payment for the Institute) is as significant and meaningful to what is explored within supervision as any other dynamic treatment topic. Fee collection and paperwork are expected to be handled in a timely and professional manner—issues complicating the handling of these are to be explored and managed within the supervisory relationship.

ALL CANDIDATES MUST FOLLOW CRISIS CASE MANAGEMENT OF TRAINING CASES

At any time a patient may be at risk, the therapist should immediately report this to the Supervisor, who will review with the candidate the steps to be taken.

The steps include:

An assessment of risk and determination if the patient needs immediate admission to a hospital.

If not, the **plan** will combine the following:

- Regular contact with the patient during a crisis
- Additional sessions and/or phone contact, as it is necessary
- Working with the patient to develop a support network
- A plan of activities during the critical period

The patient should be instructed to call 911 if they cannot reach the therapist and do not feel safe.

Family of the patient may need to be involved to provide supervision of the patient.

The therapist will report regularly thereafter to the Supervisor regarding updates on the patient's condition.

Should the Supervisor be unavailable, the candidate is to call the mentor. If the mentor is unavailable, the candidate is to call the Program Director. Should all the above be unavailable, the candidate should call a member of their Program's Faculty.

Psychiatric Care

Currently, the PS does not have an affiliated consulting psychiatrist nor psychiatric nurse practitioner. The candidate must discuss any need for a psychiatric consultation with their Supervisor and help the patient take responsibility for scheduling a psychiatric consult as a potential condition of continued treatment.

LEGAL RESPONSIBILITIES

Testimony of WCSPP therapists at legal proceedings

It is the policy of WCSPP that its affiliated therapists will not voluntarily give testimony at legal depositions or trials involving WCSPP patients.

However, under legal compulsion, that is when a subpoena from the court has been received, WCSPP therapists will comply with legal process. Program director has to be notified within 24 hours if a candidate receives a subpoena.

If legally compelled to appear at a deposition, trial or other legal proceeding, WCSPP therapists will function only as fact witnesses and not as expert witnesses. The program director should be notified within 24 hours if candidate is to testify.

TERMINATION OF TREATMENT

Candidates are required to continue treatment with their Psychotherapy Service patients (as per the ethical standards of their profession). Upon completion of the WCSPP training requirements, a candidate is expected to transfer the Psychotherapy Service patient(s) to the candidate's private practice. If the transfer is not possible, a referral is to be made by the candidate, with adequate follow up to assure that there has been continuity of care. The disposition of the case upon termination from the Psychotherapy Service is to be noted on the **Termination Summary** form.

I have read the Psychotherapy Service Manual and I understand the requirements that are specified in the Manual.

Signature of Candidate

Date

**This form is to be emailed to:
WCSP Administrator
assistant@wcspp.org**