

MIT ADMIN PROCESSES & INFORMATION

- **EMAIL USAGE**
- **SCREENING / WELL-BEING QUESTIONNAIRES**
- **CLIENT FORMULATION**
- **CLIENT REGISTER**
- **INVOICES**

EMAIL USAGE

GENERAL, PRIVATE & CONFIDENTIAL, FINANCE



GENERAL

Email: hello@mabadilikotherapy.com

- This is the email you will be communicated from most of the time
- You will receive cc'd client therapy confirmation emails from this account
- Most MIT referrals and general enquiries come through to this email account
- Both Beverley and Claudette have access to this email
- You do not need to cc any of the other MIT email address



PRIVATE AND CONFIDENTIAL

- For your personal information (starter docs, insurance and membership renewals etc)
- Your personal communications with Beverley (sickness, crises leave, complaints or concerns etc)
- Any safeguarding concerns regarding your clients
- Client formulations
- Client consultation notes
- Supervision enquires
- Email: beverley@mabadilikotherapy.com



FINANCE

- Invoices
- Client register
- Room hire enquiries
- Do not cc the finance email into any correspondence with clients. The finance email is strictly for non-client matters
- Email: finance@mabadilikotherapy.com



SCREENING / WELL-BEING QUESTIONNAIRES.

CORE 10. PHQ 9. CTS-5.26



MIT SCREENING / WELL-BEING QUESTIONNAIRES

- CORE 10 screens for general / overall clinical distress.
- PHQ 9 screens for depression
- CTS-5.26 screens for complex PTSD symptoms (this questionnaire is unique to MIT)

Links for screening / well-being questionnaires

CORE 10 = <https://forms.gle/Gy6XoR2ayGjjmLmu9>

PHQ 9 = <https://forms.gle/HU65vaiCVSFsCk137>

CTS-5.26 = <https://forms.gle/V5bsbwG61pPZmxMQ6>



LAMBETH SCREENING / WELL-BEING QUESTIONNAIRES

- These links are different for Lambeth clients
- When you are allocated a Lambeth client the links will be included in the email sent to you that will include their referral form and referral screening
- Screenings should be reviewed every 4 sessions (session 4, 8, 12, 16)
- Lambeth clients are allocated 16 sessions



SCREENING / WELL-BEING QUESTIONNAIRES

- All 3 screenings are unreliable in isolation (someone might score low on the CORE 10, present with no depression symptoms but still moderately symptomatic with trauma symptoms)
- Use the client's trauma symptomatic experiences to guide your work – Consider the tri phasic trauma model (grounding and stabilization, processing, re-integration)
- All MIT clients are allocated up to 36 sessions – Screenings are to be reviewed every 6 sessions
- You will need to prompt the client to complete at the right time and send them the link
- Screening can be completed in-between the 5th and 6th session independently by the client or during the 6th session etc
- You will be sent PDF copies of the completed forms from the office when received
- The outcomes need to be logged on your client formulation and tracked to monitor progress



CLIENT FORMULATION

ONE FOR EACH CLIENT



CLIENT FORMULATION

- This is for your organizational notes
- The formulation is broken down into sections according to the four pillars (culture, ethnicity, identity and spirituality), and additional considerations
- Use the section headings to make it easier to identify which parts of the clients narrative fit where
- Every client should have their own formulation sheet, entries for each session should be dated
- Use short sentences



CLIENT FORMULATION

- The formulations must be kept up to date and ready for presenting in Supervision (Beverley will be facilitating Supervision for the time being)
- If spirituality for example doesn't come up in a particular session, insert (not discussed). If something related to spirituality comes up for you although not necessarily discussed with the client, insert this into the counter-transference section
- Watch out for implicit / indirect communication – sometimes clients might indirectly mention racialised experiences - For example, they might mention skin bleaching or not feeling 'black' enough, this would be relevant to insert into the identity section and highlight racial identity
- Avoid identifying direct quotes from the client by using speech marks
- Email to: Beverley@mabadilikotherapy.com



CLIENT REGISTER

FOR ATTENDED AND MISSED SESSIONS



CLIENT REGISTER

- This is the log for all your sessions for every client in one document
- Use client code to identify each client
- Client register **must not** include any clinical notes
- Include missed/cancelled sessions, your sickness and/or leave
- Session dates must align with client formulation and invoice
- Add **LAMBETH** with the client code for Lambeth clients
- Client register to be submitted with invoice
- Email to: finance@mabadilikotherapy.com



INVOICES

SUBMIT ASAP TO AVOID DELAYS



INVOICES

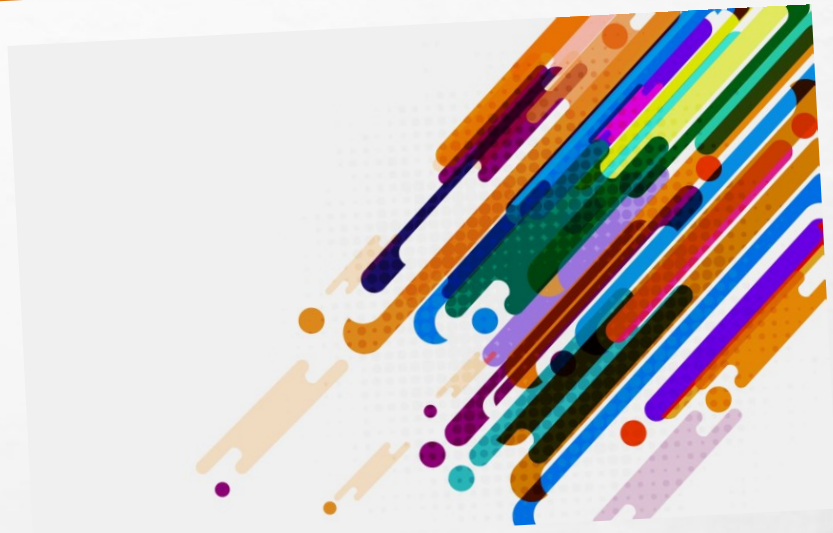
- To be submitted monthly on your last working day of the month (if you only work Fridays and your last working day is Friday 27th Jan, do not wait until Tues 31st to submit your invoice – send as soon as possible)
- Use client code to identify each client with session dates
- Include missed/cancelled sessions, your sickness and/or leave
- Indicate advance cancellations with (–)
- Late cancellations (within 48 hours) or DNA's can be invoiced at a rate of 25% (£8.75)
- Session dates must align with client formulation and register
- Add **LAMBETH** with the client code for Lambeth clients
- Client invoice to be submitted with client register
- Email to: finance@mabadilikotherapy.com





M.I.T

Mabadiliko
Intercultural Therapy



THANK YOU

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO ASK!

