



CONSULTATION  
CENTER

THE INSTITUTE  
FOR  
EXPRESSIVE  
ANALYSIS



## TABLE OF CONTENTS

Section I: Affiliation with IEA CC	2
Section II: Treatment Standards	6
IEA CC Required Reports	8
Supervision	9
Section III: Legal Issues and Clinical Emergencies	10
Contact	11

*The IEA Consultation Center for Psychotherapy (IEA CC) aims to offer affordable psychotherapy and psychoanalysis to the community while providing clinical experience for candidates at the institute. Most of IEA CC patients are treated by candidates at the institute, under the supervision of IEA CC approved supervisors. Some are treated by Licensed Psychoanalyst members of IEA.*

*Affiliation with IEA CC is discussed in the first section of the manual. Later sections inform you of various clinical procedures and standard services of IEA CC.*

*All treatment of IEA CC patients must adhere to state and federal law and must accord with the IEA Training Institute's Code of Ethics located on the NAAP website, <http://naap.org/website/code-of-ethics> and the Office of the Professions, <http://naap.org/website/code-of-ethics>.*

*Please keep this manual for the duration of your training. You will receive any changes in writing.*

*This manual applies to all IEA Candidates/Members who are affiliated with IEA CC. However, you will find that there are some differing procedures for candidates who are seeking the NYS license in psychoanalysis and those who already hold licenses that include psychoanalysis in the scope of practice (LCSW, MD, Lic. Psychologists, RN).*

*This manual and other IEA materials will refer to "Track II -license-seeking-" or "Track I - licensed." If you hold a license and additionally are pursuing the license in psychoanalysis, you fall into the category of "Track II- license-seeking," regardless of the license you hold. "Track I- licensed" refers only to those licenses listed above that list psychoanalysis in their scope of practice. All Track II candidates' cases are the legal responsibility of their supervisors.*

## SECTION I: AFFILIATION WITH IEA CC

### ELIGIBILITY:

You are eligible to affiliate with IEA CC after you successfully complete eight courses of the foundation level of training and completed a minimum of one year two times per week analysis with IEA approved psychoanalyst. To initiate affiliation, please schedule an appointment with the Director of IEA CC, Gail Elkin-Scott, to further discuss your interest/ experience/ responsibilities in becoming affiliated with the IEA CC.

IEA CC Director: Gail Elkin-Scott  
consultation@ieanyc.org  
Office: 917.885.5723

All candidates must submit these items from the affiliation packet:

- Affiliation Form
- IEA CC Supervisor's Agreement form
- Control Case Agreement form - when relevant
- You must obtain Professional Liability Insurance and provide a copy of the policy.

\* If you are a licensed candidate, one simple way to obtain insurance is through your professional organization.

### Office Space

Track II-license-seeking candidates may see patients only at an IEA approved site. Please discuss this issue with the Dean of Training for list of approved sites.

Licensed candidates not seeking New York State licensing in psychoanalysis (LP) arrange for their own office space.

### Files

According to HIPAA guidelines all files containing clients' names and confidential information must be kept in a locked file or encrypted/password protected digital file.

After submitting these forms and completing the interview with IEA CC Director, you will be placed on the IEA CC Affiliated List and clients will be referred to you on a rotating basis, which may be uneven at times due to variability in client's needs regarding days/times, geographical location, or specialized treatment focus.

Track II - license-seeking candidates will not be able to earn income from the clients they see.

Because it is in your best interest to get as wide a range of clinical experience as possible, barring special reasons, you are expected to accept patients irrespective of diagnosis or prognosis.

### **CHANGE OF INFORMATION**

If in the course of your training and affiliation any of your information changes, (licensing, name, change of office, supervisor, etc.) please contact Director of IEA CC - Gail Elkin-Scott to request a new information packet and mail to 32 Union Square East, Suite 1218, New York, NY 10003.

### **SUSPENSION OR EXPULSION**

The institute reserves the right to suspend or end a candidate's participation in IEA CC on the basis of professional incompetence, personal unfitness for practice, or non-compliance with IEA CC regulations.

If a question arises at IEA CC as to an affiliate's suitability for practice, the matter is referred to the Dean of Training who then follows the institute's established assessment procedures. However, should there be any concern that patient welfare may be at risk; IEA CC reserves the right to immediately remove patients from a candidate's care and/or place the candidate on inactive status until the institute's process has been completed.

### **SOLICITING PATIENTS**

Since Track II-license-seeking candidates are prohibited by law from private practice, they may not solicit patients by advertising or any other means. Track II candidates, however may provide information to interested parties about the consultation center and provide the referral number (646.481.5884)

### **“INACTIVE” REFERRAL STATUS**

Inactive referral status applies to candidates who have maintained status with the institute and who are seeing IEA CC patients but are unable to accept new referrals. This is a status that the Dean of Training will discuss with you in case you are unable to see clients. You must inform the IEA CC of any such change in your status. This needs to be reflected in your confidential IEA CC's Affiliation Forms. Please contact IEA CC to update your file. All of IEA CC's ongoing regulations and requirements remain in force.

### **ENDING AFFILIATION**

Upon completing IEA's training program and once licensed, you need to inform your IEA CC patients that you no longer will be seeing them as "IEA CC patients". In most cases, therapists continue seeing their patients in their private practices. It is expected that you will continue with the IEA CC's principle of matching fees to the individual's resources. You will be asked to file a "Candidate to Member" form listing each of your clients.

If you leave the institute without completing the program, you must discuss first with your supervisor, then with the Director of IEA CC and Dean of Training, the best disposition for each IEA CC patient you have been seeing. If you are licensed (Track I) and wish to transfer the patient into your private practice, that option is evaluated based on the circumstances of your leaving the institute, your training record, and the welfare of the patient.

## **INTAKES AND REFERRALS PROCEDURES**

### **Intake and Referral Process**

All IEA CC patients have an intake interview for the purpose of assessment, referral, orientation to IEA CC, and the setting of a fee for treatment. The patient signs a form that serves as both informed consent and release of information. The patient also pays an intake fee. On rare occasions a candidate may be asked to do the intake of a direct referral, particularly if the client is referred due to specific language needs. In these situations, the fee will be set with the client (or client representative) on the phone at the time of the initial contact with the CC director. The CC director will then discuss with the candidate all forms and procedures to follow.

Most often, however, a referral will be made after the intake interview. A candidate will receive a phone call/email from the CC director inquiring about their availability. Response to this first contact should be no longer than 48 hours after the call/email is sent. Once a referral is made, the intake report is sent via secure methods to the candidate for review. The client is given the candidate's name and phone number and is responsible for following up to make the appointment.

The intake report will give you a picture of how the patient presented, what the patient's problems and dynamics appeared to be, and any suggestions that the intake interviewer may have concerning the patient's treatment. You should always bear in mind that this is only an initial assessment. Patients often present differently at intake than they do once in treatment, and the early understanding of a patient is always incomplete. Once you begin working with the patient, you and your supervisor will embark on an evolving assessment, evaluations and an evolving treatment plan.

Every effort is made to distribute referrals evenly to the extent possible given variability in candidates' time, availability, and location.

You are expected to accept all IEA CC patients referred to you. However, if explanatory circumstances make it unwise for you to accept a particular patient, you should discuss that FIRST with your supervisor and then with the Director of IEA CC.

## **Transferring Patients**

Transfers from one IEA CC therapist to another are made when a therapist no longer can see the patient or at the request of the therapist/patient. In the latter case, before acting on the request the Director of CC attempts to explore the patient's dissatisfaction and Affiliated Supervisor explores the possibility of further processing with the original therapist.

If you cannot continue to work with a patient who continues to need treatment and is appropriate for treatment at IEA CC, you must inform the Director of IEA CC so that a transfer can be made.

If you and your supervisor conclude that a patient cannot be treated appropriately within IEA CC, the patient must be referred to an appropriate resource. If a patient who needs continuing treatment terminates and unilaterally refuses a referral, you have a responsibility to assert with the patient the need for continued treatment and to recommend an alternative plan regardless of the patient's attitude about the treatment you have provided. (Please discuss this with your clinical supervisor as this is a legal issue.)

Transfers and/or referrals should be documented in the patient's Termination Report

## **Setting Fees**

The patient's fee is determined at intake based on the patient's resources, taking into account the number of people living on those resources, unusual expenses and circumstances (e.g. childcare, debts, tuition, excessively high rent), and the number of sessions per week. When clinically appropriate, a greater frequency of sessions is given priority over a higher fee. This fee should remain unchanged for the minimum of one year unless there are considerable changes in the client's circumstances (they increase/decrease their frequency, become employed/unemployed).

## **Fee Changes**

Any change in a patient's fee is likely to have considerable symbolic significance and thus should be explored with the patient and discussed thoroughly in. Any changes in the fees should be noted in the Progress Report.

## **Collection of Fees**

For Track I students, the IEA administrative fee is the sum amount of three sessions payable to IEA. After the first 3 sessions, the client pays Track I students directly. Members of IEA receive all fee directly from any patients referred to them by the CC.

Please mail treatment fees to:

Gail Elkin-Scott

32 Union Square East, Suite 1218, New York NY 10003

For Track II- Please mail all fees collected to IEA CC Director, 32 Union Square East, Suite 1218, New York NY 11103. It is the candidate's responsibility to collect the patient fee. The IEA CC Fee Accounting Form should be obtained from the CC Director, completed, and sent along with collected fees.

## SECTION II: TREATMENT STANDARDS

### CLINICAL STANDARDS

In order to provide IEA CC patients with appropriate and effective treatment, you are expected to present all of your patients to your clinical supervisor. Your work with your supervisor should address: diagnosis, life functioning, dynamic formulations, development and re-formulation of treatment strategies, transference, counter transference, resistance, patient progress, etc.

You will find that many IEA CC patients enter treatment seeking symptom relief or problem solving without awareness of the value of analytic exploration. An important aspect of your clinical work will be in finding ways to bridge your analytic perspective with the patient's outlook in order to provide best possible help.

If a patient needs additional services such as psychiatric evaluation, medical evaluation, psychoactive medication, substance abuse treatment or the like, it is your responsibility to help the patient find appropriate resources. Please consult with your supervisor regarding resources. Please include this information in the progress report.

Important to note--undiagnosed medical conditions (such as thyroid function, hormonal dysfunction etc), sometimes present as pseudo-psychological symptoms. If there are questions that there may be a medical component to your patient's difficulties, you should help the patient to consider that possibility and to seek a medical examination.

Please make sure to record your observations and your attempts to educate your client as per state regulations.

For more information, please see the Office of the Professions: [www.op.nysed.gov](http://www.op.nysed.gov) (sections 29.1 and 29.2 of this part and, in accordance with section 8407 of the Education Law, shall also include: in the case of treatment of schizophrenia, schizoaffective disorder, bipolar disorder, major depressive disorder, panic disorder, obsessive-compulsive disorder, attention-deficit hyperactivity disorder and autism, a documented medical evaluation is required).

### PRIVACY AND CONFIDENTIALITY

The IEA CC Consent Form signed at intake allows for the sharing of information between IEA CC director and the patient's therapist, and between therapist and supervisor.



Other than those circumstances, you are bound to full confidentiality regarding your patient except in the instance of a court ordered subpoena, or other requirements of law such as a duty to report child abuse, duty to warn, or the patient's explicit written consent for the release of information.

Before sharing information outside of IEA CC – in writing or orally – you must obtain the patient's written release (unless there is an emergency situation which precludes obtaining it). While court order requests for information often ask for "all records" or "your records," you are bound to provide only that which is pertinent to the particular situation.

In the case of a report required by subpoena or law, there will be legal standards to understand before you respond. Please make sure that your clinical supervisor and The Executive Director of IEA, the Dean of Training, and IEA CC Director all are fully informed of such issues.

As a candidate it is likely that you will be discussing your work with IEA CC patients in your IEA classes. When doing so you should not refer to your patient by name. You should never reveal information which might make your patient identifiable. These precautions also apply to presentation of clinical material in any other group setting or for publication.

Since many IEA CC patients are referred by friends or family members already in treatment at IEA CC, it may happen that you realize that you and a fellow candidate are treating individuals who are involved in each other's lives. Remember that you may not share information with each other without discussing this with your supervisor and possibly attaining a patient's written consent.

Similarly, if an IEA CC patient is transferred from one IEA CC therapist to another, the two therapists may not confer without prior discussion with supervisors involved in the case and patient's expressed/written consent.

There are times when patients consent to your sending reports outside of IEA CC, and (rarely) there are times when you may be legally required to provide reports. You have to discuss any legal requirements to provide reports with your supervisor prior to acting, in order to avoid any unnecessary legal complications.

Patients themselves, have a legal right to view their records or obtain a copy of their records. Patients have to submit a written request in order to view their file. This is an important issue and in such a case your supervisor must inform IEA regarding this request and the management of such request.

Consequently, your reports should not include ambiguous or speculative formulations. Process recordings for supervisory purposes are temporary records, not containing identifiable information, presumably discarded after their use, and do not become part of your patient's file. Please discuss with your supervisor what should be the content of patients file.

## PRACTICE POLICIES

IEA CC does not set a uniform policy regarding patient cancellations and missed appointments. You will decide upon your own policies pertaining to whether and under what circumstances you offer make-up appointments. Your supervisor will help you think through your choices and think through implementing policies and forms. Please do not present any forms such as; “consent forms” “private practice agreement forms” “treatment agreements forms” etc. to patients, unless such forms are approved by your supervisor.

## IEA CC REQUIRED REPORTS

### REPORTS

#### 1. The Status Report

This form informs the IEA CC Director of the outcome of the referral and should be sent within one month of the referral or 4 visits. Possible outcomes include:

- You never saw the patient,
- You saw the patient only briefly,
- or the patient remains in treatment with you.

The form directs you as to when your fees submission is due if you are in Track I.

#### 2. The Annual Progress Report

This report is due every year in June. This form will be emailed to you in advance of the due date.

The reports should contain sufficient information so that another therapist could respond appropriately to the patient in your stead. Your reports should not include ambiguous or speculative formulations. Process recordings for supervisory purposes are temporary records, presumably discarded after their use, and do not become part of your patient’s file.

Please discuss with your supervisor what should be the content of patient’s file. Please copy the forms and after you and your supervisor sign, mail to IEA CC director.

#### 3. The Termination Report

This form is due immediately after termination. Please indicate the reason for termination and discuss this with your supervisor. You are obligated to provide and document a treatment follow-up plan.

### HOW TO SUBMIT REPORTS

To protect patient privacy against potential electronic exposure, and in accordance with HIPAA Regulations, IEA CC requires that you submit completed reports by mail or hand delivery to the IEA CC Director. You may additionally use email by using encryption or attaching the information as a password protected document. The body of the e-mail may not have any client information and must have a disclaimer such as:

This communication and/or attached documents may contain confidential or privileged material or information intended only for the person(s) named above and should be treated as confidential. Any other dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by e-mail or telephone.

### **TIMELY SUBMISSION OF REPORTS**

For both legal and clinical purposes, it is imperative that all of your reports be submitted by their due dates. If reports are not filed when due, you may be temporarily removed from the referral rotation.

## **SUPERVISION**

### **SUPERVISION REQUIREMENTS / FREQUENCY OF SUPERVISION**

You must be in ongoing weekly supervision with an approved IEA CC supervisor (or supervisors) while treating any IEA CC patients. All of your IEA CC patients must be discussed in supervision. If your supervisor determines that once weekly meetings are not sufficient to properly cover your case load, you will need to increase your supervision hours – either with that individual or with an additional supervisor. This should be discussed/ approved by the Dean of Training.

### **IEA CC SUPERVISOR'S REQUIREMENTS**

Your IEA CC supervisor must:

- sign an IEA CC Supervisor's Agreement
- Co-sign all of your IEA CC treatment reports
- Submit an annual supervisory evaluation to the Dean Of Training
- Keep a list of affiliate's patients and phone #s for any emergency.

The annual supervisory evaluation required by the Institute also serves as your IEA CC evaluation. If your case load is covered by more than one supervisor, evaluations are required from each supervisor.

### **FEES FOR SUPERVISION**

If you are a licensed candidate (Track I), the supervisor sets the fee and you pay it directly to him/her. If you are a license-seeking candidate (Track II), your supervisor will bill IEA for your supervision.

### **SELECTING A SUPERVISOR**

Any member of the institute who is eligible to be a supervisor may serve as your IEA CC supervisor. Please discuss this with IEA CC Director and the Dean of Training.

## **USING SUPERVISION**

IEA CC supervisors serve various functions: they assist your development as an analytic therapist, oversee the treatment of your IEA CC patients, and are legally responsible for the treatment. Please arrange emergency procedures with your supervisor as well as get approval for introducing any “private practice forms or contracts” you wish to use.

As stated, if an emergency situation is in progress and immediate action is called for, you should proceed with that action (as outlined in Section III: Clinical Emergencies) and then contact your supervisor at the earliest opportunity.

## **SECTION III: LEGAL ISSUES & CLINICAL EMERGENCIES**

### **EMERGENCY SITUATIONS**

If a patient is at risk for self-harm or harm to others, you develop an emergency plan with the patient. Your supervisor can help you with integrating this active intervention into your treatment frame.

With any patient, if you see that an emergency situation may be developing, consult immediately with your supervisor and, if the patient is seeing a psychiatrist, with the psychiatrist. (Please get patient consent form in writing in order to speak with the psychiatrist.)

However, if you assess the patient as being in need of an immediate psychiatric evaluation and/or involved in an unsafe situation, you may have to act without delay. Symptoms may include a patient who is presenting with a high risk of suicide, manic symptoms, or any other sort of dangerously worsening clinical situation that pose an immediate risk for harm to self or other.

Be aware there are eight diagnostic categories that the Office of the Professions requires psychiatric evaluations/ medical assessment. Please be familiar with these diagnostic criteria so that you could effortlessly detect any intensification or potential deteriorations. The IEA CC Director will work to identify any initial need for psychiatric evaluation during the intake but that at times, difficulties arise as unforeseen situations occur.

### **IF YOU HAVE DETERMINED THAT IMMEDIATE ACTION IS REQUIRED**

If it is safe for you and the patient, and the patient is willing to go the nearest Emergency Room, you could escort the patient to the nearest Psychiatric ER. Or call 911 and be sure to let the 911 operator know your location.

Please notify your supervisor immediately and arrange for discussion of the events. If the supervisor is concerned about a candidate's case for any clinical or legal reason, s/he should contact IEA CC Director to discuss the matter.

## **PSYCHIATRIC SERVICES**

The primary treatment at IEA CC is psychotherapy or psychoanalysis; you are the patient's primary therapist. However, patients sometimes need psychiatric services that may consist of evaluation for and prescription of psychoactive medication.

If appropriate to a patient's situation, you may refer the patient to any licensed psychiatrist, or a patient may already have an established relationship with a psychiatrist prior to coming to IEA CC. If you need a psychiatric resource for any of your patients, you may contact the IEA CC Director for community resources.

## **CLINICAL COVERAGE**

Patients must be informed of how to reach you between sessions in case of emergency and you should check your messages regularly.

If due to illness, vacation, or other absence you will be unreachable for patient emergencies, you must arrange for a therapist acceptable to IEA CC to cover for you. This information should be available on your voicemail at any time you will not be answering your business calls specifying a coverage name and number as well as the period of time you will be away from your phone.

## **YOUR RELATIONSHIP WITH IEA CC**

We hope that by providing you with a range of patients, the IEA CC will help you have a rich clinical experience during your training at IEA. If you have a professional or organizational affiliation where you think information about IEA CC would be appreciated, we welcome your initiative. Promotional materials are available to you from the PR Committee, which can contact your organization upon your suggestion and with IEA CC director's approval.

**Please feel free to contact the IEA CC Director or covering PR Chair for any related matters.**

**Gail Elkin-Scott, ATR-BC, LCAT, LP**

Director

[consultation@ieanyc.org](mailto:consultation@ieanyc.org)

917.885.5723

**Kristin Long, DPsA, LCAT, LP, NCPsA**

PR, Membership Chair

[info@ieanyc.org](mailto:info@ieanyc.org)

212.982.1065

creative medium  
practical aspects verbal  
nonverbal aspects  
of treatment **empathic**  
**relatedness** support and  
**encourage** creative  
sensibilities play movement  
**transitional place**  
internal and **external**  
reality fantasy & **reality**  
identity training feelings  
in the body exploration of  
creativity psychoanalytic  
treatment **artist technique**  
conscious awareness  
unconscious **process**  
**transference** and  
**countertransference**

[WWW.IEANYC.ORG](http://WWW.IEANYC.ORG)