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Catalyst All Staff Email for 1/7/25

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Hi Everyone,

Here's another round of our monthly all-staff emails. There's a lot to share with you this month! Please take a moment to read through this email and complete the quiz linked below. You'll report **30 minutes of training time** for reviewing this information and completing the quiz.

1. Rachael is back!

Hello Everyone!

After a long 2 months of taking care of a toddler and a newborn I am so happy (and VERY ready) to announce that I am back to work! I am going to take things day by day and will prioritize being in the office. I do not have a set schedule but will try to work at least a couple hours 3x a week. Gracelyn (GiGi) will be with me so if you need a baby break come and see us! I'm so very happy to be back and see all of your wonderful faces. If you need anything please don't hesitate to reach out!

-Rachael



2. Current Admin roles and responsibilities:

With Rachael coming back, now is a good time to clarify what our three amazing admins are in charge of:

Rachael: Outreach, Marketing, Assisting with Admin, Housekeeping, Onboarding, CEU certificates

Karen: Billing, payroll, missed appt/late cancellation notifications, sending ROIs and medical records

Lia: Intakes, scheduling, setting up phone consults and new client charts, vacation/sick forms

3. Please audit your charts this month! Due Jan 31st

- How to audit charts - video <https://youtu.be/8ENnRoYMUDY>
- [Instructions for how to audit your charts](#)
- If you have any questions, especially if this is your first time doing a chart audit, please reach out to Zoe or Katherine.

4. Insurance update: small increase from Premera

Premera has raised its rate for 90837 by a whopping \$6. It is now \$135.39 per session.

As a reminder, we bill insurance companies at \$200/session (as is listed in our disclosures), then they laugh at us and pay us whatever our contracted rate is.

5. No longer need to send disclosures as an "other document"; countersigning instead!

Simple Practice has added the ability to countersign consent forms! This means you no longer send your disclosure as an "other document." Instead, the client will have already signed the disclosure that Lia sent them in the new patient paperwork, and you'll just need to countersign the Disclosure in their "Files" tab once they are officially scheduled. This means that the flow will now be (as of Jan 7th):

- you'll countersign the disclosure *as soon as Lia sends the email confirming the client completed paperwork and is scheduled.*

-To countersign your documents, go to a client's **Files** tab and click on the completed document you want to

countersign. Scroll to the bottom, and click on the "Sign <filename>" button. Once a document is countersigned, it will be set to the "Locked" status in the client's **Files** tab.

6. Reminder about Leticia's ask:

Intentional Space:

I am very happy to share that the incomparable Leticia Nieto will be returning for half of our sessions. We are extremely lucky that she has been willing to bring her wisdom to our group. I know it's sometimes hard to share in such a big group, but these insight-oriented groups serve everyone better if there is participation. Starting in 2025 we are going to be asking everyone to participate ahead of each session. Karen will be sending out a form a week before each Leticia session asking for:

1. a quote from the Beyond Inclusion, Beyond Empowerment book - including a rationale or reason why this quote feels significant to the participant (here the 6 parts for the first 6 sessions, the 7th session will address any quote from any part of the book)
2. An example from the participants that illustrates the quote.
3. a question connected to one of the following:
 - A. Clinical case or work related (if not a counselor)
 - B. Element related to colleagues (within or beyond Catalyst)
 - C. Topics connected to supervision.
 - D. Concerns associated with "the person of the therapist/counselor"

So please be on the lookout for those queries right before each of Leticia's sessions. I really appreciate your participation -- we're lucky to have Leticia join us and we want to make the most of her time.

7. Frequency of GAD and PHQ

Admins can now change the frequency of PHQ and GAD to once every 4 weeks! If you have a client who would really like these requests to happen less frequently, please email Rachael (Rachael@CatalystCounseling.net)

8. Scheduling

We are going to slightly change the way we use the [Group Practice Office Schedule](#). In the pre-pandemic times, it worked well to have two shifts per day in each room. Nowadays, most clinicians have told me they would rather have more flexibility for their in-office days. Now that we have new office spaces with the new suite, **you will get to choose whatever schedule you want for your in-office day**. Please look at the tab "New Schedule Woodinville" to see how it's going to work starting in February.

You pick the day and the schedule that works best for you. Because we want to make the best use of our space, we ask that any days you choose to be in the office are full days (6-7 clients).

If you aren't using the room for a chunk of time in the morning or evening, we'll find another use for it. It will be used for consult supervision groups, and eventually for interns when we start up that program.

If you would like to change your room or your days in the office, please email Katherine sooner rather than later. We'll have two new clinicians joining us in February, so we'll be choosing their schedules soon.

9. Request for Mentors

Since we have some new clinicians joining over the next month, we wanted to ask if anyone has the capacity or interest in being a mentor. This will start in February when the pair of new clinicians join the team - there are also set to be new clinicians starting in late summer if that timeline interests you more. Mentoring is an opportunity to not only flex leadership skills but also provide a space for an incoming employee to ask questions and seek advice in lieu of the management team.

Some reminders about mentoring:

- You can be a mentor even if you are an associate, and even if you've only been here for 6 months.
- You will be paid at the management rate and can meet your mentee as frequently as every other week or as infrequently as once a quarter, whatever works mutually between you and your mentee.
- There are no charting responsibilities with this role.

- This role lasts a calendar year

If you are interested in mentoring, please email Zoe at zoe@catalystcounseling.net.

10. Resource:

Books Unbanned - Seattle Public Library

Teens and young adults ages 13 to 26 living anywhere in the U.S. can access the entire collection of e-books and audiobooks from Seattle Public Library.

Started by Brooklyn Public Library, Books Unbanned is an initiative in response to an increasingly coordinated and effective effort to remove books tackling a wide range of topics from library shelves. Seattle Public Library is the second library to join this initiative and make our collection available to teens and young adults facing book bans, censorship and political challenges in their local school and public libraries.

<https://www.spl.org/programs-and-services/teens/books-unbanned>

Thank you for your attention to these updates. Please reach out if you have any questions or need assistance.

And now the moment you've all been waiting for.....drumroll please....the amazing quiz!

<https://docs.google.com/forms/d/e/1FAIpQLSfL6xXcaBsdY6kYSeomayScOCv2myXMJUnAhO88K-hw8s7jw/viewform>

All the best,

Katherine

Please note: If you are having a mental health crisis, please call the Crisis Line at 988 or go to your nearest emergency room. **I respond to most emails on Mondays and Wednesdays.** If you are not in crisis but need a speedy response, please reach out to our admin team at office@catalystcounseling.net.



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Clinical Director (she/her)

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Offices in Woodinville and Renton, with telehealth availability across Washington State.

If you are not the intended recipient of this confidential email please do nothing with this communication except notify me immediately by replying to this mail and deleting the original communication. Thank you.