



Karen Lenz <office@catalystcounseling.net>

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## 4/29 All Staff Email

2 messages

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**Katherine Walter** <katherine@catalystcounseling.net>

Tue, Apr 29, 2025 at 8:00 AM

To: Rachael DeWitt <rachael@catalystcounseling.net>, Emma Komar <emma@catalystcounseling.net>, Jennifer Kennett <jennifer@catalystcounseling.net>, Andrew Brazzale <andrew@catalystcounseling.net>, Rose Thorne <rose@catalystcounseling.net>, Zainab Akef <zainab@catalystcounseling.net>, Gemma Drouhard Stille <gemma@catalystcounseling.net>, Katie Nagayama <Kaitlyn@catalystcounseling.net>, Zoe Freeman <zoe@catalystcounseling.net>, Ben Campbell <ben@catalystcounseling.net>, Codi Schilling <Codi@catalystcounseling.net>, Cindy Bouchard <cindy@catalystcounseling.net>, Kyra Zagorski <kyra@catalystcounseling.net>, Becca Yin <becca@catalystcounseling.net>, Aki Wakayama <aki@catalystcounseling.net>, Jadd Davis <jadd@catalystcounseling.net>, Azure Zheng <azure@catalystcounseling.net>, Meher Walia <meher@catalystcounseling.net>, Liya McInerney <Welcome@catalystcounseling.net>, Karen Lenz <office@catalystcounseling.net>, Charles Velez <charles@catalystcounseling.net>, "Tiantian (Betty) Yan" <betty@catalystcounseling.net>, MaKayla Woods <makayla@catalystcounseling.net>

Hi Team,

I hope you're all doing well. As we head into May, I wanted to send a few important updates your way. 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.

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### Celebrating an Exciting Achievement

We're thrilled to share some great news:

We're proud to share that **two of our team members have been accepted to present at the ACES 2025 Conference** in Philadelphia! ACES is the national Association for Counselor Education and Supervision. It's a huge honor to be selected to speak for a national conference.

- **Betty Yan** will present *"The Collaborative Safety Planning Protocol: An Interactive Model for Teaching Suicide Assessment and Intervention to Emerging Counselors"* as a 50-minute education session.
- **Jennifer** will present *"Raising the Bar: Enhancing Supervisor Competency for Guiding Provisionally Licensed Counselors Through the Use of Standardized Assessment Instruments."*

These acceptances reflect the strength of clinical expertise, supervision, and leadership we have within our Catalyst team. Congratulations to both Betty and Jennifer on this well-deserved recognition!

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Last Thursday, Gemma brought in her adorable new puppy, Delilah!



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### Client Travel Resources: Hidden Disabilities Support

If you have clients planning to travel this season, there are a couple of good resources to pass along:

- [Sunflower Lanyard Program](#): A discreet way for travelers to signal they may need extra assistance.
- [SEA Hidden Disabilities Program](#): For clients flying through Sea-Tac, this program helps make airport navigation easier.

Please feel free to share these links if you think they'd be helpful.

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### Referral List Expansion

Rachael is working on a new, much more robust referral database for the clinician portal. The list will include specialty therapists, prescribers, inpatient programs, DV resources, home organizing, coaching, elder care support, and more. You'll also be able to search by focus area (like

EMDR, ERP, trans-affirming care, ED, schizophrenia, HI, SI, in-home visits, etc.).

If you have a trusted referral source to recommend — or if you have ideas for categories we haven't listed yet — please send them Rachael's way.

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### **United Festival: Community Event Opportunity**

Catalyst will be participating in the United Festival in Redmond, hosted by @team\_tead in honor of Asian American & Native Hawaiian/Pacific Islander Heritage Month.

- **Date:** Saturday, May 17
- **Time:** 12:00–5:00 PM
- **Location:** Downtown Redmond Park

Rachael and Azure will be staffing the Catalyst table. If you're interested in joining for part of the day, reach out to Rachael.

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### **Couples Counseling Fee Update (Effective May 1)**

We're rolling out a new fee structure for couples counseling. This is designed to help newer clinicians build caseloads faster, encourage daytime scheduling, and recognize expertise. Here's the breakdown:

<b>Experience Level</b>	<b>Daytime 53 min</b>	<b>Daytime 90 min</b>	<b>Evening 53 min</b>	<b>Evening 90 min</b>
Novice	\$80 (REL80)	\$100 (REL100)	\$110 (REL110)	\$135 (REL135)
Experienced Associate	\$160 (REL160)	\$175 (REL175)	\$180 (REL180)	\$235 (REL235)
Licensed	\$185 (REL185)	\$250 (REL250)	\$215 (REL215)	\$300 (REL300)
Seasoned/Trainer	–	\$300 (RELTHE)	–	–
Co-therapy (Trainer + Associate)	–	\$200 (RELCO)	–	–

A few quick notes:

- "Novice" refers to early-stage associates working toward couples experience.
  - "Experienced Associate" means associates with an established couples caseload.
  - Co-therapy sessions are 90 minutes only.
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### **Woodinville Office Remodel: Progress Update**

After a long wait, we finally have the necessary permits for the Woodinville remodel.

Our contractor, Geoff Stevens, will be in and out over the next few weeks handling electrical, drywall, and finish work.

If you're currently using Jennifer's office or the mural office, you may want to have an alternative workspace in mind for days when heavier work is scheduled. We'll do our best to keep you informed ahead of time.

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### **Vacation Protocol Reminders**

If you're planning time off, please be sure to:

- Submit the **Vacation Request Form** as soon as you know your dates.
- Block the time on your **Simple Practice calendar**.
- Cancel appointments at least 3 days in advance.
- Update the **Active Client List** (especially the Vacation section).
- Set up your email out-of-office reply.
- Email Liya about any clients who may need check-ins (particularly anyone with SI).

Following these steps helps everyone — and it allows you to fully unplug while you're away.

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### **Coverage in June**

Jennifer will be out for all of June. If you need immediate support during that time, please use the **Clinician On Call** system or reach out to Katherine.

Cohort supervision will continue as usual. Just a reminder that if all three associates are present, LMHCA's won't be able to count that hour for supervision, but LMFTA's and LSWAIC's can count the hour as group supervision.

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

## [Quiz](#)

Thanks, everyone, for everything you do — for your clients, for the agency, and for each other. I hope you're enjoying the sunshine!!  
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. If you are not in crisis but need a speedy response, please reach out to our admin team at [welcome@catalystcounseling.net](mailto:welcome@catalystcounseling.net).



**Katherine Walter, LICSW**

Clinical Director (she/her)

425-998-9769

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Offices in Woodinville, 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.*

**Karen Lenz** <[office@catalystcounseling.net](mailto:office@catalystcounseling.net)>

Tue, Apr 29, 2025 at 9:39 AM

To: Katherine Walter <[katherine@catalystcounseling.net](mailto:katherine@catalystcounseling.net)>

Cc: Rachael DeWitt <[rachael@catalystcounseling.net](mailto:rachael@catalystcounseling.net)>, Emma Komar <[emma@catalystcounseling.net](mailto:emma@catalystcounseling.net)>, Jennifer Kennett <[jennifer@catalystcounseling.net](mailto:jennifer@catalystcounseling.net)>, Andrew Brazzale <[andrew@catalystcounseling.net](mailto:andrew@catalystcounseling.net)>, Rose Thorne <[rose@catalystcounseling.net](mailto:rose@catalystcounseling.net)>, Zainab Akef <[zainab@catalystcounseling.net](mailto:zainab@catalystcounseling.net)>, Gemma Drouhard Stilley <[gemma@catalystcounseling.net](mailto:gemma@catalystcounseling.net)>, Katie Nagayama <[Kaitlyn@catalystcounseling.net](mailto:Kaitlyn@catalystcounseling.net)>, Zoe Freeman <[zoe@catalystcounseling.net](mailto:zoe@catalystcounseling.net)>, Ben Campbell <[ben@catalystcounseling.net](mailto:ben@catalystcounseling.net)>, Codi Schilling <[Codi@catalystcounseling.net](mailto:Codi@catalystcounseling.net)>, Cindy Bouchard <[cindy@catalystcounseling.net](mailto:cindy@catalystcounseling.net)>, Kyra Zagorski <[kyra@catalystcounseling.net](mailto:kyra@catalystcounseling.net)>, Becca Yin <[becca@catalystcounseling.net](mailto:becca@catalystcounseling.net)>, Aki Wakayama <[aki@catalystcounseling.net](mailto:aki@catalystcounseling.net)>, Jadd Davis <[jadd@catalystcounseling.net](mailto:jadd@catalystcounseling.net)>, Azure Zheng <[azure@catalystcounseling.net](mailto:azure@catalystcounseling.net)>, Meher Walia <[meher@catalystcounseling.net](mailto:meher@catalystcounseling.net)>, Liya McInerney <[Welcome@catalystcounseling.net](mailto:Welcome@catalystcounseling.net)>, Charles Velez <[charles@catalystcounseling.net](mailto:charles@catalystcounseling.net)>, "Tiantian (Betty) Yan" <[betty@catalystcounseling.net](mailto:betty@catalystcounseling.net)>, MaKayla Woods <[makayla@catalystcounseling.net](mailto:makayla@catalystcounseling.net)>

A follow up to clarify vacation procedures:

### **Vacation Protocol Reminders**

If you're planning time off, please be sure to:

- Submit the [Vacation Request Form](#) as soon as you know your dates. If possible, please give at least 3 weeks notice.
- Block the time on your **Simple Practice calendar**.

- Cancel appointments at least 3 days in advance. **Notify your clients of the vaca as you see them** - admins do not do this for you even if you request the time off with us. When canceling the appts, use the **Clinician cancel** feature - this sends your clients an automated text or email notifying them of the cancellation, which is a back up method - it shouldn't be the only way they are informed.
- Update the **Active Client List** (especially the Vacation section) - just make sure it's all up to date, active clients are indeed active and you make a note of who should cover if clients reach out while you're gone, and any acuity is noted.
- Set up your email out-of-office reply.
- Email Liya about any clients who may need check-ins (particularly anyone with SI).
- Liya will send your clients a mass email reminding them that you'll be out a week before your vaca - but you're responsible for the initial notification that you'll be out.

Thank you!

**Please note:** I am in the office part-time. If you need to make a change to a scheduled appointment on short notice, please email your clinician directly (preferable), or call our office and leave a message and we will relay the message to your clinician by the next business day.



**Karen Lenz**

Billing Manager (she/her)

425-998-9769

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