

# Preparing for Sessions



Therapy can be an effective tool for improving mental health and well-being, but it's essential to prepare for each session to make the most out of it. Whether you're going to counseling for the first time or have been attending sessions for a while, taking steps to prepare beforehand can help you feel more comfortable and engaged in the process. Below are a few tips to help you maximize the benefits of therapy and work towards achieving your goals.

**1 REFLECT ON GOALS**  
Before going into therapy, take some time to think about what you hope to achieve. Consider what issues you want to work on, what changes you want to make, and what you hope to gain from therapy.

**2 WRITE DOWN QUESTIONS**  
It can be helpful to write down any questions or concerns you have before your therapy session. This can help you to stay focused and ensure that you get the information you need.

**3 BE HONEST**  
Therapy is a safe space where you can be honest and open about your thoughts and feelings. Try to be as honest as possible with your therapist, even if it feels uncomfortable or difficult.

**4 TAKE NOTES**  
Consider taking notes during your therapy sessions which can help you remember important points or insights. This can also help you to track your progress over time.

**5 PRACTICE SELF-CARE**  
Therapy can be emotionally challenging, so it's important to practice self-care before and after your sessions. This could include things like exercise, mindfulness, journaling or connecting with others.

**6 MAKE A COMMITMENT**  
Therapy requires a commitment to the process. Make a commitment to attending your sessions regularly, completing any homework or exercises your therapist assigns and being open to making changes.

**7 BE PATIENT**  
Change takes time, and therapy is no exception. Be patient with yourself and with the process, and trust that with time and effort, you can make progress.

**8 KEEP AN OPEN MIND**  
It's important to stay open-minded and willing to try new things. Your therapist may suggest techniques or strategies that feel unfamiliar or uncomfortable, but being open to trying new approaches can help you to grow and make positive changes.

# How to Make a Referral

## COUNSELOR OF THE DAY (COD)



COD sessions are a one-time CBHS support service based on availability. All participating clients will have the option to engage in weekly scheduled therapy sessions. Prior to making any referral, be sure to confirm that the client wants the support and that they clearly understand what form of support they will receive (in-person or phone). The first three steps below explain how to make the referral.



### CONFIRM OPTIONS: IN-PERSON OR PHONE SUPPORT

Check the COD board to confirm if an in-person session is available. Not sure? Ask FRC Managers. If a CBHS Intern is not available for an in-person session, then review the guide below to request phone support with a CBHS team member. The goal of phone support is to connect with the client by the end of the day. Be mindful of requests near the end of the day and let clients know that they may be called the next morning.



### IN-PERSON: TALK TO THE COD

The COD board communicates COD shifts, which Intern is working and if an in-person session is available. Unsure? Check in with FRC Managers. Generally speaking, check the board, confirm which intern is available then speak to the intern directly to connect them with your client. Update the intern on: 1) reason for referral 2) any important details 3) let them know where to find you so you can reconnect to your client after the COD session 4) If you won't be available to reconnect with the client after the session, inform the intern and they'll email you with any updates.



### PHONE SUPPORT: SEND THE EMAIL

Email [codrequest@compass-sf.org](mailto:codrequest@compass-sf.org) (includes the Clinical Director, CBHS Program Director, CBHS Assistant Program Director and a CBHS Clinical Supervisor) with the following: 1) Client name and/or link to case record 2) Client phone number 3) Language preference 4) Specific reasons seeking support 5) Client availability. Phone support utilizes all CBHS team members. The referrer will be included on email replies to confirm that the client will be connected to support.



### REMINDER: COD SESSIONS ARE BASED ON AVAILABILITY

Before you offer any support to your client, be sure to confirm availability. In other words before asking "Would you like to speak with a counselor for additional support?" ask "Would it be helpful to speak with a counselor for additional support? I'll confirm if we have someone in-person to speak with now or if someone will call you by the end of the day." For phone support, be sure to inquire with the client about their availability. E.g. they may be unavailable for the remainder of the day and a COD call tomorrow would be the best option.

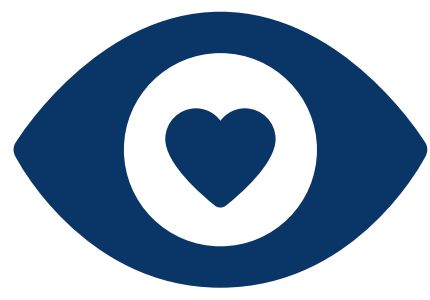


### REMINDER: BE AVAILABLE AFTER IN-PERSON COD SESSIONS

You've been the first point of contact with the client. In many cases, speaking with a therapist was not the reason they were connecting with you today. We always want to be mindful that the client leaves Grove Street with a sense of completion and an understanding of next steps. Communicate with the COD about where they can find you within the hour and if you won't be available, if there is anything the client should know, e.g. do they have your business card, have they finished any intakes, will you be reaching out to them, etc.



**Questions? Don't hesitate to check in with Susan, Claire or Erik.**



# **How to Make a Referral**

## **COUNSELOR OF THE DAY (COD)**

**UPDATED COUNSELOR OF  
THE DAY (COD)  
PROGRAM COMING  
SOON!**

**THIS BOARD IS  
CURRENTLY A WORK IN  
PROGRESS.**



**COMPASS**



# Here's How You Can be More Productive

01

## Set daily goals and deadlines

The point of making lists is not only to know what you need to do and in what order, but to improve productivity as well.



## Organize a routine that suits you

02

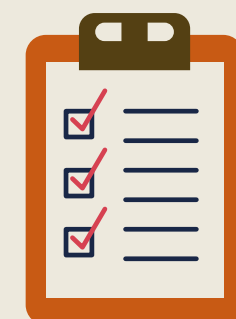


With a healthy breakfast and a glass of water, you can get your body ready for the day and boost your productivity.

03

## Create a daily to-do list

By beginning each day with the agenda that has the highest priority, you will stay focused and not be distracted by others.



## Stay Organized at Work

04



In terms of accumulating items on your desk or table, it is very easy to let them get in the way of finishing your work.

05

## Calls and check-ins with family

It's important to recharge from time to time, and speaking with close family and friends is a great way to do that.

