

SYHA Information

Hello All,

Below are the details you will require if you are seeing a new South Yorkshire Housing Client. This will also be sent to you when you have a SYHA client in future.

South Yorkshire Housing Brief

We have a staff counselling contract with SYHA in which we provide one to one counselling

We book the first appointment which has no charge to the client. The session is 1 hour and 30 minutes.

Client are then able to access 4 further sessions at small cost to them. 75% of the session will be paid for by SYHA and the rest is client self funded. Clients must bring proof of their employment and will be asked to when booking their appointment.

You must not charge over £50 per session as this is the cap that has been stipulated by SYHA

If the client wishes to continue their therapy after the sessions have ended they are able to do so. Extensions are sometimes granted where needed. A brief reasoning will be required and sent to me nic.cornerstone@gmail.com with the inclusion of the clients name so that a request can be put through HR.

Invoicing

Please do not include the name of the client in the invoice or the saved file name. HR do not wish for the clients details to go through the accounts process due to confidentiality.

I have attached below the Diversity Monitoring Form and copied it below. It is vital that EVERY client is asked to complete with you on the first session as it is part of our ongoing contract with SYHA. If we do not receive this back it may delay your payment.

The Diversity Monitoring Forms are confidential and do not ask for client name.

Please once completed either scan/email over to us or leave a copy in the office.

Many thanks Nic