



Affiliated Clinical Services

REFERRAL
GUIDE

OCTOBER 2025

A Note From the Director

Craig Groskreutz, PsyD

A note from Craig about the importance of knowing what services ACS offers...





Table of Contents

Online Referral Form.....	4
TMS.....	5
Spravato.....	7
Medication Management.....	9
AODA.....	11
Psychological Evaluations.....	13
ADHD Evaluations.....	14
EMDR.....	15
Brainspotting.....	17
Art Therapy.....	19
Music Therapy.....	20
Couples Counseling.....	21
Family Counseling.....	22
Groups.....	23

Online Referral Form

Referrals are now easier than ever! A single form has all of the referral options available, so all you need to do is fill out your client's information at the top and check which services they require.

~ Go to www.acsworkspace.org

~ Click on the "Referrals" tab

~ Fill out the online form &
submit

~ Print flyers, group
schedules, & other
information for your clients
as needed

TMS

Transcranial Magnetic Stimulation

TMS is a series of short and repetitive magnetic pulses designed to stimulate areas of the brain that are underactive in individuals with treatment-resistant depression. It can be used in addition to oral antidepressants or as a replacement therapy for those that have failed previous antidepressant medication trials.

Benefits

- Safe & effective
- Minimal side effects
- Non-invasive
- No anesthesia
- Outpatient treatment
- Covered by most insurance

Common Side Effects

- Discomfort at the treatment site
- Headache

Over two-thirds of patients with treatment-resistant MDD respond positively

- Treatment takes place at West Bend location
- Each session is approximately 19 minutes
- Sessions are 5 days/week for 6 weeks then taper down
- Clients remain awake & alert but only hear a clicking sound and feel a tapping sensation on their head
- Normal activities can resume immediately



Referral Process

- 1 Provider fills out online referral form
- 2 Referral form is directed to Danielle/Jackie
- 3 Danielle/Jackie will contact client to answer questions
- 4 Insurance authorization
- 5 Danielle/Jackie will contact client to schedule a free consult

Spravato

Spravato is a nasal inhalant used to treat depression. It targets the N-methyl-D-aspartate (NMDA) receptor and can be used in conjunction with oral antidepressants for Treatment-Resistant Depression.

**RESULTS
IN AS
LITTLE AS
24 HOURS!**

Important Notes

- Requires in-office administration
- Client is supervised for approximately 2 hours following administration
- Available in West Bend and Hartford
- Client will need transportation home
- Carryover effects limit activities on day of treatment
 - No driving!

Careful consideration is advised prior to treatment of individuals with a history of substance use disorder, including alcohol. Monitoring for signs of abuse and dependence is recommended.



Treatment Schedule

First 4 weeks = 2 treatments/week

Next 4 weeks = 1 treatment/week

Ongoing = 1 treatment/week or every other week



REFERRAL PROCESS

- 1** Provider fills out online referral form
- 2** Referral form is directed to Mona
- 3** Insurance authorization
- 4** Mona will contact client to schedule appointment

Medication Management



ACS is fortunate to have prescribers on staff who can help clients determine if medication may be needed or to monitor current medication regimens. In combination with other treatments, such as individual or group therapy, medication can make a big difference in the lives of those struggling with a variety of mental health concerns.

Medication may help!

AODA
Anxiety
Depression
Mood Disorders
Sleep Disorders
Bipolar Disorders
Schizophrenia
ADHD



Referral Process

1. Provider fills out online referral form
2. Referral form is directed to Carol
3. Carol will contact client within 72 hours to schedule appointment

Medication Prescribers

anna Kitowicz, DNP, APRN, PMHNP-BC

Treats Clients 12+

***Please contact anna prior to
referring clients under 12***

Rajesh Kumar, MD

David McMahon, DO

Jessica Murphy, AGACNP, PMHNP

Treats Clients 15+

Rebecca Nedden, APNP

Treats Clients 18+

Srutha Rajkumar, MD

Treats Clients 5-30

Wess Vogt, MD

Treats Clients 16+



AODA



- ~ Supportive & solution-oriented programs for both adults & teens
- ~ Treatment focus, intensity, & length are tailored to individual client
- ~ Comprehensive care
 - Certified Alcohol & Drug Counselors
 - Case management services
 - Psychological/psychiatric evaluation
 - Medical consultation



Family Therapy
Day is offered each
month for families
to connect & learn
more about
addiction &
recovery.



Programs Available

Day Treatment

Intensive Outpatient Programming
10-12 hours/week

Primary Outpatient Education/Processing Groups
1-3 meetings/week

Relapse Prevention Program
1 meeting/week

Referral Process

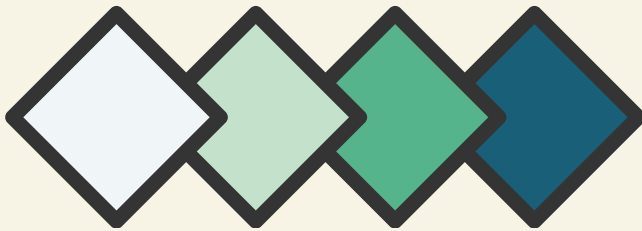
Clinician fills out online referral form

Referral form is directed to Carol

*Carol will contact client to schedule
AODA Assessment*

Psychological Evaluation

Psychological evaluations consist of several instruments & methods determined by a licensed psychologist, supervised extern or post-doctoral intern, or clinical therapist trained in psychometrics. Results are used to develop a comprehensive & appropriate treatment plan, as well as facilitate coordination of care.



Psychological evaluations aid in the understanding & management of many functional problems. Evaluations assess these concerns & more:

~ Abuse ~ Alcohol & Drug Use ~ Anger ~ Anxiety ~ Attention & Concentration ~ ASD ~ Behavioral Problems ~ Depression ~ Impaired Judgement ~ Low Self-Esteem ~ Memory Loss ~ Social Skills Deficits ~ Stress

Quick Facts

- 3-5 sessions required
- Each session lasts 1-3 hours
- Typically covered by insurance
- Services available for children, adolescents, & adults

Referral Process

1. PROVIDER FILLS OUT ONLINE REFERRAL FORM
2. REFERRAL FORM IS DIRECTED TO CAROL
3. CAROL WILL ADD CLIENT TO WAIT LIST

ADHD Evaluation

An ADHD evaluation is a type of psychological evaluation specifically focused on exploring symptoms and determining if the cause is ADHD or another condition with similar symptoms. It also specifies the type and severity of ADHD. This information is used to create personalized recommendations for the client's needs.



This information will help develop an effective treatment plan and facilitate necessary accommodations, ultimately improving daily functioning. In addition, an accurate diagnosis provides clients with a better understanding of themselves and can mitigate the risk of co-occurring conditions such as anxiety.

Components

- Interviews with client, parents, teachers, & supervisors
- Rating scales & questionnaires
- Symptom history
- Cognitive & neuropsychological testing
- School records
- Medical records
- Medical tests to rule out other conditions

REFERRAL PROCESS

Step 1: Provider fills out online referral form

Step 2: Referral form is directed to Carol

Step 3: Carol will contact client to schedule appointment

EMDR

Eye Movement Desensitization & Reprocessing

~ Traumatic memories are stored differently, which prevents the brain from healing properly

~ Senses related to trauma trigger improperly stored memories & cause distress

~ EMDR allows access to those memories to help the brain reprocess & heal



EMDR can help clients struggling with...

- Depression
- Personality Disorders
- Addictions
- Pain Disorders
- Anxiety
- PTSD
- Grief
- Phobias
- Abuse

HOW DOES EMDR WORK?

Therapist stimulates single sense on alternating sides of body & walks client through guided instructions. Therapist's fingers or light can be used for sight, music can be used for sound, and taps can be used for touch.

ADVANTAGES

Research demonstrates effectiveness

Tends to work faster than other forms of therapy

Involves less homework for the client

Can be less stressful

Low risk

- Sessions last 60-90 minutes
- 3-6 sessions needed to reprocess one event/memory
- 8-12 sessions needed for more complex trauma

REFERRAL PROCESS

Step One

Clinician fills out online referral form

Step Two

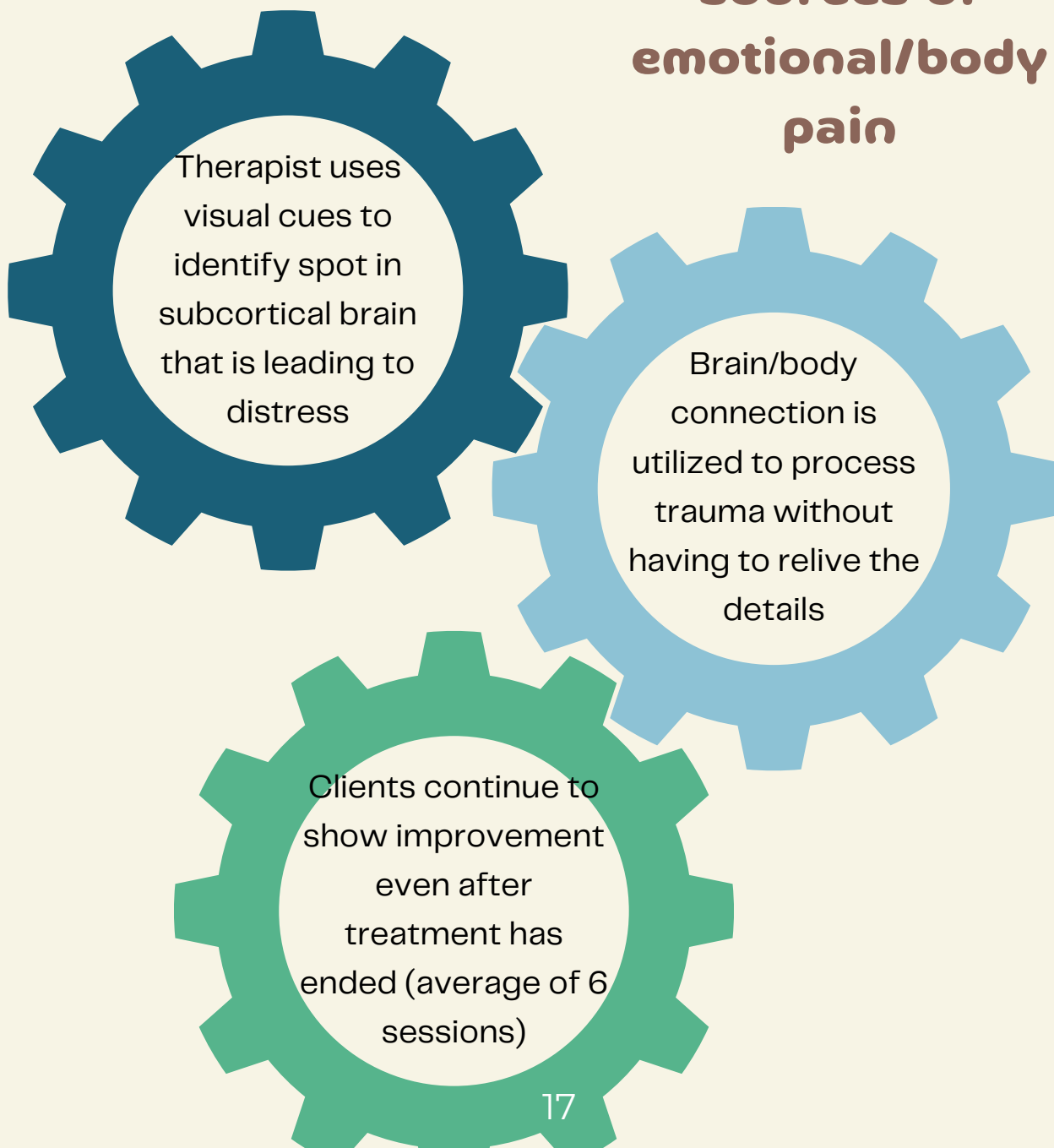
Referral form is directed to Carol

Step Three

Carol will add client to wait list

Brainspotting

**Focused treatment
that identifies,
processes, &
releases core
sources of
emotional/body
pain**



Benefits

- SYMPTOM REDUCTION
- LESS PHYSICAL & EMOTIONAL PAIN
- BETTER SLEEP
- MORE ENERGY



Brainspotting can help individuals with depression, anxiety, PTSD, attachment issues, chronic pain, substance use disorders, and many other concerns.

Quick Facts

Sessions can last 30-90 minutes

Fluid technique that can look different from session to session

Does not require much talking

Can be difficult physically, emotionally, & mentally

REFERRAL PROCESS

1. Clinician fills out online referral form
2. Referral form is directed to Carol
3. Carol will add client to wait list

ART THERAPY

Art therapy helps clients express themselves beyond words or language using a variety of techniques and materials.



Art therapy is particularly effective during times of crisis, but can also help with trauma, grief, depression, anxiety, PTSD, & pain management

*Everyone is creative -
no need to be an artist!*

Benefits

- Improves cognitive & sensorimotor functions
- Fosters self-esteem & self-awareness
- Cultivates emotional resilience
- Enhances social skills
- Reduces stress

Referral Process

- 1 Clinician fills out online referral form
- 2 Referral form is directed to Carol
- 3 Carol will contact client to schedule appointment

Music Therapy



MUSIC THERAPY INCORPORATES THE USE OF MUSIC ELEMENTS TO ACCOMPLISH CLIENT GOALS. A MUSIC PERFORMANCE BACKGROUND IS NOT NECESSARY; THE CLIENT'S CURRENT MUSIC AFFINITY IS USED THROUGHOUT THE EXPERIENTIAL TREATMENT PROCESS. SESSIONS CAN INCLUDE:

MUSIC IMPROVISATION
RECEPTIVE MUSIC LISTENING
SONG WRITING
LYRIC DISCUSSION
MUSIC PERFORMANCE

Benefits

- Promotes wellness
- Manages stress
- Alleviates pain
- Expresses feelings
- Enhances memory
- Improves communication

REFERRAL PROCESS

Clinician fills out online referral form

Referral form is directed to Carol

Carol will contact client to schedule appointment

Couples Counseling

Couples counseling focuses on improving the relationship by:

- Fostering mutual understanding
- Identifying relationship issues
- Improving communication skills
- Resolving conflicts
- Addressing dysfunctional behavior
- Strengthening connection



Relationship Roles *Recurring Conflicts
Infidelity *Beliefs & Values *Finances *Family
Relationships *Sex & Intimacy* External Stressors

Referral Process

1. Clinician fills out online referral form
2. Referral form is directed to Carol
3. Carol will contact client to schedule appointment

Family Counseling

Family therapy addresses concerns within a family unit as a whole. It can involve any combination of family members and is tailored to meet the clients' needs in terms of techniques and number of sessions required.

Family counseling can help with issues such as:

- Strained relationships
- Stress
- Anger
- Trauma
- Grief
- Sudden changes
- Unresolved conflict
- Dysfunctional dynamics
- Ineffective communication

Research has found family counseling to be one of the most effective forms of therapy.

Family counseling can support and equip families in which one or more members have a mental health condition, including:

**~ Anxiety ~ OCD ~ Eating Disorders
~ Mood Disorders ~ Depression ~
Personality Disorders ~
Schizophrenia ~ Substance Use
Disorder ~ Childhood Behavioral
Conditions**

Referral Process

- Clinician fills out online referral form
- Referral form is directed to Carol
- Carol will contact client to schedule appointment

Groups

DBT: Applied Skills

- Clients use DBT-based tools to help manage concerns such as anxiety, depression, ADHD, grief, & more
- Topics change weekly based on group needs
- Focus on skill building & healing

Group is ongoing. See current schedule at www.acsworkspace.org

DBT: Skills For Life

- Teaches practical tools to manage emotions, improve relationships, & build self-awareness
- Ideal for clients struggling with anxiety, depression, emotional reactivity, & more
- Can provide extra support alongside individual therapy

Group is ongoing. See current schedule at www.acsworkspace.org

Early Recovery Support

- Safe environment for clients to share experiences & struggles
- Provides tools for long-term recovery

Group is ongoing. See current schedule at www.acsworkspace.org

Grief & Loss

- Supportive & compassionate space
- Clients share experiences & participate in guided reflection
- Focus on healing & connection

Group is offered as needed. See current schedule at www.acsworkspace.org

Groups

AODA

- Safe, therapeutic space
- Supports recovery through connection, encouragement, & accountability
- Clients develop insight, learn healthy coping strategies, & focus on long-term healing

Group is ongoing. See current schedule at www.acsworkspace.org

Adult Mental Health

- Supportive & encouraging environment
- Clients gain insight, build coping skills, & develop connections with others
- Utilizes guided discussion & evidence-based tools

Group is ongoing. See current schedule at www.acsworkspace.org

Other Groups

- Fit for Life, Preteen/Teen Building, Art
- ACS groups are dynamic & change with client needs & clinician availability
- Current schedule is available at www.acsworkspace.org

Referral Process

- Clinician fills out online referral form
- Referral form is directed to Carol
- Insurance authorization
- Information is given to group facilitator to contact client with details



Thank you for all that you do to help our clients receive the best care!