

INFORMATION FOR PROSPECTIVE ADHD COACHES

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What services do we provide for clients?

Thanks for expressing interest in becoming a coach in conjunction with my private practice. Coaches assist clients with time management, organization, problem solving, self-motivation, and related challenges experienced by individuals with attention problems. I have developed three different services that provide support for children/adolescents, college students, and adults with ADHD and related executive functioning challenges. These include:

Tactical Tutors: See details at <https://www.tacticaltutors.com/>. Tactical Tutors provides executive functioning support to elementary school, middle school, and high school students. We help them develop organizational skills and sometimes provide academic support as well.

ADD Focus Coach: See details at <http://www.addfocuscoach.com/>. ADD Focus Coach provides executive functioning coaching to college-aged students. The majority of our coaching clients come through ADD Focus Coach.

Chicago ADHD Associates: See details at <https://www.chicago-adhd.com/how-we-help/>. Chicago ADHD Associates provides executive functioning coaching to adults and professionals related to their work.

COMING SOON – My Parenting Advisor: My Parenting Advisor will provide remote guidance and support to parents with children who have ADHD and other related challenges.

What is the location and format of sessions?

Coaching involves videoconferenced, phone, email, and text support throughout the week in multiple sessions of different lengths. Younger clients are billed on an hourly basis and have varying levels of contact, and college students and adults purchase monthly packages involving 7-9 hours per month of support (i.e., about 90 to 135 minutes per week).

What are the desired characteristics of tutors/coaches?

Coaches are expected to:

- Be prompt, responsive, and professional in all communications and interactions with clients and their families. Promptness and reliability in attending all scheduled sessions is especially important.
- Be available to meet with clients as needed. This also includes being responsive to communications from clients via email, phone, and text.
- Be highly supportive and enthusiastic when providing services.

- Be or become knowledgeable about the coaching process and ADHD in particular.
- Be organized and structured when providing services.
- Be ethical and follow the Code of Ethics from the International Coach Federation (<https://coachfederation.org/code-of-ethics>), and the Ethical Principles of Psychologists and Code of Conduct from the American Psychological Association (<https://www.apa.org/ethics/code/>).
- Regularly and promptly access any scheduling software to coordinate appointment times, verify client payment, and record the vitals of sessions.
- Access and use the resources that are recommended, as helpful.
- Be prompt in communicating with Tactical Tutors/ADD Focus Coach/Chicago ADHD Associates to assist with client assignment and follow-up, as well as establishing access to resources.
- Follow all terms, policies, and procedures outlined in the Independent Contractor Agreement Form, which will be provided if hired.

How are clients assigned to coaches?

Clients contact me directly and provide relevant intake information. I then assign the client to a particular coach so that he or she can follow-up and arrange ongoing services. Rapid communication is especially important at this stage.

We optimize the match between the client's needs and the coach's availability and expertise to provide an appropriate fit. Coaches will subsequently be assigned additional clients, with an expectation of working with **three clients at minimum** (many of our coaches choose to work with more clients). Clients who request to work with a particular coach will be assigned to that person.

How much, how, and when are tutors and coaches paid?

We set standard hourly rates for clients, and coaches receive 50% of this amount as compensation.

Our rate for services for Tactical Tutors clients is \$80 per hour. Thus, coaches are paid 50% of this rate and receive \$40 per hour. If we increase our hourly rate for clients in the future, coaches will receive the proportional increase in their earnings.

College students and adults who seek online coaching for ADHD currently pay \$560 per month for our 7 hour core package and \$685 per month for our 9 hour premium package. Coaches will receive 50% compensation in two installments at the middle and the end of that month. Again, when we increase our package rate for clients in the future, coaches will receive the proportional increase in their earnings. Sometimes hours/charges are reduced when students are on winter and summer breaks and have reduced needs for services.

Hourly rates are yet to be determined for My Parenting Advisor, but will be at the same level or greater than our other coaching services.

Coaches are paid on a twice-per-month basis through electronic funds transfer through Zelle to the account that they establish with their bank. All client payments for services are via credit card through our secure portal. Clients need to pay before or at the time of service, so receipts correspond with charges.

Coaches are independent contractors and not employees. As independent contractors, coaches have control over the work that they provide (i.e., how and when they perform their work), but they do need to meet quality standards for client assignment and deliver all services for which clients pay. In terms of compensation, we consequently do not withhold income taxes or pay Social Security, Medicare taxes, unemployment tax on earnings, workers compensation, or provide insurance or benefits. Coaches receive the full amount of their earnings and subsequently need to declare the income and pay related taxes.

What support do coaches receive?

I provide significant support for coaches so they can provide services without “back office” concerns and costs. This includes: (a) branding and advertising; (b) direct marketing to referral sources; (c) client screening and intakes; (d) online software access assisting with scheduling and progress notes; (e) coordinating client payments, paying credit card transaction costs, and bookkeeping; (f) providing resources to assist with coaching; and (g) consulting with coaches as needed. I am available to provide you with support and feedback, especially if you experience any challenges along the way.

What are the next steps if you are interested?

Please email me at meyers@drstevenmeyers.com. You can then the full application form online at this link -- <https://forms.gle/5orRaAYBE3JFSde99> . Feel free to email if you have any questions as well.