



Instructions for Counseling Paperwork for Families

Please print out the following forms and do the following for your first counseling appointment. For your convenience, the forms have been grouped together based on who needs to complete them.

Parent-Guardians

1. Child/Adolescent Intake Form (to be completed by parent): complete one form for each child (under 18) who will be participating in therapy sessions.
2. Counseling Information and Agreement: read this and bring it in if you have any questions about it.
3. Consent to Treatment: read this and sign it on behalf of all children who will be participating in therapy sessions, and bring it in. (Note: Multiple child names can be included on a single form.)
4. Notice of Privacy Practices: read this and bring it in if you have any questions about it.
5. Notice of Privacy Practices Confirmation: read this and sign it on behalf of all children who will be participating in therapy sessions, and bring it in. (Note: Multiple child names can be included on a single form.)
6. Financial Information: If you will be receiving therapy from one of our Clinical Interns **AND** you are receiving a sliding scale fee (less than \$40) then fill this out completely – including information about all sources of income for the household –, sign it, and bring it in.
7. Credit-Debit Authorization: If therapy will be paid for with a credit/debit card then have this form filled out and signed by the card holder, and bring it in.
8. Credit-Debit Card Additional Information: If therapy will be paid for with a credit/debit card **BUT** the card will **NOT** be available for inspection by the therapist for data entry then fill out this form and bring it in. Note that a Credit-Debit Authorization (see above) will also be required.

Adults Participating in Family Therapy

Each adult (18 and over) who will be participating in therapy sessions should do the following:

1. Adult Intake Form: fill this out completely and bring it in
2. Brief Mood Survey: fill this out completely and bring it in.
3. Counseling Information and Agreement: read this and bring it in if you have any questions about it. (Note: This is the same form that is included in the Parent-Guardian Forms.)
4. Consent to Treatment: read this and sign it, and bring it in.
5. Notice of Privacy Practices: read this and bring it in if you have any questions about it. (Note: This is the same form that is included in the Parent-Guardian Forms.)
6. Notice of Privacy Practices Confirmation: read this and sign it, and bring it in.

Adolescents (age 13-17) (to be completed by adolescent)

Each adolescent (age 13-17) who will be participating in therapy sessions should do the following:

1. Adolescent Intake Form: fill this out completely and bring it in
 2. Brief Mood Survey (adolescent version): fill this out completely and bring it in.
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