

# Family Support & Treatment Center

## Child Intake Form

Parent/Guardian Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Religion: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Phone) (Relationship to you)

### Children at Home:

Name: *(Include first, middle, and last name)	Gender	Age	Birth Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

➤ If divorced, please provide a copy of your divorce decree.

Highest school grade completed by individual for whom treatment is being requested: \_\_\_\_\_

Were you referred here? Y / N By whom? \_\_\_\_\_  
(Person's Name) (Name of agency/position)

### **Insurance Information**

Do you have Medicaid/Medicare? Yes\_\_\_ No\_\_\_ (If yes, please contact staff)

Do you have health insurance? Yes\_\_\_ No\_\_\_

Do you have mental health benefits? Yes\_\_\_ No\_\_\_

Insurance Company: \_\_\_\_\_ Insurance Phone: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Insured Date of Birth: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Policy #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employer: \_\_\_\_\_

## Confidential Intake Information

Child's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_

What type of therapy are you seeking for your child? (Circle all that apply)

1. Individual Therapy      2. Couple Therapy      3. Family Therapy

Has he/she been in therapy before?

No \_\_\_ Yes \_\_\_

With whom? \_\_\_\_\_

When? \_\_\_\_\_

Is he/she currently taking medication?

No \_\_\_ Yes \_\_\_

List \_\_\_\_\_

For what? \_\_\_\_\_

Why are you seeking counseling for your child?

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Please use the scale to indicate your level of concern with each subject. (Only rate those that apply)

SCALE:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
	small concern	some concern	much concern	high concern

Bullying (E)	_____	Anxiety	_____
Physical Abuse/Neglect (G)	_____	Death/Grief/Loss	_____
Sexual Abuse/Assault (H)	_____	Depression	_____
Victim of Child Pornography (I)	_____	Emotional Abuse	_____
Domestic/Family Violence (J)	_____	Divorce	_____
Hate Crime (M)	_____	Relationships	_____
Human Trafficking (N)	_____	Self Esteem	_____
Custodial Kidnapping (Q)	_____	LGBTQ	_____
Survivor of Homicide Victims (V)	_____	Stress	_____
Teen Dating Victimization (W)	_____	Self-Harm/Suicidal	_____
Other Traumatic Event/Concern	_____ (please list)		_____

PLEASE MARK ALL POSSIBLE TIMES YOU ARE AVAILABLE FOR A **WEEKLY** APPOINTMENT

TIME	Mon	Tue	Wed	Thu	Fri
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM			NA		
12:00 PM			NA		
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					

These times are in high demand. (See Note)

**NOTE:**

Higher demand appointment times may have a longer waiting period (possibly up to 3 months). *5PM time slots have a wait time of over 3 months.*

The more times you mark available the sooner we will be able to schedule you.

Please feel free to ask if you have questions regarding scheduling.

**APPOINTMENT REMINDERS:**

- I would like a weekly reminder CALL.
- I would like a weekly reminder TEXT
- I do NOT want a weekly reminder

**ATTENDANCE POLICY**

(Please read and initial next to each statement)

\_\_\_\_\_ I understand that if it is not possible to keep a scheduled therapy appointment, I am required to contact the agency to cancel the appointment. If circumstances and schedules allow, I may reschedule my appointment with the receptionist.

\_\_\_\_\_ I understand that texts are for reminders only. Any cancellations or schedule changes must be called in.

\_\_\_\_\_ I understand that after two missed appointments without prior notification and/or failure to maintain a 75% monthly attendance rate, the agency reserves the right to reassign my timeslot. If I wish to continue services, I may request to be returned to the waiting list until another timeslot becomes available.

\_\_\_\_\_ I understand that parents/legal guardians are required to check their children in for each appointment.

**MESSAGE PERMISSIONS**

I, \_\_\_\_\_, give the Family Support & Treatment Center permission to contact me regarding appointments and services as follows:

	Preference:	May we leave a message:	
Home:	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Voicemail Y / N	With whomever answers Y / N
Cell:	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Voicemail Y / N	With whomever answers Y / N
Work:	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Voicemail Y / N	
Spouse: (If applicable)	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>	Name:	Number:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Family Support & Treatment Center

## REQUEST FOR TREATMENT, CONFIDENTIALITY AND HOLD HARMLESS

I, \_\_\_\_\_, request services at the Family Support & Treatment Center. I understand that all information obtained concerning me and/or my children or anything I tell the staff, orally or in writing, will be kept confidential within the Center with these exceptions:

- 1) I sign a release request specifying to whom the information is to go, what information I want released, and for what time period information may be released.
- 2) Upon a proper court order.
- 3) In emergencies when it appears I may be in danger to myself or to others.
- 4) In child abuse cases as the law requires.
- 5) As required by funding sources for Family Support & Treatment Center to receive payment.
- 6) As outlined in the Notice of Privacy Practices.

I indemnify and hold harmless the Family Support & Treatment Center for the fulfillment of its legal responsibilities stated above. All of the information of this sheet has been clearly explained to me by a staff member and I acknowledge that I understand it and am willing to abide by it.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Family Support & Treatment Center

## CONSENT TO TREAT

I, hereby give my consent for my son/daughter, \_\_\_\_\_, to receive individual and/or family treatment for personal/family issues.

I understand that my relationship with the Family Support & Treatment Center is confidential and that **NO INFORMATION WILL BE RELEASED WITHOUT MY WRITTEN PERMISSION except as outlined in the Hold Harmless form.** I am aware that therapy will be provided by a licensed therapist and/or graduate student under supervision of a licensed therapist. If I am concerned about my child's treatment, I may consult with his/her therapist and/or the clinical director. I agree to answer a confidential follow-up questionnaire regarding the quality of my child's therapy at the end of his/her treatment.

In the rare event that any recording equipment or observation of treatment is to be utilized, this will be described to me **IN ADVANCE** and my permission obtained. I will also be notified about any proposed change of my child's therapist.

I understand that treatment at the Family Support & Treatment Center shall be free from discrimination by race, religion, sex, ethnicity, age, or handicap.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Family Support & Treatment Center

## BILLING & PROCEDURE POLICY

The Family Support & Treatment Center appreciates the opportunity to serve you in a therapeutic setting. We hope you feel the services provided are beneficial to you. In order to provide quality therapeutic services, please note the following necessary business policies.

- Therapy is billed per session and cost of a session varies depending upon the funding source. The client's portion of payment (e.g., self-pay or co-payment) is generally due at time of service. If the client is a child, please plan to come in with him/her, or call ahead of time to make the payment. The rates are as follows:
  - Self-Pay: \$90.00
  - Insurance: \$120.79 (client portion of this amount is determined by specific insurance plan.)
  - Bishop Pay: \$80.00 (client portion of this amount is determined by the client's Bishop.)
- If the client is funded through an insurance company, it is the client's responsibility to verify and understand their outpatient mental health benefits that may vary from standard medical benefits.
- If you have a funding source not mentioned above, it is your responsibility to determine session cost by contacting the Business Manager.
- **The client is responsible for any portion of the fees which the funding source does not cover**, including denials from insurance based on their diagnostic policies.
- Under limited circumstances, the client may be eligible for a discounted fee determined by household size, income, and extenuating circumstances through the Business Manager and Treatment Coordinator. Proof of income and other data may be requested. Withholding or providing misinformation pertinent to funding will result in the full responsibility of payment being deferred to the client.
- If a balance of more than three missed payments accrues, services will be suspended until the balance is paid in full or arrangements are made with the Business Manager.
- For individuals desiring to return to therapy, treatment may be delayed until arrangements have been made to pay prior delinquent bills. This is also true for those individuals for whom the client is financially responsible.
- **The client is responsible to notify the business office of any financial or funding changes** (i.e. change of job and/or insurance plan, loss or gain of insurance, change of family gross income for grant clients). We are unable to assign you to a therapist until a funding source is in place.
- If payment is made via Venmo, it is client's responsibility to determine privacy settings.

Additional fees are as follows:

- If you are unable to attend your appointment, please call to reschedule/cancel as soon as possible. A 48-hour notice of cancellation is preferred; however, we understand that is not always possible. If you do not call to cancel, it will be considered a "no show." If you have more than one "no show" annually, there will be a \$20 charge for each "no show" thereafter.
- In circumstances of divorce, one bill will be generated and sent to whomever is designated as the responsible party. If you would like us to split your bill, please contact the Business Manager for applicable fees.
- The billing department sends monthly invoices, either through postal mail or eStatements via email. Payment is due within 30 days of the billing statement date. In the event that the balance is not paid in full by 30 days, you will begin to accrue interest at the rate of 2% per month on the remainder.
- Requested written reports/letters will be billed at \$17.50 per quarter hour; fee for service is due at time of receipt. We will not bill secondary parties for this service.

We hope you find the Family Support & Treatment Center to be a supportive environment and look forward to working with you. Please contact us at (801) 229-1181 with any questions you may have.

# Family Support & Treatment Center

## NOTICE OF PRIVACY PRACTICES and BILLING POLICY CERTIFICATION

On behalf of myself and/or my children I, \_\_\_\_\_, certify that I have received a copy of the "Notice of Privacy Practices" from Family Support & Treatment Center.

I have also read and been provided a personal copy of the *Billing & Procedure Policy*. I understand the expectations outlined in the policy and agree to comply with the provisions therein. Any questions or clarifications in regards to the policy have been presented and satisfactorily responded to.

\_\_\_\_\_  
Client/Guardian Signature

\_\_\_\_\_  
Date

# Family Support & Treatment Center

1255 North 1200 West, Orem, Utah 84057

Phone: (801)229-1181 Fax: (801)229-2787

## CLIENT RIGHTS

### You have a right to:

1. **Privacy of Your Information:** You have a right to have your records, both current and closed, kept confidential within the Center. Client information, whether received orally or in writing, will not be disclosed without your written permission except as outlined in the Hold Harmless Form.
2. **Reasons for Involuntary Termination and Criteria for Re-Admission:** Should the agency determine your termination from the program, you have a right to be notified, either verbally or in writing, of the reasons for the termination. You also have a right to receive information, either verbally or in writing, for the criteria for re-admission into the program.
3. **Freedom of Potential Harm:** You have a right to freedom from potential harm or acts of violence to you, your family member(s), and others who may accompany you to the Center.
4. **Consumer Responsibilities:** You have a right to be informed of your responsibilities as a client of the agency as provided to you in the *Billing Policy & Procedure* form. In addition to your financial obligations, you also have a right to be informed of other responsibilities including 75% attendance to maintain your treatment appointment, treating others with dignity and respect, and refraining from carrying weapons on the premises. Any other responsibilities will be provided verbally or in writing.
5. **Service Fees and Other Costs:** You are entitled to information regarding your payment responsibilities, in writing or orally. Co-pays are due at the time of service. You have a right to request duplicate invoices for payment services; however, if you request more than one duplicate in a 12-month period, you may be charged a fee. You will be notified of the fee at the time your request is processed and will be given an opportunity to withdraw or modify your request.
6. **Grievance and Complaints:** You have a right to file a grievance with the Family Support & Treatment Center (your service provider or supervisor) should you be dissatisfied with services or feel that your rights have been violated. You may also complain to the Director of the Office of Civil Rights of the U.S. Department of Health and Human Services. The Treatment Coordinator will provide you with the Director's address. If you desire further information about your privacy rights, contact the Treatment Coordinator. If you wish to file a complaint or are concerned that your privacy rights have been violated, contact the Treatment Coordinator at the address or phone number listed in the HIPPA pamphlet. No retaliation or reduction in services will result if you file a complaint.
7. **Freedom from Discrimination:** You have a right to freedom from discrimination regarding race, color, national origin, sex, age, disability, or religion.
8. **Dignity:** You have a right to be treated with dignity and respect in accordance with the agency's mission statement.



9. **Smoking:** In accordance with the Utah Clean Air Act, 28-32-2, you have a right to receive services in a clean air environment. Smoking by employees, you, or others, should they choose to do so, is required to be done at least 25 feet from any “entranceway, exit, open window, or air vent to the building.”
10. **Request Confidential Communication:** You have a right to request confidential communications from us by alternative means or at alternative locations, such as receive mail at an address other than your home.
11. **Individualized Service Plan:** You have a right to an individualized treatment plan developed with your cooperation and completed within 30 days of beginning treatment. You have a right to inspect and obtain a copy of the information contained in your health record that is used to make decisions about your treatment. You may request access by completing and Access Request Form available from the Treatment Coordinator. If you request copies or a summary of your record, we may charge a fee for the cost of copying, mailing, and other services. The fee will be determined at the time your request is processed. Under limited circumstances, we may deny access to a portion of your records. If your request is denied, you will receive written response and may request that the denial be reviewed. It should be noted that your therapist’s progress notes are a protected mental health record set and are released at your therapist’s discretion.
12. **Amendment of Health Record:** You have a right to request that information about you that we created and use for decision making be corrected. The request must be made using the Amendment Request Form available from the Treatment Coordinator. We will comply with your request unless we believe that the information is already complete and accurate.
13. **Request a Restriction on Certain Uses of Information:** You have a right to request a restriction on certain uses and disclosures of your information for treatment, payment, or health care options. The Family Support & Treatment Center will consider all requests, but we are not required to grant a restriction. To request a restriction, ask any staff member for a Request for Restriction Form, and return it to the Treatment Coordinator.
14. **Accounting of Disclosures made without your consent:** You have a right to receive an accounting of disclosures of your health information that were made without your consent or authorization. You may request an accounting by completing the Accounting Request Form available from the Treatment Coordinator. Your request must specify the period time desired for the accounting. It may not include any time prior to April 14, 2003 or more than six years prior to completion of request. If you request more than accounting in any twelve-month period, you may be charged a fee for the additional accounting. You will be notified of the fee at the time your request is processed and will be given an opportunity to withdraw or modify your request.

\_\_\_\_\_  
Client/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Family Support & Treatment Center

## DEMOGRAPHIC INFORMATION

(Used for statistical purposes only.)

**Housing Composition:** (List each person who lives in dwelling)

<u>Name</u>	<u>Age</u>	<u>Sex</u>	<u>Relationship</u>	<u>Adopted/Foster</u>
			SELF	

(List additional members on back of form)

- 1.) Name of individual in program: \_\_\_\_\_
- 2.) Total Number living in household: \_\_\_\_\_
- 3.) Is anyone in the household age 65 or older? Y / N
- 4.) Please indicate ethnicity:

___ White	___ American Indian/Alaska Native
___ Hispanic	___ American Indian/Alaska Native & White
___ Black/African American	___ American Indian/Alaska Native & Black/African American
___ Asian	___ Black/African American & White
___ Asian/Pacific Islander	___ Native Hawaiian/Other Pacific Islander
___ Asian & White	___ Other Multi-Racial
- 5.) Is a single female the head of household? Y / N
- 6.) Is anyone in the household physically or mentally handicapped, or learning disabled? Y / N
- 7.) Gross Annual Household Income (include all adults' income): \_\_\_\_\_

**\*\*** As a non-profit agency, we rely heavily on grants for funding. As part of their application process, they do require statistical information. Once the data is compiled and ensured accurate, all names are removed. The primary statistic asked for is the income levels of our clientele. We thank you for your help in this regards.

# CLIENT BEHAVIOR INDICATOR

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please rate the following items in regards to your child.

SCALE: 0 = None 1 = Mild 2 = Moderate 3 = Severe

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- \_\_\_ Has a hard time giving close attention to details (A)
- \_\_\_ Makes careless mistakes in schoolwork or work
- \_\_\_ Doesn't seem to listen when spoken to
- \_\_\_ Doesn't follow through on instructions
- \_\_\_ Fails to finish school work or chores
- \_\_\_ Has difficulty organizing tasks and activities
- \_\_\_ Avoids or doesn't like homework
- \_\_\_ Loses things often
- \_\_\_ Is easily distracted
- \_\_\_ Forgetful in daily activities
- \_\_\_ Fidgets with hand or feet or squirms in seat
- \_\_\_ Difficulty staying seated
- \_\_\_ Often talks excessively
- \_\_\_ Easily distracted
- \_\_\_ Often shows feelings of restlessness
- \_\_\_ Often on the go with excessive energy
- \_\_\_ Often blurts out answers
- \_\_\_ Has difficulty awaiting turns
- \_\_\_ Often interrupts or intrudes on others

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- \_\_\_ Often loses temper (B)
- \_\_\_ Often argues with adults
- \_\_\_ Often actively defies or refuses to comply with adults' requests or rules
- \_\_\_ Often deliberately annoys people
- \_\_\_ Often blames other for his/her mistakes or misbehavior
- \_\_\_ Often touchy or easily annoyed by other
- \_\_\_ Often angry and resentful
- \_\_\_ Often spiteful or vindictive

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- \_\_\_ Repeated passage of feces into inappropriate places (clothing or floor) (C)

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- \_\_\_ Repeatedly urinating into bed or clothes (whether involuntary or intentional) (D)

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- \_\_\_ Overly upset when separated (or thinks about being separated) from home or parents(s) (E)
- \_\_\_ Worries about losing or about possible harm coming to parent(s)
- \_\_\_ Worries about getting lost or kidnapped
- \_\_\_ Refuses to go to school or elsewhere because of fear of separation

- Is afraid to be alone or without parent(s)
- Often refuses to go to sleep without being near parent(s)
- Repeated nightmares involving the theme of separation
- Repeated complaints of physical symptoms (such as headaches, stomachaches, or nausea) when separation from parent(s) occurs or is anticipated.

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- Sad, depressed, unhappy (F)
- Decreased enjoyment, pleasure, interest
- Change in weight
- Failure to make expected weight gains
- Sleep problems
- Irritable, agitated
- Fatigue, loss of energy
- Hopelessness
- Guilt feelings
- Difficulty concentrating, indecisiveness
- Suicidal verbalizations, thoughts
- Social withdrawal:  Physically  Verbally
- Anxious, nervous, edgy
- Poor appetite or overeating
- Low self-esteem
- Often in an irritable mood
- Often whining or crying
- Few friends, losing friends
- Negative self-statements
- Negative statements or thoughts
- Vegetate in front of the TV

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- Inflated self-esteem or grandiosity (G)
- Decreased need for sleep
- More talkative than usual
- Racing thoughts
- Distractible
- Psychomotor agitation
- Mood swings
- Irritable Mood
- Overactive, too happy, too busy, elevated mood
- Excessive involvement in pleasurable activities

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- Child has been a victim or has witnessed events that are outside of normal human experiences (abuse, domestic violence, natural disaster, death, etc.) (H)
- Child has responded to event(s) with intense fear, helplessness, or horror
- Disorganized or agitated behavior
- Fears; Specify: \_\_\_\_\_
- Repetitive play where themes or aspects in trauma is expressed
- Recurrent nightmares; Theme: \_\_\_\_\_
- Somatic complaints such as body complaints, stomach pains, or headaches

- \_\_\_ Overly dependent
- \_\_\_ Worries of separation
- \_\_\_ Excessive need for reassurance
- \_\_\_ Tense/unable to relax
- \_\_\_ Feelings of detachment or estrangement from others (like experiences are not real)
- \_\_\_ Restricted range of emotions (either sad or angry)
- \_\_\_ A general distrust of people
- \_\_\_ Avoidance of certain people, places, or activities

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- \_\_\_ Excessive worry about a number of events (I)
- \_\_\_ He/she finds it difficult to control the worrying
- \_\_\_ Feelings of being keyed up or on edge
- \_\_\_ Easily fatigued
- \_\_\_ Difficulty concentrating or mind going blank
- \_\_\_ Irritability
- \_\_\_ Muscle tension
- \_\_\_ Sleep disturbance (difficulty falling or staying asleep, restless or unsatisfying sleep)

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- \_\_\_ Obsessive thoughts, impulses, or images that are a product of the child's mind (J)
- \_\_\_ Repetitive behaviors (hand washing, ordering, checking) or mental acts (praying, counting, repeating words silently) that the child feels driven to perform with the aim to prevent or reduce some dreaded event or situation.

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- \_\_\_ Persistent fear of one or more social or performance situations where the child is afraid that he or she will act in a way that will be humiliating or embarrassing (K)  
(The fear would include peers as well as adults)
- \_\_\_ Anxiety is expressed in such situations by crying, tantrums, freezing, or shrinking from social situations with unfamiliar people.
- \_\_\_ The feared social or performance situations are avoided or else are endured with intense anxiety or distress.

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- \_\_\_ Excessive fear linked to a specific thing (flying, heights, animals, receiving a shot, seeing blood, etc.) (L)
- \_\_\_ Exposure to the thing the child is afraid of provokes immediate anxiety such as crying, tantrum, freezing, or clinging
- \_\_\_ Child avoids the thing they are afraid of

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- \_\_\_ Fear is so great the child doesn't want to leave home or be in social situations (M)
- \_\_\_ Experiencing periods of time of intense fear with some of the following symptoms:  
-- circle all that apply --

- |                     |            |                                   |                      |
|---------------------|------------|-----------------------------------|----------------------|
| pounding heart      | sweating   | sensations of shortness of breath | trembling or shaking |
| feelings of choking | chest pain | fear of losing control            | feeling dizzy        |
| fear of dying       | nausea     | numbness or tingling sensations   | chills               |

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- \_\_\_ Has experienced a serious emotional stressor within the last 3 months (divorce, witnessing abuse, abuse, separation from a loved one, moving, problems at school, etc.) (N)