



# CLINICAL COUNSELING & Consulting Services, PLLC

ASSESSMENT AND TREATMENT CENTER  
2931 Breezewood Avenue Suite 200  
Fayetteville, NC 28303 Phone:910-748-0833  
Fax:910-827-6592

## Referral for Services

### Section I: Referral Source Demographics

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Referral Source: \_\_\_\_\_ Date: \_\_\_\_\_

Referral Source Phone Number: \_\_\_\_\_

Referral Source Email Address: \_\_\_\_\_

### Section II: Service Request

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Check all Desired Services:  Parenting Evaluation  Parenting Classes  Emotional and Behavioral  
Psychotherapy  Couples Counseling  Family Psychotherapy  Psychological Evaluation  
 Domestic Violence Assessment  Victim Assessment  PREPARE/ENRICH Assessment

### Section III: Patient Demographics

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Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

SSN#: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Insurance Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Section V: Reason for Referral

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## Admission Application

### Section I: Face Sheet

#### Patient Demographics

**Patient Name (First, Last, Middle Initial):** \_\_\_\_\_

**Gender:**  Male  Female  Transgender  Does not identify **Age:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Race/Ethnicity:**  Asian  Caucasian/White  African American/Black  Hispanic/Latino

Native American  Other, please specify \_\_\_\_\_

**Sexual Orientation:**  Heterosexual  Homosexual  Bisexual  None

**Marital Status:**  Never Married  Single  Divorced  Separated  Widow

**If Married, Spouse Name:** \_\_\_\_\_

**Highest Level of Education:**  K  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>  
 11<sup>th</sup>  12<sup>th</sup>  GED  Some College  Associates Degree  Bachelor's Degree  
 Master's Degree  Doctoral Degree

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Religious Affiliation:** \_\_\_\_\_

**Employment:**  Employed  Unemployed

### Section II: Emergency Contact Information

**Name (First, Last, Middle Initial):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relationship to Patient:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Section III: Medical History**

**Do you currently:** Smoke? Yes No If Yes, How Much? \_\_\_\_\_  
Drink? Yes No If Yes, How Much? \_\_\_\_\_  
Use Drugs? Yes No If Yes, How Much and what type? \_\_\_\_\_

**Please List All Prescriptions and Dosages:**

**Please List Any Allergies:**

**Please List Any Current Medical Conditions:**

**Are you currently under a doctor's care?** Yes No

If Yes, Why? \_\_\_\_\_

Primary Care Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**Have you Ever Been Hospitalized for a Physical Illness or injury?** Yes No

If Yes, When, Where and Why?  
\_\_\_\_\_  
\_\_\_\_\_

**Have you Ever Been Hospitalized for a Mental Illness?** Yes No

If Yes, When, Where and Why?  
\_\_\_\_\_  
\_\_\_\_\_

**Have you Ever Had Any Kind of Mental Health Therapy?** Yes No

If Yes, When, Where and Why?  
\_\_\_\_\_  
\_\_\_\_\_

**Section IV: Insurance Information**

Self-Pay

EAP

I do have health insurance (list insurance information below)

I do not have health insurance and would like to apply for A Place for Parents, LLC sliding scale fee or grant funding

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Primary Subscriber Name: \_\_\_\_\_ Group Number: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Primary Subscriber Address: \_\_\_\_\_  
(List Full Street Address)

Secondary Insurance -If Applicable

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Primary Subscriber Name: \_\_\_\_\_ Group Number: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Primary Subscriber Address: \_\_\_\_\_  
(List Full Street Address)

**Section V: Signature(s)**

I, \_\_\_\_\_ guarantee that the information given on this admission application is accurate as possible and any information that is discrepant and/or conflicting with medical necessity, such as information that is not given or is not completely specified as presented by myself may lead to the discharge from A Place for Parents, PLLC.

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Authorization for Assessment/Evaluation

**Parenting Evaluation** - is an intensive functional face-to-face assessment of parenting style, stress, and various dimensions of parenting that are relevant to child externalizing issues, positive involvement with children, supervision, and monitoring, use of positive three sessions and utilizes various measures that are discipline techniques and use of corporal punishment. This evaluation also consists of a parent profile.

**Patient Initials** \_\_\_\_\_

**Domestic Violence Assessment**- is an intensive functional face-to-face evaluation that assess violence (lethality) potential, control issues, substance (alcohol and other drugs) abuse and stress handling abilities.

**Patient Initials** \_\_\_\_\_

**Victim Assessment** – is an intensive functional face-to-face evaluation that assess used primarily in domestic violence cases to evaluate the severity of emotional, physical and mental abuse. This

assessment provides an objective and standardized method to evaluating the patient status. **Patient Initials** \_\_\_\_\_

**PREPARE/ENRICH Assessment** - a customized couple assessment that identifies a couple's strength and growth areas. This assessment examines the couple at a dyadic and individual level, allowing insight into the dynamics and complexity of their relationship.

**Patient Initials** \_\_\_\_\_

**Psychological Evaluation**- is an intensive functional face-to-face evaluation that assess an individual's behavior, personality, cognitive abilities, and several other domains. Psychological evaluations identify psychological factors that may be inhibiting a person's ability to think, behave, or regulate emotion functionally or productively. **Patient Initials** \_\_\_\_\_

**Informed Consent:** The overall duration of all assessments and evaluations depend on the nature of the assessment/evaluation. There can be no guarantees about the outcome of any type of assessment/evaluation. Additionally, the assessment and evaluation process may involve discussing unpleasant aspects of one's life and may lead to unanticipated results and/or conclusions that may be discomforting. I understand that A Place for Parents, LLC attempts to minimize these risks by thoroughly reviewing the nature and purpose of the assessment/evaluation with me and explaining the results in language that I can understand. I authorize, consent, and request that my treating provider administer the above checked assessment/evaluation(s). I understand that the purpose of these procedures and that the assessment/evaluation process is designed to be helpful, it may at times be difficult and uncomfortable **Patient Initials** \_\_\_\_\_

**Confidentiality:** We maintain strict and firm policy of confidentiality about your personal information and matters related to your treatment. No information about you or your family will be given to another individual or agency without your written authorization. The only exception includes life-threatening emergencies, a court subpoena of records, or instances involving our ethical and legal duty to report abuse of children, elder adults, or disabled individuals. I understand in all cases any personal identifying information will not be used without my written permission. **Patient Initials** \_\_\_\_\_

### Signatures

My signature below indicates that I have read and understand the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**



## Informed Consent and Authorization for Psychological Evaluation

Through the administration the psychological evaluation, you have the right to inquire about the nature or purpose of all tests and procedures. You also have the right to know the test results, interpretations, and recommendations. The evaluation generally begins with an informational interview followed by the administration of one or more psychological or educational tests. Although it is sometimes possible to complete the testing in one sitting, it is common for the evaluation to require two or three several-hour sessions.

### Types of Evaluations

- *Full Psycho-Educational Evaluation* – The purpose of this evaluation is to provide an in-depth study of the cognitive/intellectual processes and current academic levels of functioning. This evaluation might also include an assessment of memory and executive functioning.
- *Psychodiagnostic Evaluation* -- The purpose of this is to evaluate for behavioral or emotional factors such as Attention Deficit/Hyperactivity Disorder, depression, or anxiety disorders that may be affecting one's functional abilities.

### Types of Measures

- *Diagnostic Interview and Developmental History* – to obtain information about the client outside of the testing situations, and to obtain a comprehensive history in order to make a more reliable diagnosis.
- *Cognitive Testing* – to assess overall intellectual ability, as well as strengths and weaknesses in areas such as verbal comprehension, perceptual reasoning, working memory, and processing speed.
- *Achievement Testing* – evaluation of academic abilities in the areas of word reading, phonics, reading comprehension, written language, math reasoning, calculation, and academic fluency. Measures of oral language may also be assessed.
- *Attention and Executive Functioning assessment* – to assess attentional processes, along with any difficulties pertaining to initiation, sustained effort, emotional modulation, ability to monitor and self-correct, working memory, organization, and planning.
- *Behavior Rating Scales and/or on-site behavioral observation* at school in order to get a sample of behaviors outside of the office setting.
- *Interviews* with teachers, family members, or other relevant individuals. Such interviews will only be conducted with specific written consent.

### Feedback

The type(s) of feedback you and/or your child will receive may include:

- A comprehensive written report that provides findings for each measure, an integrated summary, and recommendations for accommodations, interventions or treatment.
- A brief, written summary that provides an overview of findings and recommendations.
- In-person or telephone interpretive feedback session.

**Informed Consent:** The overall duration of all assessments and evaluations depend on the nature of the evaluation. There can be no guarantees about the outcome of any type of evaluation. Additionally, the assessment and evaluation process may involve discussing unpleasant aspects of one's life and may lead to unanticipated results and/or conclusions that may be discomfoting. I understand that A Place for Parents, LLC attempts to minimize these risks by thoroughly reviewing the nature and purpose of the evaluation with me and explaining the results in language that I can understand. I authorize, consent, and request that my treating provider administer the above checked evaluation(s). I understand that the purpose of these procedures and that the evaluation process is designed to be helpful, it may at times be difficult and uncomfortable.

**Patient/Legal Responsible Person Initials** \_\_\_\_\_

**Confidentiality:** We maintain strict and firm policy of confidentiality about your personal information and matters related to your treatment. No information about you or your family will be given to another individual or agency without your written authorization. The only exception includes life-threatening emergencies, a court subpoena of records, or instances involving our ethical and legal duty to report abuse of children, elder adults, or disabled individuals. I understand in all cases any personal identifying information will not be used without my written permission. **Patient/Legal Responsible Person Initials** \_\_\_\_\_

### Signatures

My signature below indicates that I have read and understand the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
A Place for Parents, LLC Staff Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY  
\*Patient Demographic  
label HERE\*



## Patient Orientation Acknowledgement

**As a patient of A Place for Parents, LLC, I acknowledge that during patient orientation I have been explained and given written materials regarding:**

- Patient Rights and Responsibilities
- Admission
- Discharge
- Treatment Termination
- Professional Records
- Professional Boundaries
- Litigation Limitations
- Contacting Your Therapist
- Crisis/Emergencies
- Electronic Communication
- Confidentiality
- Notice of Privacy Practices
- Notice of Disclosure without Consent
- HIPPA Authorization
- Provider Choice
- Assessment/Evaluation
- Psychotherapy
- Consent for Treatment
- Informed Consent for Treatment
- Telehealth
- Insurance
- Cancellation and Late Arrival
- Complaints and Appeals
- Treatment Planning
- Treatment Outcomes
- Coordination of Care
- Infection Control

I acknowledge that I have completed patient orientation with A Place for Parents, LLC and that I fully understand the aforementioned contents. I acknowledge that I have been given a copy of A Place for Parents, LLC patient orientation handbook.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

OFFICE USE ONLY  
\*Patient Demographic  
label HERE\*



## Patient Orientation Acknowledgements and Consents

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### Patient Rights

I acknowledge that A Place for Parents, LLC has provided me with a copy of my bill of rights that at minimum guarantee the security of my information, fair treatment, and autonomy over treatment decisions. **Patient Initials:** \_\_\_\_\_

### Patient Responsibilities

I acknowledge that A Place for Parents, LLC provided me with a copy my patient responsibilities that include providing accurate and complete information about my presenting issue, mental health and medical history, medications and other matters relating to my health. I acknowledge that have read, understand, and received a copy of my bill of rights and patient responsibilities from A Place for Parents, LLC. **Patient Initials:** \_\_\_\_\_

### Crisis/Emergencies

I acknowledge that my therapist may not always be immediately available to address emergent concerns. I understand that in case of crisis, I can call and/or text **EMERGENCY** to A Place for Parents, LLC afterhours crisis line at 910-745-7065. I understand that If I am at risk of harm to myself or someone else, I should call 911, and/or go to the nearest hospital emergency room, or call Cape Fear Valley Behavioral Health at 910-609-4000. **Patient Initials:** \_\_\_\_\_

### Electronic Communications

I acknowledge that I have read and understand the policy regarding communication with (both to/from) A Place for Parents, LLC and/or my individual therapist via electronic methods. **Patient Initials:** \_\_\_\_\_

### Signatures

My signature below indicates that I have read, understand, and received a copy of the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

## Patient Orientation Acknowledgements and Consents

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### **Confidentiality**

I acknowledge that confidentiality of all communications between myself and assigned therapist is protected by law. I acknowledge that contents of all services that I receive from A Place for Parents, LLC are considered confidential and both verbal information and written records cannot be shared with another party without my written consent. I acknowledge that there are a number of exceptions that may limit confidentiality, such as my therapist's duty to warn and protect. I understand If I inform my therapist of intent or plan of harming myself, someone else, or if I report abuse of a minor or vulnerable (disabled and/or elderly) person by myself or someone else, my therapist is obligated to contact the local authorities. I understand that the local authorities may be the local police and/or department of social services. I acknowledge, accept, and understand my therapist's duty to warn and protect which limits confidentiality between me and my therapist. **Patient Initials:** \_\_\_\_\_

### **Other exceptions that limit Confidentiality**

Confidentiality information may be released without consent: Under court order, to an internal consumer advocate; when the client has left a 24-hour facility and appropriate individuals need to be notified; and suspected abuse/neglect or communicable disease; to the client's attorney representing the State if the client is facing court hearing; to department of corrections if the client is or has been imprisoned; for the purposes of filing petition for involuntary commitment or adjudication of incompetence; to the agency's attorney; when there is imminent danger to the health, safety of the client or another client or when there is the likelihood of the commitment of a felony or violent misdemeanor; to health care provider who is providing emergency services; to another NC MH/DD/SA facility, provider of support services, Secretary, physician or other clients when necessary to coordinate appropriate and effective care: for approved research and planning, audits and statistical purposes. I understand other exceptions that limit confidentiality. **Patient Initials:** \_\_\_\_\_

### **Signatures**

My signature below indicates that I have read, understand, and received a copy of the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**



## Patient Orientation Acknowledgements and Consents

### HIPAA Notice of Privacy Practices

I acknowledge that I have read, understand, and have received a copy of Notice of Privacy Practices for A Place for Parents, LLC. **Patient Initials:** \_\_\_\_\_

### Notice of Disclosure without Consent

I acknowledge that I have read, understand, and have received a copy of A Place for Parents, LLC Notice of Disclosure without Consent. **Patient Initials:** \_\_\_\_\_

### HIPPA Authorization

I acknowledge that A Place for Parents, LLC uses HIPPA authorizations to allow covered entities to engage in my treatment. I acknowledge that A Place for Parents, LLC does not release any part of my record to any entity, other than when subpoenaed to do so by law. I understand that if I would like a copy of my protected health information (PHI) given to another provider or entity, I would have to obtain a hardcopy of the PHI from A Place for Parents, LLC in person to distribute to the provider and/or entity. I acknowledge that this also applies to any minor that may be in my legal custody who is receiving services from A Place for Parents, LLC. **Patient Initials:** \_\_\_\_\_

### Provider Choice

I understand that I have the right to choose providers of care, such as medical physician and/or psychotherapist. I understand that If I desire to choose a different provider at any point in treatment, A Place for Parents, LLC will assist with the referral process. I acknowledge that this also applies to any minor that may be in my legal custody who is receiving services from A Place for Parents, LLC. **Patient Initials:** \_\_\_\_\_

### Insurance Acknowledgement

I understand that if I have no insurance I am required to self-pay, unless grant funding is available. I understand that if I have insurance, I may be responsible for a copay. I also understand I have Medicaid benefits my minimum payment is zero for authorized visits and services. I agree to notify A Place for Parents, LLC immediately when there is a change in my insurance coverage or county of residence. I understand that if there is a termination of my insurance for any reason, A Place for Parents, LLC will be unable to continue rendering services. **Patient Initials:**  
\_\_\_\_\_

### Signatures

My signature below indicates that I have read, understand, and received a copy of the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

## Patient Orientation Acknowledgements and Consents

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### Consent for Treatment

I authorize and request that A Place for Parents, LLC administer mental health examinations, treatments, and/or diagnostic procedures, which now or during the course of my care are advisable. I acknowledge that the purpose of these procedures will be explained to me upon my request and subject to my written consent. I also understand that while the course of therapy is designed to be helpful, it may at times be difficult and uncomfortable I acknowledge that this consent is truly voluntary and is valid until revoked. I understand that I may revoke this consent at any time and that my involvement in therapy is completely voluntary. I, do hereby seek and consent to take part in psychotherapy and assessment/evaluation services provided by A Place for Parents, LLC. I understand that no specific promises have been made to me by this agency/therapist about the results of treatment, the effectiveness of the procedures used by this therapist, or the number of sessions necessary for therapy to be effective.

**Patient Initials:** \_\_\_\_\_

### Emergency Medical Care Consent

In the event of an emergency, I authorize A Place for Parents, LLC to seek emergency care from hospital or physician listed on my admission application. I understand that A Place for Parents, LLC will try to reach the legally responsible person and/or individuals listed on the Emergency Contact List as quickly as possible in an emergency situation. I agree not to hold A Place for Parents, LLC liable for any results from the provision of transportation or medical coordination. **Patient Initials:** \_\_\_\_\_

### Informed Consent for Treatment

I acknowledge that unanticipated outcomes of treatment are possible in any treatment setting. I understand that Clinical Counseling and Consulting Services makes every effort to ensure client safety and avoid unanticipated outcomes, there are risks involved in mental health treatment. I understand that unanticipated outcomes include serious incidents such as reporting by staff of abuse, neglect, or exploitation; reporting by staff of illegal activity; and temporary increase in symptoms. I acknowledge the possibility of unanticipated outcomes and authorizing A Place for Parents, LLC to provide mental health treatment, assessment, emergency treatment (including medical, surgical, psychiatric, or psychological) and evaluations or continuing care which in the opinion of the agency is deemed necessary to the well-being of myself (the patient) and/or my child (as a patient). **Patient Initials:** \_\_\_\_\_

### Signatures

My signature below indicates that I have read, understand, and received a copy of the items listed above. I am acknowledging that I agree with the information presented within, and by initialing the statements above, agree to each item as indicated.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

## Patient Orientation Acknowledgements and Consents

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### Consent with Primary Care Physician

I hereby request and authorize A Place for Parents, LLC to exchange (receive and disclose) my individually identifiable health information as specified below.

**REDISCLOSURE:** Once information is disclosed as authorized below, I understand that the federal health privacy law (45 CFR Part 164) protecting health information may not apply to the recipient of the information and, therefore, may not prohibit the recipient from redisclosing it. Other laws, however, may prohibit re-disclosure. When this agency discloses mental health and developmental disabilities information protected by state law (NCGS 122C) or substance abuse treatment information protected by federal law (42 CFR Part 2), we must inform the recipient of the information that re-disclosure is prohibited except as permitted or required by these two laws.

Name of Practice Entity:	Purpose:	Information to be Disclosed:
	Service coordination	Assessments, treatment plan, health related treatment information, clinical summaries, discharge summary

I understand that the information to be released may include information regarding Drug and Alcohol Abuse, Medical Conditions, Psychological and/or Psychiatric Impairments, and Acquired Immunodeficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV). I also understand that any provider that has been previously granted access to my electronic information will continue to have access until that previous authorization expires or is revoked in writing as explained below.

I understand that this release is valid up to one year from the date I sign it and I may refuse to sign this authorization or revoke this authorization at any time. Any revocation or refusal to sign this authorization will not affect my child's ability to receive treatment. I understand that any revocation of this authorization will need to be put in writing and will not be effective until the date it is received by A Place for Parents, LLC. I understand I should provide the written statement to revoke the authorization to the assigned case manager.

As the legally responsible person, I have the right to request access to the contents of records pertaining myself as the patient and/or my child/adolescent as the patient, by contacting my assigned therapist at A Place for Parents, LLC.

\_\_\_\_\_

**Patient Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_

**Date**

## Patient Orientation Acknowledgements and Consents

### Authorization for Disclosure

I hereby request and authorize A Place for Parents, LLC to exchange (receive and disclose) my individually identifiable health information as specified below.

**REDISCLOSURE:** Once information is disclosed as authorized below, I understand that the federal health privacy law (45 CFR Part 164) protecting health information may not apply to the recipient of the information and, therefore, may not prohibit the recipient from redisclosing it. Other laws, however, may prohibit re-disclosure. When this agency discloses mental health and developmental disabilities information protected by state law (NCGS 122C) or substance abuse treatment information protected by federal law (42 CFR Part 2), we must inform the recipient of the information that re-disclosure is prohibited except as permitted or required by these two laws.

**Entity (Agency or Person):**

\_\_\_\_\_

**For the following purpose(s):**

\_\_\_\_\_

Information released may be *verbal, electronic, or written* and allows for a reciprocal exchange of information. Released data may include records, treatment notes, and other information.

Nature of records to be released: (***Please initial beside each applicable document***) \_\_\_\_\_ Admission Assessments

_____ Medications	_____ Treatment Plans	_____ Treatment Recommendations
_____ Psychiatric Evaluations	_____ Psychological Evaluations	_____ Progress/Psychotherapy Notes
_____ Discharge Summaries	_____ Aftercare Plans/Orders	_____ Lab Results
_____ Alcohol/Drug Treatment	_____ AIDS/HIV	
_____ Other: _____		

I understand that the information to be released may include information regarding Drug and Alcohol Abuse, Medical Conditions, Psychological and/or Psychiatric Impairments, and Acquired Immunodeficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV). I also understand that any provider that has been previously granted access to my electronic information will continue to have access until that previous authorization expires or is revoked in writing as explained below.

I understand that my information may not be protected from re-disclosure by the requester of the information; however, if this information is protected by the Federal Substance Abuse Confidentiality Regulations, the recipient may not re-disclose such information without my further written authorization unless otherwise provided for by state or federal law.

I understand that this release is valid up to one year from the date I sign it and I may refuse to sign this authorization or revoke this authorization at any time. Any revocation or refusal to sign this authorization will not affect my child's ability to receive treatment. I understand that any revocation of this authorization will need to be put in writing and will not be effective until the date it is received by A Place for Parents, LLC. I understand that I should provide this written statement to revoke the authorization to the assigned case manager.

As the legally responsible person, I have the right to request access to the contents of records pertaining myself as the patient and/or my child/adolescent as the patient, by contacting my assigned therapist at A Place for Parents, LLC.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

## Patient Orientation Acknowledgements and Consents

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### Authorization for Disclosure

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**Entity (Agency or Person):**

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**For the following purpose(s):**

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Information released may be *verbal, electronic, or written* and allows for a reciprocal exchange of information. Released data may include records, treatment notes, and other information.

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_____ Psychiatric Evaluations	_____ Psychological Evaluations	_____ Progress/Psychotherapy Notes
_____ Discharge Summaries	_____ Aftercare Plans/Orders	_____ Lab Results
_____ Alcohol/Drug Treatment	_____ AIDS/HIV	
_____ Other: _____		

I understand that the information to be released may include information regarding Drug and Alcohol Abuse, Medical Conditions, Psychological and/or Psychiatric Impairments, and Acquired Immunodeficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV). I also understand that any provider that has been previously granted access to my electronic information will continue to have access until that previous authorization expires or is revoked in writing as explained below.

I understand that my information may not be protected from re-disclosure by the requester of the information; however, if this information is protected by the Federal Substance Abuse Confidentiality Regulations, the recipient may not re-disclose such information without my further written authorization unless otherwise provided for by state or federal law.

I understand that this release is valid up to one year from the date I sign it and I may refuse to sign this authorization or revoke this authorization at any time. Any revocation or refusal to sign this authorization will not affect my child's ability to receive treatment. I understand that any revocation of this authorization will need to be put in writing and will not be effective until the date it is received by A Place for Parents, LLC. I understand that I should provide this written statement to revoke the authorization to the assigned case manager.

As the legally responsible person, I have the right to request access to the contents of records pertaining myself as the patient and/or my child/adolescent as the patient, by contacting my assigned therapist at A Place for Parents, LLC.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**

## Patient Orientation Acknowledgements and Consents

### Authorization for Disclosure

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**Entity (Agency or Person):**

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**For the following purpose(s):**

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Information released may be *verbal, electronic, or written* and allows for a reciprocal exchange of information. Released data may include records, treatment notes, and other information.

Nature of records to be released: (***Please initial beside each applicable document***) \_\_\_\_\_ Admission Assessments

_____ Medications	_____ Treatment Plans	_____ Treatment Recommendations
_____ Psychiatric Evaluations	_____ Psychological Evaluations	_____ Progress/Psychotherapy Notes
_____ Discharge Summaries	_____ Aftercare Plans/Orders	_____ Lab Results
_____ Alcohol/Drug Treatment	_____ AIDS/HIV	
_____ Other: _____		

I understand that the information to be released may include information regarding Drug and Alcohol Abuse, Medical Conditions, Psychological and/or Psychiatric Impairments, and Acquired Immunodeficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV). I also understand that any provider that has been previously granted access to my electronic information will continue to have access until that previous authorization expires or is revoked in writing as explained below.

I understand that my information may not be protected from re-disclosure by the requester of the information; however, if this information is protected by the Federal Substance Abuse Confidentiality Regulations, the recipient may not re-disclose such information without my further written authorization unless otherwise provided for by state or federal law.

I understand that this release is valid up to one year from the date I sign it and I may refuse to sign this authorization or revoke this authorization at any time. Any revocation or refusal to sign this authorization will not affect my child's ability to receive treatment. I understand that any revocation of this authorization will need to be put in writing and will not be effective until the date it is received by A Place for Parents, LLC. I understand that I should provide this written statement to revoke the authorization to the assigned case manager.

As the legally responsible person, I have the right to request access to the contents of records pertaining myself as the patient and/or my child/adolescent as the patient, by contacting my assigned therapist at A Place for Parents, LLC.

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**A Place for Parents, LLC Staff Signature**

\_\_\_\_\_  
**Date**



## Patient Orientation Acknowledgements and Consents

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### Clinical Parenting Education Program Participation Agreement

I, \_\_\_\_\_ agree to participate in the clinical education program at A Place for Parents, LLC. I understand that the class consist of weekly parenting sessions and weekly group sessions. I agree to abide by the rules, requirements, and recommendations of the program. I understand that if I do not abide by the rules, requirements, and recommendations of the program I will not receive any credit for completion of the program. I also understand that the program may require me to participate in co-parenting sessions with the biological, stepparent, or legal guardian of my child. I acknowledge that this clinical based parenting program will require me to discuss historic adverse childhood and adult experiences that may be traumatic and emotionally harmful.

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**Patient Signature**

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**Date**

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**A Place for Parents, LLC Staff Signature**

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**Date**



## Patient Orientation Acknowledgements and Consents

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### Authorization for Student Intern

A Place for Parents, LLC participates in clinical education programs with area colleges and universities to give students engaged in a course of study related to a mental health career, including social work students, counseling students, and psychology students (“interns”) experience in clinical practice. A Place for Parents, LLC has agreed to permit such interns to observe and participate in patient care activities, including, where appropriate, providing mental health treatment to patients under the licensed psychotherapist direct supervision.

I consent to student interns

I decline student interns

By signing below, you agree to permit the interns working with your psychotherapist to observe and participate in your mental health treatment, including, where appropriate, providing direct mental health treatment to you under your licensed psychotherapist direct supervision. You agree that you have been given the opportunity to refuse to give such consent and that you may withdraw your consent at any time during your treatment.

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**Patient Signature**

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**Date**

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**A Place for Parents, LLC Staff Signature**

---

**Date**

OFFICE USE ONLY  
\*Patient Demographic  
label HERE\*

## Patient Orientation Acknowledgements and Consents

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### Telehealth Consent Form

Please review this agreement carefully, as it sets forth the understanding between you (“Client”) and A Place for Parents, LLC (“Agency”) regarding the services you have requested, and we will provide for you. If you have any questions, concerns or issues about the content of this Agreement please contact us for clarification before signing it.

Telehealth is the use of electronic transmissions to treat the needs of a patient. In this case, we offer both video and audio forms of communication via the Internet and/or telephone. This means the practice of health care delivery, diagnosis, consultation, treatment, transfer of medical data, and education using interactive audio, video, or data communications, may occur from different locations geographically in order to assist with delivery of care when access to care may not be possible by face-to-face visits.

You understand that Teletherapy occurs in the state of North Carolina and is governed by the laws of the state where the client resides. Teletherapy may also be governed by the laws of the state in which the providers are located at the time of service delivery if that state is other than NC. All providers are licensed in the states in which you reside, as well as the state the provider may be located in at the time of a Teletherapy session.

While Teletherapy is an effective way to obtain assistance when geographic distance or scheduling conflicts prevent face to face care, in the event that Teletherapy is determined to not be in your best interests, your provider will explain that to you and suggest some alternative options better suited to your needs. In most cases, this will likely include a recommendation for face-to-face psychiatric consultation or psychotherapy or a referral to a facility or an agency that may provide a higher level of care. Teletherapy is not intended for emergency services, and if emergencies arise you will be required to seek face to face consultation and evaluation, and by signing this consent, you agree in advance to seek such care if you or your provider deem this necessary. In the event of an imminent emergency, clients should consult the nearest emergency room or psychiatric facility to provide emergent care.

You are responsible for information security on your computer. If you decide to keep copies of our emails or other communication on your computer, it’s up to you to keep that information secure. Unfortunately, we cannot guarantee the security of emails as they travel between computers. It is possible, though unlikely, to intercept emails in transit.

You release A Place for Parents, LLC from any liability in the event that teletherapy is not secure and confidential as reported by the manufacturer. The software of choice by A Place for Parents, LLC is preferred due to HIPAA compliance and encryption ensuring the security of transmission while Skype’s fundamental security is not documented as clearly rendering Skype’s degree of security uncertain at this point. Skype may be an alternative when VSee or other platforms are unavailable as a means of conducting Teletherapy.

Teletherapy may be received either from your chosen environment (e.g., home or work) or from another location of your choice. You understand that you are responsible for (1) providing the necessary computer, telecommunications equipment and internet access for Teletherapy sessions; (2) the information security on your computer, and (3) arranging a location with sufficient lighting and privacy that is free from distractions and intrusions, and sufficient for privacy to protect your personal health information.

I understand that there are risks and consequences from Teletherapy, including, but not limited to, the possibility, despite reasonable efforts on the part of the provider, that: the transmission of my medical information could be disrupted or distorted by technical failures; the transmission of my medical information could be interrupted by unauthorized persons; and/or the electronic storage of my medical information could be accessed by unauthorized persons. Other risks include Viruses, Trojans, and other involuntary intrusions that have the ability to grab and release information you may desire to keep private. Furthermore, with Teletherapy, there is the risk of being overheard by anyone near you if you do not place yourself in a private area and protected from other’s intrusion. You maintain sole responsibility for ensuring the privacy of your surroundings if participating in Teletherapy. Finally, you understand that there are potential risks and benefits associated with any form of psychotherapy and that despite my provider’s efforts, my condition may not improve, and in some rare cases may even get worse.

#### Consent to Contact and Electronic Transmittal

I give my consent for A Place for Parents, LLC to send by electronic transmittal (fax or email) or communicate by cellular phone, with appropriate release of information, confidential information concerning my or my child’s diagnosis, care, testing records, admission, treatment plan and goals. I have the right to revoke this authorization at any time. Revocation is not effective in cases where the information has already been disclosed but will be effective in moving forward.

I am fully aware that electronic transmittal, wireless telephone communication, and web-based systems are subject to difficulties and that A Place for Parents, LLC cannot and does not guarantee the confidentiality of such technology.

I understand A Place for Parents, LLC will exercise all reasonable precautions and I will in no way hold the A Place for Parents, LLC liable for any difficulties resulting in me or any other family member from the communication of confidential information by means of cellular phone, fax, email or web-based scheduling systems. I have the right to refuse to sign this authorization and my treatment will not be conditioned on signing.

**Consents**

- Your signature indicates that you and/or your representative have read, understand and are in agreement with the terms and conditions of this agreement, including the following:
- You are the person that can provide this legal consent
- You have read this agreement and agree to its terms

**I agree and consent to this Telehealth Consent Form**

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**Patient Signature/Date**

**I agree and consent to Electronic Transmission Consent**

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**Patient Signature/Date**

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**A Place for Parents, LLC Representative Signature/Date**

The next page is the signature page of your treatment plan. Please sign as confirmation that you will develop this plan with your assigned therapist. Please **DO NOT DATE** the plan. You will date the plan with your therapist after the plan is developed.

# PLAN SIGNATURES

**I. PERSON RECEIVING SERVICES:**

- I confirm and agree with my involvement in the development of this PCP. My signature means that I agree with the services/supports to be provided.
- I understand that I have the choice of service providers and may change service providers at any time, by contacting the person responsible for this PCP.
- For CAP-MR/DD services only, I confirm and understand that I have the choice of seeking care in an intermediate care facility for individuals with mental retardation instead of participating in the Community Alternatives Program for individuals with Mental Retardation/Developmental Disabilities (CAP-MR/DD).

**Legally Responsible Person: Self:** Yes  No

**Person Receiving Services:** (Required when person is his/her own legally responsible person)

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Print Name)

**Legally Responsible Person (Required if other than person receiving Services)**

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Print Name)

Relationship to the Individual: \_\_\_\_\_

**II. PERSON RESPONSIBLE FOR THE PCP: The following signature confirms the responsibility of the QP/LP for the development of this PCP. The signature indicates agreement with the services/supports to be provided.**

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Person responsible for the PCP) (Name of Case Management Agency)

**Child Mental Health Services Only:**

**For individuals who are less than 21 years of age (less than 18 for State funded services) and who are receiving or in need of enhanced services and who are actively involved with the Department of Juvenile Justice and Delinquency Prevention or the adult criminal court system, the person responsible for the PCP must attest that he or she has completed the following requirements as specified below:**

- Met with the Child and Family Team - Date: \_\_\_/\_\_\_/\_\_\_
- OR** Child and Family Team meeting scheduled for - Date: \_\_\_/\_\_\_/\_\_\_
- OR** Assigned a TASC Care Manager - Date: \_\_\_/\_\_\_/\_\_\_
- AND** conferred with the clinical staff of the applicable LME to conduct care coordination.

If the statements above do not apply, please check the box below and then sign as the Person Responsible for the PCP:

- This child is not actively involved with the Department of Juvenile Justice and Prevention or the adult criminal court system.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Person responsible for the PCP) (Print Name)

**III. SERVICE ORDERS: *REQUIRED for all Medicaid funded services; RECOMMENDED for State funded services.***

**(SECTION A): For services ordered by one of the Medicaid approved licensed signatories (see Instruction Manual).**

**My signature below confirms the following: (Check all appropriate boxes.)**

- Medical necessity for services requested is present, and constitutes the Service Order(s).
- The licensed professional who signs this service order has had direct contact with the individual.  Yes  No
- The licensed professional who signs this service order has reviewed the individual's assessment.  Yes  No

Signature: \_\_\_\_\_ License #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Name/Title Required) (Print Name)

**(SECTION B): For Qualified Professionals (QP) / Licensed Professionals (LP) ordering:**

- CAP-MR/DD or
- Medicaid Targeted Case Management (TCM) services (if not ordered in Section A)
- **OR recommended** for any state-funded services not ordered in Section A.

**My signature below confirms the following: (Check all appropriate boxes.)** Signatory in this section must be a Qualified or Licensed Professional.

- Medical necessity for the CAP-MR/DD services requested is present, and constitutes the Service Order.
- Medical necessity for the Medicaid TCM service requested is present, and constitutes the Service Order.
- Medical necessity for the State-funded service(s) requested is present, and constitutes the Service Order

Signature: \_\_\_\_\_ License #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(Name/Title Required) (Print Name) (If Applicable)