

Oasis Counseling for Women and Children

1900 14<sup>th</sup> Avenue South

Birmingham, AL 35205

Tel: 205-933-0338 Fax: 205-933-0343

**INTAKE INFORMATION—CHILD/ADOLESCENT**

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

Child's Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: M F

Child lives with: \_\_\_\_\_

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

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ OK to receive mail/messages? \_\_\_\_\_

Primary phone: \_\_\_\_\_ Home Cell Work

Secondary phone: \_\_\_\_\_ Home Cell Work

Referred by \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Who holds legal custody of the child? \_\_\_\_\_

Child's parents are: Never married Married Separated Divorced  
Deceased: Mother Father

If child's parents are divorced, what is the type of custody? \_\_\_\_\_

**A copy of the custody order must be provided to Oasis.  
If joint custody, both parents must consent to counseling**

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Occupation/Employer \_\_\_\_\_

Father's Name \_\_\_\_\_ Phone: \_\_\_\_\_

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

Occupation/Employer \_\_\_\_\_

Legal Guardian's name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

DHR Social Worker's Name: \_\_\_\_\_ Phone \_\_\_\_\_

**EMERGENCY CONTACT (other than parent/guardian)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Client Name \_\_\_\_\_

**PARENT/GUARDIAN FINANCIAL INFORMATION**

Gross **Annual** Family Income: \_\_\_\_\_ Number of IRS dependents: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Policy number: \_\_\_\_\_

If you must CANCEL or reschedule an appointment, please **call by 12 noon the day BEFORE the appointment date**. You will be charged one-half of your regular fee if an appointment is cancelled **after 12 NOON the day BEFORE your appointment**. If you fail to come for your scheduled appointment **without calling**, you will be charged your full fee. **Please Initial** \_\_\_\_\_

Payment or co-payment is expected at the time of service. If no payment has been made for more than two sessions, we will not schedule another session until some payment has been made. **Please Initial** \_\_\_\_\_

I HAVE REPORTED ALL INCOME/ASSETS FOR MY WHOLE HOUSEHOLD, AS NOTED ABOVE.  
I understand that I must notify the Business Office in the event that this information changes.  
I understand that I am responsible for all charges incurred while I am a client at Oasis Counseling, unless I have indicated another responsible party to the Oasis Office Manager.

I understand that my per-session fee will be: \$ \_\_\_\_\_ (To be completed by Oasis)  
I will notify Oasis of any changes in my financial status.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

**MEDICAL/CLINICAL/SOCIAL INFORMATION**

Briefly state why you are seeking counseling for your child at this time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did this problem begin? \_\_\_\_\_

Previous Counseling: Y N Where and when? \_\_\_\_\_

Medical Problems, if any: \_\_\_\_\_

Current Medication: \_\_\_\_\_ Reason for taking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Was there anything out of the ordinary about child's early development? Y N

Please explain \_\_\_\_\_

\_\_\_\_\_

Current School: \_\_\_\_\_ Grade: \_\_\_\_\_

Performance in school: Good Average Poor

Briefly describe any school related problems: \_\_\_\_\_

\_\_\_\_\_

Hobbies or social activities: \_\_\_\_\_

Religious affiliation, if any: \_\_\_\_\_

Please list all siblings:

Name Age Where they live (if not with child)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all others living in the home and indicate their relationship to the child:

| <u>Name</u> | <u>Age</u> | <u>Relationship to Child</u> |
|-------------|------------|------------------------------|
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |
| _____       | _____      | _____                        |

Is there anything else that you want to share about child's family? \_\_\_\_\_  
\_\_\_\_\_

**Please check all events that have happened to your child within the past 12 months:**

- |   |  |
|---|--|
| <input type="checkbox"/> Death of parent                          | <input type="checkbox"/> Pregnancy                         |
| <input type="checkbox"/> Death of close family member             | <input type="checkbox"/> Birth of child                    |
| <input type="checkbox"/> Death of close friend                    | <input type="checkbox"/> Gain of new family member         |
| <input type="checkbox"/> Marital conflict in parents              | <input type="checkbox"/> Change in residence               |
| <input type="checkbox"/> Witnessing domestic violence             | <input type="checkbox"/> Change in school                  |
| <input type="checkbox"/> Parents separated                        | <input type="checkbox"/> Significant conflict at school    |
| <input type="checkbox"/> Parents divorced                         | <input type="checkbox"/> Loss of job (parent or child)     |
| <input type="checkbox"/> Parent incarcerated                      | <input type="checkbox"/> Legal problems (parent or child)  |
| <input type="checkbox"/> Personal injury or illness               | <input type="checkbox"/> Physical assault                  |
| <input type="checkbox"/> Injury or illness in close family member | <input type="checkbox"/> Sexual assault                    |
| <input type="checkbox"/> Change in family's financial status      | <input type="checkbox"/> Natural disaster (flood, tornado) |
| <input type="checkbox"/> Other Stressors _____                    |  |
- \_\_\_\_\_

Client Name: \_\_\_\_\_

## Counselor/Client Agreement

**The mission of Oasis Counseling for Women and Children (Oasis) is to help women and children heal, grow, and overcome difficult life challenges by providing affordable mental health counseling and innovative educational programs in a respectful and nurturing environment.**

Welcome to Oasis. This document (the Agreement) contains important information about our professional services and business policies. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA), a new federal law that provides new privacy protections and patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations. HIPAA requires that we provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment, and health care operations. The Notice, which is attached to this Agreement, explains HIPAA and its application to your personal health information in greater detail. The law requires that we obtain your signature acknowledging that we have provided you with this information. Although these documents are long and sometimes complex, it is very important that you read them carefully before your first session. We can discuss any questions you have about the procedures at that time. You may revoke this Agreement in writing at any time. That revocation will be binding on us unless we have taken action in reliance on it; if there are obligations imposed on us by your health insurer in order to substantiate claims made under your policy; or if you have not satisfied any financial obligations you have incurred.

**The Counseling Process:** Counseling is a cooperative learning process through which you will grow into taking enhanced control over your life and become more self-motivated and empowered. This process requires a commitment for you to explore the problems that brought you to counseling. At times, counseling may stir up feelings of discomfort and a realization that a loss or previously unresolved issue may contribute to your current situation. Counseling can also result in humor and fun, relief, new insights, and behavior change. The greater the investment you make in counseling by expressing your feelings and opinions about the process, the more successful this endeavor will be for you. Sometimes outside "homework" is helpful such as reading, journal writing, exercising, or simply taking better care of yourself.

**Confidentiality:** Under the code of ethics for Licensed Professional Counselors, Licensed Marriage and Family Therapists, Licensed Clinical Social Workers, and Psychologists, PHI, particularly information shared in the counseling session, is strictly confidential and will not be disclosed without your written authorization except in these situations:

- 1) When there is clear and immediate danger to you, other individuals, or society, we are required to intervene. If we believe you pose a life-threatening risk to yourself or to others, we may need to notify responsible individuals for your protection. In this case, we may call your emergency contact person, a friend or relative, or summon the police to take you to a hospital for psychiatric evaluation or observation.
- 2) Child abuse reporting laws in the State of Alabama require counselors to report suspected cases of child abuse to the Department of Human Resources. Child abuse and neglect may include physical, emotional or sexual abuse of children and the abandonment of children.
- 3) If we know that an elderly or disabled adult has been abused, neglected, and/or exploited, the law requires that we file a report with the appropriate governmental agency, usually the Alabama Department of Human Resources. Once such a report is filed, we may be required to provide additional information.
- 4) If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, we will not disclose information without your (or your legal representative's) written authorization, a subpoena, or a court order.
- 5) In order to receive payment from insurance companies or other agencies, we may be asked to release details about your treatment with us. When disclosing information we will make reasonable efforts to limit the information to the minimum necessary to accomplish the intended purpose of the disclosure.

- 6) At times, we may consult with a professional on our staff if we feel it is needed to offer the best possible service for you. During a consultation we make every effort to avoid revealing the identity of the client.
- 7) You should be aware that we employ administrative staff and occasionally need to share information with them related to scheduling, billing, and quality assurance. All of our staff are bound by the same rules of confidentiality and have been given training about protecting your privacy.
- 8) Clients under 14 years of age who are not emancipated and their parents should be aware that the law may allow parents to examine their treatment records unless we decide that such access is likely to be harmful to the child, or we agree otherwise. The therapeutic relationship with children is to be respected. Children need to know that they can trust their counselor and feel safe and secure in their counseling sessions. Because privacy in counseling is often crucial to successful progress, particularly with teenagers, it is often our policy to request an agreement from the parents that they consent to give up their access to their child's records. If they agree, we will provide them with general information regarding the child's treatment and attendance at scheduled sessions. We will also provide parents with a summary of the child's treatment when complete. Any other communication will require the child's authorization unless we feel that the child is in danger or is a danger to someone else, in which case we will notify the parents of our concern. Before giving parents any information, we will discuss the matter with the child, if possible, and do our best to handle any objections he/she might have.
- 9) If a government agency is requesting information for health oversight activities, we are required to provide it.
- 10) If a client files a worker's compensation claim, we may disclose information relevant to that claim to the client's employer or insurer.
- 11) We reserve the right to use the information you share to evaluate our services and conduct research. Anonymity will be maintained through the use of code; no identifying information will be used.

**For clients of Oasis who are covered by Alabama Medicaid:** Dr. Heather Austin is an Alabama licensed psychologist who provides regular supervision services to Oasis counselors who serve clients with Medicaid insurance. Dr. Austin's supervision services are required to meet Alabama Medicaid billing guidelines. In order to comply with those guidelines, please understand that your Protected Health Information (PHI) will be shared with Dr. Austin as a part of your counselor's supervision. Additionally, Medicaid requires that information about your treatment be shared with your referring physician. If you have any concerns related to your care or the supervision process, you may speak with your counselor. You also may feel free to contact Dr. Austin by calling (205) 933-0338.

**By initialing this section of the Informed Consent, you are agreeing to the disclosure of your PHI to your referring physician and to Dr. Austin.      Initials \_\_\_\_\_**

**Appointments:** Appointments are scheduled on the hour and last **fifty minutes**. Counseling is a time-sensitive activity and your appointment is reserved specifically for you. If you must cancel or reschedule an appointment, please call **24 hours** before the appointment time. **Cancellations made AFTER 12 noon the day BEFORE will be charged one-half your regular fee. If you fail to show for your scheduled time without calling, you will be charged your regular fee at your next session.** If there is a consistent pattern of failed or cancelled appointments, you will need to speak with your counselor before any further appointments can be scheduled. You may be referred to another agency as a result of appointment non-compliance.

**Length and Termination of Counseling Sessions:** The number of counseling sessions may vary depending on the type and severity of problems. Your counselor will take into account individual factors and discuss a time frame that meets your needs. Because of the importance of the therapeutic relationship between client and counselor, we encourage you to talk to your counselor if you are considering leaving counseling. The counseling process involves a growth experience. Therefore, terminating the relationship is part of that growth experience. Oasis employs play therapists to work with children. It is imperative that play therapy sessions are consistent with the time and number of sessions agreed on by the therapist and the parent. Please discuss this with the play therapist in the preliminary interview if you feel you cannot make this commitment.

**Fees and Payment:** Your fee is based on your income and number of dependents. We ask that you provide accurate information concerning your income and inform us if there are any changes while receiving counseling at Oasis. Payment is expected at the time of treatment. If you have concerns regarding your payment, this may be discussed with your counselor and the Office Manager.

**Business Hours:** Our business hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. Early morning appointments may be arranged at your counselor's discretion. Oasis has voice mail after hours. If you leave a message, we will return your call as soon as possible. However, if you feel that you need immediate assistance after-hours, you should contact the Crisis Center at 323-7777, contact your primary care physician, or go to the nearest emergency room.

**Procedures Regarding Legal Proceedings:** If you are involved in a legal matter, your attorney may request copies of your records or that your counselor testify in court. There are additional charges for provision of records and/or time needed by the counselor to prepare for court and/or testify. These need to be discussed with your counselor if such services are requested. For any release of records for court proceedings, a subpoena is required.

**Client's Rights:** HIPAA provides you with new or expanded rights with regard to your Clinical Record and disclosure of Protected Health Information. These rights include requesting that we amend your record; requesting restrictions on what information from your Clinical Record is disclosed to others; requesting an accounting of most disclosures of Protected Health Information that you have neither consented to nor authorized; determining the location to which protected disclosures are sent; having any complaints you make about our policies and procedures recorded in your records; and the right to a copy of this Agreement, the attached Notice Form, and our privacy policies and procedures.

**Client Grievance:** To support the mission of Oasis, the following Client Grievance Procedure has been developed:

- 1) In the event a client experiences a problem or has a concern related to their treatment at Oasis, the client should first attempt to resolve the problem with the counselor.
- 2) If no satisfactory solution is achieved, or if the client is uncomfortable discussing the situation with the counselor, the client may bring the matter to the Clinical Director. The Clinical Director will keep a written record of the problem and the subsequent resolution.
- 3) If again, no satisfactory solution is achieved, or if the situation involves the Clinical Director, the client may bring the matter to the Executive Director. The Executive Director will keep a written record of the problem and the subsequent resolution.
- 4) If a problem or concern involves administrative staff, these issues should be reported in writing or by email by the counselor to the Executive Director.

**IF YOU HAVE ANY QUESTIONS ABOUT THIS AGREEMENT, PLEASE ASK YOUR COUNSELOR. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS AND ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE RECEIVED THE HIPAA NOTICE FORM DESCRIBED ABOVE.**

**WELCOME TO OASIS. WE HOPE YOU HAVE A MEANINGFUL AND SUCCESSFUL COUNSELING EXPERIENCE.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Client/Parent or Guardian Signature      Date      Printed Name/Relationship to client

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Client/Parent or Guardian Signature      Date      Printed Name/Relationship to client

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Counselor Signature      Date



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

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

### Pediatric Symptom Checklist (PSC)

Emotional and physical health go together in children. Because parents are often the first to notice a problem with their child's behavior, emotions, or learning, you may help your child get the best care possible by answering these questions. Please indicate which statement best describes your child by marking under one of the headings below (Never, Sometimes, Often).

|   |    | Never | Sometimes | Often |
|---|----|-------|-----------|-------|
| 1. Complains of aches and pains                         | 1  | _____ | _____     | _____ |
| 2. Spends more time alone                               | 2  | _____ | _____     | _____ |
| 3. Tires easily, has little energy                      | 3  | _____ | _____     | _____ |
| 4. Fidgety, unable to sit still                         | 4  | _____ | _____     | _____ |
| 5. Has trouble with teacher                             | 5  | _____ | _____     | _____ |
| 6. Less interested in school                            | 6  | _____ | _____     | _____ |
| 7. Acts as if driven by a motor                         | 7  | _____ | _____     | _____ |
| 8. Daydreams too much                                   | 8  | _____ | _____     | _____ |
| 9. Distracted easily                                    | 9  | _____ | _____     | _____ |
| 10. Is afraid of new situations                         | 10 | _____ | _____     | _____ |
| 11. Feels sad, unhappy                                  | 11 | _____ | _____     | _____ |
| 12. Is irritable, angry                                 | 12 | _____ | _____     | _____ |
| 13. Feels hopeless                                      | 13 | _____ | _____     | _____ |
| 14. Has trouble concentrating                           | 14 | _____ | _____     | _____ |
| 15. Less interested in friends                          | 15 | _____ | _____     | _____ |
| 16. Fights with other children                          | 16 | _____ | _____     | _____ |
| 17. Absent from school                                  | 17 | _____ | _____     | _____ |
| 18. School grades dropping                              | 18 | _____ | _____     | _____ |
| 19. Is down on him or herself                           | 19 | _____ | _____     | _____ |
| 20. Visits the doctor with doctor finding nothing wrong | 20 | _____ | _____     | _____ |
| 21. Has trouble sleeping                                | 21 | _____ | _____     | _____ |
| 22. Worries a lot                                       | 22 | _____ | _____     | _____ |
| 23. Wants to be with you more than before               | 23 | _____ | _____     | _____ |
| 24. Feels he or she is bad                              | 24 | _____ | _____     | _____ |
| 25. Takes unnecessary risks                             | 25 | _____ | _____     | _____ |
| 26. Gets hurt frequently                                | 26 | _____ | _____     | _____ |
| 27. Seems to be having less fun                         | 27 | _____ | _____     | _____ |
| 28. Acts younger than children his or her age           | 28 | _____ | _____     | _____ |
| 29. Does not listen to rules                            | 29 | _____ | _____     | _____ |
| 30. Does not show feelings                              | 30 | _____ | _____     | _____ |
| 31. Does not understand other people's feelings         | 31 | _____ | _____     | _____ |
| 32. Teases others                                       | 32 | _____ | _____     | _____ |
| 33. Blames others for his or her troubles               | 33 | _____ | _____     | _____ |
| 34. Takes things that do not belong to him or her       | 34 | _____ | _____     | _____ |
| 35. Refuses to share                                    | 35 | _____ | _____     | _____ |

Total score \_\_\_\_\_

