Dear Parent/Guardian,

The packet of information you are receiving is for your student to receive one to one counseling services at his or her school. Two agencies are providing counseling services at Wausau East:

- Bridge Community Health Clinic (Barbie Bunnell, LCSW)
- Peaceful Solutions Counseling (Carla Jones, LCSW & Amy Kluetz, LPC)

School staff have recommended counseling for your child, and may also have suggested one of these therapists to you based on your child's particular needs.

In order for your child to receive these services, you will need to complete our intake form, just as you would if you were actually coming into our agency requesting services for your child. We also have the same privacy laws to follow even though your child will be seen in school. We will need you to sign a release of information for us to talk with school staff about your child's needs, and even to acknowledge your child is seeing us for counseling. The release of information will be helpful for communication between therapist and the school and in coordinating care for your child, but it is NOT a requirement for your child to receive counseling with us at school.

Our therapist will be following up with you to gather information about your child's needs and their history, and will talk with you about setting up appointments in the school, progress your child is making, and to answer questions you may have. There may be times that our therapist asks for your presence at a session, and we will do our best to make that work with your schedule.

Our agencies will provide the same counseling services your child would receive at our agencies. We accept most all insurances, and if there is a concern regarding the cost of the services beyond what your insurance can cover due to high deductibles or insufficient insurance coverage, please contact us and we will help identify possible options to get your child the counseling that has been recommended for them.

- Bridge Clinic Financial Information contact: 715-848-4884; please ask for a Patient Financial Advocate
- Peaceful Solutions Counseling Financial Information contact: 715-675-3458

We look forward to working with you and your child!

Sincerely,

Dakota Kaiser Behavioral Health Program Director Bridge Community Clinic 715-848-4884 Lee Shipway
Executive Director
Peaceful Solutions Counseling
715-675-3458



Phone: 715-675-3458 Fax: 715-675-7238 www.peacefulsolutions.org

I HAVE THE PAPERWORK, NOW WHAT?

- 1) Fill out the following paperwork to the best of your ability
- 2) Call Peaceful Solutions Counseling at (715) 675-3458 to schedule an intake appointment
 - a. Intake appointments are scheduled with the student **and** a parent or guardian.
 - b. Intake appointments can take place at Wausau East or at the main office
- 3) Return the paperwork to your child's school counselor, mail the packet into our main office, or bring the paperwork to your first session





BILL OF RIGHTS FOR MENTAL HEALTH/AODA SERVICES At Peaceful Solutions Counseling

- 1. You have the right to prompt and adequate treatment.
- 2. You have the right to be informed in writing about the costs of treatment.
- 3. You have the right to confidentiality of conversations and records.
- 4. You have the right to participate in the development of your treatment plan, including benefits, effects and method of treatment.
- 5. You have the right to be informed about alternatives to treatment.
- 6. You have the right to refuse any treatment unless a court orders you to receive treatment.
- 7. You may not be given any medication at our clinic as none of our staff are licensed physicians.
- 8. You may not be subjected to any drastic treatment measure without your express written, informed consent.
- 9. You have the right to be treated with dignity and respect, free from verbal or physical abuse.
- 10. You may not be videotaped, photographed or audio taped without your written consent.
- 11. You must be treated in the least restrictive manner.
- 12. You may not be discriminated against because of your race, gender, faith, age disability, sexual orientation or ethnicity.
- 13. You have the right to complain about your services. A copy of the state's laws about this is available upon request.
- 14. You have the right to be informed of the expected duration of treatment.

If you believe that one of your rights may have been violated, the agency's clients rights specialist will investigate that matter and attempt to find a resolution if the complaint is validated.

I am encouraged to contact my therapist regarding any concerns I may have during my treatment. I understand that my therapist may be consulting with a supervising mental health practitioner regarding my case and that I may request a meeting with the mental health practitioner.

My signature below indicates that I have been given a copy of the "Information for Clients" sheet, the "Client Rights and the Grievance Procedure for Community Services" brochure and the "Peaceful Solutions Counseling Privacy Notice".

Client Signature:	Date:
Guardian/Parent	
Signature (if applicable):	Date:
Therapist Signature:	Date:



INFORMED CONSENT FOR TREATMENT

I. Treatment method:

Treatment services will be provided through individual, couple, group and family therapy sessions as deemed appropriate and mutually agreed upon by you and your therapist. Collateral contacts with significant others and other involved health care providers may also occur with mutual agreement, as deemed appropriate.

II. Alternative treatment approaches:

Mental Health/AODA therapy incorporates a broad array of theories and techniques for assisting in the resolution of psychological, emotional, and behavioral problems. You always have the option of seeking information from other health care providers regarding their approach or style of therapy.

III. Potential benefits of proposed treatment:

- a. Reduction or alleviation of emotional pain related to presenting problem
- b. Modification or elimination of self-defeating behaviors
- c. Strengthening of self esteem
- d. Enhancement of coping, communication, and problem-solving skills
- e. Increased satisfaction with interpersonal relationships
- f. Improved quality of life

IV. Potential side effects of proposed treatment:

- a. Increased awareness of own role in the presenting problem with possible accompanying temporary dip in mood
- b. Disruption in one or more key relationships or termination of such relationship(s)
- c. Some degree of increased stress and frustration associated with changing long-standing beliefs and behaviors

V. Potential consequences for not receiving proposed treatment:

- a. Continuation or worsening of emotional pain related to presenting problem
- b. Continuation or further entrenchment of self-defeating behaviors
- c. Weakening of self-esteem
- d. Continued or increased dissatisfaction with interpersonal relationships
- e. Diminished quality of life

VI. Duration of consent validity

- a. Your consent to treatment, as indicated by your signature, is considered to be valid and in effect for 12 months from the date signed
- b. You have the right to withdraw your consent, in writing at any time

I hereby give my consent to treatment at Peaceful Solutions Counseling according to the agreed upon treatment plan.

Consumer/Guardian Signature: _	Date:	
Therapist Signature:	Date:	



Telemental Health Informed Consent

Due to the COVID-19 outbreak, Peaceful Solutions Counseling is offering telehealth psychotherapy sessions for the purpose of protecting the physical health of clients and staff members of Peaceful Solutions Counseling. Your therapist will either be providing telehealth in their office at Peaceful Solutions Counseling or at their home in a secure room if the therapist is deemed to be high risk for respiratory issues or is being quarantined.

I understand and agree to receive telemental health services from my therapist. This mean that my therapist and I will, though a live interactive video connection, meet for scheduled psychotherapy sessions under the conditions outlined in this document.

I understand the potential risks of telemental health, which may include the following: 1) the video connection may not work, or it may stop working during a session; 2) the video or audio transmission may not be clear; and 3) I may be asked to go to my therapist's office in person if it is determined that telemental health is not an appropriate method of treatment for me.

I recognize the benefits of telemental health, which may include the following: 1) allowing me to practice safety precautions regarding the COVID-19 outbreak 2) reduced cost and time and commitment for treatment due to the elimination of travel; 3) ability to receive services near my home or from my home; and 4) access to services that are not available in my geographic area.

I give my consent to engage in psychotherapy via videoconferencing. I understand that my therapist uses HIPAA-compliant technology to transmit and receive video and audio and stores all notes and information related to my treatment in a manner that is compliant with state and federal laws. I understand that it is my responsibility to ensure that my physical location during videoconferencing is free of other people to ensure my confidentiality. Furthermore, I understand that recoding my session is prohibited.

I agree to take full responsibility for the security of any communication or treatment on my own computer or electronic device and in my own physical location. I understand I am solely responsible for maintaining the strict confidentiality of my user ID, password, and/or connectivity link. I shall not allow another person to use my user ID or connectivity link to assess the services. I also understand that I am responsible for using this technology in a secure and private location so that others cannot hear my conversation.

I understand that I have the option to request in-person treatment at any time, and my therapist will assist in scheduling this or make a referral if travel to the therapist's office is not feasible for me.

I understand the limitations to confidentiality with my therapist include reasonable belief that I am a danger to myself or others. I understand that, if my therapist reasonably believes that I plan to harm myself or someone else, my therapist will contact local emergency services to come to my location and ensure my safety.

My signature indicates that I agree to participation in telemental health under the conditions described in this document.

Client Name (please print):	Date:
Legal Guardian (if applicable):	
Relationship to client:	
Client/Guardian Signature:	Date:
If box is checked: Telemental Health Infoguardian if applicable) and verbal consent was given and date:	rmed Consent was read to patient (or legal n by the patient or guardian. Therapist initial



Peaceful Solutions Counseling, Inc. 741 N Ist St Wausau, WI 54403

Phone: (715) 675-3458
Fax: (715) 675-7238
Billing Information

Date:		_		
Client Name:			Date of Birth:	
Sex: Social Securi				
Phone:				
Address:				
City:	State	o:	Zip:	
Payment Method: Ins	urance	Medical A	ssistance	Self Pay Fee Amount \$_
Insurance Name:				
Phone Number on Card:				
Subscriber's Name:				
Subscriber's Address:				
Date of Birth (for subscriber):		_ Relationship to	Client:	
Identification Number:		Group	Number:	
Address to Mail Claims:				
Person Responsible for Billing (if	different from cl	ient):		
Name:				
Address:				
City:				
Phone Number:		Relationship to	Client:	



Patient Name:

Discounted/Sliding Fee Application and Agreement

It is the policy of Peaceful Solutions Counseling to provide essential services regardless of the patient's ability to pay. Discounts are offered based upon family/household size and annual income. Please complete the following information and bring to your first appointment to determine if you are eligible for a discount. The discount will apply to all services received at this clinic. This form must be completed every 6 months or if your financial situation changes.

If you have private insurance you will be responsible for satisfying any amount left on your deductible. If your insurance does not pay in full once the deductible has been met, you will be responsible for the amount not paid by your insurance company or the amount established at the bottom of this fee agreement, whichever is the lesser amount. Provisions exist for reducing or waiving fees below the amount listed on the sliding fee scale, if you request a special waiver. Please note that a request does not change your fee until the Clinic Director approves the waiver.

A mental health or substance abuse initial assessment is \$190.00 and ongoing services are billed at the rate of \$165.00 per session. If you have Medicaid, Medicare or private insurance we will bill your insurance company for services at the established rate. Please note that a sliding fee scale cannot be used for court related alcohol/drug assessments.

MISSED APPOINTMENTS: With the exception of MA clients, if appointments are not canceled 24 hours in advance, you will personally be billed for the reserved time, for the amount established as your fee. Also note, after 3 no show/no call appointments, services will be terminated. If you arrive for your appointment 15 minutes or more past the scheduled time you will be asked to reschedule your appointment.

Please complete chart below. Note: Include income from all sources including gross wages, tips, social security, disability, annuities, veteran's payments, alimony, child support, military, and public aid.

Number living in Household:	Household Income	
Self (Income)	Yearly/Monthly/Bi-Weekly (Circle which one)	Office Use Only Based on this information the slidir fee will be: \$ per session
Spouse (income)	Yearly/Monthly/Bi-Weekly (Circle which one)	
Dependent children under age 18 (income)	Yearly/Monthly/Bi-Weekly (Circle which one)	Current primary method of paymen Insurance MA FEE
Total:	Yearly/Monthly/Bi-Weekly (Circle which one)	
I certify that the family size and income in my co-insurance, co-pays and deductible information necessary to process insurant If requested, I am entitled to a list of entities year of signing this document unless revoked with me and that I have received a continuous continuous transfer in the significant continuous c	ce claims to: to which my information has been disclosed prior to that I further asknowledge to	This are the state of the state
Client or Parent/Guardian's Signature	:	Date:
Therapist's Signature:		Date:

Peaceful Solutions Sliding Fee Scale Counseling

For services provided by therapists: Initial Session \$190.00, Ongoing \$165.00

Household				, 100,0	out June	Jours Jours	T TOTAL	Pood			
Size				4 SSO ID	Annaa mic	חוום דבגבו	dioss Aminal micolne Levels - Not 10 Exceed	naary			,
Н	6,245	12,490	15,613	18,735	21,858	24,980	31,225	37,470	43,715	49,960	56,205
2	8,455	16,910	21,138	25,365	29,593	33,820	42,275	50,730	59,185	67,640	76,095
. 8	10,665	21,330	26,663	31,995	37,328	42,660	53,325	63,990	74,655	85,320	95,985
4	12,875	25,750	32,188	38,625	45,063	51,500	64,375	77,250	90,125	103,000	115,875
5	15,085	30,170	37,713	45,255	52,798	60,340	75,425	90,510	105,595	120,680	135,765
9	17,295	34,590	43,238	51,885	60,533	69,180	86,475	103,770	121,065	138,360	155,655
7	19,505	39,010	48,763	58,515	68,268	78,020	97,525	117,030	136,535	156,040	175,545
8	21,715	43,430	54,288	65,145	76,003	86,860	108,575	130,290	152,005	173,720	195,435
Discount	%56	%06	85%	%08	75%	70%	%09	20%	40%	30%	20%
Adj Fee	\$ 8.25	8.25 \$ 16.50	\$ 24.75 \$ 33.00 \$ 41.25 \$ 49.50 \$ 66.00 \$ 82.50 \$ 99.00 \$ 115.50 \$ 132.00	\$ 33.00	\$ 41.25	\$ 49.50	\$ 66.00	\$ 82.50	\$ 99.00	\$ 115.50	\$ 132.00

C

THIS SECTION FOR OFFICE USE ONLY:
Intake date:
Marathon County Lincoln County
Other:
SAFE, AODA, Trauma, Mental Health,
CHOICES/County Social Worker
Ins Self Pay MA EAP

Client Demographics Form	Marathon County Lincol
1. Client Name:	Other: SAFE, AODA, Trauma, Ment CHOICES/County Social V Ins Self Pay MA
	,
2. Client Gender:	
, , , ,	Male
3. Client Age:	
	18 – 24 years
() 7 –12 years ()	25 – 54 years
() 13 – 17 years ()	55 – 64 years ()65+ years
4. Client Zip Code:	
5. Client's Race/Ethnicity:	
() White/Caucasian() American Indian/ Alaska Nativ() Native Hawaiian/Pacific Island() Hispanic or Latino	() Asian e () Black/African American er () Other race/two or more races () Unknown
6. Annual Household Income:	
() Less than \$9,500 () \$9,501 - \$12,500 () \$12,501 - \$15,000 () \$15,001 - \$20,000 () \$20,001 - \$25,000 () \$25,001 - \$30,000 () \$30,001 - \$35,000	() \$35,001 - \$40,000 () \$40,001 - \$45,000 () \$45,001 - \$50,000 () \$50,001 - \$55,000 () \$55,001 - \$60,000 () \$60,001 - more
7. How many people reside in your household	d?
()1 ()5 ()2 ()6 ()3 ()7 ()4 ()8	



INTAKE QUESTIONNAIRE – CHILD

Your responses to the following questions will help your therapist better understand you and your situation in order to provide the best possible service. Please answer all questions as completely as possible.

Name of person completing form:	Date:
IDENTIFYING INFORMATION (for individual rec	eiving services)
Name:	Date of Birth: Age:
Address:	Gender:
	Relationship Status:
Home Phone: ()_	Work Phone: ()_
Social Security Number:	Household Income: _\$
How did you hear about Peaceful Solutions Counseling Church/Religious Affiliation County Department of Social Services/Heath Services/Human Services Department of Corrections/Legal System/Court Employee Assistance Program (EAP) Employer/Co-worker Facebook/Twitter Friend/Relative Hospital/Doctor/Mental Health Provider School	United Way's 2-1-1 Insurance Company Internet Search
Race: White/Caucasian American Indian or Alaska Native Native Hawaiian or Pacific Islander Unknown	Asian Black/African American Two or more races
Ethnicity: Hispanic or Latino	Non-Hispanic or Non-Latino
Language of Choice: English Hmong Russian Laotian	Spanish German French Other:
Religious Affiliation: Catholic Muslim Jewish Amish Mennonite	Protestant (including Lutheran, Methodist, etc.) Non-Denominational No Affiliation Other:
Disability: Do you have a disability? Yes No If yes,	please specify:

orientation or cultural, religious, na		•
PRESENTING ISSUE (current si	tuation and history)	
1. What is the primary issue for wh	nich you are seeking help? Length of time for issue	Received treatment in the past from:
Parent/Child issues	Longin of time for issue	received treatment in the past from:
Over-activity		
☐ Grieving		
Sibling issues		
Peer problems		
Abuse or trauma	B. (B. 100 100 100 100 100 100 100 100 100 10	
Behavior problem at home		
Eating issues		
Anger issues		
Depression/Sadness		
Sleep Issues		
Divorce/Custody issues		
Mood swings		
Alcohol/drug use		
LBGT		
Behavior problem at school		
Physical Problems		
Anxiety or worry		
Self-confidence issues		
Academic Performance		
Harming self (ex: cutting)		
Sexual Acting Out		
Suicidal Thoughts/Attempts		
Additional comments:	······································	

-

2. Has your child ever been a victim of a crin might include: Sexual or physical abuse, bully	ne ? (whether reported ing, etc.)Yes	or not) (Some examples NO
CURRENT FAMILY INFORMATION		
1. Does the child live with parent(s)?	☐ Yes ☐ No	
2. If no, where does the child live and with whom? (Names/relationship):	
3. Has the child lived with anyone else in the past?	☐ Yes ☐ No	
4. If yes, with whom and where?		
5. Parent Information		
Father's Name	Phone	
Address	DOB	Age
Occupation	Educat	ion
Mother's Name	Phone	
Address	DOB	Age
Occupation	Educati	on
Step-Father's	Phone	
Name		
Address	DOB	Age
Occupation	Educati	on

•

Step-Mother's	Phone	
Name		
Address	DOB	Age
Occupation	Education	
Foster Father's	Phone	
Name		
Address	DOB	Age
Occupation	Education	
Foster Mother's	Phone	
Name		
Address	DOB	Age
Occupation	Education	
Guardian/Other	Phone	
Name		
Address	DOB	Age
Occupation	Education	
List all other adults living in the home (i.e.	aunts, uncles, grandparents, significant others, t	friends, etc.):

6. Please provide information about the child's brothers and sisters and any other children living in the home:

Name	Ger	ıder	DOB	Relationship (full, half, step, foster)	Lives chi		If no, lives where?
	М	F			Yes	No	
	M	F			Yes	No	
	M	F			Yes	No	
	M	F			Yes	No	
						140	
7. In your current family/h							possession .
Eating disorders] Mental illnes	SS	Suic	eide (attempts or act	ual)		Physical abuse
Sexual abuse	Emotional al	ouse	Don Don	nestic violence			Custody issues
☐ Incarceration ☐	Gambling		Sex	ual Addiction			Spending issues
If checked, please explain:							
			···				
		· · · · · · · · · · · · · · · · · · ·					
8. The family's strengths a	ire:						
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
O. TILL C		**********					
9. The family's weaknesse	es are:						
							
10. The primary disciplina	rian in the hor	ne is:					
10. The primary disciplina	and the the their	10.	,				
11. The kind of discipline	used with the	child	is:				
ziio iiiiii oi muuipiiiio			-				
			, , , , , , , , , , , , , , , , , , ,				
12. Are there any family c	ircumstances	you w	ould like u	is to be aware of?			

SOCIAL DEVELOPMENT

1. My child gets along	g with peers:		
☐ Poorly	☐ Sometimes	Most of the time	Almost Always
2. My child gets along	g with adults:		·
☐ Poorly	Sometimes	Most of the time	Almost Always
3. My child spends the	e most time with (check	closest answer)	·
☐ Younger children	Same age children	n 🗌 Older children 🔲 Adults	□Self
4. My child's hobbies	and interests are:		
-			
WORK AND ACAD	EMIC INFORMATIO)N	
1. What school does th	ne child currently attend	?	
5. Locations of the sch	ools the child has attend	ded:	
6. Does the child have	a written IEP?	Yes No	
7. Is the child in specia	ıl education classes?	☐ Yes ☐ No	
8. If yes, what type?			
9. The child is a	Good Student	Average Student Po	or Student
10. Attitudes towards	School		
Truancy	☐ Argumentative	Fighting with Peers	Poor Effort
☐ Disruptive	Attentive	Repeated Grades	☐ Expulsions
☐ Suspensions	Detentions	☐ Difficulty keeping Friends	☐ Noncompliant
Cooperative	☐ Motivated	Complies with expectations	☐ Interested
11. Is your child curren	ntly employed?	Yes No	
12. If yes, where and n	umber of hours per wee	k:	
ALCOHOL & DRUG	HISTORY		
Do you suspect/know	your child has used drug	s or alcohol before or during school?	☐ Yes ☐ No
Do you suspect/know i	f your child has missed	school because of use or just to use?	Yes No
My child avoids non-u	sers.		☐ Yes ☐ No
Do you suspect/know i	f your child uses more t	han one drug to get intoxicated or high?	☐ Yes ☐ No
Is there a history of pro	oblems with alcohol or d	lrugs in your family?	☐ Yes ☐ No

My child is using the follo	wing:		How much each time?	How often?
Alcohol	☐ Yes	☐ No		
Marijuana	☐ Yes	☐ No		
Cocaine/Crack	☐ Yes	☐ No		
Heroin	Yes	☐ No	<u> </u>	
Meth	Yes	☐ No		
Tobacco	☐ Yes	☐ No		
Hallucinogens: (MDMA, LSD, Psilocy	☐ Yes bin, Mushrooms	☐ No s, Ecstasy, Ke	etamine)	
Opioids: (Oxycontin, Morphine,	☐ Yes Codeine, Vicod	☐ No in, Tramadol)	
Amphetamines: (Adderall, Ritalin, Cond	☐ Yes	☐ No		
Benzo's: (Xanax, Clonazepam, A	Yes (xtivan)	☐ No		
Party Drugs: (GHB, Rohypnol)	Yes	☐ No		
Synthetics: (Bath Salts, K2, Spice,	☐ Yes 2-C-T-I)	☐ No		
Other (Specify)				
Interventions:				
A. My child has been invo				
B. My child has received	-		, , ,	es, but not currently
C. My child has received	inpatient AODA	treatment?	☐ Yes, currently ☐ Yes	es, but not currently
LEGAL HISTORY			XX71, 0	Dog zako
Has your child ever:			When?	For what?
Been arrested	∐ Yes	□ No		
Been convicted	∐ Yes	∐ No		
Been on probation	Yes	☐ No	D 1 .0	T. 1 1 0
My child is currently:			For what?	For how long?
On probation	Yes Yes	☐ No		

.

		When	1?	For how long?
Registered as a sexual offende	r 🗌 Yes 🛭] No		_
Complete if applicable:				
Name of child's social worker			Phone n	umber;
Name of child's PO				
		I hone h	umoor,	
DEVELOPMENTAL HISTO 1. Pregnancy	DRY			
Smoking during pregnancy	Never	Rarely	Sometimes	Frequently
Alcohol during pregnancy	☐ Never	Rarely	Sometimes	Frequently
Drugs during pregnancy	Never	Rarely	Sometimes	Frequently
Medication during pregnancy	Yes [all medications)	rroquontry
interior during programoy		_ No (ii yes, iisi	an medications)	
2. Labor				
	luced	Daniel and in 1		
· —		Duration in ho		
Complications during pregnand				
Birth weight:		Infant days in	hospital:	
Did the child reach develop	nental milestor	ies at a normal ag	ge?	
MEDICAL HISTORY				
1 Dlamas alecate the account of	- 1 !C		1 6.1	11
1. Please check the appropriate	box if your cl	nid has experienc	ed any of these pa	oblems:
Eye disease, injury, poo			Cancer	
Ear disease, injury, poo			Bowel proble	ms
Nose, sinus, mouth, thr	oat problems		Hemorrhoids,	rectal bleeding
Head injury			Loss of consc	iousness
Convulsions or seizures	3		Chest pain or	angina pectoris
Suicide Attempt				evere headaches
Memory problems			Sleep disturba	inces
Extreme tiredness or we	eakness			s, pain, swelling
Thyroid disease or goite	er		Marked weigh	
Skin disease			Circulatory pr	_
Heart disease			Allergies or a	
Back, arm, leg or joint p	problems		Diabetes	
Blood disease			Encephalitis	
Stomach problems			Meningitis	
Premenstrual Syndrome	(PMS)			t carried to term/stillbirths
Eating disorder	()		High blood pr	
Liver, gallbladder disea	se			Casaro
Please explain anything chec				

3 6 11 1			
Medication	Dosage/Frequency	Prescribing Physician	For what condition?
			, (
	gths?	-	
	e to see reached as a result of	your involvement with Peace	eful Solutions
What goals would you lik ounseling?			
unseling?	these goals have been reache	d?	
ounseling?	these goals have been reache	d?	