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Adolescent Re-entry Series Paperwork
Mondays, April 26- May 24, 2021
5:15-6:15 via Google Meets
\$250 for five week series

To be completed by adolescent and a guardian together (three pages)

Name: Year in high school:

Nickname/preferred name: Pronouns:

Address adolescent:

Adolescent email: Adolescent phone:

Name parent/guardian(s):

Address guardian (if different from above):

Guardian email: Parent/guardian phone:

Emergency contact (must be over 18):

Emergency contact phone:

I understand that Strong Roots Counseling staff will contact my emergency contact only in case of an emergency. Strong Roots Counseling staff may be required to share limited clinical information with my emergency contact.

What do you hope to get from this series?

Please use this space to share anything else important you think we should know about you.

Cancellation Policy

This series is not therapy and should not replace therapy. If at any time your series leader feels a student would benefit from 1:1 counseling or a higher level of care the series leader will meet with the student and a guardian privately. If you are asked to leave the series, staff will refund you for the remaining balance of your session less a \$50 administrative fee. Each session is \$50. If you are unable to attend a session for whatever reason, please let your facilitator know. Unfortunately, Strong Roots Counseling cannot reimburse you for missed series visits. If Strong Roots Counseling cancels a series date, another date will be added at no additional cost to the participant. Finally, if you withdraw from the group more than seven days before start you will be refunded the full amount. **If you withdraw two to seven days before the group starts you will be returned the full amount less a \$50 processing fee. You will not be refunded if you withdraw on the day the group starts.**

Statement Regarding Confidentiality

Please note that while this is not therapy, confidentiality will be supported throughout the process. In all cases we will use professional discretion in these contacts and will limit discussion to only those items appropriate for that contact. While Strong Roots Counseling staff commits to confidentiality, with the exceptions listed below, we cannot commit to confidentiality by the series members. We will ask everyone in the series to maintain confidentiality for the series as a requirement of participation, although we cannot guarantee it. **Since this is happening virtually, we ask all participants to put away their phone during the series. No one has permission to record any part of the series. Bluetooth is not confidential and it is recommended that everyone use plug in earbuds for the visits.**

There are some exceptions where information may be shared without an authorized release by the MA licensed facilitator. These exceptions include:

Abuse: Clinical staff is required to report abusive treatment and/or neglect of a child, elder or a disabled person to the relevant agency.

Harm: Clinical staff must report the threat of serious bodily harm of oneself or to others. Clinical staff have a legal and ethical obligation to warn appropriate authorities, family members, and/or the individual when a client is seriously considering engaging in this type of harmful behavior. When possible, Clinical staff will always discuss this with you with the intention of creating a plan together.

Legal/Courts: Client case notes and records may be subject to subpoena when a client is involved in civil or criminal legal proceedings.

Collection or other agencies: Information will be disclosed if they are required to collect unpaid fees.

Additional limitations of a minor child: Clinical staff are obligated to contact your guardian if you disclose ongoing high risk behavior that compromises your safety.

Strong Roots Counseling is strongly committed to maintaining your confidentiality and privacy; please read the list below. We are happy to answer any specific questions you might have regarding confidentiality.

- Our voicemail is password protected and accessible only to individual clinicians.
- All paper files are kept in a locked filing cabinet.
- All electronic information is encrypted and stored on a secure computer.
- E-mail is not a secure form of communication, and therefore, you should not include any sensitive clinical information in your messages to staff; that being said our staff has HIPAA compliant email addresses.

Telephone policy and emergencies

Strong Roots Counseling staff checks voicemail between 9-5 Monday through Thursday and Friday from 9-3. We return all calls within one business day or on the next day we are scheduled to work, please review your clinician's schedule. Clients who require urgent psychiatric services should contact Riverside at 800-529-5077, and those who require emergency medical/psychiatric services should go to the emergency room and/or call 911. If you have a safety plan with your clinician please follow the outlined steps. Please do not use text, email, or Facebook to contact us in the event of urgent need.

I have read and understand the above statements on these pages and agree to the conditions stated.

Adolescent:

Date:

Guardian (legal):

Date: