



# Families First Therapy, LLC

## Information Sheet

### **Client Information:**

Legal Name: _____	DOB: _____
Preferred Name: _____	Social Security Number: _____
Gender Identity: _____	Biological Sex: _____
Pronouns: _____	Ethnic Identity: _____
Sexuality: _____	Religious Identity: _____
Other Identity: _____	Other Identity: _____
Primary Language: _____	Proficiency of reading / writing in this language: _____

*Email, text messaging, and other electronic communications are not secure mediums and therefore, confidentiality cannot be assured. Please use discretion when sending information that is sensitive in nature.*

Cell Phone: _____	May I leave a message?	YES	NO
Marital Status: _____	May I text you?	YES	NO
Email: _____	May I email you?	YES	NO
Home Address: _____			
Significant Relationship(s): _____			
Relationship Agreement(s): _____			

### **Emergency Contact(s):**

_____	Ok to Contact?	YES	NO
(Name) (Relationship) (Telephone Num.)			
_____	Ok to Contact?	YES	NO
(Name) (Relationship) (Telephone Num.)			

### **Parent(s) / Guardian(s) Information (if client is a minor only):**

Name: _____			
Cell Phone: _____	May I leave a message?	YES	NO
	May I text you?	YES	NO
Email: _____	May I email you?	YES	NO
Name: _____			
Cell Phone: _____	May I leave a message?	YES	NO
	May I text you?	YES	NO
Email: _____	May I email you?	YES	NO

### **Insurance / Payment Information:**

Payment Source: _____	Self Pay	Sliding Scale	Medical Insurance
Insurance Company: _____	Client's Relationship to the Policy Holder:		
Policy Holder's Name: _____	Self	Partner	Dependent
Policy Holder's DOB: _____	Member #: _____		
Policy Holder's SSN: _____	Group #: _____		
Policy Holder's Employer: _____			



# Families First Therapy, LLC

## Intake Questionnaire

Please complete the following questionnaire before your first appointment. This helps me complete an intake assessment and get an overall picture of your current struggles and strengths. While some of these questions may seem like asking a lot of information, most of these questions are required by the norms of the counseling field in order to provide you the best possible service. Thanks!

**Reason for seeking counseling:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Presenting Concerns (please check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Suicidal Thoughts                          | <input type="checkbox"/> Parent / Child Conflict              |
| <input type="checkbox"/> Problems with Child / Children: _____      | <input type="checkbox"/> Social Struggles                     |
| <input type="checkbox"/> Defiance / Oppositionality                 | <input type="checkbox"/> Drug / Alcohol Use Concerns          |
| <input type="checkbox"/> Anxiety / Worries                          | <input type="checkbox"/> Addiction                            |
| <input type="checkbox"/> Confusion                                  | <input type="checkbox"/> Eating Habits / Problems             |
| <input type="checkbox"/> Depression                                 | <input type="checkbox"/> Lying Frequently                     |
| <input type="checkbox"/> Difficulty Being Alone                     | <input type="checkbox"/> Perfectionism                        |
| <input type="checkbox"/> Fatigue                                    | <input type="checkbox"/> Physically Abusive to Self           |
| <input type="checkbox"/> Guilt / Shame                              | <input type="checkbox"/> Other: _____                         |
| <input type="checkbox"/> Hearing Voices / Hallucinations            | <input type="checkbox"/> Other: _____                         |
| <input type="checkbox"/> Memory / Concentration Problems            | <input type="checkbox"/> Shy, Uneasy with Others              |
| <input type="checkbox"/> Mood Swings                                | <input type="checkbox"/> Passive / Unassertive                |
| <input type="checkbox"/> Motivation Reduced / Absent                | <input type="checkbox"/> Unwanted Behavior / Habits           |
| <input type="checkbox"/> Obsessive Thoughts                         | <input type="checkbox"/> Withdrawn                            |
| <input type="checkbox"/> Panic (or Anxiety) Attacks                 | <input type="checkbox"/> Employment / School Issues           |
| <input type="checkbox"/> Physical Abuse                             | <input type="checkbox"/> Legal Problems                       |
| <input type="checkbox"/> Low Self-Esteem                            | <input type="checkbox"/> Living Arrangements                  |
| <input type="checkbox"/> Weight Change                              | <input type="checkbox"/> Money Management Issues              |
| <input type="checkbox"/> Increase <input type="checkbox"/> Decrease | <input type="checkbox"/> Parenting Issues                     |
| <input type="checkbox"/> Sexual Abuse                               | <input type="checkbox"/> Relationship / Marital Issues        |
| <input type="checkbox"/> Sleep Problems                             | <input type="checkbox"/> Cutting / Self-Harm                  |
| <input type="checkbox"/> Trauma / PTSD                              | <input type="checkbox"/> Existential / Spiritual Struggles    |
| <input type="checkbox"/> Struggles Attaching / Having Relationships | <input type="checkbox"/> Divorce / Separation                 |
| <input type="checkbox"/> Grief and Loss                             | <input type="checkbox"/> Communication Struggles              |
| <input type="checkbox"/> Coming out / GLBTQ Concerns                | <input type="checkbox"/> <b>Individual Sexuality Concerns</b> |
| <input type="checkbox"/> Unusual Thoughts                           | <input type="checkbox"/> Personal Pleasure Concerns           |
| <input type="checkbox"/> Body Image Concerns                        | <input type="checkbox"/> <b>Couple Sexuality Concerns</b>     |
| <input type="checkbox"/> Anger / Aggression / Violence              | <input type="checkbox"/> Relationship Pleasure Concern        |

### Prior Behavioral Health Experiences

#### 1. Outpatient Counseling (most recent, to first)

Dates: From – To	Clinic	Therapist	Reason / Results (How was it?)

2. Intensive Treatment (including residential treatment, treatment foster care, and hospitalizations)

Dates: From – To	Clinic	Therapist	Reason / Results (How was it?)

**Medical History (current and in the past)**

Medical Conditions in the last year: \_\_\_\_\_

Chronic Illnesses: \_\_\_\_\_

Surgeries: \_\_\_\_\_

Head Injuries (TBI diagnosed or otherwise): \_\_\_\_\_

Disabilities (physical or developmental): \_\_\_\_\_

Allergies: \_\_\_\_\_

Advanced Directives (if applicable): \_\_\_\_\_

Medication	Dose/Frequency	Start Date	End Date	Reason for RX	Prescribed By

**Drug and Alcohol Use History:**

Past Use	Type	Quantity	Frequency	Date Started (If applicable)	Date Ended (If applicable)
Alcohol					
Tobacco					
Non-Prescribed Drugs					

Have there been any undesirable results of your drug or alcohol use? YES NO  
 (struggles at school / job, physical health problems, relationship problems, legal problems)

Have you ever been concerned about your drug or alcohol use? YES NO

Have others expressed concern about your drug or alcohol use? YES NO

Have your loved ones struggled with problems related to drug or alcohol use? YES NO

Have you ever attended a 12-step support group (AA, NA, Al-Anon, etc.)? YES NO

Are you currently attending a 12-step support group? YES NO

Describe your daily caffeine consumption (tea, coffee, energy drinks, chocolate, soda): \_\_\_\_\_

**Education and Employment (if applicable):**

**1. Education History**

Highest level of education to date: \_\_\_\_\_

Current School / Field of Study: \_\_\_\_\_

**2. Employment History**

Are you currently employed? YES NO Job Title: \_\_\_\_\_

Do you have any concerns about employment? YES NO : \_\_\_\_\_

**3. Military Experience**

Have you been in any branch of the military? YES NO Branch \_\_\_\_\_ Position \_\_\_\_\_

Reason for Discharge: \_\_\_\_\_



# Families First Therapy, LLC

## CONSENT TO TREATMENT

It is the policy of Families First Therapy LLC that clients have the right to say whether or not they wish to receive Outpatient services. Each client has impartial access to treatment, regardless of race, religion, gender identity, ethnicity, age, sexual preference or disability, within the range and diagnostic criteria for which Families First Therapy LLC provides treatment.

The undersigned acknowledges that Families First Therapy LLC makes no guarantees to the undersigned or the client as to the results or likelihood of success of Families First Therapy LLC services.

The undersigned acknowledges that if a client becomes dangerous to him/herself or to others, the staff will exercise the necessary precautions in order to protect the client or others.

The undersigned acknowledges receiving a copy of information about Families First Therapy including policies and procedures, Informed Consent, HIPPA compliance protocols, and Notice of Privacy Practices.

The undersigned releases Families First Therapy LLC staff from any liability for the loss or damage of personal property and/or money while receiving services at Families First Therapy LLC or at the client's home.

**These services are completely voluntary:**

**Yes; I Consent** to receive outpatient services from Families First Therapy LLC for myself or on the behalf of the client.

**No; I Do Not Consent** to receive outpatient services from Families First Therapy LLC for myself or on the behalf of the client. Referrals for outside services or alternative services can be supplied upon request.

*My signature below attests to the fact that I have read this form, understand its content and request that the above information be released as specified.*

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

*I have discussed the notice of privacy practices, informed consent, consent to treatment, consent to policies and disclosure to insurance company, consent to payment policies, consent to cancellation policy, and client rights and responsibilities with the client(s) and/or their parent/guardian (if applicable). My observations of their behavior and responses give me reason to believe that this person is fully competent to give informed and willing consent. My signature below attests to this statement.*

\_\_\_\_\_  
STEPHEN RATCLIFF, MA, LPCC, NCC, CST

\_\_\_\_\_  
DATE

Cell (505) 504-5449

[www.steveratcliff.com](http://www.steveratcliff.com)

steve@familiesfirsttherapy.org



# Families First Therapy, LLC

## CONSENT TO POLICIES AND CONSENT TO DISCLOSURE TO INSURANCE COMPANY

Thank you for choosing Families First Therapy as your therapy provider. Please review carefully the consent to disclosure to insurance companies (if applicable) and receipt of notice of privacy practices below. If you agree to each item, please initial next to each statement indicating your agreement and sign at the bottom.

### RECEIPT OF NOTICE OF PRIVACY PRACTICES

\_\_\_\_\_ I acknowledge that I have been provided a Notice of Privacy Practices that fully explains the uses and disclosures that Families First Therapy will make with respect to my individually identifiable health information. I understand that I have the right to review said notice before signing this consent. Additional copies of this notice are posted on the website [www.familiesfirsttherapy.org](http://www.familiesfirsttherapy.org) and also in the office. I also understand that Families First Therapy reserves the right to change its notice and the practices detailed therein prospectively, and will notify me of any changes.

### RECEIPT AND CONSENT TO INFORMED CONSENT AND ADDITIONAL POLICIES

\_\_\_\_\_ I acknowledge that I have been provided and reviewed a copy of Informed Consent, additional privacy policies and cancellation and no show policy. I understand these policies and agree to abide by the boundaries and stipulations therein.

\_\_\_\_\_ I understand the limits of confidentiality in communication by electronic means. I will use discretion when electronically communicating information to this therapist.

### CONSENT TO DISCLOSURE TO INSURANCE COMPANY (IF APPLICABLE; OPTIONAL)

\_\_\_\_\_ I understand that I do not have to consent to the uses or disclosure of my individually identifiable health information for treatment, payment, and health-care operation. I also understand that if I do not consent, Families First Therapy may refuse to provide me health-care services unless applicable state or federal law requires Families First Therapy to provide such services.

\_\_\_\_\_ I understand that I may revoke this consent in writing, but that the revocation will not be effective to the extent that Families First Therapy has already taken action in reliance on my earlier effective consent.

\_\_\_\_\_ I understand that as part of my healthcare, Families First Therapy originates and maintains health records describing my health history, symptoms, examination and test results, diagnoses, treatment and any plans for future care or treatment. I understand that this information serves as:

- A basis for planning my care and treatment.
- A means of communication among health professionals who contribute to my care.
- A source of information for applying my diagnosis information to my bill.
- A means by which a third-party payer can verify that services billed were actually provided.

\_\_\_\_\_ I understand that if my medical insurance company is providing payment for services rendered at Families First Therapy, the following disclosures of my identifiable health information may apply:

- Families First Therapy will have to release information including dates of sessions, CPT codes billed, and diagnostic information about me to my insurance company, or their legal representative in order to obtain payment.
- If records are requested by my insurance company as a requirement to process payment for services rendered, Families First Therapy will attempt to notify me of the documents being disclosed and permit me to review them prior to their disclosure. Documents may include any documents generated by Families First Therapy about me.
- I will have to authorize my insurance company to make benefits payable to Families First Therapy.

***My signature below attests to the fact that I have read this form, understand its content, and agree to these conditions.***

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STEPHEN RATCLIFF, MA, LPCC, NCC, CST

\_\_\_\_\_  
DATE



# Families First Therapy, LLC

Please review carefully the boundaries and expectations outlined below. Please initial next to each statement indicating your agreement and sign at the bottom. These are considered a necessary condition for treatment.

## CONSENT TO PAYMENT POLICIES

### PAYMENT POLICIES

\_\_\_\_\_ I understand that all Copays, Deductible payments, Self-pay, or Sliding-scale fees are due at the time or service. If my insurance company denies paying for my services or indicates a deductible payment or different copay amount than indicates on my insurance card, then these payments are due five business days after I am invoiced.

\_\_\_\_\_ I understand that if I don't have insurance, I will be expected to pay the noted fee (or sliding scale fee) for these services at each appointment. Any payments may be made via cash, check, or credit card.

\_\_\_\_\_ I understand that the full-scale fees for services are as follows: Intake Assessment **\$200**, After Hours Therapy **\$200** per 55 minutes, Counseling / Therapy Appointments **\$175** per 55 minutes, Couples Therapy Appointments **\$175** per 55 minutes, and a one-time **\$30** fee for the Gottman Relationship Checkup Assessments for couples' clients.

\_\_\_\_\_ I understand that any balances not paid within 30 calendar days may be turned over to collections with an additional 2% late fee added. I understand that if my bill must be turned over to collections due to not paying my balance after 30 calendar days, I am responsible for the collection's fees (typically 40% of the total bill).

\_\_\_\_\_ I understand that if payment for the services I receive is not made, the therapist may stop my treatment.

\_\_\_\_\_ I understand that if I pay by check or credit card and the payment is later recouped (e.g. the check bounces), a fee of **\$50 per incident** will be incurred. I understand that this balance must be paid by alternative means in 5 days.

### ADDITIONAL SERVICES

\_\_\_\_\_ I understand that any out of session communication (telephone call or other medium) lasting more than 5 minutes will result in a fee of **\$25** per 15 minutes. There will be no fee for contacts lasting less than 5 minutes.

\_\_\_\_\_ I understand that other services such as record preparation, report writing, and other documentation are charged at the rate of **\$25** per 15 minutes.

\_\_\_\_\_ I understand that if I choose to subpoena Stephen Ratcliff, all legal services including preparation time, testimony time, transportation time, and commute time will incur a fee of **\$500** per hour due prior to testimony date.

## CONSENT TO CANCELLATION POLICY

\_\_\_\_\_ I understand that if I am unable to attend my scheduled therapy appointment, I must first notify Families First Therapy by email or at 505-504-5449 by text or voicemail 24 hours in advance of my appointment.

\_\_\_\_\_ I understand that If I do not call to cancel or reschedule my appointment, this will be considered a **no-show**. Additionally, arriving later than 20 minutes for my scheduled therapy appointment time constitutes a no-show. No-shows to appointments are not covered by my health insurance and will result in a subsequent fee of **\$25**.

\_\_\_\_\_ I understand that reoccurring no-shows / same day cancellations (2 instances in 12 months) may result in the termination of services. I understand that if I miss my scheduled appointment, it is my responsibility to call to set up another appointment. I understand that if I don't respond to contact attempts from Families First Therapy, this will be interpreted as communication that I no longer wish to receive services.

\_\_\_\_\_ I understand that if extenuating circumstances arise and I cancel in advance of my appointment but not with 24 hours' notice, Families First Therapy may choose to waive this fee on a case-by-case basis.

\_\_\_\_\_ I understand that if I miss my scheduled appointment, it is my responsibility to call to set up subsequent appointments. Failure to cancel with 24-hour prior notice *may* result in me losing my preferred time slot. If I am failing to maintain contact, Families First Therapy may take this as communication that I am terminating services.

***My signature below attests to the fact that I have read this form, understand its content, and agree to these conditions.***

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STEPHEN RATCLIFF, MA, LPCC, NCC, CST  
Cell (505) 504-5449

[www.steveratcliff.com](http://www.steveratcliff.com)

\_\_\_\_\_  
DATE  
steve@familiesfirsttherapy.org



# Families First Therapy, LLC

## CLIENTS RIGHTS AND RESPONSIBILITIES

### Client's Rights

1. The right to efficient and equal service, regardless of race, gender, religion, ethnic background, education, social class, physical or mental disability, sexual orientation, gender identity, or economic status.
2. The right of considerate, courteous and respectful care from all Families First Therapy, LLC staff.
3. The right to informed consent and full discussion of risks and benefits prior to any invasive procedure, except in an emergency. Alternative to the proposed procedure must be discussed with the client.
4. The right to receive information in an understandable manner.
5. The right to obtain a referral for bi-lingual services or to have an interpreter present in session if needed.
6. The right to the names, titles, and professions of Families First Therapy, LLC staff with whom the client speaks and from whom services or information are received.
7. The right to refuse examination, discussion, and/or procedures to the extent permitted by law and to be informed of the health and legal consequences of this refusal.
8. The right of access to the client's own personal health record.
9. The right to confidentiality and privacy of the client's personal mental health records as provided by the law. The details of the clients life and treatment are shared only with the client's parent's or guardian's permission and the client's explicit consent.
10. The right to expect reasonable continuity of care within the scope of services of Families First Therapy, LLC.
11. The right to examine and receive a full explanation of any charges made by Families First Therapy, LLC regardless of the source of payment.
12. The right of respect for the client's civil rights and religious opinions.
13. The right to be represented by a family member of guardian if the client is unable to fully participate in treatment decisions.

### Client's Responsibilities

1. Provide accurate and complete information relevant to your treatment at Families First Therapy, LLC.
2. Ask questions if you do not understand any aspect of your treatment.
3. Report safety concerns immediately to your therapist.
4. Avoid drugs, alcoholic beverages or toxic substances while in attendance of your therapy session.
5. Accept the consequences if you do not follow the care, service, or treatment plan provided to you.
6. Respect the property of other people and of Families First Therapy, LLC.
7. Be considerate of other clients.
8. Sign a written acknowledgement that you have received the applicable Notice of Privacy Practices.
9. Provide accurate information needed for processing your insurance coverage.
10. Be responsible for payment of all services, either through your third party payers (insurance company) or by personally making payment for any service that are not covered by your insurance policy(s) including second opinions or consultations.

*By signing below, I acknowledge my client's rights and responsibilities listed herein.*

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STEPHEN RATCLIFF, MA, LPCC, NCC, CST

\_\_\_\_\_  
DATE



# Families First Therapy, LLC

## PRIMARY CARE PHYSICIAN COORDINATION OF CARE RELEASE FORM

CLIENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

THIS WILL AUTHORIZE: Families First Therapy, LLC

Tel. (505) 504-5449

TO RELEASE TO: \_\_\_\_\_

(Facility, organization, individual receiving information)

\_\_\_\_\_  
(Telephone, fax, address)

**Cancellation / Expiration:** I understand that I may cancel this authorization at any time by sending my health providers my cancellation notice in writing. I understand that my health care providers may have already released records according to this authorization prior to receiving my notice of cancellation.

**This authorization shall remain valid for one year from the date of signature unless revoked in writing by the client's guardian or conservator.** This authorization releases Families First Therapy, Inc. from any and all legal liability that may arise as a result of compliance with this release of information request.

**I authorize** Families First Therapy, LLC to have contact and release medical records to the Physician noted above.

**I specifically authorize the release of my medical records to include the following records (initial):**

- \_\_\_\_\_ HIV / AIDS results and treatments
- \_\_\_\_\_ Sexually transmitted or "communicable" disease Information
- \_\_\_\_\_ Prescription Drug Information
- \_\_\_\_\_ Drug, alcohol, or substance abuse Information
- \_\_\_\_\_ Mental health Information (other than psychotherapy notes)

**I do not authorize** Families First Therapy, LLC to release medical records.

*My signature below attests to the fact that I have read this form, understand its content and request that the above information be released as specified.*

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

*I have discussed the above form and what information may or may not be disclosed with the client(s) and/or their parent/guardian (if applicable). My observations of their behavior and responses give me reason to believe that this person is fully competent to give informed and willing consent. My signature below attests to this statement.*

\_\_\_\_\_  
STEPHEN RATCLIFF, MA, LPCC, NCC, CST

\_\_\_\_\_  
DATE





# Families First Therapy, LLC

## PAYMENT AGREEMENT

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

Responsible party (if different): \_\_\_\_\_

I \_\_\_\_\_, agree to pay \$ 175 per session, for **psychotherapy services** received through Families First Therapy, LLC.

I also agree to, and understand, the following conditions:

- Sessions are defined as one hour in length. Extended fees may be incurred for longer sessions.
- The client, or responsible party, will be held responsible for all fees charged.
- Sliding scale fees are to be determined using the client's household income and the number of people in the household. All sliding scale arrangements must be made in advance of the session.
- Fees are due at the time of each session and will be accepted in the form of cash, check, credit card, or money order.
- Fees will only be refunded in the event that the service is not delivered.
- Non-payment of fees could result in the discontinuation of services to the client.
- Clients will be billed for any unpaid services via an invoice by mail. Any unpaid balances may be turned over to collections after 30 days.
- Insurance will NOT be billed for these services; consequently none of the fees for services will be applied to an insurance plan's annual deductible.
- A \$25 discount will be applied per session for any payments made in cash or check by clients at the time of service.

\_\_\_\_\_  
Client or Responsible Party

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Stephen Ratcliff, MA, LPCC, NCC, CST

\_\_\_\_\_  
DATE