

Gracelight Counseling Center – Melody Daniels, LPC

2216 Shadowlake Drive
Oklahoma City, OK 73159

Phone: 405-694-9597
www.gracelightcounseling.com

Parent Questionnaire

Date _____ Form Completed by _____ Relation to Child _____

Child's name _____ M ___ F ___ Date of birth _____ Age _____

Home street address _____ Apt. _____

City: _____ State: _____ Zip: _____

Mother's phone: _____ Father's Phone: _____

Child's Primary Physician _____ Physician's Phone _____

Insurance Company _____ Insurance primary person _____

Who referred the child? _____ Phone: _____

May I have your permission to thank this person for the referral? Yes No Initial _____

FAMILY

Father's name: _____ Birthdate: _____

Address (if different from above) _____

Occupation: _____ Educational level _____

of dependents _____

Mother's name: _____ Birthdate: _____

Address (if different from above) _____

Occupation: _____ Educational level _____

of dependents _____

Date of Marriage _____ Present Marital Status _____ If divorced who has custody _____
(Provide court order)

With whom does the child live? Birth parents _____

Adoptive Parents _____ Foster parents _____

List all other persons living in the home:

List any other people who care for the child a significant amount of time

Name _____

Relationship to Child (grandmother, neighbor, etc.) _____ Age _____

CHILD

Pregnancy and Birth: Any Complications? _____ If yes, briefly explain _____

At what age did your child _____

Sit Without Support _____ Walk _____ Begin Talking _____ Stay Dry Through the Night _____

Has your child had any medical complications? _____ If yes, briefly explain _____

Please list any jobs or chores your child has at home or school. (e.g., feeding the dog, making the bed, safety patrol)

How well does your child do these chores? _____

What are your child's strengths?

How many close friends does your child have? _____ How many times a week does your child do things with them? _____ How many friends in the neighborhood does your child have? _____

Compared to other children his/her age, how well does your child get along with other children?

Poor	Average	Great		
1	2	3	4	5

What are your child's favorite play or after school activities?

FAMILY AND PERSONAL HEALTH HISTORY

Date of Last Physical Examination _____ Child's Height _____ Child's Weight _____

Check condition and relationship of any blood relative who has or has had any of the conditions listed below

Alcoholism/Substance Abuse _____ Allergies _____

Birth Defects _____ Cancer _____

Colitis _____ Depression _____

Heart Attack _____ High Blood Pressure _____

Migraine _____ Mental Illness _____

Seizure Disorder _____ Mental Retardation _____

Learning/Attention Problems _____

Suicide/Suicide Attempt Other (Specify) _____

DISCIPLINARY STRATEGIES

Who generally disciplines the child? _____

What methods are used? _____

Are these methods effective? _____ Do parents agree on methods of discipline? _____

Elaborate, if no _____

SCHOOL HISTORY

Father _____ Paternal grandfather _____

Paternal grandmother _____ Paternal aunt/ uncle _____

Mother _____ Maternal grandfather _____

Maternal grandmother _____ Maternal aunt/uncle _____

Siblings _____

Has child been enrolled in nursery or day care? _____ At what age? _____

Has child attended kindergarten? _____ At what age? _____

Has child begun elementary school? _____ At what age? _____

Present grade and school _____ Does not go to school _____

If your child has ever been to school (including nursery, kindergarten and grade school) complete the following for all classes beginning with nursery and ending with current placement. Please indicate if your child is in a special class (gifted, learning disabled, emotionally handicapped, etc.)

School _____

Comments Regarding Behavior/Adjustment

Current School Performance (for children aged 6 and older)

Indicate if failing, below average, average, above average, excelling

(History/Geography, etc.) _____ **Writing** _____

Arithmetic or Math _____ **Spelling** _____

Other Academic Subjects (science, foreign language, etc) _____

PARENTAL CONCERNS

What do you feel is your child's main problem?

What do you feel caused your child's problem?

What have you been told by doctors, teachers, and/or others about your child's problems?

Has this child had any other mental health evaluations or treatment?

Has any member of the child's immediate family had mental health treatment?

Other comments

May we contact the child's primary physician?

To receive information _____ To give information _____

(Signed) Parent or Guardian

Agreement to Pay for Professional Services

I, the client (or guardian/legal representative), request that Melody Daniels, LPC, provide professional services to _____, who is my _____, and I agree to pay this therapist's fee of \$ _____ per 45/50 minute session. This same fee will be applied per each hour of consultation, assessment, or other therapeutic activity unless otherwise negotiated in writing. Fees for legal issues may be substantially different and should be clarified.

I agree that this financial relationship with this therapist will continue as long as the therapist provides services or until I inform her, in person or by certified mail that I wish to end it.

I agree to meet with this therapist at least once before stopping therapy. I agree to pay for services provided to me (or this client) up until the time I end the relationship.

I understand that if I do not pay for services that the services provided may be terminated by the therapist. Continued non-payment of fees may result in further consequences such as my case being referred to a collection agency.

I agree that I am responsible for the charges for services provided by this therapist to me (or this client), although other persons or insurance companies may make payments on my (or this client's) account. If my any part of my fees is being paid by an insurance company or other third-party payer, I understand that this may result in limitations to my confidentiality.

Signature of client (or person acting for client)

Date

Printed name

I, the therapist, have discussed the issues above with the client (and/or the person acting for the client). My observations of the person's behavior and responses give me no reason to believe that this person is not fully competent to give informed and willing consent.

Signature of therapist

Date

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CONSENT FOR TREATMENT FOR CHILDREN AND ADOLESCENTS

Client's
Initials

Therapy sessions and file information are confidential.

Except in cases of: (a) court orders/subpoenas, (b) to defend legal action against Gracelight Counseling Center or therapist, (c) need to prevent harm to self or others, and (d) suspected child abuse/neglect. Third party billing and lawsuits I bring related to mental health issues may also limit the confidentiality of my child's file.

There are some limitations to my access to my child's file.

I understand that confidentiality is very important to my child's ability to use therapy. While I have the right to access my child's file, I understand that doing so may jeopardize the therapeutic process. I agree to consult with my child's therapist about any questions I have concerning the content of my child's file or sessions.

I must sign release forms before information can be exchanged with others.

The privacy of any electronic communication cannot be assured. Do not use email for urgent matters. I may request restrictions on the use/disclosure of information in my child's file for treatment, payment and health care operations, but the therapist is not bound to agree with my request.

Some information from my child's file may be used in research.

I understand that any identifying information will not be used in research.

Gracelight Counseling Center and Melody Daniels do not provide after-hours or emergency services (Contact 911 or go to the ER for after-hours crises).

The practice of psychology and related disciplines is not an exact science.

No guarantees have been made to me regarding the results of Melody Daniels' services. I am responsible for working with my therapist to help ensure better treatment outcomes.

Melody Daniels is not a medical doctor and cannot prescribe medications.

I consent to undergo all recommended testing and treatment procedures.

I can refuse or discontinue testing or treatment at any time.

I agree to pay my clinic bill. Payment is due at the beginning of sessions and I must cancel at least 24 hours before my session or I am responsible for the cost of the session.

Consequences of non-payment may include termination of services or being referred to a collection agency.

I acknowledge that my therapist has reviewed the General Consent for Treatment with me.

Signature of Therapist

Signature of Guardian/Legal Rep.

Signature of Child or Adolescent

Date: _____

Date: _____

CONFIDENTIAL

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Notice of Privacy Practices

This notice talks about **privacy information**. We've always taken great care to safeguard your privacy. What is new is a government regulation requiring us to explain your rights. This notice describes how mental health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

We are required by applicable federal and state law to maintain the privacy of your health information. We are required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We are required to abide by the terms of this Notice of Privacy Practices. We may change the terms of our notice at any time. The new notice will be effective for all protected health information that we maintain at that time. In the event that the notice is changed, a new notice will be sent to you by mail or at the time of your next appointment. You may request a copy of our Notice at any time. This takes effect January 2011, and will remain in effect until we replace it.

Uses and Disclosures of Protected Health Information

You will be asked to sign a consent form. Once you have consented to the use and disclosure of your protected health information for treatment by signing the consent form, this agency will use or disclose your protected health information as described below.

- **Treatment:** We may use and disclose, as needed, your protected health information to provide, coordinate, or manage your health care and any related services.
- **Health Operations:** We may use and disclose, as needed, your health information in connection with our operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of mental healthcare professionals, evaluating practitioner and provider performance, employee review activities, conducting training programs, accreditation, certification, licensing or credentialing activities, and conducting or arranging for other business activities.

Uses and Disclosures of Protected Health Information Based Upon Your Written Authorization:

Will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke this authorization, at any time, in writing. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in the notice.

- **Emergencies:** We may use or disclose your protected health information in an emergency treatment situation. In the event of your incapacity or emergency circumstances, we will disclose health information based on determination using our professional judgment, disclosing only health information that is directly relevant to the person's involvement in your healthcare.

Other permitted and Required Uses and Disclosures That May Be Made Without Your Consent, Authorization or Opportunity to object

We may use or disclose your protected health information in the following situations without your consent or authorization. These situations include:

- **Required by Law:** We may use or disclose your protected health information to the extent that the use or disclosure is required by law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law.
- **Health Oversight:** We may disclose your protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections.
- **Abuse or Neglect:** We may disclose your protected health information to the Department of Human Services which is authorized by law to receive reports of child abuse or neglect. In addition,

we may disclose your protected health information if we believe that you have been a victim of abuse or neglect to the Department of Human Services.

- **Legal Proceedings:** We may disclose your protected health information in the course of any judicial proceedings, in response to an order of a court or administrative tribunal (to the extent such disclosure is expressly authorized), in certain conditions in response to a subpoena, discovery request or other lawful process.
- **Law Enforcement:** Consistent with applicable federal and state laws, we may disclose your protected health information, if we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- **National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials, health information required for lawful intelligence, counterintelligence, and other national security activities.
- **Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages or letters).

Required Uses and Disclosures: Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500 et.seq.

Client Rights - Access: You have the right to inspect and copy your protected health information. We will use the format you request unless we cannot practicably do so. You must submit your request in writing to obtain access to your health information. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. If you request copies, we will charge you \$1.00 for the first page, and \$.25 each page thereafter to locate and copy your health information plus postage if you want the copies mailed to you.

Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

Restriction: You have the right to request restriction of your protected health information. You may also request that any part of your protected health information not be disclosed by family members or friends who may be involved in your care or notification purposes as described in this Notice of Privacy Practices. Your request must be in writing and state the specific restriction requested and to whom you want the restriction to apply. If we agree to the additional restrictions, we will be able to abide by our agreement (except in an emergency). We are not required to agree to a restriction that you may request. If we believe it is in your best interest to permit use and disclosure of your protected health information, your protected information will not be restricted.

Amendment Request: You have the right to request that we amend your protected health information. Your request must be in writing and explain why the information should be amended. In certain cases, we may deny your request for an amendment. If we deny your request for your amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

Disclosure Accounting: You have the right to receive an accounting of certain disclosures we have made, if any, of your protected health information. This right applies to disclosures for purposes other than treatment or healthcare operations as described in this Notice of Privacy Practices.

Questions and Complaints: You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. We support your right to the privacy of your protected health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

I have read and understand Gracelight Counseling Center's Notice of Privacy Policy.

Client's
signature _____

Date _____

CHILD PROBLEM SCREENING FORM

Child's name: _____ Child's date of birth: _____ Age: _____ Rater's name: _____

Relationship to Child: _____ Today's date: _____

Directions: Below is a list of ways that children may act, think, or feel. Please (1) circle the number showing how often your child has behaved this way in the past 3 months and (2) circle "Yes" if it is currently a problem or "No" if it is not a problem.

	How Often Does This Occur?					Is This A Problem Now?	
	Never	Seldom	Sometimes	Often	Always	Yes	No
Argues with others	1	2	3	4	5		
Can't concentrate/pay attention	1	2	3	4	5		
Acts sad or depressed	1	2	3	4	5		
Feeding/eating problems	1	2	3	4	5		
Teases or fights with others	1	2	3	4	5		
Is teased	1	2	3	4	5		
Appears lonely	1	2	3	4	5		
Can't sit still/hyperactive	1	2	3	4	5		
Too fearful or anxious	1	2	3	4	5		
Disobeys at home	1	2	3	4	5		
Disobeys at school	1	2	3	4	5		
Moody	1	2	3	4	5		
School Academic Problems	1	2	3	4	5		
Temper tantrums/hot temper	1	2	3	4	5		
Impulsive/acts without thinking	1	2	3	4	5		
Threatens/tries to hurt others	1	2	3	4	5		
Low self esteem	1	2	3	4	5		
Toilet problems/wetting/soiling	1	2	3	4	5		
self-conscious/embarrassed	1	2	3	4	5		
Perfectionistic	1	2	3	4	5		
Threatens/tries to hurt animals	1	2	3	4	5		
Threatens/tries to hurt self	1	2	3	4	5		