

Saratoga Recreation Therapy, LLC

Date: _____

Patient Name: _____

Date of Birth: _____

Guardian Name: _____

Intake and Consultation Packet:

Hello! Welcome to Saratoga Recreation Therapy, LLC. Please take note of several important documents to be thoroughly reviewed, signed and completed in entirety, in order to get you and/or your family on a path to a more purposeful, insightful, and connected life. I am grateful for the opportunity to walk with you and collaboratively create a healing environment that will help your family thrive!

- **Intentions for 'Initial Intake Consultation':** My intentions for the first meeting are to gather an overarching view of the multifaceted, dimensional, and strength-based presentation of you/your child/your family. In addition, obtaining an understanding of what factors could be preventing the ultimate wellness of you/your child/your family will be thoroughly explored. These dimensions and factors range in nature from physical, cognitive and behavioral, to developmental, emotional, spiritual and beyond. Using this holistic view will allow me to truly understand all aspects of you/your child and your family.

Flow Chart for Records Review and Intake:

- **Step 1:** Please thoroughly complete this packet and e-mail the completed material to SaratogaRecreationTherapy@gmail.com prior to your appointment. You can also print the packet and bring it to our initial intake consultation at your home or an agreed upon community space. Completing before will allow for proper reviewing of materials prior to meeting.
- **Step 2: Process:** I will spend a considerable amount of time reviewing the information and the subsequent initial intake appointment will be about one hour in length. Following the intake, appointments are typically 60 minutes in length or more depending on community based interventions.
- **Step 3: Procedure:** On the day of your first appointment please bring: a check or cash for the 'Initial Intake Appointment' which will cost \$100.00.
- **Step 4: Payment:** The fee for each session is \$125.00 per hour. Payment options include cash, check or Venmo. I will help you arrange payments that are comfortable for you and your family, and I will also remain in close communication outside of therapy hours (though within normal business hours), to work collaboratively on you/your child's care. For example, emails are exchanged and regularly occur through SaratogaRecreationTherapy@gmail.com.

- All checks must be made out to ***Erika Likar or Saratoga Recreation Therapy, LLC***. Payment is due on the day of service regardless of method of payment. In addition, there is a \$35 dollar fee for bounced checks.
- **Cancellation Policy:** There is a 24 hour Cancellation or Rescheduling Policy. Please provide a respectable 24 hour notice in the event you are unable to make your appointment. I reserve the right to charge you the full amount in the event you are unable to provide adequate notice.
 - **Step 5: Plan Forward:** Following the intake, I will then evaluate, interpret, and explore the information you provided, in its entirety, and comprise a treatment plan that is comfortable for you/your child/your family. It is collaborative in nature, and is meant to enhance and focus on wellness and healing.

By signing below, you acknowledge and accept the terms as outlined above, including but not limited to, the intake process, the cancellation policy, the length of sessions, the fees for sessions, and the approved methods of payment. By signing below, you also acknowledge that you do not hold Saratoga Recreation Therapy, LLC liable for the outcome of any services offered, and have freely participated in the services rendered.

Patient Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Authorization to Obtain, Release, or Disclose Protected Health Information

- Patient Information:

Name: _____

Parent/Guardian Name (If applicable): _____

Date Of Birth: _____

Address: _____

Phone Number: _____

Email Address: _____

- Recipient Information for Release or Disclosing Information:

I, _____, do hereby authorize Saratoga Recreation Therapy, LLC to release or disclose my mental health information to the person or facility below:

Name of person/facility to receive mental health information:

Phone Number: _____

Fax Number: _____

Address: _____

- Information to be Released or Disclosed:

() My entire mental health record

() Only those portions pertaining to: (Specific provider name and/or dates of treatment) _____

() Authorization to release Psychotherapy Notes ONLY

() Other: _____

- Information to be Obtained:

I, _____, do hereby authorize Saratoga Recreation Therapy, LLC to obtain my personal information from the person or facility below:

Name of person/facility to provide information:

Phone Number: _____

Fax Number: _____

Address: _____

Please indicate whether you authorize Saratoga Recreation Therapy, LLC to obtain information from:

☐ Primary Care Doctor/Medical Records ☐ Legal Information

☐ Previous Mental Health Practitioners ☐ Vocational/Employment

☐ Academic Institutions and Affiliates (School psychologist, teachers, etc.)

- Expiration:

Date of Authorization: ____/____/____ Authorization to expire on one year from signature, or upon the happening of the following event:

- Purpose of Obtaining or Disclosing Information:

☐ Further mental health care/ Psychological ☐ Other: ☐ Educational/Institution Communication ☐ At the request of the individual ☐ Vocational rehab, evaluation

Authorization and Signature:

I authorize the obtaining, disclosing, or releasing of my confidential protected health information, as described in my directions above. I understand that this authorization is voluntary, that the information to be obtained or disclosed is protected by law, and the use/disclosure is to be made to conform to my directions. The information that is used and/or disclosed pursuant to this authorization may be re-disclosed by the recipient unless the recipient is covered by state laws that limit the use and/or disclosure of my confidential protected health information. I understand that if I have any questions about my health information I can contact Saratoga Recreation Therapy, LLC directly.

Guardian Name (if applicable): _____

Guardian Signature (if applicable): _____

Patient Name: _____

Patient Signature (if applicable): _____

Consent to Treatment

1. I hereby request Saratoga Recreation Therapy, LLC, provide treatment as deemed appropriate by the provider. These sessions may include individual therapy, group therapy, family therapy, and other forms of integrative services such as community integration, art therapy, play therapy, music therapy, etc. These sessions may take place within the community, a different agreed upon location, or at times, may utilize telehealth measures such as phone or Zoom.
2. I understand that all information concerning participation of myself or my child is confidential and that no information will be given without written consent from me.
3. I agree that I have been fully oriented to the services offered, and the treatment that is being provided to me. I have reviewed my rights and responsibilities as a patient/guardian, and I am aware of the grievance process.
4. I agree for myself/my child to receive services, I understand I shall assist in following the individualized treatment plan that has been developed, and I shall ensure that all scheduled appointments are kept. I also agree to promptly pay Saratoga Recreation Therapy, LLC all charges for providing services, as agreed upon in advance via confirmation. As an out-of-network provider, Saratoga Recreation Therapy, LLC is not affiliated or participating with any insurance company. I understand that, shortly after my/my child's session, I will be provided with a receipt.
6. I understand that Saratoga Recreation Therapy, LLC cannot be held liable or responsible for the outcome of my or my child's results from services sought either by Saratoga Recreation Therapy, LLC, or from recommendations such as social skills groups, etc. The efficacy of such measures is multifaceted, and I understand there is no guarantee in outcome.
7. I understand that Saratoga Recreation Therapy, LLC does not operate as a crisis center, nor does it maintain an emergency phone line. Therapists are only available during normal business hours, and contact during those business hours is up to the discretion of the specific provider. In the event of an emergency, I agree to contact 911, or visit my nearest emergency room.

I, _____, understand and have read the above mentioned consent form.

Guardian Name (if applicable): _____

Guardian Signature (if applicable): _____

Patient Name: _____

Patient Signature (if applicable): _____

Confidentiality Form

All information given to or obtained by Saratoga Recreation Therapy, LLC will be used only for you/ your child's treatment and administration services such as scheduling. Information may be released for the purpose of you/your child's treatment if required by Federal Law or in response to legal investigations, CPS report and court order. Information requested about you/ your child for any other purpose can only be released by your written consent.

USES AND DISCLOSURES OF YOUR PERSONAL HEALTH INFORMATION: The following categories detail the various ways in which we may use or disclose your personal health information. For each category of uses or disclosures we will give you illustrative examples. It should be noted that while not every use or disclosure will be listed, each of the ways we are permitted to use or disclose information will fall into one of the following categories.

Your Authorization. Except as outlined above, we will not use or disclose your personal health information for any purpose unless you have signed a form authorizing the use or disclosure. This form will describe what information will be disclosed, to whom, for what purpose, and when. You have the right to revoke that authorization in writing, except to the extent we have already relied upon it.

Uses and Disclosures for Treatment. We will make uses and disclosures of your personal health information as necessary for your treatment. For instance, doctors, nurses, and other professionals involved in your care will use information in your medical record and information that you provide about your symptoms and reactions to plan or course of treatment for you/your child that may include evaluations, treatment planning, medications, tests, etc.

Business Associates. Certain aspects and components of our services are performed through contracts with outside persons or organizations. At times it may be necessary for us to provide certain personal health information to one or more of these outside persons or organizations who assist us with our payment/billing activities and health care operations. In such cases, we require these business associates to appropriately safeguard the privacy of your information.

Other Uses and Disclosures. We are permitted or required by law to make certain other uses and disclosures of your personal health information without your consent or authorization. Subject to conditions specified by law:

- We may release your personal health information for any purpose required by law;
- We may release your personal health information to certain governmental agencies if we suspect child/elderly/or other incapacitated individual abuse or neglect. We may also release your personal health information to certain governmental agencies;
- If we believe you/your child to be a victim of abuse, neglect, financial exploitation, or domestic violence;
- We may release your personal health information if required by law to a government oversight agency conducting audits, investigations, inspections and related oversight functions;
- We may use or disclose your personal health information in emergency circumstances, such as to prevent a serious and imminent threat to a person or the public;
- We may release your personal health information if required to do so by a court or administrative order, subpoena or discovery request; in most cases you will have notice of such release.

Guardian Name (if applicable): _____

Guardian Signature (if applicable): _____

Patient Name: _____

Patient Signature (if applicable): _____

PATIENT RIGHTS STATEMENT

1. The right to receive appropriate humane treatment.
2. The right to be protected from harm and to be free from mental, physical and sexual abuse.
3. The right to participate, in a manner appropriate to the individual's condition, in the development of a collaborative plan of treatment.
4. The right to receive treatment as agreed upon by both parties.
5. The right to be told in appropriate terms and language of:
 - a. The content, course, and objectives of treatment.
 - b. The nature of significant possible negative effects of treatment.
 - c. The name, title and role of staff members who are directly responsible for carrying out the individual's treatment when appropriate.
6. The right of the individual to have limited access to his/her treatment records, as determined by Saratoga Recreation Therapy, LLC
7. The right to refuse treatment.
8. The right, prior to admission, to explain in terms and language that the individual can understand, the charges and fees that will be required to pay.
9. The right to be informed of payment methods.
10. The right to file a grievance if the individual is not satisfied with the treatment.

I, _____ have been informed of the Patients Rights by Saratoga Recreation Therapy, LLC. By entering my signature below, I am acknowledging that I understand in all terms, verbiage language and concepts herein and throughout the document in its entirety.

Guardian Name (if applicable): _____

Guardian Signature (if applicable): _____

Patient Name: _____

Patient Signature (if applicable): _____

HISTORY AND PSYCHOSOCIAL FORMS

1. Identifying Information:

A. Patient's Name: _____

1. Patient's Address: _____

2. Patient's Living Situation: _____

3. Patient's Age/ Date of Birth: _____

4. Religion: _____

5. History Provided By: _____

B. Patient's Mother/Father/Caregiver (circle) Name: _____

1. Age: _____

2. Date of Birth: _____

3. Occupation: _____

4. Work Address: _____

5. Home Phone Number: _____

6. Cell Phone Number: _____

7. Email Address: _____

C. Patient's Mother/Father/Caregiver (circle) Name: _____

1. Age: _____

2. Date of Birth: _____

3. Occupation: _____

4. Work Address: _____

5. Home Phone Number: _____

6. Cell Phone Number: _____

7. Email Address: _____

D. Sibling Information (Name, age, residence, etc.):

E. Name, ages, and relationship of others who reside in the home:

2. Chief Complaint/ Present Symptoms: (Time of onset, precipitating events):

3. Presenting Problem(s): (Please Circle All That Apply and Indicate Past or Present):

Verbal Aggression Physical Aggression Anxiety Compulsions Depression Sleep Difficulty Impulsivity Substance Abuse Poor School Performance Constant Worrying Perfectionism Bulimia Anorexia Lack of Assertiveness Fear of Rejection Excessive Shyness Daydreaming Body Image Disturbance	Involvement with the Law Starts Fires Abuse of Animals Wetting/Soiling the Bed Regression Dissociation Hallucinations Delusions Nightmares Poor Interpersonal Skills Abusive Relationships Avoidant Behavior Identity Conflict Difficulty Planning Future Behavior with Parents Disinterest and Lack of Motivation Poor Attention to Health Poor Personal Hygiene	Phobic Behavior Panic Attacks Mania Gambling Disruptive Behavior at Home Difficulty Sustaining Romantic Relationships Gender Issues Irritability Low Energy Memory Impairment Suicidal Behavior Suicidal Thinking Poor Self Esteem Traumatic Experience Underachievement Careless Performance on Assignments
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Other/More Information:

4. Presenting Stressors (Please Circle All That Apply and Indicate Past or Present) Other/More Information:

Abuse Arrest Financial stressors Birth of child Birth of sibling Breakup of relationship Change in residence Change of employment Change of school Chronic illness Conflict with boss Conflict with child Conflict with co-worker	Conflict with peers Conflict with teachers Death of child Death of loved one Disability Divorce Divorce of parents Family conflict Family illness Illness of child Illness of parent Lawsuit/ court trial	Marriage Parental discord Parental divorce Peer interaction Personal injury Pregnancy Retirement School suspension Unemployment Victim of violent crime Witnessing of a crime
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Other/More Information:

Past Psychiatric History (Past Treatments):

Psychiatric Hospitalization (Inpatient Treatment):

Dates: _____ Reason: _____

Outcome: _____

Psychiatric Outpatient Treatment: _____ Name of Previous Provider: _____

Dates: _____ Reason: _____

Outcome: _____

Previous Psychiatric Medications:

Name: _____ Dose: _____

Dates Used: _____ Reason: _____

6. Realms of Functioning: Please describe the patient/yourself within these various realms. Please include areas of strength and areas of concern where applicable.

a. Family Relations:

b. Social Relations:

c. Employment Experiences:

d. Academic Performance:

e. Self-Care Behaviors (Hygiene, nutrition, exercise, sleep, etc. Please include any significant weight gain or loss, as well as changes in sleeping.):

f. Spirituality/ Religion:

7. Risk Factors:

Assessment of Suicide Risk (Check):

	Current	Past
Suicidal Thoughts		
Suicidal Attempts		
Suicide Plan		
Suicide Means		
Details/More Information:		

Assessment of Dangerousness to others/Homicide Risk (check):

	Current	Past
Homicidal Thoughts		
Homicidal Attempts		
Homicidal Plan		
Homicidal Means		
Details/More Information:		

8. Substance Abuse History: (if yes please explain) Yes No

9. Developmental History:

A. Developmental History:

1. Were there any issues/complications during pregnancy for the patient or mother?

2. Drug/alcohol/smoking during pregnancy?

3. Were the patient's developmental milestones met on time?

4. Was the patient able to emotionally attach to caregivers?:

5. Were there any speech/language problems?

6. Were there any gross motor delays (walking etc.)?

7. Does the patient have a history of bed wetting or fecal soiling?

B. Early Childhood:

1. Name of Preschool if Applicable:

2. Were there any major issues/adjustments? (Childhood illness, infections, trauma, injuries, divorce, bullying, behavioral problems, etc. – Include Dates/Ages):

3. What was the patient's personality and play pattern as a young child?

4. What type of emotional expression was common for the patient? (e.g. joyous, frightened/angered/worried easily, reclusive, easy going, cheerful, etc.)

5. Please describe the patient's academic performance:

C. Middle School:

1. Name of Middle School if Applicable:

2. Were there any major issues/adjustments? (Illness, infections, trauma, injuries, divorce, bullying, behavioral problems, etc.- Include Dates/Ages):

3. What were the patient's personality traits and social patterns?

4. What type of emotional expression was common for the patient? (e.g. joyous, frightened/angered/worried easily, reclusive, easy going, cheerful, etc.)

5. Please describe the patient's academic performance:

D. High School:

1. Name of High School if Applicable:

2. Were there any major issues/adjustments? (Illness, infections, trauma, injuries, divorce, bullying, behavioral problems, etc.- Include Dates/Ages):

3. What were the patient's personality traits and social patterns?

4. What type of emotional expression was common for the patient? (e.g. joyous, frightened/angered/worried easily, reclusive, easy going, cheerful, etc.)

5. Please describe the patient's academic performance:

10. Medical History: Please include any current and past medical illness, diagnosis, and treatment (allergies, surgery, injuries, prescribed medications/ dosages, over the counter medications/dosages including supplements, etc.)

11. History of Abuse/Trauma:

1. Has the patient experienced trauma in any form? If yes, please explain, including dates:

2. Has the patient experienced abuse (physical, sexual, emotional, verbal, abandonment or neglect)? If yes, please explain including alleged perpetrator, dates, and resolution (reported to authorities etc.):

12. Family History:

1. Is there a family history of Mental Illness? If so please specify the illness and the family member.

2. Is there a family history of Substance Abuse? If so please specify the substance and family member.

3. Is there a family history of Medical Illness? If so please specify the illness and the family member.

4. Is there a family history of Suicide? If so please specify the family member.

13. Legal History:

1. Does the patient have current or past experiences with the law? If yes, please explain the circumstances and resolution:

14. Patient's Strengths and Interests:

1. Strengths: (Circle all that apply)

Capacity for Self Evaluation or Introspection	Good Social Support System
Capacity for Openness	Maintains Stable Employment
Capacity to Tolerate Painful Emotions	High Level of Emotional Support from Family
Flexibility in Thinking and Behavior	Intellectual Resources and Insight
Good Ability to Establish Rapport	Interested in Relationships
Good Capacity for Empathy/Compassionate Good Expressive Language and Communication Skills	Mature
Good Personal Hygiene	Responds well to peers and teachers,
Good Physical Health	Motivated for Treatment
Creative	Special Skills
Passionate About Life Activities	Empowered
	Good Level of Self Esteem
	Thinking is Well Organized
	Other: _____

2. Leisure Interest Form:

Domain	Activity	Description	Interest/ Engagement			Enjoyment?	
			Lots	Some	None	Yes	No
Social	Group Outings						
	Local Clubs						
	Visiting Others						
	Volunteering						
	Live Music						
	State Parks						
	Museums						
	Theater						

	Other:						
Domain	Activity	Description	Interest/ Engagement			Enjoyment?	
			Lots	Some	None	Yes	No
Physical	Yoga						
	Hiking						
	Run/Jog						
	Nature Walks						
	Pickleball						
	Team Sports						
	Dance						
	High Ropes Adventure Course						
	Rock Climbing						
	Weight Lifting						
	Ski/Snowboard						
	Other:						

Domain	Activity	Description	Interest/ Engagement			Enjoyment?	
			Lots	Some	None	Yes	No
Emotional	Therapeutic Animals						
	Journaling						
	Scrapbooking						
	Gardening						
	Fishing						
	Other:						
Domain	Activity	Description	Interest/ Engagement			Enjoyment?	
			Lots	Some	None	Yes	No
Cognitive	Trivia						
	Board Games						
	Bingo						
	Reading						
	Movies						
	Arts and Crafts						

	Creative Writing						
	Other:						
Domain	Activity	Description	Interest/ Engagement			Enjoyment?	
			Lots	Some	None	Yes	No
Spiritual	Meditation						
	Community Service						
	Musical Expression						
	Painting						
	Pottery						
	Reflection in Nature						

	Visiting Places Of Worship						
	Prayer						
	Other:						

15. Patient/ Caregiver Expectations for Treatment: Please explain your expectations/hopes/goals of treatment, as well as any significant questions you have:

It is an honor to embark on this journey with you and/or your family! I look forward to discovering and embracing renewed strengths and watching you thrive, as you bravely explore, insightfully heal, and consciously evolve!