



Integrity Counseling

Intake Questionnaire – Minor

Your response 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 providing information _____ Date: _____

Please complete ENTIRE form

Clients Personal Information

Full Name (w/M.I.) _____ Prefer to be called _____
 Address _____ City _____ State _____ Zip _____
 Date of Birth _____ Age _____ Gender: M F Social Security No. _____
 Home Phone (____) _____ Work Phone (____) _____ Cell (____) _____
 Best time to contact me _____ a.m. p.m. on my - Home phone Work phone Cell phone
 Marital Status Single Married Widowed Separated Divorce Other _____
 Email address _____
 Employer _____ City _____ Phone _____ Pt Ft Ret
 Name of school (if applicable) _____ City/State _____
 Referred by _____ **Emergency #** _____ **Phone #** _____

Parent/Guardian Information (if Client is a Minor) N/A

Parent / Guardian Name _____
 Employer Name _____ Work Phone (____) _____
 Employer Address _____ City/State _____ Zip _____
 Child Is (Please check) My biological child My adopted child My foster child Other _____

Responsible Party (who will receive the statements?)

Name _____ DOB _____ SS # _____
 Drivers License # _____
 Phone (____) _____ Relationship to Client Self Spouse Parent Other _____
 Address _____ City/State _____ Zip _____
 Employer _____ Phone (____) _____ State _____

HIPAA

I, _____ acting on my own behalf, or on the behalf of a minor child (under the age of 14), of whom I have legal custody, do hereby give permission and authority to Integrity Counseling, LLC, to discuss my bill/statements with only the person or persons listed below, regardless of who makes payment on this account.

Name _____ Telephone# _____ Relationship _____
 Name _____ Telephone# _____ Relationship _____

Name _____	Telephone# _____	Relationship _____
Name _____	Telephone# _____	Relationship _____
Name _____	Telephone# _____	Relationship _____
Name _____	Telephone# _____	Relationship _____

Primary Insurance Information (Who is the Policy Holder?)

Name of Insured _____ DOB _____ SS# _____

Address _____ City/State _____ Zip _____

Phone (____) _____ Relationship to Client Self Spouse Child Other _____

Employer _____ Address _____ Phone _____

Insurance Co _____ Subscriber# _____ Group# _____

Secondary Insurance Information (Who is the Policy Holder?)

Name of Insured _____ DOB _____ SS# _____

Address _____ City/State _____ Zip _____

Phone (____) _____ Relationship to Client Self Spouse Child Other _____

Employer _____ Address _____ Phone _____

Insurance Co _____ Subscriber# _____ Group# _____

Childs Race

- | | |
|--|---|
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Unknown | |

Childs Ethnicity

- | | |
|---|---|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Non-Hispanic or Non-Latino |
|---|---|

Childs Language of Choice

- | | | | |
|----------------------------------|----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Spanish | <input type="checkbox"/> Hmong | <input type="checkbox"/> German |
| <input type="checkbox"/> Russian | <input type="checkbox"/> French | <input type="checkbox"/> Laotian | <input type="checkbox"/> Other _____ |

Family's Religious Affiliation

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Muslim | <input type="checkbox"/> Protestant (including Lutheran, Methodist, etc) |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Amish | <input type="checkbox"/> Non-Denominational |
| <input type="checkbox"/> Mennonite | <input type="checkbox"/> No Affiliation | <input type="checkbox"/> Other _____ |

Do you have a disability No Yes If yes, please specify _____

If you feel that the therapist should be aware of any special treatment considerations due to gender, age, sexual orientation or cultural, religious, national, racial or ethnic identity, please explain below

PRESENTING PROBLEM (current situation and history)

1. What is the primary problem for which you are seeking help? (please check all that apply)

- Behavior at home
- Family problems
- Depression
- Mood swings
- Behavior at school
- Self-confidence
- Over activity
- Peer problems
- Eating disorder
- Alcohol/drug use
- Physical problems
- School performance
- Grieving
- Abuse or trauma
- Relationship
- Anger
- Anxiety or worry
- Other (Explain below)

Please explain briefly, any item checked above

2. How long has the child had this/these problem(s)? _____

3. Has the child received treatment for this problem or any other problem in the past? No Yes
If yes, when, where and with whom? _____

FAMILY HISTORY

1. With whom does the child currently live (names & relationship)? _____

Has the child lived with anyone else in the past? No Yes With whom? _____

2. Please provide the following information about the child (as applicable)

Fathers Name _____	Phone# _____
Address _____	
DOB _____	Occupation _____
Education _____	
Mothers Name _____	Phone# _____
Address _____	
DOB _____	Occupation _____
Education _____	
Stepfathers Name _____	Phone# _____
Address _____	
DOB _____	Occupation _____
Education _____	
Stepmothers Name _____	Phone# _____
Address _____	
DOB _____	Occupation _____
Education _____	
Foster Fathers Name _____	Phone# _____
Address _____	
DOB _____	Occupation _____
Education _____	

Foster Mothers Name _____ Phone# _____

Address _____

DOB _____ Occupation _____ Education _____

Guardian/Others Name _____ Phone# _____

Address _____

DOB _____ Occupation _____ Education _____

3. Please provide the following information about the child's brothers and sisters and other children living in the home

Name (First & Last)	DOB	Age	Relationship (full, half, step, foster)	Lives with Child?		If no, lives where?
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	

4. Does the child or any other family member have a history of alcohol or drug problems?
 No Yes, if yes, please explain _____

5. Has the child or any other family member experienced any type of abuse (physical, sexual, domestic or emotional)?
 No Yes, if yes, please describe the circumstances _____

LEGAL HISTORY

Please describe any involvement the child with themselves or others in their household has had with the legal system (arrests, convictions, probation, parole) _____

DEVELOPMENTAL HISTORY

1. Pregnancy and delivery were normal? No Yes I do not know
 If no, please explain _____
2. Did mother use alcohol or other drugs during pregnancy? No Yes I do not know
 If yes, please explain _____
3. Please list any medications taken during pregnancy _____
4. Did the child reach developmental milestones at a normal age?

Developmental Milestones	Yes	No	Do not know	If no, please explain
Slept through the night				
Sat alone				
Stood alone				
Walked without help				
Said first words				
Spoke in simple phrases				
Toilet trained – day				
Toilet trained – night				

MEDICAL HISTORY

1. Primary Care physician/pediatrician _____

2. Please check the appropriate box if the child has experienced any of these problems

- | | |
|--|---|
| <input type="checkbox"/> Eye disease, injury, poor vision | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Ear disease, injury, poor hearing | <input type="checkbox"/> Bowel problems |
| <input type="checkbox"/> Nose, sinus, mouth, throat problems | <input type="checkbox"/> Hemorrhoids, rectal bleeding |
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Loss of consciousness |
| <input type="checkbox"/> Convulsions or seizures | <input type="checkbox"/> Frequent or severe headaches |
| <input type="checkbox"/> Memory problems | <input type="checkbox"/> Sleep disturbances |
| <input type="checkbox"/> Extreme tiredness or weakness | <input type="checkbox"/> Neck stiffness, pain, swelling |
| <input type="checkbox"/> Thyroid disease or goiter | <input type="checkbox"/> Marked weight changes |
| <input type="checkbox"/> Skin disease | <input type="checkbox"/> Circulatory problems |
| <input type="checkbox"/> Heart disease | <input type="checkbox"/> Allergies or asthma |
| <input type="checkbox"/> Back, arm, leg or joint problems | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Blood disease | <input type="checkbox"/> Encephalitis |
| <input type="checkbox"/> Stomach problems | <input type="checkbox"/> Meningitis |
| <input type="checkbox"/> Premenstrual Syndrome (PMS) | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Eating disorder | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> Liver, gallbladder disease | <input type="checkbox"/> Other _____ |

Please explain anything checked above _____

3. Please provide information about medications(s), prescription or over-the-counter, which you take regularly

Medication	Dosage/Frequency	Prescribing Physician	For what condition?

4. Please list significant hospitalizations, operations, injuries (including broken bones) _____

SCHOOL INFORMATION

1. What school does the child currently attend? _____

What grade is the child in? _____ What is the child's teacher's name? _____

2. How many schools has the child attended? _____

In which cities/towns were they located? _____

3. Does the child have a written IEP? No Yes

Is the child in special education classes? No Yes Type _____

4. Is the child experiencing any problems in school?

Academics (grades) No Yes

Behavior No Yes

Social (peers or adults) No Yes

Please explain any "yes" responses _____

SOCIAL RELATIONSHIPS / FRIENDS

1. How does the child get along with peers? _____
2. How does the child get along with adults? _____

3. Does the child spend more time with (check the closest answer)
 Same age children Adults Older children Younger Children Mostly alone
4. What are the child's hobbies and interests?

HOME LIFE

1. Is there a behavior problem at home? No Yes If yes, please explain _____

2. What are the child's strengths? _____

3. What are the family's strengths? _____

4. What are the child's weaknesses? _____

5. What are the family's weaknesses? _____

6. What kind of discipline is used with the child? _____
Who is the primary disciplinarian? _____
7. Are there any family circumstances you would like us to be aware of _____

8. What goals would you like to see reached as a result of your child's involvement at Integrity Counseling, LLC? _____

9. How will you know when these goals have been reached (describe changes in behavior or functioning)? _____

I acknowledge the HIPAA authorization is in effect until I revoke it in writing.

Client Signature _____ Date _____
(14 years and older, PLEASE sign)

Parent/Guardian Signature _____ Date _____

Therapist Signature _____ Date _____

Therapist Review	
Signature _____	Date _____



Integrity Counseling

INFORMATION FOR CLIENTS and CONSENT FOR TREATMENT

The mission of Integrity Counseling, LLC is built on the foundation of empathetic and compassionate professionals who believe in the inherent strengths and well-being of those with whom we have the privilege to work. We view ourselves as partners with you and respect your values and experience and will work diligently to assist you as you confidently move forward in your life journey. Vision: Our vision is to help you see the value in the person you already are.

This packet contains important information about our policies and procedures. Please read it carefully. Ask your therapist to answer any questions you may have.

Eligibility:

Eligibility for Integrity Counseling programs is based on the existence of a presenting problem. You may be referred to another community resource if you (1) do not meet the eligibility criteria; (2) there is not enough staff time available to help you; or (3) there is a more appropriate service provider elsewhere in the community or your insurance company has another counseling resource for you.

After you begin working with Integrity Counseling services may continue: (1) so long as there are identified treatment goals which have not yet been met; and (2) there is evidence that you are interested in pursuing these goals.

The agency may discontinue services if: (1) all treatment goals have been met; (2) you fail to demonstrate an interest in actively pursuing treatment goals, for example, by showing a pattern of regularly missing appointments; (3) you fail to pay for services as agreed upon in your Fee Agreement; or (4) upon the professional recommendation of your therapist.

Appointments:

Appointments are scheduled with individual therapists. A counseling or psychotherapy hour consists of a one 45-60 minute interview with your therapist. If you need to cancel an appointment, please do so at least 24 hours in advance. **You**, not your insurance, will be billed for missed appointments.

Waiting Room Courtesy:

Be mindful of all clients while you are in the waiting room by keeping noise to a minimum. Creating noise in the waiting room can be disruptive to other clients in the waiting area and those clients that are in session.

Additionally, children under 12-years-old should **not** be unsupervised in the waiting room or other common areas within the building. Parents must stay in the building while your child is in session in case you are needed.

Hours:

The agency is open Monday through Friday 8:00a.m. to 5:00 p.m. Evening/Weekend hours are available by appointment.

Consultants:

Your therapist collaborates with other licensed therapists in his/her clinical work. Your therapist also has a Clinical Supervisor who may be contacted if you have questions or concerns. The Clinical Supervisor will meet with you when necessary or at your request. The Clinical Supervisor at Integrity Counseling, LCC is Kim Charniak MSW, LCSW. She can be reached by calling (920) 385-1420.

Confidentiality:

All contacts between staff and clients are strictly confidential and will not be revealed to any person or agency outside of Integrity Counseling, without your written consent. The primary exception to this rule is a situation in which reporting is mandatory under Wisconsin law (e.g., child abuse, child neglect, sexual abuse, etc.). In addition, please note that your signature on this agreement gives the agency permission to release information necessary for the processing of claims for payment.

Electronic Communication

Please note that our therapists will only respond to text messages during normal business hours. Texting as form of communication is up to the therapist and you may discuss this option with them during your sessions. Texting is not a form of communication that can be used to report a crisis. Numbers for the crisis lines are listed under Emergencies.

Secure electronic messaging is always preferred to unsecure email/text communication for more sensitive PHI, but under specific circumstances, unsecure email/text communication containing protected health information (PHI) may take place between the provider(s) at Integrity Counseling, LLC and the patient.

This email/text communication may be used if both parties agree on this communication method and this form is completed and signed by the patient or the patient's personal representative/guardian (if appropriate).

A copy of this form and all email/text communication will be filed in the patient's Medical Record and a hard copy of this form will be provided to the patient, if requested. This agreement is limited to communications using the email/text addresses listed below:

Patient Email Address: _____ Patient Text Messaging #: _____

Provider Awareness:

Standard email/text is not a secure means of communication, so as the provider I will use the minimum necessary amount of protected health information when responding to your questions or communicating information to you.

Provider Email Address: office@integritycounselingllc.net Main Organization Email

Other Provider Email Address: _____

Patient Awareness:

Please note that most standard email/text does not provide a secure means of communication. There is some risk that any protected health information contained in email/text may be disclosed to, or intercepted by, unauthorized third parties. Use of more secure communications, such as phone or fax is always an alternative that is available to you.

By completing this form, the provider and you understand and are willing to accept the risks involved with unsecure email/text communication of your protected health information.

Email/text communication is NOT appropriate forms to communicate a crisis. If patient is in crisis, patient should only contact the crisis hotline.

Emergencies:

Our normal hours are Monday through Friday 8:00 a.m. – 5:00 p.m. If there is an emergency, please call 911. If you are in crisis and need immediate attention and it is outside of our normal business hours, please contact the crisis line at:

Winnebago County Crisis: (920) 233 – 7707

Outagamie County Crisis: (920) 832 – 4646

Suicide & Crisis Lifeline - Call or text 988 or chat: **988lifeline.org**

You may call the office 24 hours, 7 days a week at (920) 385-1420 and leave a message. Your message will be passed along to your therapist within one business day. They will return your call within 24 hours, during normal business hours.

Informed Consent:

It is the policy of Integrity Counseling that each patient, or individual acting on behalf of the patient, will receive specific, complete and accurate information regarding the psychotherapy or other treatment they receive through the agency. You will be asked to read and sign the Informed Consent Policy form prior to beginning work with your therapist.

Grievance Procedure:

Integrity Counseling shall, as part of the intake process, share information with clients concerning informal methods for resolving client concerns and formal procedures by which clients may seek resolution of a grievance. At any time a complaint occurs, the client or other complainant shall be provided with a copy of the agency's Client Rights Brochure.

Program staff shall be familiar with client rights and with this agency procedures. The program staff and their supervisor will forward the complaint to the local Client Rights Specialist.

No sanctions will be threatened or imposed against any client who files a grievance or any person including an employee of the agency, the department, or a county department or a service provider, who assists a client in filing a grievance or participates in or testifies in a grievance procedure or in any action for any remedy authorized by law.

If you have a concern about the services you are receiving, you are encouraged to discuss it with your therapist. If this does not resolve the issue, you may present a written complaint to the Clinical Director. If you are still not satisfied, please request a written copy of the Grievance Procedure.

Your signature below indicates that I have been notified of your right to receive a copy of the "Client Rights" brochure and the "Integrity Counseling Joint Notice of Privacy Practices". For clients age 12-17, you have the right to receive a copy of the "Rights of Children and Adolescents in Outpatient Mental Health Treatment"

Client Access To Records:

Under Wisconsin law, you have a right to review your treatment record. Ask your therapist for the procedures used in sharing your file with you. If you feel that it contains incorrect information, ask your therapist for the procedure used to request a change in record information.

Fee Policy:

A fee is charged for professional services provided by the therapists at Integrity Counseling. If you have private insurance or medical assistance, we will bill for services at the established rate. If you do not have insurance, or if your insurance does not pay in full, you will be responsible for paying the rate established on your Fee Agreement. You are also responsible for continued payment at the agreed upon rate once your maximum insurance benefits have been used.

If you are receiving services under managed care, health insurance, medical assistance, or an EAP, the agency will need to obtain information about covered services, co-payments and deductibles, etc. The agency will either obtain the specific information required or ask you to obtain the information. Your signature on this form authorizes Integrity Counseling to release any information necessary to process insurance claims.

Consent to Evaluate/Treat:

You voluntarily consent that you will participate in a mental health (e.g. psychological or psychiatric) evaluation and/or treatment by staff from Integrity Counseling, LLC. You understand that following the evaluation and/or treatment, complete and accurate information will be provided concerning each of the following areas:

- a. The benefits of the proposed treatment
- b. Alternative treatment modes and services
- c. The manner in which treatment will be administered
- d. Expected side effects from the treatment and/or the risks of side effects from medications (when applicable).
- e. Probable consequences of not receiving treatment

The evaluation or treatment will be conducted by a psychotherapist, a psychologist, a psychiatric nurse practitioner, a psychiatrist, a licensed therapist or an individual supervised by any of the professionals listed. Treatment will be conducted within the boundaries of Wisconsin Law for Psychological, Psychiatric, Nursing, Social Work, Professional Counseling, or Marriage and Family Therapy.

Benefits to Evaluation/Treatment:

Evaluation and treatment may be administered with psychological interviews, psychological assessment or testing, psychotherapy, as well as expectations regarding the length and frequency of treatment. It may be beneficial to you, as well as the referring professional, to understand the nature and cause of any difficulties affecting your daily functioning, so that appropriate recommendations and treatments may be offered. Uses of this evaluation include diagnosis, evaluation of recovery or treatment, estimating prognosis, and education and rehabilitation planning. Possible benefits to treatment include improved cognitive or academic/job performance, health status, quality of life, and awareness of strengths and limitations.

Charges:

Fees are based on the length or type of the evaluation or treatment, which are determined by the nature of the service. You will be responsible for any charges not covered by insurance, including co-payments and deductibles and/or No Show/Late Cancellation fees. Fees are available to me upon request.

Confidentiality, Harm, and Inquiry:

Information from your evaluation and/or treatment is contained in a confidential record at Integrity Counseling, LLC, and you consent to disclosure for use by Integrity Counseling, LLC staff for the purpose of continuity of my care. Per Wisconsin mental health law, information provided will be kept confidential with the following exceptions: 1) if you are deemed to present a danger to yourself or others; 2) if concerns about possible abuse or neglect arise; or 3) if a court order is issued to obtain records.

Discharge Policy:

There are circumstances under which you may be involuntarily discharged. The agency may discontinue services if: (1) all treatment goals have been met; (2) you fail to demonstrate an interest in actively pursuing treatment goals, for example, by showing a pattern of regularly missing appointments; (3) you fail to pay for services as agreed upon in your Fee Agreement; or (4) upon the professional recommendation of your therapist.

Right to Withdraw Consent:

You have the right to withdraw your consent for evaluation and/or treatment at any time by providing a written request to the treating clinician.

Expiration of Consent:

This consent to treat will expire 12 months from the date of signature, unless otherwise specified.

I have read and understand the above, have had an opportunity to ask questions about this information, and I consent to the evaluation and treatment. I also attest that I have the right to consent for treatment. I understand that I have the right to ask questions of my service provider about the above information at any time.

Date: _____ Patients' Name (print name): _____

Patients' Signature: _____
(14 years and older, PLEASE sign)

Guardian's Name (if applicable) (print name): _____

Guardian's Signature: _____



Integrity Counseling

Billing Authorization and Payment Policy

Please read, ask us any questions you may have and sign in the space provided. A copy will be provided to you upon request.

1. **Insurance.** We participate in most insurance plans, including Medicare. If you are not insured by a plan we do business with, payment in full is expected at each visit. If you are insured by a plan we do business with but don't have an up-to-date insurance card, payment in full for each visit is required until we can verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.
2. **Co-payments.** All co-payments must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments from patients can be considered fraud. Please come prepared to pay your co-payment at each visit.
3. **Non-covered services.** Please be aware that some, and perhaps all, of the services you receive may be non-covered or not considered reasonable or necessary by Medicare or other insurers. You must pay for these services, in full, at the time of visit.
4. **Proof of insurance.** All patients must complete a patient information form before seeing their counselor and provide us with an up to date copy of your insurance card. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim.
5. **Claims submission.** We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim. Your insurance benefit is a contract between you and your insurance company; we are not party to that contract.
6. **Coverage changes.** If your insurance changes, please notify us **BEFORE** your next visit so we can make the appropriate changes to help you receive your maximum benefits. If your insurance company does not pay your claim in 45days, the balance will automatically be billed to you.
7. **Non-payment.** If your account is over 90 days past due or your balance exceeds \$200 you will not be able to schedule another appointment until appropriate payment arrangements are made. Any account that continues to be unpaid beyond the 90 days may be subject to collections.
8. **Missed appointments.** Our policy is to charge for missed appointments not canceled within a reasonable amount of time. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your regularly scheduled appointment.
9. **Statements.** Account statements will be sent monthly if a balance is due. Payments are due within 10 days of receipt. Payments may be made via check, credit/debit card or paid online. Statements are sent to the responsible party noted on the Intake Questionnaire.

I have read and understand this Billing Authorization and Payment Policy terms and agree to abide by these guidelines.

Signature: _____ Date: _____

Print Name: _____

Credit Card Authorization

To provide credit card information for use by this office, please check the authorization option that applies, sign and date below. No charges will be made until authorized.

By authorizing payment via credit/debit/HSA card, I acknowledge that charges will be applied to my card, to the maximum indicated below, if applicable, at the time they are authorized.

I authorize Integrity Counseling, LLC to charge my credit card an amount not to exceed \$ _____ per charge. Please notify me prior to processing these charges. A receipt will be furnished following all charges.

Please complete the credit card information and email address below, date and sign.

-OR -

I authorize Integrity Counseling, LLC to charge my credit card an amount not to exceed \$ _____ per charge. No prior notification is necessary prior to processing these charges. A receipt will be furnished following all charges. **Please complete the credit card information and email address below, date and sign.**

Charge notifications and/or credit/debit card receipts will be emailed to the address provided below

Email: _____

Patient Name: _____

What kind of account: HSA Debit Credit Other _____

Credit Card Number: _____

Name on Card: _____ **Expiration Date:** _____ **CVV Code:** _____

Billing Address for above cardholder: Same as Mailing Address

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

- This credit/debit authorization is in effect until I revoke it in writing.**
- I have read and understand this credit/debit/HSA card authorization and agree to abide by its guidelines.**

Signature: _____ **Date:** _____

Print Name: _____