



The Western Maryland
Counseling Center, Inc.

Demographic Information

For CARF

NAME: _____

AGE: _____

RACE: _____

GENDER: _____

CONTACT # _____

Client & Clinician – please check all of the following that apply:

Other Characteristics of Persons Served	
Acquired Brain Injury	
Alcohol and/or Other Addictions	
Developmental Disabilities	
Dual Diagnosis - AOD/DD (Alcohol & Other Drug Use Disorder AND a Developmental Disability)	
Dual Diagnosis - AOD/MH (Alcohol & Other Drug Use Disorder AND a Mental Health Diagnosis)	
Hearing Impairments	
HIV positive/AIDS	
Homeless Individuals	
Mental Disorders	
New Immigrants	
Other Addictions	
Physical Disabilities	
Unemployed/Underemployed	
Visual Impairments	
Other Characteristic	
Dementia	
Unknown Characteristics	
Autism Spectrum Disorder	

****** Please Return to the Front Desk Once Complete ******



The Western Maryland Counseling Center, Inc.

Consent for Services

Confidentiality and Privacy: All records and information concerning your case are maintained on a secure, HIPAA compliant Electronic Management platform. All information is privileged and held in the highest regard. Should you require a copy of your file, you must complete the appropriate request form and appear in person with proper identification. Copying could take up to 7 days.

HIPAA: The Western Maryland Counseling Center requires all clients to sign our form acknowledging receipt of our Privacy Statement and understanding the terms of the Privacy Statement and of the terms of confidentiality.

Breaking Confidentiality:

There are several mandated regulations that allow the disclosure of case information. These include:

- a) If you consent in writing.
- b) If the therapist has evidence suggesting that you are a danger to yourself or others.
- c) If there is suspicion of child or elder abuse/neglect.
- d) If the disclosure of information is mandated by a valid Court order.
- e) If the disclosure is made to medical personnel in a medical emergency.

Phone Availability: We are available 24 hours a day to take and return phone calls. If it seems that the matter you need to discuss will take longer than 15 minutes, then we will need to schedule additional session time to discuss the matter in more detail. If you are having an emergency after regular business hours you should first call 911 for assistance.

Emergencies: In emergency situations, relevant information will be disclosed to Emergency Contact(s). In the event that your Emergency Contact is not available, WMCC will make the necessary arrangements to have the client transported to the nearest Emergency Room and continue to reach emergency contacts listed in your record to inform them of the situation. Therefore, by signing this consent, you authorize WMCC to briefly speak with your emergency contacts about the reasons for your referral, any relevant history, or diagnosis, and to share information that will assist with your emergency situation.

Professional Fees/Insurance: Clients who have Medical Assistance (i.e. Medicaid) as their insurance provider must understand and agree to the following statement: "I understand that I must make sure to request payment of benefits be made to Western Maryland Counseling Center for services rendered. I hereby authorize Western Maryland Counseling Center to release information necessary to process any claims, secure the payment of benefits, or to meet legal requirements. This authorization will remain in effect until I am discharged from the agency. I understand that it is my responsibility to notify WMCC of changes to my insurance coverage; failure to do so may result in my immediate discharge from the practice." By law, WMCC does not charge Maryland Medicaid clients for missed appointments or any co-pays at this time.

For Self-Pay clients (those with private insurance or those paying sliding-scale-fees) please see the consent form titled: *Professional Fees & Good Faith Estimate of Treatment* for what you should expect.

Cancellations: Clients need to give 24-hours notice if they will not be able to keep their appointment. 3 (semi)consecutive missed appointments could result in the closure of your case. Please schedule regular appointments during times that are most convenient for you, to ensure compliance. Clients arriving more than 15 minutes late for their appointments may have their appointments cancelled. Clients who are closed for non-compliance may not be permitted to return for up to 90-days.



The Western Maryland Counseling Center, Inc.

Availability: Each therapist is available by appointment only. Walk-ins are handled on a case-by-case basis. All clients are expected to participate weekly in therapy in order for treatment to be effective. Clients must be active in therapy in order to qualify and engage in medication management services.

Services Provided by The Western Maryland Counseling Center

- **Individual, Family, and Couples Therapy:** My signature on this document indicates my desire and willingness to engage in weekly (unless otherwise agreed upon) therapy with my assigned therapist. I understand that only by being completely honest and open with my therapist will I make progress on my goals. I agree to assist my therapist in formulating a treatment plan that will focus on the goals and objectives that I feel are important for my mental health. If I am a parent or guardian seeking treatment for my child I understand that my participation is imperative in helping my child reach their own goals, and promise to actively participate in their care.
- **Group Work:** Groups are run periodically. If we feel that you may benefit from a specific group experience we will make you aware of it and discuss your participation. If you feel you would like to participate in a certain group please advise your therapist.
- **Psychiatric Care:** Clients must meet regularly with their therapist in order to be eligible for medication management with the psychiatrist. Clients will not be allowed to see the psychiatrist only. Prescriptions will only be given during scheduled appointments. You will only receive one prescription a month. If you are on Methadone or Suboxone you must notify our psychiatrist or your case will be closed immediately. All documents that require completion by the psychiatrist should be dropped off with the office manager. The documents will be completed within 10 business days and ready for the client to pick-up. SSDI and SSI paperwork, HHT forms and other government/school forms will be completed only after a minimum of 3 months of consistent compliance with treatment.
- Per **COMAR 10.42.03.03**, this consent serves to inform you of the risks, opportunities and obligations associated with the services available.
- While WMCC does not currently engage in research at this time, this consent serves to inform you that should that practice begin, you will be requested to sign a consent stating your voluntary and informed consent to participate in research, without direct or implied deprivation or penalty for refusal to participate.

In addition, I give consent to the Western Maryland Counseling Center:

- To arrange necessary diagnostic testing for me/my child if indicated.
- To administer first aid or authorize treatment to me/my child in case of an emergency that requires immediate or urgent attention.
- I grant permission for me/my child to be transported to and from authorized outings in vehicles owned or operated by staff of the Western Maryland Counseling Center and release them from any liability in the event of an accident.
- Finally, I release and hold harmless The Western Maryland Counseling Center, its employees, staff, agents or participants from any claim for injuries or unforeseen accidents while participating in any organized WMCC activity. The site of the program in no way implies that its employees, agents or students/interns are liable for any claim for injuries or unforeseen accidents.

Client Signature: _____ Date: _____



The Western Maryland Counseling Center, Inc.

ORIENTATION CHECKLIST

- ☒ Rights and grievance and appeal procedures
- ☒ Services provided, days and hours of operation, expected level of participation
- ☒ Access to emergency services, after hours
- ☒ Code of ethics/conduct
- ☒ Confidentiality policy, limits of confidentiality
- ☒ Explanation of health care coverage for services
- ☒ Fire, safety, and emergency precautions
- ☒ Policy on aggressive behavior, suicidal or homicidal ideation, and general safety
- ☒ Policy on tobacco products, illicit or licit drugs brought into the program
- ☒ Policy on weapons brought into the program
- ☒ Policy on Service Animals; absolutely no pets are permitted on WMCC property
- ☒ Identification of the person responsible for service coordination
- ☒ Program rules, including restrictions and the loss and regaining of rights
- ☒ Rules for involuntary discharge and mandatory waiting periods
- ☒ Methods for providing input or feedback about their experience here &/or services received
- ☒ Information dissemination on preventable diseases
- ☒ Purpose and process of the Psychosocial assessment
- ☒ Individual treatment plan development and timeline
- ☒ Discharge/transition criteria and procedures

The information on the 3 preceding pages have been provided as part of the consumer orientation. A check of the item and the signature below indicate that each area has been fully explained and is understood by the consumer/guardian/guest.

Professional Agreement: *I hereby have read and understand the guidelines that have been specified in this Consent for Services. I have also had the opportunity for clarification regarding this document and about the services that are being provided. I understand that either party can terminate this agreement at any time.*

X
Client or Guardian Signature

Date

Guardian Name (if applicable): _____



The Western Maryland
Counseling Center, Inc.

EMERGENCY & COMMUNICATION CONTACT FORM

Client Name: _____ DOB: _____

Client Cell Phone: _____ Email Address: _____

I give permission for WMCC to communicate with me for the purpose of Coordination of Care via the following methods: Phone Calls ☐ Text Messages ☐ Emails ☐ Video Conferencing ☐

WMCC can leave voicemails for me at the phone number I provided: YES ☐ NO ☐

Please list 2 Emergency Contacts below that you give the Western Maryland Counseling Center permission to contact on your behalf in case of an emergency. Any other reason for communication will require a separate signed Release of Information.

Emergency Contact 1: Name: _____

Relationship: _____

Phone #: _____

Emergency Contact 2: Name: _____

Relationship: _____

Phone #: _____

If client is under 18, is there a Custody/Guardianship Order?: Yes ☐ No ☐

If yes, please briefly explain terms:

** A copy of the Order must be provided*

Major Medical Conditions / Allergic to any Medications: _____

Physicians Name & Number: _____

Hospital Name & Number: Meritus Medical Center – 911 or: _____

X

Client or Guardian Signature

Date



The Western Maryland
Counseling Center, Inc.

PROGRAM PARTICIPANT'S RIGHTS AND RESPONSIBILITIES ACKNOWLEDGMENT

Every program participant at Western Maryland Counseling Center has human/civil/personal rights to be respected and honored. In addition, it is the responsibility of all program participants to act in a manner that respects the rights of others. Western Maryland Counseling Center is committed to the protection of individual rights and to providing services within an environment that is characterized by dignity and respect of all persons, and is responsive to the unique needs, abilities, and characteristics of each person served by the organization.

Program Participant Rights: As a participant in programming of Western Maryland Counseling Center, you and your guests have the right to:

- Be fully informed about the course of your care and decisions that may affect your treatment
- Revoke your consent for treatment at any time
- Timely and accurate information to assist you in making sound decisions about your treatment
- Be fully involved as an active participant in decisions pertaining to your treatment
- Have an individual identified in writing that will direct and coordinate your treatment
- Request a change in individual directing and coordinating our treatment, if you so desire
- Receive services in an environment that is free of all forms of abuse, including, but not limited to, (a) financial abuse, (b) physical abuse and punishment, (c) sexual abuse and exploitation, (d) psychological abuse including humiliation, neglect, retaliation, threats and exploitation, and (e) all forms of seclusion and restraint
- Have information about your treatment and your confidentiality protected to the greatest extent allowed by federal and state confidentiality laws and regulations
- File a grievance or complaint about the services you receive without fear of retaliation or reprisal of any sort
- Have family members, friends or others involved in your treatment with your consent and approval
- Receive services that comply with all applicable federal and state laws, rules and regulations
- File a grievance with an outside third party if you feel that the organization has not satisfactorily addressed any concerns you have or, does not adequately address any formal grievance you submit.
- To request a transfer to another program if you believe you are not receiving care that is meeting your needs and preferences.
- You may also have additional rights afforded to you based on federal, state, and local regulations. Your service coordinator will advise you of any additional rights that you may have.



The Western Maryland Counseling Center, Inc.

PROGRAM PARTICIPANT'S RIGHTS AND RESPONSIBILITIES ACKNOWLEDGMENT

Program Participant Responsibilities: As a program participant of Western Maryland Counseling Center, you (and those joining you) have the responsibility to:

- Refrain from all forms of physical violence or abuse toward other program participants, staff, or visitors
- Refrain from abusive language, disruptive behavior or overt sexual conduct
- Refrain from loitering outside the organization's facilities
- Refrain from bringing any type of weapon into the organization's facilities or property
- Refrain from bringing any illicit (illegal) drug or alcohol onto the organization's property
- Refrain from using illicit drugs or alcohol while participating in services provided by the organization
- Refrain from using tobacco on clinic property
- Attend all services required by the organization to meet agreed upon goals.
- Notify any outside treatment provider (Physician, case worker, counselor, etc.) of participation in services, should your treatment impact, or compromise, the provision of those services
- Treat other program participants, staff, and visitors in a respectable manner.

Acknowledgement of Receipt of Notice of Privacy Practices

I acknowledge that I have been offered or have received a copy of the Notice of Privacy Practices of the Western Maryland Counseling Center, inc. that align with the U.S. Department of Health & Human Services rules on your right to privacy. This notice can be received or reviewed at any time at either of our physical locations at your convenience.

I understand that should I have questions or concerns regarding any policies or statements disclosed in this form, that I am free to contact the Western Maryland Counseling Center at any time to discuss. I have also been advised of my right to contact the Secretary of Health and Human Services should I have any concerns or questions that were not answered by the Western Maryland Counseling Center to my satisfaction.

By my signature below, I acknowledge that I have read and understand my rights and responsibilities as a participant in services at Western Maryland Counseling Center.

X _____
Client or Guardian Signature

Date



The Western Maryland Counseling Center, Inc.

Consent to Receive Medication

My psychiatrist or nurse practitioner may recommend medication as an important part of my or my child's treatment. My provider and I talked about the possible benefits and possible risks of taking prescribed medication(s). We also discussed the risk of not using this/these medication(s).

In cases where antipsychotics were prescribed, the risk of Tardive Dyskinesia was discussed with me. Tardive Dyskinesia (a possible side effect of taking some medications) means involuntary movements in the face, tongue, arms, and/or legs and body. Tardive Dyskinesia may continue even after medication is no longer taken. In a small percentage of cases, some antipsychotics, as well as other medications, may cause liver problems or a rise in blood sugar which may lead to diabetes. There may also be an increase in fatty substances in the blood such as triglycerides and cholesterol. Therefore, periodic blood tests are necessary. There have been reports of increased suicide risk among some patients taking certain antidepressant medications. Patients taking antidepressants may have to be seen frequently, particularly when first on the medication.

I understand that although we discussed the most common side effects of this/these medication(s), there may be other side effects. I understand that I should quickly tell the prescriber if I/my child experiences any other side effects or unexpected reactions.

I understand that, in deciding which medication to prescribe, my prescriber has used information which I gave him/her including: a complete medical history, a full report of all drugs, alcohol, and medications taken in the last 12 months, any past allergies, and a report of the medications that helped me in the past.

I understand that I/my child am/is not being forced to take this medication and can decide to stop taking it at any time. However, I also understand that if I/my child stops taking this medication, the illness could become worse, and there could be unexpected withdrawal effects. I understand that I should speak with my prescriber if the medication is not helping or if I/my child want to stop taking it.

I understand that the prescriber believes that this/these medication(s) will help. The prescriber also told me that he/she cannot promise the medication(s) will work exactly as expected.

I understand that taking some medications during pregnancy can hurt the baby. I agree to talk with my prescriber if it is possible that I/my child may become pregnant or if I think I/my child am/is pregnant.

I understand that laboratory or blood tests may be needed to check how safely the medication(s) is/are working. I agree to have the tests done to make sure treatment is safe.

I understand that not disclosing the use of methadone or suboxone to the psychiatrist/nurse practitioner will result in the immediate closure of my case as adverse reactions, possibly death, could occur if taken in conjunction with certain benzodiazepines.

I have been told about the medication(s), and agree to take/have my child take the medication(s) prescribed. I, therefore, give permission to the prescriber and to anyone authorized by him/her to administer it to me/my child as prescribed.

X _____
Client or Guardian Signature Date

Guardians Printed Name (if applicable)



The Western Maryland
Counseling Center, Inc.

Consent to Participate in Telehealth Consultation

Client's Name: _____

Purpose: This form is intended to obtain your permission to participate in Telehealth consultation and to provide an understanding of the Telehealth process at the Western Maryland Counseling Center, Inc.

Introduction: Telehealth is typically the use of video conferencing to enable healthcare providers and clients at different locations to engage in health care treatment and/or consult with you and/or your health care provider about your health care options and decisions. Telehealth consultations are not the same as direct patient/healthcare provider visits, as you will not be in the same location while engaging in services. Your participation in any Telehealth consultation is completely voluntary. Telehealth may involve phone (audio) sessions as long as permitted by the State of Maryland but only as a last resort and not for ongoing treatment. Details about the delivery of telehealth will be shared with you at the beginning of treatment including the use of telehealth equipment (as applicable), emergency procedures, the plan for possible technology disruptions during the delivery of services, and requirements for follow-up following the conclusion of the appointment.

Process: By signing this form, you are acknowledging that you understand the following:

- WMCC has explained to me how the video conferencing technology will be used to conduct a Telehealth consultation. I understand that this consultation will not be the same as a direct patient/health care provider visit due to the fact that I will not be in the same location as my provider.
- I understand that my healthcare information may be shared with other individuals for scheduling and billing purposes. Others may also be present during the consultation other than my provider in order to operate the video equipment. The above-mentioned people will maintain confidentiality of the information obtained. I further understand that I will be informed of their presence in the consultation and thus will have the right to request the following: (1) omit specific details of my medical history/physical examination that are personally sensitive to me; (2) ask non-medical personnel to leave the Telehealth room; and/or (3) terminate the consultation at any time.
- I have had the alternatives to a Telehealth consultation explained to me, and in choosing to participate in a Telehealth consultation, I understand that some actions that are typically conducted with my provider in-person, may be conducted by a different provider should the need arise (emergency intervention).
- That my provider will keep a record of the consultation the same as they would for an in-person session.
- In the event that emergency assistance is needed during my appointment, (if I am at WMCC) I can ring the bell provided in the Telehealth room, ask my provider to notify the front desk, or open the door and ask for assistance if needed. If I am at home, confirmation obtained at the beginning of the session regarding my whereabouts, may be provided to emergency personnel by my provider. If I am at home and need assistance, I can call the front desk, if no one answers I



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will leave a message and can expect a return call within an hour during normal operating business hours. Outside of business hours, calls will be returned on the next business day.

- I understand the importance of being in a physical location during service delivery (if not at WMCC) that is: safe, provides privacy, has access to necessary technology, proper lighting and that I need to be on time and have prepared ahead of time to be present for the entire scheduled session.

Possible Risks: By signing this form, you are acknowledging that you understand the following:

- Despite our best efforts to protect the privacy of patient information, security protocol could fail causing a breach of privacy of personal medical information.
- Information provided over Telehealth to the provider may be insufficient to allow for treatment and general medical decisions to be made. In the event that this occurs, you will be promptly rescheduled with an on-site provider for continued treatment as able.
- I understand there are potential risks to this technology, including interruptions, unauthorized access and technical difficulties. I understand that my provider or myself can discontinue the Telehealth consult/visit if it is felt that the videoconferencing connections are not adequate for the situation.

Consent: I have read this document carefully, and understand the risks and benefits of the teleconferencing consultation and have had my questions regarding the delivery of services explained and I hereby consent to participate in a Telehealth visit under the terms described herein.

I hereby consent to participation in a Telehealth consultation.

X_____

Client or Guardian Signature

Date



The Western Maryland
Counseling Center, Inc.

Consent to Use Artificial Intelligence (AI) During Sessions

Client's Name: _____ Date of Birth: _____

Purpose: This form is intended to obtain your permission to participate in sessions with your WMCC provider in which Artificial Intelligence is being used to assist your provider in more efficiently and accurately documenting their encounters with you.

Introduction & Benefits: The Western Maryland Counseling Center, Inc. is committed to providing the best possible care for you, and as part of this commitment, we are continually looking for ways to enhance the delivery of our services. One software tool now being utilized by some of our providers is called AI Scribe. Most of the platforms we use to interact with you, including Doxy.me, Zoom and Therapy Notes offer forms of AI Scribe integration.

AI Scribe is an artificial intelligence tool that assists the provider during your session by generating clinical notes based on the conversation you are having. AI Scribe works in the background by using the microphone on a smartphone or computer to transcribe – but not record – your session and then uses machine learning and natural language processing to summarize the clinical content of your conversation. This tool allows us to focus more on you, the client, and less on the computer documentation we are required to complete after every session. The generated note is then reviewed for accuracy and completeness. Once approved by your provider, the AI transcript is automatically deleted.

Confidentiality & Privacy: We want to assure you that your privacy is our utmost priority. This AI tool adheres strictly to the Health Insurance Portability and Accountability Act (HIPPA) compliance guidelines to ensure that your information is secured and protected. Only the providers involved in your care will have access to these notes.

Potential Risks: While AI Scribe is designed to improve the efficiency of your care, there are potential risks associated with its use. These risks may include inadvertent errors in transcription or interpretation of your health information, and potential, though highly unlikely, of a breach of data security.

Your participation is completely voluntary. If you agree to the use of AI Scribe during your sessions with your provider, please sign and date the form below. If you have any questions, please feel free to discuss them with us. Additionally, you have the right to withdraw your consent at any time by letting us know that you'd no longer like to participate.

~ My signature below indicates my consent to the use of AI Scribe during my sessions at WMCC.

X _____

Client or Guardian Signature

Date



The Western Maryland
Counseling Center, Inc.

Release of Information

I, _____, hereby consent to communication between
Client's Full Name

The Western Maryland Counseling Center

AND

Name and Address of Person/Organization with whom information may be mutually shared:

For the purpose of: Coordination of Care

The following Information:

☐ Attendance ☐ Diagnosis ☐ Treatment Planning ☐ Medication Mgmt. ☐ Welfare Check

&/OR: _____

Communication with the above identified individual/agency, may be conducted
via phone, text, email, video, fax or face to face.

I understand that my records are protected under Federal Confidential Regulations governing confidentiality of patient records, 42 CFR – Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically in one year from the date below unless:

Specifications of the date, event or condition upon which this consent expires (if any):

X _____
Client or Guardian Signature

Date: _____
Release expires 1 yr from date above
unless otherwise noted.

Note: Federal Regulations prohibit you from making any further disclosure of this information without the specific written consent of the patient.



The Western Maryland
Counseling Center, Inc.

Release of Information

I, _____, hereby consent to communication between
Client's Full Name

The Western Maryland Counseling Center

AND

Name and Address of Person/Organization with whom information may be mutually shared:

For the purpose of: Coordination of Care

The following Information:

☐ Attendance ☐ Diagnosis ☐ Treatment Planning ☐ Medication Mgmt. ☐ Welfare Check

&/OR: _____

Communication with the above identified individual/agency, may be conducted
via phone, text, email, video, fax or face to face.

I understand that my records are protected under Federal Confidential Regulations governing confidentiality of patient records, 42 CFR – Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically in one year from the date below unless:

Specifications of the date, event or condition upon which this consent expires (if any):

X _____
Client or Guardian Signature

Date: _____
Release expires 1 yr from date above
unless otherwise noted.

Note: Federal Regulations prohibit you from making any further disclosure of this information without the specific written consent of the patient.



The Western Maryland
Counseling Center, Inc.

Release of Information

The Local Behavioral Health Authority and/or Carelon

I, _____, hereby consent to communication between
Client's Full Name

**The Western Maryland Counseling Center
AND
The Local Behavioral Health Authority and/or Carelon**

For the purpose of: Coordination of Care

The following Information: Diagnosis, evaluations, treatment planning, billing, authorizations, & recommendations

Communication with the above identified individuals/agencies, may be conducted via phone, text, email, video, fax or face to face.

I understand that my records are protected under Federal Confidential Regulations governing confidentiality of patient records, 42 CFR – Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically in one year from the date below unless:

Specifications of the date, event or condition upon which this consent expires (if any):

X _____
Client or Guardian Signature

Date: _____
Release expires 1 yr from date above
unless otherwise noted.

Note: Federal Regulations prohibit you from making any further disclosure of this information without the specific written consent of the patient.



The Western Maryland
Counseling Center, Inc.

Request for Records

Primary Care Doctor &/Or Behavioral Health Care Provider

I, _____, hereby consent to communication between
Client's full name

The Western Maryland Counseling Center

AND

Clients *current* Doctor or Behavioral Health Provider: _____

For the purpose of: Coordination of Care

The following Information:

***Please send the above clients most recent (last 6 months):
evaluation, notes, prescribed medications, and treatment plan***

I understand that my records are protected under Federal Confidential Regulations governing confidentiality of patient records, 42 CFR – Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it, and that in any event this consent expires automatically as follows:

Specifications of the date, event or condition upon which this consent expires (if any):

X _____
Client or Guardian Signature

Date: _____
Release expires 1 yr from date above
unless otherwise noted.

Note: Federal Regulations prohibit you from making any further disclosure of this information without the specific written consent of the patient.



The Western Maryland
Counseling Center, Inc.

Mental Health Advance Directive

(For individuals 16 and older)

What is an Advanced Directive?

A Mental Health Advance Directive is a legal document that describes what you want to happen if you become so incapacitated by mental illness that your judgment is impaired and/or you were unable to communicate effectively. It can inform others about what treatment you want or don't want, and it can identify a person to whom you have given the authority to make decisions on your behalf. For more information, please speak to your assigned therapist, the Clinical Director or the Office Manager.

How do I complete a Mental Health Directive?

Please obtain the forms from the office or from your therapist. These forms are optional. If you need assistance understanding the forms, please ask to speak to your assigned therapist, the Clinical Director or the Office Manager. If you decide to prepare an advance directive, be sure to discuss it with those close to you. If you have any legal questions, please consult a lawyer.

My signature below indicates that I have received information regarding the completion of a mental health advance directive.

X_____

Client or Guardian Signature

Date



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Effectiveness of Therapy Scale

Instructions:

Below are 5 statements that you may agree or disagree with. Indicate your agreements with each item by putting an X over the number in the appropriate box, from strongly agree, to strongly disagree. Please be open and honest in your responding.

Client Name: _____ Date: _____

		Strongly Agree	Agree	Slightly Agree	Slightly Disagree	Disagree	Strongly Disagree	N/A
1	I understand my mental health symptoms/diagnosis.	6	5	4	3	2	1	○
2	I have healthy ways of coping with my symptoms/behaviors.	6	5	4	3	2	1	○
3	I have the support I need to manage my mental health.	6	5	4	3	2	1	○
4	I feel that my sessions focus on my specific treatment needs.	n/a	n/a	n/a	n/a	n/a	n/a	○
5	I see an improvement in my mood and functioning due to the help I am receiving.	n/a	n/a	n/a	n/a	n/a	n/a	○

Total Score: _____

Scoring:

◆ 26-30 Extremely Satisfied | ◆ 21-25 Satisfied | ◆ 16-20 Slightly Satisfied |

◆ 15-11 Slightly Dissatisfied | ◆ 10-6 Dissatisfied | ◆ 5-0 Extremely Dissatisfied



Suicide Risk Screening Tool

Ask Suicide-Screening Questions

Client Name: _____

Date of Assessment: _____

Date of Birth: _____

Ask the patient:

1. In the past few weeks, have you wished you were dead? ☐ Yes ☐ No
2. In the past few weeks, have you felt that you or your family would be better off if you were dead? ☐ Yes ☐ No
3. In the past week, have you been having thoughts about killing yourself? ☐ Yes ☐ No
4. Have you ever tried to kill yourself? ☐ Yes ☐ No

If yes, how? _____

When? _____

If the patient answers **Yes** to any of the above, ask the following acuity question:

5. Are you having thoughts of killing yourself right now? ☐ Yes ☐ No

If yes, please describe: _____

Next steps:

- If patient answers “No” to all questions 1 through 4, screening is complete (not necessary to ask question #5). No intervention is necessary (*Note: Clinical judgment can always override a negative screen).

- If patient answers **“Yes”** to any of questions 1 through 4, or refuses to answer, they are considered a **positive screen**. Ask question #5 to assess acuity:

- ☐ **“Yes”** to question #5 = **acute positive screen** (imminent risk identified)

- Patient requires a **STAT** safety/full mental health evaluation.

Patient cannot leave until evaluated for safety.

- Keep patient in sight. Remove all dangerous objects from room. Alert physician or clinician responsible for patient’s care.

- ☐ **“No”** to question #5 = **non-acute positive screen** (potential risk identified)

- Patient requires a **brief** suicide safety assessment to determine if a **full** mental health evaluation is needed. **Patient cannot leave until evaluated for safety.**

- Alert physician or clinician responsible for patient’s care.

Provide resources to all patients

- 24/7 National Suicide Prevention Lifeline 1-800-273-TALK (8255) En Español: 1-888-628-9454
- 24/7 Crisis Text Line: Text “HOME” to 741-741





The Western Maryland Counseling Center, Inc.

Instructions: Please read each symptom carefully and then check the box to the right that indicates how often you have been bothered by that problem in the last two weeks.

Over the LAST TWO WEEKS , how often have you been bothered by the following problems?		Not At All	Several Days	More Than Half the Days	Nearly Every Day
		0	1	2	3
Anxiety Disorder Scale – GAD-7					
1.	Feeling nervous, anxious, or on edge				
2.	Not being able to stop or control worrying				
3.	Worrying too much about different things				
4.	Trouble relaxing				
5.	Being so restless that it is hard to sit still				
6.	Becoming easily annoyed or irritable				
7.	Feeling afraid, as if something awful might happen				
		GAD-7 Total Score:			
If you checked any problems on the Anxiety Scale, how difficult have they made it for you to do your work, take care of things at home, or get along with other people?					
☐ Not difficult at all ☐ Somewhat difficult ☐ Very difficult ☐ Extremely difficult					
Depression Scale – PHQ-9					
1.	Little interest or pleasure in doing things				
2.	Feeling down, depressed, or hopeless				
3.	Trouble falling or staying asleep, or sleeping too much				
4.	Feeling tired or having little energy				
5.	Poor appetite or overeating				
6.	Feeling bad about yourself — or that you are a failure or have let yourself or your family down				
7.	Trouble concentrating on things, such as reading the newspaper or watching television				
8.	Moving or speaking so slowly that other people could have noticed? Or the opposite — being so fidgety or restless that you have been moving around a lot more than usual				
9.	Thoughts that you would be better off dead or of hurting yourself in some way				
		PHQ-9 Total Score:			
If you checked any problems on the Depression Scale, how difficult have they made it for you to do your work, take care of things at home, or get along with other people?					
☐ Not difficult at all ☐ Somewhat difficult ☐ Very difficult ☐ Extremely difficult					



The Western Maryland Counseling Center, Inc.

Mood Disorder Questionnaire – MDQ

Instructions: Check the box to the right with the answer that best applies to you. Please answer each question the best that you can.

		Yes	No
1.	Has there ever been a period of time when you were not your usual self and...		
	...you felt so good or so hyper that other people thought you were not your normal self or you were so hyper that you got into trouble?		
	...you were so irritable that you shouted at people or started fights or arguments?		
	...you felt much more self-confident than usual?		
	...you got much less sleep than usual and found you didn't really miss it?		
	...you were much more talkative or spoke faster than usual?		
	...thoughts raced through your head or you couldn't slow your mind down?		
	...you were so easily distracted by things around you that you had trouble concentrating or staying on track?		
	...you had much more energy than usual?		
	...you were much more active or did many more things than usual?		
	...you were much more social or outgoing than usual, for example, you telephoned friends in the middle of the night?		
	...you were much more interested in sex than usual?		
	...you did things that were unusual for you or that other people might have thought were excessive, foolish, or risky?		
	...spending money got you or your family in trouble?		
2.	If you checked YES to more than one of the above, have several of these ever happened during the same period of time? Please check 1 response only		
3.	How much of a problem did any of these cause you — like being able to work; having family, money, or legal troubles; getting into arguments or fights? Please check 1 response only: ☐ No problem ☐ Minor problem ☐ Moderate problem ☐ Serious problem		
4.	Have any of your blood relatives (i.e., children, siblings, parents, grandparents, aunts, uncles) had manic-depressive illness or bipolar disorder?		
5.	Has a health professional ever told you that you have manic-depressive illness or bipolar disorder?		



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For Office Use Only

X _____

Intake Clinicians Signature

My signature above indicates that I have validated all above information,
and that the information contained in the preceding pages has been
personally reviewed by me with the client whose signatures are contained herein.