

IDAHO NEW CLIENT PACKET - overview

Welcome!

Before we can get going in our therapy work, I'm going to need you to read and fill out some paperwork "Idaho New Client Packet". This is the first page of it. It provides you with more information about our work together and your rights and responsibilities, as well as it provides me with a valuable overview into some of your concerns and history. It's a lot of paperwork, but the information is important, so please review it in its entirety. If you have any questions as you go through the packet, please note them, and we can discuss your questions or concerns when we meet.

If for some reason you are unable to complete the paperwork before our first session, I will have copies in my office, and we will use your session time to complete the paperwork.

You may download the packet from my website www.redeeminghearts.com. Click on the tab "Fees Forms Directions" and under Forms click on the file link "Idaho New Client Packet" to download and print out. Otherwise you may request I mail you a copy of the packet before our first session for you to read and fill out. You may also request to be able to come 30 minutes before our session and I could have a clipboard with the packet ready for you out in the waiting area of the The Gateway Services Building where my office is located. Because it's a legal requirement for therapists to give and receive this information, we'll need to attend to it at the start.

The **Informed Consent Disclosure** outlines some of my therapy approaches, as well as my policies regarding financial matters, the confidentiality of information, and other administrative issues. The **Intake Form** provides me with your contact information and an overview of your concerns and family and medical history. It also helps me get a better sense of the environment you presently live in. The **Acknowledgement of Receipt of Privacy Practices** attests that you have been offered the **Notice of Privacy Practices** which is available for download from my website (www.redeeminghearts.com under the website tab "Fees Forms Directions," link "Notice of Privacy Practices") or available in hardcopy at my office.

Please complete the paperwork prior to our session so we can focus on the personal concerns you wish to bring to therapy. I look forward to our meeting.

Jack

Jack Venbrux, MA, LCPC
Redeeming Hearts

Checklist for completing paperwork:

- _____ Read the **Informed Consent Disclosure**, (5 pages) noting any questions, sign and date.
- _____ Complete the **Intake Information Form** (2 pages) in its entirety.
- _____ Sign the **Acknowledgment of Privacy Practices** (1 page).

Address: 1103 W. Ironwood Dr. Coeur d'Alene, ID 83814

Informed Consent Disclosure

Why You've Been Given This Disclosure

Idaho law requires me to provide you with information that may help you in making informed choices as you consider entering into a counseling process. This document includes information about your legal rights and responsibilities as a client, as well as what you can expect regarding privacy and confidentiality. Because you have the responsibility for choosing the provider and treatment modality which best suits your needs, this document also contains information about me, including my training/experience, my perspectives on how therapy works, my policies, fees, etc. If you have any questions about this information, please ask me.

Treatment Philosophy

I primarily use four approaches toward treatment: Relational Therapy, CIMBS Therapy, Lifespan Integration Therapy, and Attachment Focused EMDR. These therapies, though quite different in style, all require a therapeutic alliance in which we both work together toward achieving your therapeutic goals.

I believe many of our life struggles have been shaped by past relational experiences; therefore, I believe lasting changes generally occur by having new and healthier relational experiences. Relational Therapy seeks to provide healing relational experiences as we work together on your issues in therapy. What we experience in the therapeutic relationship, then, may help form a new template or new approach in relating to others outside of therapy. My style is less cognitive based and more emotions and body based. Together we notice emotion and sensations. I am influenced by AEDP (Accelerated Experiential Dynamic Psychotherapy-Dr. Diana Fosha).

I also use a new therapy called CIMBS (Complex Integration of Multiple Brain Systems) in which we pay attention to your felt experiences. It has been developed by Dr. Albert Sheldon and Beatriz Sheldon and is based on findings from neuroscience and clinical research. I find it often helps clients grow in their ability to express their feelings. For more information see: <http://www.complexintegrationmbs.com/>. My work with clients is also influenced by training in Somatic Transformation (Dr. Sharon Stanley: <http://somatictransformation.com/>), which emphasizes paying attention to how trauma is stored in our bodies. Sometimes I also use mindfulness practices. A key ingredient to all of these approaches is learning to be aware, curious, and kind to yourself.

I use Lifespan Integration Therapy and EMDR for most trauma work. Lifespan Integration Therapy (LI) is a rather new approach to therapy (by Peggy Pace, 2002: <http://lifespanintegration.com>) that is founded upon aspects of neuroscience. During a Lifespan Integration Therapy session you will be internally reviewing images of your life. Therapists feel that going through the timeline of your life with the therapist helps your body know that an experience has happened in the past. Although there are over 800 therapists worldwide who have found Lifespan Integration Therapy useful for many therapeutic issues it is still considered experimental. Attachment Focused EMDR emphasizes the role of the relationship in EMDR. EMDR (Eye Movement Desensitization and Reprocessing) was developed by Francine Shapiro around 1990, and the attachment emphasis is primarily from the work of Laurel Parnell (<http://parnellemdr.com/emdr-and-af-emdr/>). EMDR has been shown effective in working with some PTSD symptoms and many symptoms of trauma. **Please note:** Everyone has slightly different responses to LI and EMDR, but in most instances you should consider taking it easy and not doing detailed work for a few hours following an LI or EMDR session. LI sometimes requires a longer session.

Risks and Benefits of Therapy Services

While counseling is often helpful for people, there are no guarantees as to its effectiveness or results. Most people learn more about themselves and grow more adaptive in the way they make decisions, but most people also find therapy somewhat disruptive. As we work on issues in your life you might feel worse for a time or

symptoms may seem to increase for a time. Sometimes you will feel things that are uncomfortable such as sadness or anger or activation in your body. It can be helpful to know that therapy is a process with ups and downs. It is also helpful if you to communicate any concerns you have during this process so we can discuss it.

Education, Training, and Experience

I received my Masters of Arts in Counseling Psychology from Mars Hill Graduate School in Seattle in 2007. It is now called The Seattle School for Theology and Psychology. My school internship was with the Mental Health Chaplaincy and my supervisor was Dr. Craig Rennebohm. Areas of special interest while in school included studying: attachment theory, the impact of narcissism on children, and counseling those in recovery from various kinds of abuse and neglect. Since graduating in 2007 I have attended seminars on understanding domestic violence, eating disorders, anxiety, attachment, serving our veterans, AEDP, CIMBS, Lifespan Integration Therapy, trauma, neuroscience, Somatic Transformation, and EMDR. During 2008 I worked for 3 months with children and families at Catholic Community Services in Everett. Prior to attending graduate school in Seattle I worked designing integrated circuits, mostly for space applications. My electrical engineering degrees are from the University of Idaho.

Fees and Scheduling

Our initial “get-acquainted meeting” is a 30 minute session or phone conversation that will be free of charge with no expectation or requirement to continue. That get-acquainted time is a time for us to consider whether we are a good therapeutic match and in no way implies that we have yet entered into a therapeutic relationship. Should we both decide it’s a good fit, and you wish to continue, you will be expected to fill out the intake form and read through this disclosure form before our next session. If you do not complete the intake and read the disclosure form we will need to use our therapy session time to do so. We may be able to arrange for you to come early to fill out forms.

My typical session time is a 50 minute session. If we need more time, we can try to allocate a 75 minute session. My rates are: \$80.00 for 50 minutes, \$120 for 75 minutes, and \$40.00 for a 25 minute session. A 60 minute session would be \$96.00. Payment for each session is due at the beginning of each therapy session unless other arrangements are made. **I accept checks made out to “Redeeming Hearts” or cash and do not use credit cards**. Since my bank charges me a fee for trying to deposit a check that has insufficient funds, I will pass that fee onto you should your check have insufficient funds. Occasionally I may need to increase fees. If that is the case I will provide you with at least 30 days notice.

I generally see clients on a weekly or bi-weekly basis for regularly scheduled sessions. If we decide to see each other regularly that means your scheduled time is **reserved for you** unless you inform me of a need to reschedule or cancel an appointment. **Because I am committing to reserving your appointment time, you will be charged \$40.00 for any missed session unless you give at least 24 hours advance notice of cancellation**. A late cancellation fee might be waived due to dangerous weather conditions or extreme illness. If you are 15 minutes late to our appointment I may regard the session as a missed session and charge you a late cancellation fee. Insurances do not pay for missed appointments. If missing is a rare event and there are openings in the next few days, we might be able to work out a make up time to avoid the late fee, but that is not guaranteed. **Repeatedly missing or cancelling sessions even with 24 hours notice, or repeatedly coming late to therapy, may be cause for conversation and even for us to end our work together.** When you decide to have therapy you are not only paying for training and experience but for having session time. If you are not able make it regularly, we may decide to allow you the option to come when there are client cancellations.

Extended phone calls or email communications (greater than 5 minutes) and emergency counsel will be billed at a standard hourly session fee per event. Reading or document creation including letters that require more than 15 minutes of preparation will be charged at my standard hourly session fee, and billed in 15 minute increments. I generally do not write legal letters or court reports unless court mandated and I may refuse to write letters on

your behalf if I feel it is not in your best interest or if I feel it in some way compromises our therapeutic relationship. I also do not testify in court unless that would be mandated and because of the disruption in my business schedule I will charge \$96.00 per hour transportation costs and \$150.00 per hour for any court appearance that requires my participation, with a minimum payment of 3 hours, paid in advance.

Should we make an adjustment due to financial hardship that is lower than my regular therapy rates, those rate adjustments may be reviewed every two months. Rate adjustments are only offered for those who self-pay at time of service and I have a limited number of those rate-adjusted hours in my schedule.

Whether or not you are on time to begin your session with me, I will need to end the session at the scheduled time. If I am late at the beginning of a session, I will make up the time for you. If I miss a scheduled appointment without notifying you, I will make up the session with you without charge.

Insurance

You are responsible for finding out whether your insurance will be able to pay for our session times. I am presently working at becoming in-network with some insurance plans. If I am in-network with your plan, I will be able to electronically submit claims, but you will be responsible for any deductible or co-payment. If I am able to be out-of-network for your insurance, you will need to: pay me for our sessions, submit your own claims, and any reimbursement by insurance will then be sent to you directly from the insurance. Insurance reimbursement is not guaranteed. Insurance use requires a diagnosis that becomes part of your clinical record. A diagnosis can affect your ability to obtain a security clearance, possibly affect your ability to secure insurance in the future, or affect your ability to obtain some types of jobs. A preliminary diagnosis may be used until a more complete diagnosis is obtained. If you decide to use insurance, know that gives the insurance company the right to request whatever documents of our work they deem necessary in order to determine the legitimacy of any insurance claim.

Phone Calls, Email, and Text

Should you need to contact me you may call my cell phone at **(509) 336-5972** and leave a message. Please limit your phone messages to appointment scheduling and emergencies. If you wish me to call you back, please leave that request and your call back number and I will generally be able to return your call within 24 hours during weekdays. In general, I will *not* monitor or return phone calls on weekends or holidays or vacations but will return your phone call on the next business day. I generally turn my phone off at nights. **If you are in an emergency, dial 911 or go to your nearest emergency room, or refer to the crisis numbers provided on the last page of this disclosure.**

Should you wish to contact me by **email**, please limit your communication to **short emails** associated with business or scheduling. PLEASE NOTE: *email is not considered a secure transmission*. I will make attempts at maintaining confidentiality on my computer but transmission and storage in computer networks implies some confidentiality risks as well as risks of accidentally sending emails to the wrong person. **Text messages** have similar warnings related to their use. Text messaging *is not considered a secure medium of communication*. Your signature of receipt of this document signifies you have been warned of the risk of email and text communication. Please do not use email or texts if that is of concern to you. If used at all, only use emails or texts for short, business-related communications. Rather than email or text thoughts or concerns, please bring anything that is important to you, into our session times where we can discuss and address issues together.

Note Taking

I take and keep notes of our sessions, including our get-acquainted session, which becomes part of your clinical record. I generally take notes of important phone calls we have, and may even include comments in my notes, or even a copy of, email or text communications that seem clinically relevant. I also take notes when I consult, in confidence, with someone about our work. All of these notes may become part of your clinical record.

Length of Treatment

How long we work together depends ultimately on your choice. Some issues may need a relatively short time (maybe 8-12 sessions) in order to consider options and get added perspective, but most issues that drive the actions and patterns in our lives take much longer. Deep changes generally are not simply the result of new information, but of new experiences that are then internalized, and that takes time. The mutually agreed upon treatment goals will serve as a guide to our estimation of time and a metric in which to consider when we end. Insurance also has a say. Sometimes goals change as we discover more about the issues you wish to work on.

Sometimes when clients obtain a degree of relief and encouragement they may decide to end therapy, at least for a season, and may consider at some later date returning to therapy. If our work has seemed to each of us to be beneficial, you will be welcomed back subject to availability with possible rate changes. If I do not have availability, you may choose to be put on a waiting list, or may choose another therapist, or you may ask for names of a few referral possibilities. If you have any concerns or questions about when or if it might be time to end or re-start therapy, I definitely invite you to ask. Such concerns are important topics for us to discuss.

Termination of Therapy

You have the right to choose a counselor who best suits your needs and purposes, and you have the right to refuse and/or end therapy at any time (unless it is court ordered). If you decide to end therapy, or if you choose to put therapy on “pause” for an extended time, I request that we consider having a special ending time, to wrap up and reflect on our session times together. Should you no longer contact me to come to therapy and you do not communicate your stopping of therapy, I will assume that if it has been 45 or more days since our last recorded contact, that you have chosen to end therapy with me and your file will be considered “inactive”, and I will no longer be considered your therapist or have legal responsibility for supporting our work together. Should you decide to re-engage in therapy with me, that will be welcomed provided our work has seemed beneficial to both of us, and I have availability. One of my treatment recommendations will be to NOT use Marijuana as it interferes with therapy. I have the right to terminate therapy with you under the following conditions:

- a) When I believe that therapy is no longer beneficial to you, or when I believe another professional or therapeutic organization or agency will better serve your needs.
- b) When you have not paid for the past two sessions.
- c) When you have failed to show up to the last two sessions without providing a 24-hour notice.
- d) When you repeatedly cancel (even with 24-hours notice) or repeatedly come late to sessions.
- e) If you fail to cooperate with the proposed treatment recommendations.
- f) If I feel it may be physically unsafe for me to continue working with you.
- g) If I determine in the first 3 or 4 sessions that I cannot help you. If that is the case I will work with you to consider and provide referral options to other providers who might be able to be of more benefit to you in meeting your therapy needs and goals. I cannot guarantee the availability of other providers.

Therapeutic Relationship and Social Media

Establishing a meaningful therapeutic relationship between client and therapist is essential for effective therapy. Dual relationships between client and therapist can impede the effectiveness of our work together and so are discouraged. I do not accept social or professional networking “friend” requests with clients or former clients. On the rare occasion I may run into you outside of the office, I will do my best to follow your lead regarding whether we acknowledge each other or not. I will do my best to maintain your confidentiality.

Confidentiality

There is a legal privilege in this state protecting the confidentiality of the information that you share with me. As a professional, I can assure you that I strive to maintain the strictest ethical standards of confidentiality. There are legal exceptions to confidentiality. The following situations are those in which the information you have shared with me may be shared with others:

- a) The client gives written permission to share confidential information, or in the case of death or disability, the client's personal representative.
- b) Where there is reasonable suspicion or report of abuse to vulnerable populations, including children, elderly persons, or individuals who are unable to advocate for themselves.
- c) Where you present serious and foreseeable harm to yourself or others.
- d) If mandated by law such as ordered by a judge for the purpose of a legal proceeding.
- e) In specific cases of law enforcement emergency for national security issues.

When it is possible, we will discuss any exceptions to confidentiality as they arise.

Payment by check will potentially permit bank employees to view your name associated with my business and if you have a caller ID on your phone, my name may appear on your display.

I regularly consult, in confidence, with other professionals regarding clients with whom I am working. This allows me to gain other perspectives/ideas to help you reach your goals.

At times, I may ask to record audio or video of our sessions in order to allow me, or consultants, to review our work. Any recordings will only happen with your permission. I do not permit clients to record sessions in any form unless we discuss it and both agree that it would be helpful to your therapy work. You would then be responsible for safeguarding the confidentiality of any such recordings.

If you become involved in legal proceedings that seek to access information you have shared with me, I recommend you seek your own legal counsel in such instances.

Client's Right to Professional Conduct

Counselors are required to adhere to the professional code of ethics adopted by the Idaho Counselor Licensing Board. The Idaho Counselor's Licensing Board has the general responsibility of regulating the practice of licensed professional counselors. The licensure of any individual under the licensing laws of Idaho does not imply or constitute an endorsement of that counselor, nor guarantee the effectiveness of treatment. You may, at any time throughout your treatment, seek a second opinion. It is the responsibility of the client to choose the provider and the client may refuse treatment and terminate treatment at any time (unless your therapy is court-ordered). Sexual intimacy between a counselor and client/patient is never appropriate, and should be reported to the Idaho Counselor Licensing Board. If you have a complaint or concern regarding our work, I ask that you consider first addressing your complaint to me so we have a chance to discuss it and work it out in therapy. As a client, you have the right to report ethical concerns to the Idaho Bureau of Occupational Licenses at 700 West State Street, Boise Idaho, 83702 or mail PO Box 83720 Boise, Idaho 83720-0063 or phone (208) 334-3233.

Emergencies

If you are in an emergency and cannot reach me, please call the following numbers for help:

For general or life-threatening emergencies call 911 or go to your nearest emergency room, otherwise you may call the Idaho Suicide Prevention Hotline at **(208) 398-4357** or the National Suicide Prevention Lifeline **(800) 273-8255**. Another resource is the Northern Idaho Crisis Center, open 24/7/365, you can come without an appointment, at **2195 Ironwood Court, Suite D, Coeur d'Alene, ID 83814** or call **(208) 625-4884**

By signing below, I indicate I have read and understand the information presented in this informed consent form or have had a chance to discuss my questions with Jack Venbrux, MA, LCPC:

Client Signature: ----- *Date:* -----

Print Name: -----

Therapist Signature: ----- *Date:* -----

Redeeming Hearts

INTAKE FORM

Legal Name: _____ Today's Date: _____
 Male/Female: _____ Age: _____ DOB: _____ Approx. Date Last Physical: _____
 Mailing Address: _____ May I send mail here? Y / N
 City: _____ State: _____ Zip: _____
 Physical Address (if different) _____
 City: _____ State: _____ Zip: _____
 Please list best phone number to reach you at first:
 _____ phone: _____ Ok to call and leave a message? _____
 _____ phone: _____ Ok to call? _____ Ok to leave message? _____
 _____ phone: _____ Ok to call? _____ Ok to leave message? _____
 Email is NOT a secure medium. May I contact you by email for scheduling/admin purposes? Y / N
 If desired, email address: _____
 Emergency contact person: *(See disclosure on limits to confidentiality)*
 Name: _____ Phone: _____ Relationship: _____
 How did you hear about me? _____

Primary reason(s) you are coming to therapy at this time? _____

Are you having any Suicidal or Homicidal Thoughts? Y / N Which? _____

Please circle the concerns that are affecting your life-----

- | | | |
|----------------------|--------------------------|----------------------------|
| Life Changes | Anxiety/Worry | Relationship w/ _____ |
| Traumatic Event/Loss | Fears/Phobia | Relationship w/ _____ |
| Work/School Stress | Panic | Social Struggles/Isolation |
| Home/Family Stresses | Sadness/Grief | Spiritual Concerns |
| Separation/Divorce | Depression/Unhappiness | Childhood Abuse/Neglect |
| Health/Memory Issues | Suicidal Thoughts | Clutter/Disorganization |
| Sleep Issues | Anger/Mood Swings | Self Harm/Cutting |
| Eating Issues | Thought Patterns/OCD | Self-Control |
| Sexual Issues | Internet Use | Self-Esteem |
| Career Choices | Alcohol/Other-Substances | Other: _____ |

Current health problems or health concerns: ___ NONE Or else explain: _____

Are you currently working with a Personal Physician? Y / N Name? _____

Physician Phone: _____ What for? _____

Any Supplements? _____ Medications? Y / N Please list:

Medication Name	Dosage	Reason	Prescriber
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more medications and supplements check here _____ and continue on back.

Circle current use patterns-----

Alcohol	Never- Rarely- Frequently- Often	If issue: In recovery since:_____
Marijuana	Never- Rarely- Frequently- Often	
Recreational Drugs	Never- Rarely- Frequently- Often	If issue: In recovery since:_____
Prescription Drugs	Never- Rarely- Frequently- Often	Are you possibly addicted? Y / N / Maybe

Have you ever had a panic attack? Y / N if so, when? _____

Have you ever harmed yourself to cope w/ feelings or numbness? Y/ N How recent?_____

Have you ever had concerns you might have an eating disorder? Y / N What kind?_____

Have you ever been suicidal or attempted suicide? Y / N If so when/how? _____

Have you ever seen a therapist/psychiatrist or been hospitalized for mental health issues? Y / N

Provider Name	Year(s)	Major Issue(s) Addressed	Helpful?
_____	_____	_____	Y / N
_____	_____	_____	Y / N
_____	_____	_____	Y / N

If more therapist/hospitalizations check here ____ and continue on back or discuss with counselor.

Have you been previously diagnosed with a mental health issue? (eg. anxiety, depression, PTSD, etc)
If so, what/when?_____

Birth/other complications when you were tiny? Y / N Were you adopted? Y/ N If so, age?_____

If complications: _____

Mother's name:_____ Age:_____ Three adjectives?_____

Father's name:_____ Age:_____ Three adjectives?_____

Other who raised you? _____

Siblings in order? _____

Please circle if in family of origin: Alcohol/Drug Use Abuse/Violence Mental Illness

If you are in a relationship: Name:_____ Supportive of therapy?_____

Any children? Y / N If, number:_____ Names/Ages?_____

Who lives with you? _____

Who is in your support system? _____

What are some of your favorite activities?_____

Do you consider yourself a creative person? _____

What do you consider some of your strengths? _____

What do you consider a few of your weaknesses?_____

What do you do for self care? _____

Are you in school? Y / N If: Major?_____ Year?_____ What school?_____

Are you employed? Y / N If: Job?_____ Where?_____

Do you consider yourself to be spiritual/religious? Y / N If, faith?_____

What would you like to accomplish out of our therapy time? _____

Anything else you think I should know, or concerns you have? _____

Acknowledgement of Receipt of Notice of Privacy Practices

By my signature below, I _____ acknowledge that I have been offered a copy of the Notice of Privacy Practices for Redeeming Hearts, Jack Venbrux, MA, LCPC, and have had a chance to ask questions about how my protected health information may be used and shared.

Signature of Client (or Personal Representative)

Date

If a personal representative signs this acknowledgement on behalf of the client, please complete the following:

Personal Representative's Printed Name: _____

Relationship to Client: _____

For Office Use Only

I attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- _____ Individual refused to sign
- _____ Communication barriers prohibited obtaining the acknowledgement
- _____ An emergency situation prevents us from obtaining acknowledgement
- _____ Other (please specify): _____

This form will be retained in your medical record. It does not constitute legal advice.