

CHILD INTAKE FORM

Child Information:

Name: _____ Today's Date: _____ Sex: *M* ___ *F* ___
Age: _____ Birth Date: _____ Grade: _____ School: _____

Parent/Caregiver Information:

Name: _____ Relationship to child: _____
Relationship Status: *Single* ___ *Married* ___ *Separated* ___ *Divorced* ___ *Widowed* ___ *Long-term Relation* ___
Custody/Court Papers: *Y* ___ *N* ___ Right to seek counseling services? *Y* ___ *N* ___ Sex: *M* ___ *F* ___
Employer: _____ Birth Date: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____ May we confirm appointments by *email* ___ or *text* ___
Are you remarried? *Y* ___ *N* ___ Name of Spouse: _____

Other Parent:

Name: _____ Relationship to child: _____
Relationship Status: *Single* ___ *Married* ___ *Separated* ___ *Divorced* ___ *Widowed* ___ *Long-term Relation* ___
Sex: *M* ___ *F* ___ Employer: _____ Birth Date: _____
Mailing Address: _____
Physical Address: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____ May we confirm appointments by *email* ___ or *text* ___
Are you remarried? *Y* ___ *N* ___ Name of Spouse: _____

In the event of an emergency, whom should we contact?

Name: _____ Relationship: _____

Cell Phone: _____ Email: _____

Which number may we leave a message? ___ *Home* ___ *Cell* ___ *Other*: _____

Please provide a copy of both sides of your insurance card and driver's license for verification of benefits & identity. Thank you.

If there has been psychological testing completed for this child, please provide a copy of the reports with this form.

Have you ever sought counseling for child before? Yes ___ No ___

If yes, name of professional: _____ Duration of counseling: _____

Who referred you to this counselor?

- | | |
|----------------------------|---------------------------------|
| ___ Self/Former Client | ___ Managed Care |
| ___ Family/Friend | ___ Employee Assistance Program |
| ___ School | ___ Insurance Carrier |
| ___ Courts/Judicial System | ___ Other _____ |

I may not be able to see your child until you supply a copy of all appropriate papers related to the custody of your child including the most recent legal custody arrangements.

Please initial in blank provided indicating you understand the above statement. _____

Problem Description:

Please list the main reason for seeking counseling at this time _____

Under what conditions does the problem or pattern seem to get worse? _____

Under what conditions does the problem or pattern usually improve? _____

How long has the problem or pattern existed? _____

What would you like to get out of counseling at this time? _____

Family/Home Information:

List all persons living in the home: *(please add any additional names on back of form)*

NAME (first, last)	Relationship	Age	Birth Date

List any immediate family members not living with you due to some type of separation.

Is there a family history of any of the following: (please check all that apply)

- | | | | | |
|---------------------------|-----------------------|---------------------------|-------------------|---------------------------|
| ___ ADD/ADHD | ___ Alcohol Abuse | ___ Anxiety | ___ Arrests | ___ Bipolar Disorder |
| ___ Depression | ___ Domestic Violence | ___ Drug Abuse | ___ Dyslexia | ___ Learning Disabilities |
| ___ Oppositional Behavior | ___ Physical Abuse | ___ Postpartum Depression | ___ Schizophrenia | |
| ___ Seizures | ___ Sexual Abuse | ___ Tics or Tourettes | | |

Family Atmosphere (circle the number that best describes how you view your current family)		
Very Lenient	1 2 3 4 5 6 7 8 9 10	Very Strict
Very Relaxed Environment	1 2 3 4 5 6 7 8 9 10	Very Tense Environment
Very Unstructured	1 2 3 4 5 6 7 8 9 10	Very Structured
Few Expectations	1 2 3 4 5 6 7 8 9 10	High Expectations
Consistent	1 2 3 4 5 6 7 8 9 10	Inconsistent

Parent Assessment of Child:
List the child's strengths: 1. _____ 2. _____ 3. _____
List the child's areas needing improvement: 1. _____ 2. _____ 3. _____
List the child's main difficulties in school and/or daycare: 1. _____ 2. _____ 3. _____
List the child's main difficulties at home: 1. _____ 2. _____ 3. _____
Briefly describe the child's friendships: _____ _____
Briefly describe the child's hobbies and interests: _____ _____
Describe how the child is disciplined: _____ _____
For what reasons is the child disciplined: _____ _____
Briefly describe the child's way of expressing the following emotions or behaviors: Anger: _____ Happiness: _____ Sadness: _____ Anxiety: _____

Developmental History:

Pregnancy, Labor and Delivery

Duration of Pregnancy _____ Did the mother smoke? *Y*___ *N*___ (if yes, how many packs per day?)_____

Was there any drinking or drug use by mother during this time? *Y*___ *N*___

How far along was the mother when she ceased drinking or drug use? _____

Please describe fully: _____

Were there any complications during pregnancy (i.e., illness, injuries, hospitalization, etc.)? *Y* ___ *N* ___

Please describe: _____

Any complications during labor/delivery (i.e., premature, lack of oxygen, injuries to mother or child, incubator care, infections, etc.)? *Y*___ *N*___ Please explain: _____

During the following periods did your child experience problems with any of these?

Infancy through First Year

Primary caregiver(s) during this time _____

Any changes in, or separation from, primary caregiver lasting more than 2 weeks: *Y*___ *N*___ How long? _____

Did not enjoy cuddling	<i>Y</i> <i>N</i>	Excessive irritability	<i>Y</i> <i>N</i>
Was not calmed by being held or stroked	<i>Y</i> <i>N</i>	Diminished sleep	<i>Y</i> <i>N</i>
Difficult to comfort	<i>Y</i> <i>N</i>	Frequent head banging	<i>Y</i> <i>N</i>
Colic	<i>Y</i> <i>N</i>	Problems with nursing or taking bottle	<i>Y</i> <i>N</i>
Excessive restlessness	<i>Y</i> <i>N</i>	Constantly into everything	<i>Y</i> <i>N</i>

Other concerns:

Toddler (Second to Third Year)

Primary caregiver(s) during this time _____

Any changes in, or separation from, primary caregiver lasting more than 2 weeks: *Y*___ *N*___ How long? _____

Excessively active	<i>Y</i> <i>N</i>	Irregular patterns of sleep, appetite, habits	<i>Y</i> <i>N</i>
Cranky/irritable	<i>Y</i> <i>N</i>	Discomfort with any auditory, tactile, visual stimulation	<i>Y</i> <i>N</i>
Withdrawn/fearful	<i>Y</i> <i>N</i>		

Was your child on time, early, or late in reaching developmental milestones? Please explain.

Has your child ever experienced traumatic experiences (such as changes, deaths in family, divorce, etc.)?

Please explain: _____

Symptom	Frequently	Sometimes	Rarely	Never
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Fails to give close attention to details or makes careless mistakes				
Has difficulty sustaining attention in tasks or play activities				
Doesn't seem to listen when spoken to directly				
Doesn't follow through on instructions and fails to finish tasks				
Has difficulty organizing tasks and activities				
Avoids or is reluctant to engage in tasks that require sustained effort				
Loses things necessary for tasks or activities				
Is easily distracted by external stimuli				
Is forgetful in daily activities				
Fidgets with hands or feet or squirms in seat				
Leaves seat in situations in which remaining seated is expected				
Runs about or climbs excessively in situations in which it is inappropriate				
Has difficulty playing or engaging in leisure activities quietly				
Is "on the go" or acts as if "driven by a motor"				
Talks excessively				
Blurts out answers before the questions have been completed				
Has difficulty awaiting turn				
Interrupts or intrudes on others (butts into conversations or games)				
Loses temper				
Argues with adults				
Actively defies or refuses to comply with adults' requests or rules				
Social problems (difficulty making friends)				
Deliberately annoys people				
Blames others for his or her mistakes or misbehavior				
Is touchy or easily annoyed by others				
Negative/Pessimistic outlook				
Restricted range of affect (i.e., unable to have loving feelings)				
Sense of foreshortened future				
Loss of interest in typical likes or hobbies				
Difficulty falling or staying asleep				
Trouble relaxing				
Irritability or outbursts of anger				
Difficulty concentrating				
Hypervigilance				
Exaggerated startle response				
Excessive distress when separation from home or loved ones is anticipated				
Excessive worry about losing, or harm happening to, a loved one				
Excessive worry that some bad event will lead to separation from loved ones				
Depression				
Lonely				
Shy				
Tearful				
Reluctance or refusal to go to school or elsewhere because of fear				
Excessive fear to be alone at home or elsewhere without loved ones				
Reluctance or refusal to go to sleep without being near loved ones				
Nightmares or night terrors				
Complaints of physical symptoms when separation occurs or is anticipated				
Frequent headaches or stomachaches				
Symptom	Frequently	Sometimes	Rarely	Never

Substance use resulting in a failure to fulfill major obligations at school				
Substance use in situations in which it is physically hazardous (i.e., driving)				
Substance use related to legal problems				
Substance use despite recurring social or interpersonal problems				
Urges to hurt others				
Thoughts of suicide or hurting self				

Parent Information:

Please describe your relationship (both positive and negative) with your child.

Please describe the other parent's relationship with your child.

Please describe your communication with your child.

Please rate and describe your stress level with your child. (1=low to 10=high)

Please list any parenting challenges (anxiety, work stress, depression, single parent, etc.)

**BRIGHTER DAYS
COUNSELING SERVICES,
LLC**
www.brighter-days.net

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748 E. BAYOU PINES, SUITE B
LAKE CHARLES, LA 70601
Phone: (337) 515-5654
Fax: (337) 214-1836
karensteenlpc@brighter-days.net

Insurance Information

*Please provide a copy of both sides of your insurance card and driver's license for verification of benefits and identity. You can either scan and email these to karensteenlpc@yahoo.com or take a picture and text it to 337-515-5654 if you would like your benefits verified prior to your appointment. You can bring these with you on the day of your appointment if you would like it to be verified at that time.

RESPONSIBLE PARTY

Name: _____ Birth Date: _____
Address: _____
Drivers License #: _____ SS# _____ Phone: _____
Prefer billing and correspondence: _____ *Email* _____ *Physical Address* _____ *Mailing Address*

INSURANCE INFORMATION

Who is the insured? _____ SS # _____
Birth Date: _____ Relationship to Client: _____
Cell Phone: _____ Work Phone: _____
Employer of Insured: _____
Insurance Company Name: _____
Insurance Phone # for Mental Health _____ Member ID#: _____
Group ID#: _____

I authorize the release of any medical or other information necessary to process an insurance claim. I understand that Brighter Days Counseling Services, LLC will diligently attempt to get accurate information regarding my mental health insurance benefits. I will not hold Brighter Days Counseling Services, LLC liable for insurance nonpayment due to misquoted benefits. I will not hold Brighter Days Counseling Services, LLC responsible to know and understand my benefits plan. Brighter Days Counseling Services, LLC will file my insurance claims for me as a courtesy. I am ultimately responsible for all charges my insurance company does not pay, except for contracted network provider discounts that may apply. I also request benefits be paid to Brighter Days Counseling Services, LLC.

Signature of Client and/or Responsible Party: _____
Date: _____

Court/Report Policy

This policy needs to be signed by each client receiving services in order to provide for any potential future needs from this office involving the described services below

I, _____, understand that fees for Karen Steen, MA, LPC-S, to appear in court are as follows:

Appearance fees are billed at the court rate of **\$250.00** an hour with a 2 hour minimum with a deposit of **\$750.00** required before the scheduled court date. If the counselor does not appear in court and all matters have been completely settled the deposit will be refunded, minus a **\$100.00** court preparation fee and any outstanding balance for appointments and requested reports. Depositions are billed at **\$150.00** per hour due upon completion of interview.

As a general rule, progress notes are not released without a judge's order. In lieu of progress notes, a written report and case summary can be provided with signed releases. Report fees are billed at a rate of **\$150.00** per hour. If you, the Client, chooses to not release your file or records to the court, you will be responsible for all attorney fees, court fees, and filing fees associated with your decision to not release your information. Brighter Days Counseling Services, LLC or Karen Steen, MA, LPC-S will not be responsible for any legal fees accrued by the client.

Services involving mental health assessments of any kind require a **\$500.00** deposit prior to making any appointments and are billed as follows: **\$150.00** per 1 hour session, **\$150.00** per hour for reports, and **\$150.00** per hour for phone consultations between assessed parties and/or their attorneys which will be prorated accordingly. Any balance that remains beyond the deposit must be paid in full prior to the release of the reports. An extensive assessment report involving your individual therapy that does not require the assessment of other parties is also billed at the rate of **\$150.00** per hour paid in full prior to the release of the report.

All of the above services cannot be billed through your insurance carrier, therefore are your full responsibility.

If you do not understand any of the information contained in this policy or have any questions concerning this policy, please do not hesitate to bring your concerns to your counselor.

CLIENT

DATE

COUNSELOR

DATE

DECLARATION OF PRACTICE AND PROCEDURES

KAREN L. STEEN, MA, LPC-S
748 E. Bayou Pines, Suite B
Lake Charles, LA 70601
P.O. Box 7974
Lake Charles, LA 70606
Phone: (337) 515-5654
Fax: (337) 214-1836
karensteenlpc@brighter-days.net
www.brighter-days.net

QUALIFICATIONS: I hold a Master of Arts in Clinical/Counseling Psychology from McNeese State University. I am licensed as an Licensed Professional Counselor (#3088) with the LPC Board of Examiners, which is located at 8631 Summa Avenue, Baton Rouge, LA 70809, (225) 765-2515. I am an LPC-S, certified to supervise Counselor Interns in the State of Louisiana.

AREAS OF EXPERTISE: I have training and experience working with individuals, adults, adolescents, children, families and groups on a variety of issues such as depression, anxiety, interpersonal relationships and other mental health concerns. I also have training in the field of Infant Mental Health and have done dyadic work with mothers and infants and have provided mental health consultation to childcare centers.

THERAPEUTIC RELATIONSHIP: I view the counseling relationship as one built on trust, where teamwork is a must. We will work to develop and implement goals to improve your quality of life. While it is not possible or realistic to guarantee certain results, together you and I can work to achieve positive results for you.

I see a variety of people and use a variety of formats including individual, dyadic, couples, families and group settings. I choose techniques that fit each client's beliefs and needs individually and techniques that will be the most beneficial to them. While I typically prefer to use either a client-centered or cognitive-behavioral approach, I often integrate other theoretical approaches into the sessions.

CODE OF CONDUCT: It is important for you to realize that we are entering a professional relationship and that you are experiencing me in my professional role. I am best able to serve you if our relationship stays strictly professional and if our sessions focus only on your concerns. Additionally, while I can assist in understanding the consequences of making certain decisions, my professional code of conduct prohibits me to advise you how to make decisions. I am required by state law to adhere to the Code of Conduct for practice that has been adopted by the Louisiana Licensed Professional Counselors' Board of Examiners. A copy of the code of Conduct is available upon request.

PRIVILEGED COMMUNICATION: I am required to abide by the professional practice standards for Licensed Professional Counselors and Louisiana law. Information shared during sessions will be kept confidential, with certain exceptions, such as a client's written consent authorizing the sharing of information or when I am mandated or permitted by law to disclose information.

State law mandates that I report to the appropriate authorities suspected cases of child abuse/neglect, elder abuse/neglect (60 or older), or abuse/neglect of a disabled person, and instances in which you are believed to be a danger to yourself or someone else. Certain types of litigation may result in a court-order to release information without your consent.

In family counseling situations, information obtained from an individual adult client may be shared with the client's family members only with the written consent of the client, with the exception of marriage counseling situations. Material which is discussed with a minor client may be shared with the client's parent or legal guardian.

In marriage counseling situations, I do not withhold information from one spouse/partner which is provided to me by another spouse/partner. This includes any and all information provided to me through individual counseling sessions with a spouse/partner or through any type of electronic communication such as email, phone calls, texts, etc. Should you desire such confidentiality, I can assist you with a referral to a therapist who can provide marriage counseling where such information is shared only with your written consent or I can assist you with a referral to a therapist who can provide you with individual counseling that can occur in conjunction with the marriage counseling I provide to you and your spouse/partner.

FEE SCALES: The fee for an initial 45-50 minute individual or family session is \$150.00. The fee for additional 45-50 minute individual or family sessions is \$110.00. All fees will be collected before each session. In the case of insurance clients, copays will be collected before each session and, as a courtesy, I will submit claims to insurance companies for you. Any portion not paid by your insurance company will be your responsibility. Except in the event of an emergency, any cancellation or rescheduling of appointments made with less than 24 hours notice will result in your being charged the full session fee. Arriving late does not extend the counseling hour. All sessions will end at the scheduled time regardless of the time at which you arrive for the appointment. This is a courtesy to other clients who may be scheduled after your appointment.

CLIENT RESPONSIBILITIES: As a client, your honesty and participation are necessary if progress and success are the desired results. During this process, should questions or concerns arise regarding the services received, I would hope that you would share those with me so that we can address those issues. If you should feel you would be better served by another mental health provider, I will assist you with a referral. If you are currently seeing another mental health professional, I ask that you inform me of this and grant me permission to share information with them so that we may coordinate our efforts to better serve you.

In the counseling relationship, clients are primarily responsible for following appointment scheduling procedures, making a committed effort in the counseling process, and terminating one counseling relationship before beginning another.

POTENTIAL COUNSELING RISK: The client should be aware of the possibility that counseling could result in having underlying issues brought to the surface which you may not have been aware of prior to the onset of the counseling relationship.

PHYSICAL HEALTH: Physical health can be an important factor in an individual's emotional well being. If you have not had a physical examination within the past year, it is recommended that you do so and that you provide me with a list of any medications which you are currently taking, in an effort to help me better serve you.

AFTER HOURS AND EMERGENCY SITUATIONS: If a crisis or emergency should arise, you may seek assistance through hospital emergency room facilities or by calling 911.

Client Signature

Date

Karen L. Steen, MA, LPC-S

Date

I, (parent or guardian) _____, give permission

for Karen L. Steen, MA, LPC-S to conduct counseling with my (relationship)

_____ (name of minor) _____ .

Notice of HIPAA Practices

Please take a moment to review the following notice carefully as it describes my duty to protect your Personal Health Information. Protecting the privacy and security of my client's Personal Health Information is important to me. This notice describes how I may use your information or disclose it, what your privacy rights are and how you may gain access to your own Personal Health Information.

PRIVACY PRACTICES

Designated Security and Privacy Officer for Brighter Days Counseling Services, LLC

Karen L. Steen, MA, LPC-S is the designated Security Officer and Privacy Officer and all privacy and security questions, concerns or requests should be directed to me as I will be responsible for handling them.

How Karen Steen Uses and/or Discloses Your Personal Health Information

Abuse, Neglect or Domestic Violence – As a mandated reporter in the State of Louisiana, if I believe you or your child/children may be victims of abuse, neglect or domestic violence I may disclose health information about you or your child/children to the appropriate agency which requires me to disclose this information.

Serious Threat to Safety or Health – I may use or disclose information about you or your child/children if I believe that there is a serious and immediate threat and that it is needed in order to protect the safety of you, your child/children, a person, or the public.

Judicial Proceedings – I may use or disclose you or your child/children's health information in any judicial proceeding if I receive a court ordered subpoena that requires me to disclose it.

Privacy and Security Policies

All reasonable measures have been taken to ensure confidentiality of any and all electronic information sent and received (i.e. emails, texts). It is important for you to be aware of the risks taken when information is shared in this format. Some possible risks of sharing personal or confidential information in this way:

- Accidental delivery of an email or text to an incorrectly typed address or phone number
- Email accounts may be "hacked" giving a 3rd party access to sensitive

Notice of HIPAA Practices

Information such as the content of the message, email addresses, etc.

- Email providers (Gmail, Yahoo, etc) keep a copy of each email on their servers, where it might be accessible to their employees or other company individuals

Karen Steen takes precautions to help minimize the chance of a compromise in your Personal Health Information

- Cell phones and lap top contains password protection
- When electronic devices such as cell phone or laptop is retired, it is first "wiped" of all information before it is either recycled or destroyed
- If there is a breach of your Personal Health Information, I will personally contact you to inform you of the extent of the breach and the plan to contain the situation
- I will not sell any of your Personal Health Information for marketing purposes
- I follow all Ethical Codes which help in securing your information. You may obtain a copy of the Codes on the Louisiana LPC Board's Official Website.
- All HIPAA documentation will be kept on file for a minimum of 6 years

Storage of Client Files

Your client file containing your Personal Health Information as well as any and all information concerning treatment are stored in a locked file cabinet for 5 years after the date of the last session. If something should happen to me, the LPC Board has a designated counselor on record who is responsible for taking possession of my files. They will store them under the same guidelines to protect your confidentiality. When a file is ready to be destroyed, it is shredded.

CLIENT PRIVACY

Private Health Information may be used and/or disclosed in the following situations:

- Information that is necessary in order to file insurance claims and complete billing and collection procedures
- When required for workman's compensation
- When required by any state or federal law, such as in cases of abuse or neglect
- When required by any specialized government or military functions
- When required in cases of an individual who is confined to a correctional

Notice of HIPAA Practices

institution or under any type of law enforcement supervision

- When used for any clerical purposes and necessary file audits by managed care companies

As a client, you have the following rights with regard to your Personal Health Information:

- The right to review or receive a copy of your records by signing and providing a written request. Under rare circumstances, a request may be denied. In such cases, you may choose to receive a summary of progress instead which will include information about symptoms and treatment plans. Requests for records will receive a response or will be completed within 15 days
- The right to request information on any party that has requested information pertaining to your Private Health Information from me
- The right to receive confidential information about your Private Health Information
- The right to revoke this consent in writing. However, please be aware that it will not affect any information already disclosed
- The right to request a copy of this notice at any time

As a mental health professional, I have the responsibility to:

- Make each client aware of the Privacy Notice and any changes made to it
- Make necessary changes to the Privacy Notice as required by law

The protection and security of your Personal Health Information is very important to me. If you have questions or comments about this Privacy Notice, please let me know. If you as the client feel your privacy has been violated, you have the right to contact the U.S. Department of Health & Human Services Office of Civil Rights at www.hhs.gov/ocr/hipaa/ . Any and all complaints filed against me will be recorded on this company's Complaints Form and provided to any and all of Karen's clients with the intake paperwork.

By signing below, I acknowledge that I have read and understand this document.

Client Signature

Date

Karen L. Steen, MA, LPC-S

Date