



Name _____

Date of Birth _____

Adult Consent for Mental Health Treatment

1. **Consent to Evaluate/Treat:** I voluntarily consent that I will participate in a mental health evaluation and/or treatment by professional clinical staff from Family Service. I understand that following the evaluation and/or treatment, complete and accurate information will be provided concerning each of the following areas:
 - a. The benefits of the proposed treatment
 - b. Alternative treatment modes and services
 - c. The manner in which treatment will be administered
 - d. Expected side effects from the treatment and/or the risks of side effects from medications (when applicable).
 - e. Probable consequences of not receiving treatment

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

2. **Benefits to Evaluation/Treatment:** Evaluation and treatment may be administered with psychological interviews, psychological assessment or testing and psychotherapy, as well as expectations regarding the length and frequency of treatment. It may be beneficial to me, as well as the referring professional, to understand the nature and cause of any difficulties affecting my daily functioning, so that appropriate recommendations and treatments may be offered. Uses of this evaluation include diagnosis, evaluation of recovery or treatment, estimating prognosis, and education and rehabilitation planning. Possible benefits to treatment include improved cognitive or academic/job performance, health status, quality of life, and awareness of strengths and limitations.
3. **Charges:** Fees are based on the length or type of the evaluation or treatment, which are determined by the nature of the service. I will be responsible for any charges not covered by insurance, including co-payments and deductibles. I am aware of this agency's fees which are also available for my review upon request.
4. **Confidentiality, Harm, and Inquiry:** Information from my evaluation and/or treatment is contained in a confidential record at Family Service and I consent to disclosure for use by Family Service staff for the purpose of continuity of my care. Per Wisconsin mental health law, information provided will be kept confidential with the following exceptions: 1) if I am deemed to present a danger to myself or others; 2) if concerns about possible abuse or neglect arise; or 3) if a court order is issued to obtain records.
5. **Discharge Policy:** There are circumstances under which I may be involuntarily discharged. I have read and understand the discharge policy of the clinic.
6. **Right to Withdraw Consent:** I have the right to withdraw my consent for evaluation and/or treatment at any time by providing a written request to the treating clinician.
7. **Expiration of Consent:** This consent to treat will expire 12 months from the date of signature, unless otherwise specified.
8. **If you believe you have been treated differently because of race, color, national origin, religion, sexual orientation, disability or age, you may file a discrimination complaint with the following agencies:**

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW
Washington, DC 20531

Wisconsin Department of Justice
Office of Crime Victims Services
P.O. Box 7951
Madison, WI 53707-7951

Wisconsin Department of Justice
Contract Compliance Office
P.O. Box 7857
Madison, WI 53707-7857

I have read and understand the above, have had an opportunity to ask questions about this information and I consent to an evaluation and outpatient mental health treatment through the clinic based upon an assessment that determined appropriateness of outpatient treatment. I also attest that I have the right to consent for treatment. I understand that I have the right to ask questions of my service provider at any time about the above information or the treatment I am receiving.

Signature of client ages 18 years or older or legal representative

Date

☐ By checking this box, I hereby verify that this electronically produced signature is the actual signature of the client, parent or legal guardian who has legal authority to provide such consent.



family service

counseling • support • compassion

101 W. Broadway, 2nd Floor
Waukesha, WI 53186
262 547-9967

2020/2021 Demographic Information for United Way

In order to receive certain funding to create better programs which support our community, we are asked to provide the United Way with demographic information of all clients we serve.

The information is reported as compiled information.

Your name and birth date will never be used in the reports.

Thank you for your participation in our efforts to better serve the community.

Please fill out the following information. Place an 'X' next to the appropriate response.

Your gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Other
--------------	---------------------------------	-------------------------------	--------------------------------------	--------------------------------

What is your annual household income?

\$0.00 - \$9,999	<input type="checkbox"/>	What Zip code do you live in?
\$10,000 - \$14,999	<input type="checkbox"/>	
\$15,000 - \$24,999	<input type="checkbox"/>	What is your date of Birth?
\$25,000 - \$36,999	<input type="checkbox"/>	
\$37,000 - \$49,999	<input type="checkbox"/>	
\$50,000 - \$74,999	<input type="checkbox"/>	
More than \$75,000	<input type="checkbox"/>	
Free and Reduced Priced Lunch	<input type="checkbox"/>	

How do you Describe Yourself? (Check One)

African American/Black	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Caucasian/White	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>
Middle Eastern	<input type="checkbox"/>
Multi-Racial	<input type="checkbox"/>
Native American	<input type="checkbox"/>
Native Hawaiian or other Pacific Islander	<input type="checkbox"/>
Other	<input type="checkbox"/>

Your Age:

12-17	<input type="checkbox"/>
18-24	<input type="checkbox"/>
25-34	<input type="checkbox"/>
35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>
55-64	<input type="checkbox"/>
65-74	<input type="checkbox"/>
75-84	<input type="checkbox"/>
85-94	<input type="checkbox"/>
95 & older	<input type="checkbox"/>

Are you or have you ever been a member of the Armed Forces? ☐ Yes ☐ No

What is the primary language spoken in the Home?

<input type="checkbox"/> English	<input type="checkbox"/> Hmong	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other
----------------------------------	--------------------------------	----------------------------------	--------------------------------



Acknowledgment of Receipt For the Notice of Privacy Practices Regarding Health Information

Client Name: _____

Date of Admission: _____

By signing this form, you acknowledge that Family Service has given you a copy of its Notice of Privacy Practices Regarding Health Information, which explains how your health information will be handled in various situations. All clients receiving services on or after April 14, 2003 will be asked to sign this form.

By my signature below, I acknowledge I have received a copy of the Family Service Notice of Privacy Practices Regarding Health Information and have been given an opportunity to discuss my concerns and questions.

Client Signature

Date

Parent or guardian signature, if client is under the age of 18.

Date

☐ By checking this box, I hereby verify that this electronically produced signature is the actual signature of the client, parent or legal guardian who has legal authority to provide such consent.



CONSENT FOR TELEHEALTH OR TELEPHONE MENTAL HEALTH SERVICES

By signing this form, I understand and agree with the following:

1. Telehealth is the delivery of services using interactive technologies (audio, video, or other electronic communication) between a practitioner and a client/patient who are not in the same physical location.
2. The interactive technologies used in Telehealth services incorporate network and software security protocols to protect the confidentiality of client/patient information transmitted via any electronic channel.
3. The laws that protect the privacy and confidentiality of health, mental health and other services also apply to telehealth sessions and tele-intervention. Information obtained during a telehealth session or meeting that identifies me or my child will not be given to anyone outside of Family Service without my consent except what is necessary for necessary for establishing my care, maintaining treatment records, performing billing, securing payment, and performing other administrative healthcare operations.
4. There are both mandatory and permissive exceptions to confidentiality, including, but not limited to, the reporting of child, elder, and dependent adult abuse, expressed threats of violence toward an ascertainable victim; and/or expressed threats of suicide or threat of other serious forms of self-harm.
5. Any electronic systems used will incorporate network and software security protocols to protect the privacy and security of health information, and will include measures to safeguard the data to ensure its integrity against intentional or unintentional corruption.
6. The exchange of information will not be direct and any paperwork exchanged will likely be provided through electronic means or through postal delivery following HIPAA compliance laws.
7. I understand that Family Service will take all necessary precautions to protect my privacy and confidentiality but I also understand that there is a slight risk of a security breach with any internet-based communication. However, I believe that the potential benefits of telehealth outweigh this risk.

8. I understand, agree and accept responsibility for protecting my personal safety and the confidentiality of my Telehealth sessions by placing myself in a safe, private, comfortable environment for my telehealth sessions, free from distractions and sufficiently distant from others who are not explicitly invited into in my Telehealth sessions.
9. I agree to participate in Telehealth services only when I am using a secure internet connection.
10. I understand that my email address is required for audio-visual services, and I will keep Family Service informed of any change to my email address.
11. I understand that I have the right to withhold or withdraw my consent to the use of telehealth at any time. Withdrawing my consent will not affect my eligibility to receive future services.
12. This service is provided by various technology platforms (including but not limited to video, phone, and email) and may not involve direct face-to-face communication. I acknowledge that there are benefits and limitations to this type of service.
13. My practitioner and I will regularly reassess the appropriateness of continuing my service delivery through the use of the technologies we have agreed upon today and my practitioner will suggest modification or change to the service delivery plan as needed.
14. I acknowledge that appointment confirmations, appointment changes or other important communications with Family Service will be conducted through the telephone. I agree to check my telephone voicemail regularly. I further understand that all Telehealth invitations for my sessions will come through the email address I provided to Family Service and telehealth sessions will take place using a HIPAA compliant **Zoom Healthcare** and/or HIPAA compliant **Microsoft Teams** platform.
15. I have read and understand the information provided above regarding telehealth, and all of my questions have been answered to my satisfaction.

I hereby consent to the use of Telehealth by Family Service.

Name of Client: _____

Name of Parent/Guardian: _____

Client/Parent/Guardian Signature: _____

Date: _____

☐ By checking this box, I hereby verify that this electronically produced signature is the actual signature of the client, parent or legal guardian who has legal authority to provide such consent.