



We believe that anything can be accomplished by anyone as long as they have the proper guidance and motivation!

The following **Big Ideas** drive our work at NIC:

Expectation: Change *will* happen.

Freedom: Feedback, not failure, is all that exists.

Awareness: Choice is always better than no choice.

Drive: Positive intention is behind every behavior.

Ecology: Every behavior is necessary in some context.

Flexibility: Flexibility and influence are interrelated.

Evolution: Growth requires change.

Connection: Change happens in relationship to another person.

<p>The Plan (to be completed by intake evaluator)</p>
<p>1st Session</p>
<p>Day: _____</p>
<p>Date: _____</p>
<p>Time: _____</p>
<p>Location: _____</p>
<p>Other Info: _____</p>
<p>_____</p>
<p>_____</p>
<p>(Tear this page off and give to client)</p>

Read the following forms closely and feel free to ask any questions for further clarification. **NIC** exists to serve you in any way we can.

T] 303.231.0090
F] 303.231.0992

W] www.nichange.com
E] change@nichange.com

Aurora
2600 S Parker Road
Building 5 Suite 150
Aurora, CO 80014

Denver
1827 Federal Blvd
Denver, CO 80204

Greenwood Village
9600 E Arapahoe Road
Suite 220
Greenwood Village, CO 80112

Lakewood
3225 S. Wadsworth Blvd
Unit T
Lakewood, Colorado 80227

Enclosed you will find the following forms:

1. Client identification Form
2. Notice of Federal Requirements Regarding Confidentiality
3. Client information and Disclosure Statement
4. Authorization to Release & Receive Confidential Information
5. Clients Rights and Responsibilities
 - a. The Grievance Procedure for the Alcohol and Drug Abuse Division
6. Group Rules
7. Treatment Contract
8. Consent to Treat & Consent for Follow- Up Care
9. Out-of- State Client Questionnaire
10. Medical History
11. Infectious Disease Medical Screen
12. Drinking and Drug History
13. MAST
14. Psychological and Social History

National Institute for Change, P.C.
Client Identification Form

Please provide the following information so we can better serve you (PLEASE PRINT):

Today's Date: _____ Date of Birth: _____

Name: _____
(first) (middle) (last)

Address: _____
(street)

_____ (city) (state) (zip code)

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Is it ok to leave a message at? (check all that apply) ___ Home ___ Cell ___ Work ___ Email

Gender: (circle) male female Marital Status: _____ Education: _____ # of children: _____

Which probation department referred you? _____

Who is your probation or diversion officer? _____

Place an **X** beside the **type of treatment/service(s)** you are attending at NIC:

- | | | |
|--|---|---|
| <input type="checkbox"/> Anger Management | <input type="checkbox"/> Family Therapy: In-Home | <u>1-Day Trainings (Adol & Adult)</u> |
| <input type="checkbox"/> Cognitive Restructuring | <input type="checkbox"/> Family Therapy: In-Office | <input type="checkbox"/> Alternatives to Aggression |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Female Adolescent Group | <input type="checkbox"/> Ethics |
| <input type="checkbox"/> DUI Level II Education | <input type="checkbox"/> Men's Group | <input type="checkbox"/> Marijuana Abstinence |
| <input type="checkbox"/> DUI Level II Therapy: Track | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Minor in Possession |
| <input type="checkbox"/> Evaluations: <i>please circle</i> | <input type="checkbox"/> MRT | <input type="checkbox"/> Parenting |
| <input type="checkbox"/> Anger Mgmt | <input type="checkbox"/> Parent-Child Interactional | <input type="checkbox"/> Petty Theft |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Relapse Prevention | <input type="checkbox"/> Pre-Teen Young Offenders |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Triple R |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Substance Abuse Monitoring | <input type="checkbox"/> Victim Empathy |
| <input type="checkbox"/> Family Therapy: Groups | | |

Which NIC location are you attending? (circle) Aurora Centennial Denver Lakewood

Emergency Contact Name & Phone #: _____

You are the responsible party for payment unless otherwise noted here. If a third party has agreed to pay for your treatment, please circle one of the following and provide the **specifics** below:

Probation / Court: _____ Human Services: _____ Other: _____

National Institute for Change, P.C.
Notice of Federal Requirements Regarding
Confidentiality Form

The Federal Requirements Regarding Confidentiality of Client Records and Alcohol and Drug Abuse Client Records. National Institute For Change staff follow all state statues and regulation including federal regulation 42 CFR Part 2, and Title 25, Article 4, Part 14 and Title 25, Article 1, Part 1, CRS and the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Parts 142, 160, 162 and 164, governing testing for and reporting of TB, HIV/AIDS, Hepatitis, and other infectious diseases.

National Institute For Change’s confidentiality of client records and substance abuse client records maintained by the agency is protected by federal law and regulations. Agency staff is prohibited from disclosing any identifying information about any National Institute for Change client to a person outside the agency, or disclosing that the client in treatment unless one of the following exceptions accrues:

Staff is required to report and or disclose information if and when any of the following occur with any National Institute for Change client:

- a. Client consents in writing.
- b. Disclosure by a court order.
- c. Disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.
- d. Client commits or threatens to commit a crime either at the program or against any person who works for the program.
- e. A minor or elderly client reports having been neglected and/or abused.
- f. Client is planning to harm another person.
- g. Client reports suicidal ideations or self harm.

Violation of this federal law and regulations by a program is a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Client Name: (please print) _____

Client Signature: _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Client Information and Disclosure Statement

Lakewood (Main Office)
3225 S. Wadsworth Blvd., Unit T
Lakewood, Colorado 80227
Additional Treatment Locations: Aurora, Centennial, Denver

Main Phone: 303-231-0090
Main Fax: 303-231-0992
Main Email: change@nichange.com
Website: www.nichange.com

National Institute for Change, P.C.

We are a professional corporation, co-owned by Philippe R. Marquis, M.A., L.P.C., and Joseph R. Fojut, M.A., L.P.C. All other mental health professionals who provide services at National Institute for Change, P.C. are employees of the corporation, contract employees, or interns and are subject to the guidelines of the corporation and the Department of Regulatory Agencies. Philippe R. Marquis and Joseph R. Fojut are Licensed Professional Counselors. All licensed and registered psychotherapists who are employed by National Institute for Change, P.C. and interns of National Institute for Change, P.C. are supervised by Philippe R. Marquis, M.A., L.P.C., and Joseph R. Fojut, M.A., L.P.C.

Philosophy

Your decision to enter psychotherapy is an opportunity to turn a crisis into new understanding, a roadblock into a bridge to the future. We hope that our professional relationship supports your progress by offering an atmosphere of safety, trust, and confidentiality. We accept into our agency only clients who believe they have the capacity to resolve their own problems with our assistance. We believe that as people become more accepting of themselves, they are more capable of finding happiness and contentment in their lives. However, self-awareness and self-acceptance are goals that sometimes take a long time to achieve. Some clients need only a few sessions to achieve these goals, whereas others may require months or even years of psychotherapy and/or psychological services. As a client you are in complete control and may end our professional relationship at any time. When psychotherapy is successful, you should feel that you are able to face life's challenges in the future without our support or intervention.

Mandatory Disclosure

The practice of licensed and registered persons in the field of psychotherapy is regulated by the Mental Health Licensing Section of the Division of Registrations. The Board of Licensed Professional Counselor Examiners and the Board of Registered Psychotherapists can be reached at 1560 Broadway, Suite 1350, Denver, CO, 80202, (303) 894-7800. The practice of licensed social workers is regulated by the Social Workers Examiners Board which can be reached at 1560 Broadway, Suite 1370, Denver, CO, 80202, (303) 894-7766. As to the regulatory requirements applicable to mental health professionals:

- ✓ Registered psychotherapist is a psychotherapist listed in the State's database and is authorized by law to practice psychotherapy in Colorado but is not licensed by the state and is not required to satisfy any standardized educational or testing requirements to obtain a registration from the state.
- ✓ Certified Addiction Counselor I (CAC I) must be a high school graduate, complete required training hours and 1,000 hours of supervised experience.
- ✓ Certified Addiction Counselor II (CAC II) must complete additional required training hours and 2,000 hours of supervised experience.
- ✓ Certified Addiction Counselor III (CAC III) must have a bachelors degree in behavioral health, complete additional required training hours and 2,000 hours of supervised experience.
- ✓ Licensed Addiction Counselor must have a clinical masters degree and meet the CAC III requirements.
- ✓ Licensed Social Worker must hold a masters degree in social work.
- ✓ Psychologist Candidate, a Marriage and Family Therapist Candidate, and a Licensed Professional Counselor Candidate must hold the necessary licensing degree and be in the process of completing the required supervision for licensure.
- ✓ Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, and a Licensed Professional Counselor must hold a masters degree in their profession and have two years of post-masters supervision.
- ✓ A Licensed Psychologist must hold a doctorate degree in psychology and have one year of post-doctoral supervision.

In a professional relationship, sexual intimacy is never appropriate and should be reported to the board that licenses, registers, or certifies the licensee, registrant or certificate holder.

You are entitled to receive information from your therapist about the methods of therapy, the techniques used, the duration of your therapy (if known), and the fee structure. You can seek a second opinion from another therapist or terminate therapy at any time.

Confidentiality

Generally speaking, the information provided by and to the client during therapy sessions is legally confidential and cannot be released without the client’s consent. There are exceptions to this confidentiality, some of which are listed in section 12-43-218 of the Colorado Revised Statutes, and the HIPAA Notice of Privacy Rights you were provided, as well as other exceptions in Colorado and Federal law. For example, mental health professionals are required to report suspected child abuse to authorities. If a legal exception arises during therapy, if feasible, you will be informed accordingly. The Mental Health Practice Act (CRS 12-43-101, et seq.) is available at: <http://www.dora.state.co.us/mental-health/Statute.pdf>. Some other examples are:

- We are required by law to report suspected child abuse and/or neglect without an investigation to the proper authorities, who may then investigate.
- We may take some action without your consent if we deem you to be a serious harm to yourself or another.
- If you file an official complaint or a lawsuit against one of our therapists, according to Colorado law, your right to confidentiality will be waived.
- If you choose to use your health benefit plan, you will have to give consent for required confidential information to be given to your insurance company or managed care company for the purpose of determining eligibility for reimbursement.

Fees

*This time is reserved for you. **You are responsible for payment at the time of each session.*** We must receive cancellation 24 hours before your scheduled appointment time; otherwise you will be charged for that session. We do not accept personal checks as a form of payment. If we are unable to collect our agreed upon fee after 90 days when the service was provided, we may send your name and address to a collection agency or seek collection with a civil court action. Should this occur, we will provide the collection agency or Court with your Name, Address, Phone Number, and any other directory information, including dates of service or any other information requested by the collection agency or Court deemed necessary to collect past due account.

Health Care Benefits

In the event that you choose to use your health care benefits and our services are reimbursable under your insurance plan, you will have to give us consent to release required information. Released confidential information may range from identifying information, diagnosis, and dates of sessions to a complete assessment with treatment goals and progress reports when your benefits fall under managed care. We cannot be in control of the storage of confidential information nor access to your confidential information when it is given to a third party. The insurance company will determine benefit coverage and the kind of service for which they will reimburse. We will discuss with you my recommendations for treatment, and you will decide how you want to proceed.

Emergency Contacts

For immediate help, call 911 or go to your local Emergency Room. You can also contact the Colorado Crisis Line at 1-844-493-8255.

Termination

Termination will usually be agreed upon mutually, but you are free to terminate at any time. However, in a few special circumstances the decision to discontinue treatment may be made, even though you wish to continue. These circumstances may include, but are not limited to, a failure to meet the terms of the fee agreement, or a need for special services outside the area of our competency. Should this occur, the reason for termination will be discussed with you, and you will be helped to make different plans for yourself, including a referral to a more appropriate resource (s). Additionally, in the event a client discontinues contact with NIC for 30 days or longer, he/she will be considered discharged from treatment at NIC.

I have read the preceding information, it has also been provided verbally, and I understand my rights as a client, or as the client’s responsible party.

Client Name: (please print) _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

Staff Signature: _____ Date: _____

National Institute for Change, P.C.
Client Information and Disclosure Statement ADDENDUM

Staff Degrees & Credentials:

Jeannine S. Anderson; M.A. in Community Counseling from Denver Seminary, 2008; B.A. in Psychology and B.A. in English Literature from University of Colorado, 2006; Licensed Professional Counselor (LPC# 0006065 issued in CO 4-22-2011), Licensed Addiction Counselor (LAC #707)

Katie M. Carroccia, M.A. in Forensic Psychology from University of Denver, 2012; B.S. in Human Services and B.A. in Psychology from the University of Northern Colorado, 2009; Licensed Addictions Counselor (#0000459 issued in CO on 5-22-2014); Licensed Profession Counselor (LPC #0012138 issued in CO 9-30-2014)

Chelsea Cefalu, M.S.W. in social work from University of Denver, 2014; B.S.W. in social work from Metropolitan State University of Denver; Licensed Addiction Counselor (#0000558 issued in CO 5/4/15); Licensed Clinical Social Worker (#0009924429 issued 9-1-2017)

Joseph R. Fojut, M.A. in Community Counseling from University of Northern Colorado, 2004; B.S.W. in Social Welfare from Criminal Justice from University of Wisconsin at Milwaukee, 1995; Licensed Professional Counselor (LPC #4689 issued in CO 6-26-2007), DVOMB Approved Provider; Master Addiction Counselor #507924

Alina Galushko, M.A. in Counseling Psychology & Counselor Education from University of Colorado Denver, 2010; B.S. in Psychology from Colorado State University, 2007; Licensed Professional Counselor (#0011207 issued in CO 10-01-2012); Licensed Addiction Counselor (#0000623 issued in CO 10-02-2015), DVOMB Approved Provider

Savannah Guglielmo, M.A. from University of Denver; Registered Psychotherapist (#0107183 issued in CO in 1-8-2017)

John A. Hague, M.A. in Clinical Mental Health Counseling from Denver Seminary, 2012; B.S. in Kinesiology, Athletic Training Option, 2001; Registered Psychotherapist (#103343 issued in CO 10-15-2012); Licensed Professional Counselor (LPC#0012424 issued in CO 4-23-2015), DVOMB Approved Provider

Andrew J. Hannig, M.S.W. in Social Work from Baylor University, B.A. in Psychology from Baylor University, 2009; 2011; Licensed Clinical Social Worker (CSW #09923518 issued in CO 4-16-2014); Licensed Addiction Counselor (#0000814 issued in CO 3-6-2017)

Jordan Herselman, M.A. in Clinical Mental Health Counseling from Denver Seminary, 2016; B.A. in Psychology from Southwestern University, 2013; Registered Psychotherapist (NLC.0106474 issued in CO 4-28-2016), Licensed Professional Counselor Candidate (LPCC.0015667 issued in CO 9-29-2017)

Taylor Jacobson, M.A. in Clinical Mental Health Counseling from Denver Seminary, 2015; Licensed Professional Counselor Candidate (LPCC.0014863 issued 8-22-2016)

Kevin LaPoint, M.A. in Counselor Education from Adams State University, 2015; PhD in Sociology from University of New Mexico, 2009; Licensed Profession Counselor (LPC #0014085), DVOMB Approved Provider

Nealy Lofting, M.A. from Pepperdine University; Licensed Marriage and Family Therapist (#0001173 issued 09-18-2014)

Philippe R. Marquis, M.A. in Community Counseling from University of Northern Colorado, 2001; B.S. in Human Services from Metropolitan State College, 1995; Licensed Professional Counselor (LPC #4429 issued in CO 8-25-2006), DVOMB Approved Provider

Laura Mahoney, B. A., Communications, Wheaton College, Wheaton IL 2009; M.A. in Clinical Mental Health Counseling from Denver Seminary, 2015; Certified Addiction Counselor II (#008246 issued 9-1-2017)

James Matson, B.A in Comparative Religion and Film Production from Victoria University of Wellington New Zealand, 2010; M.A. in Clinical Mental Health Counseling from Denver Seminary, 2015; Registered Psychotherapist (NLC: 0105287 issued 4-24-2015). DVOMB Approved Provider.

Emily Morgan, M.A. from University of Denver; Registered Psychotherapist (NLC.0106854 issued 8-29-2016)

Chelsea Sharshel, M.A. from Argosy University; Marriage and Family Therapy Candidate (MFTC.0013628 issued CO 9-22-2016)

Brandi Solanki, M.A. from Denver Seminary; Registered Psychotherapist (NLC .0106451 issued 4-21-2016), Licensed Professional Counselor Candidate (LPCC.0015525 issued 8-3-2017)

Shannon Unger, M.A. in Clinical Mental Health Counseling from Denver Seminary, 2014; B.A. in Linguistics from University of Colorado-Boulder, 2010; Licensed Professional Counselor (LPC.0013672 issued 4-17-17), Licensed Addiction Counselor (ACD.0000676 issued 3-9-2016)

Bethany Wolf, M.A. from Regis University; Licensed Professional Counselor (LPC.0013187 issued 7-22-2016), Full operating SOMB provider, DVOMB approved provider

Whitney Woodby, M.A. in Clinical Mental Health Counseling from Denver Seminary, 2014; B.S. in Youth Development from Texas A&M, 2012; Licensed Professional Counselor (#0013640), DVOMB Approved Provider

National Institute for Change, P.C.

Client Information and Disclosure Statement ADDENDUM

Independent Contractors working in Association with National Institute for Change Degrees & Credentials:

Rebecca Bringewatt, M.A. Transpersonal Counseling Psychology from Naropa University, 2005; B.S. in Psychology and Secondary Education from St. Joseph's College, 1994; Licensed Professional Counselor (# 4686 issued in CO 8-31-2007)

Darrelle Fricke, M.A. in Clinical Mental Health from Denver Seminary, 2015; B.A. in Religious Studies from Westmont College, 2011; Licensed Professional Counselor (LPC.0013846, issued in CO 6-30-2017), DVOMB Approved Provider

Sarah A. Senst, M.S. in Counseling from University of Phoenix, 2012; B.S. in Business-Marketing from Colorado State University, 1985; Registered Psychotherapist (#0103419 issued in CO on 11-19-12)

Victor "Nic" Showalter, M.A. in Applied Sociology from Northern Arizona University; Certified Addiction Counselor III (ACC .0006936 issued 4-21-2010)

Additional information available upon request
NATIONAL INSTITUTE FOR CHANGE, P.C.

Release of Information Form
Authorization for Use or Disclosure of Protected Health information

1. Release of Information:
- a. I hereby authorize National Institute for Change to **DISCLOSE** protected information to the following organization/person (s) as described below:
 - b. I hereby authorize National Institute for Change to **RECEIVE** protected information from the following organization/person (s) as described below:

Organization/Name: _____	Organization/Name: _____
Phone/Fax: _____	Phone/Fax: _____
Email/Address: _____	Email/Address: _____

2. I hereby authorize release of the following information (please check all that apply):
- | | | |
|---|---|--|
| <input type="checkbox"/> Treatment | <input type="checkbox"/> Evaluation Results | <input type="checkbox"/> Treatment Attendance |
| <input type="checkbox"/> Clinical Progress | <input type="checkbox"/> Employment | <input type="checkbox"/> Lab Results |
| <input type="checkbox"/> Criminal Records | <input type="checkbox"/> Treatment Planning | <input type="checkbox"/> Monitoring Compliance |
| <input type="checkbox"/> Payment Information | | |
| <input type="checkbox"/> Medication Assessment and Management (including Medical Marijuana) | | |

3. This authorization shall be in force and effect until _____ or for 1 year, at which time this authorization expires.
4. I understand I have the right to revoke this authorization, in writing, at any time. I understand that revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization or if my authorization.
5. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

I understand that my records are protected under the Federal Regulations governing Confidentiality of 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. This consent automatically expires at the end of one year unless otherwise indicated below.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

Staff Signature: _____ Date: _____

I hereby revoke this authorization effective _____

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

National Institute for Change, P.C.
Client Rights And Responsibilities

As a client of NATIONAL INSTITUTE FOR CHANGE, you have the right to:

- A. Access to treatment that is free from discrimination by race, religion, ethnicity, age and/or handicap.
- B. Care and treatment which recognizes and respects your personal dignity at all times.
- C. Individualized treatment which includes adequate and humane services, least restrictive environment, and individual treatment plan.
- D. To be informed of the adequate training and certification of the staff implementing your treatment.
- E. Personal privacy within the constraints of your treatment in accordance with all state and federal confidentiality rules and regulations.
- F. To have the right to view and obtain copies of a summary mental health record pertaining to your individual treatment. A summary record is the date of your first contact, the presenting problem, a treatment plan if one is developed, progress made, the dates of attendance including last contact.

The Grievance Procedure for the Alcohol and Drug Abuse Division

If you believe that your rights as a client have been violated, the following procedure should be followed: First, discuss the matter with your therapist. If the matter is not resolved, then contact the Clinical Director, Joseph Fojut at 303-231-0090 x 103 to discuss the issue further. If the matter is still not successfully resolved, then contact the appropriate Licensing Board listed on the Disclosure form. If the matter involves the Substance Abuse/DUI programs, then contact the Division of Behavioral Health, Colorado Department of Human Services, 3824 West Princeton Circle, Denver, CO 80236-3111, (303) 866-7400. If not, contact the State Grievance Board, 1560 Broadway, Suite 870, Denver, CO 80202 or at 303-894-7766.

As a client of NATIONAL INSTITUTE FOR CHANGE, you are responsible for:

- A. Actively participate in your individual treatment and adhere to treatment contract regarding your attendance and financial obligations.
- B. Report changes in your condition to your therapist.
- C. Be considerate and respectful of the rights of other clients as well as all NIC staff.
- D. Honor the confidentiality of other clients.
- E. Keep appointments and cooperate with staff.
- F. Keep your agreements with NIC.
- G. Be honest about matters that relate to you as a client and to your treatment.
- H. Attempt to understand why you have been referred to treatment.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Treatment Contract

I agree to the following stipulations:

1. I will be non-violent for the duration of counseling. This includes engaging in psychological, verbal, physical, or sexual violence.
2. I will not consume any psychoactive substances for a period of 24 hours before a therapy session. I also agree that I will not bring any drug or alcohol paraphernalia to therapy. I realize that attending any therapy session under the influence of substances may lead to monitored Antabuse, drug and/or alcohol screens, or additional treatment, and / or termination from treatment at the discretion of your clinician. I also understand that I am responsible for payment of drug screens if I am required to submit a drug screen for any reason.
3. I agree to be evaluated for chemical dependency problems or other psychiatric problems when recommended by National Institute for Change, P.C. staff or probation. This recommendation for evaluation may occur at any point in treatment. I do realize that I must pay for any ongoing evaluation or additional treatment.
4. I agree to enter chemical dependency treatment if recommended by National Institute for Change, P.C. staff or probation. This recommendation may occur at any point in treatment. I do realize that I am responsible for any additional treatment costs.
5. I agree to attend all counseling sessions. Three total absences – whether excused or unexcused, or two absences in a row, will lead to termination or extension of the counseling program.
6. Unexcused absences must be paid for by the client. Excused absences will not be charged for by the counselor. Excused absences are only given for illness of self or family member (with doctor's note), death of family member, court date conflicts, or incarceration. You may be excused for vacation, but this must be arranged for at least two weeks in advance and must have approval of both the counselor and probation officer. These are the only situations that will be accepted for an excused absence. All excused absences must have written documentation by the proper authorities.
7. Payment for treatment is due at the time of each session, unless previously arranged for, with the counselor. I understand that I will not be allowed to enter a session without a payment and it will be counted as an unexcused absence
8. I agree to pay for all treatment costs. Balances over \$60 dollars will not be tolerated. If my balance is this amount or over, I must meet with my counselor, complete and comply with a Financial Agreement Form, and bring my balance below \$60. If I fail to comply, I understand I will be terminated.
9. I understand the court's requirements for treatment, including my financial responsibilities for treatment. I agree in the case of non-payment for services, I will be responsible for all court costs, attorney fees, collection fees, counselor fees, and staff fees in order for National Institute for Change, P.C. to receive any amounts owed.

National Institute for Change, P.C.
Treatment Contract, continued

10. I agree to participate in treatment by verbalizing thoughts, expressing feelings, and completing all homework assignments.
11. I agree to not keep any firearms in my place of residence or immediate possession for the duration of treatment.
12. I agree to not bring any weapons to treatment, including but not limited to firearms, knives or other threatening objects.
13. I agree to not violate any criminal statutes or ordinances (city, county, state, or federal), comply with existing court orders regarding family support, and comply with any existing court orders concerning a proceeding to determine paternity, custody, the allocation of decision making responsibility, parenting time, or support.
14. If enrolled in Domestic Violence treatment, I agree not to participate in *any* couple's counseling or family counseling while in treatment. This includes any joint counseling that involves the offender and victim.
15. I understand that suspected child abuse will be reported by National Institute for Change, P.C. staff.
16. I understand that confidentiality will be kept, except when it is judged that I am a danger to self or others, or if I become gravely disabled. Adequate steps to insure the safety of all parties involved will be taken. I further understand and have been advised that my right to confidential communications is not absolute and in addition to the above exceptions, NIC may use confidential information in the event of responding to a lawsuit or other adverse action by a court, regulatory body, or hospital health care panel.
17. I agree to sign all release forms deemed necessary for treatment at NIC.
18. I agree to complete all intake paperwork in full. Failure to do so will prevent me from entering into treatment at National Institute for Change, P.C.
19. I agree to arrive 15 minutes prior to my scheduled session time, in order to facilitate check-in procedures.
20. If an exception is made, and you are allowed to pay by check, there will be a \$20 service charge for all returned checks, each time they are returned.
21. I am responsible for informing National Institute for Change, P.C. staff, at least one week in advance, of the need for documentation for any court proceeding, or meeting with my probation officer. This notification of the need for paperwork must be in written form to the counselor. All documentation must be delivered by the client to the appropriate person.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Treatment/Group Rules

I agree to abide to the following rules:

1. I understand and will comply with the policies for excused and unexcused absences.
2. I will not be late for group sessions. I understand that coming to group more than ten minutes late will result in my attendance being counted as 'unexcused' and I will have to pay for the session.
3. I understand the policies on attending sessions while using mood altering substances. If the counselor suspects that I have ingested substances prior to a session, I agree to not participate in that session.
4. If I admit to having used alcohol or drugs, I will be asked to sit out that session, will be assessed an unexcused absence and my probation officer will be notified.
5. I realize that attending any group under the influence of substances, may lead to monitored Antabuse, drug and/or alcohol screens, or additional treatment, and / or termination from treatment. I also understand that I am responsible for payment of drug screens if I am required to submit a drug screen for any reason.
6. I agree to respect confidentiality of therapy sessions. I understand the limits of confidentiality outlined in the Treatment Contract. In furtherance of respecting groups/individuals/evaluations confidentiality, I agree not to use or encourage the use of texting, audio, video, or any other electronic recording of a group, individual, or evaluation sessions or any part thereof. My failure to comply with confidentiality will result in termination from treatment.
7. If I have contact with a member of the group outside of this group, we will not discuss confidential information outside of this group.
8. I will be non-violent inside and outside of group. If I bring any weapons to the group, the authorities will be notified immediately and I will be terminated.
9. I will not threaten group members or staff, either physically, verbally or in any manner. Any threats will result in police being called and probation being notified.
10. I will not smoke, chew tobacco, eat or read books, newspapers or magazines during group session.
11. I will not leave children unattended in the waiting room during group/individual sessions.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Consent to Treat

I consent to such evaluation and treatment as the professional staff of National Institute for Change may decide. I am aware that care and treatment in this area is not an exact science. I acknowledge that no guarantees have been made to me as to the result of treatment and evaluation at National Institute for Change and I have been advised of the potential risks and benefits of treatment. I certify that I have read and fully understand the contents of this form and that all statements are true to the best of my knowledge.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Consent for Follow-Up Contact

I hereby grant permission to the administrative and/or research staff of National Institute for Change, P.C. to contact me, after my discharge from National Institute for Change, to obtain information for research purposes only. All information will be considered confidential. I may revoke this consent at any time. It will automatically expire at one year from discharge.

Client Name (print): _____

Client Signature : _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Out-of-State Client Questionnaire

The following questions must be answered by all clients seeking admission to this program and are required by Colorado law. Refusal to cooperate, or failure to provide complete or accurate information, including failure to sign a release of information to the referring criminal justice agency, will result in immediate discharge from the treatment program and notification of authorities.

- 1) Are you applying for treatment because of a current requirement to attend a treatment program in Colorado by any court, department of corrections, state board of parole, probation department, parole division, adult diversion program, or any other similar entity or program **in another state**?

Yes _____ No _____

IF Yes, please provide the following information:

Probation Officer, Parole Officer, Judge and / or Diversion Officer's:

Name: _____

Address: _____

Phone: _____

IF Yes, please answer the following question:

- 2) Are you, or will you be, under the supervision of a probation officer or parole officer in Colorado?

Yes _____ No _____

Note: If you do not have an assigned Colorado probation or parole officer, the Interstate Compact Office will be notified.

- 3) For DUI offenders **ONLY**: Are you seeking education or treatment for the sole purpose of restoring your driving privileges as the result of an alcohol or drug related driving offense in another state but are not under a court order to do so?

Yes _____ No _____

Social Security Number: _____ Place of Birth: _____

Client Name (print): _____

Client Signature: _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Client Medical History

1. Are you currently taking any medication(s)? **Yes** _____ **No** _____

Type of medication(s): _____

Dosage of medication(s): _____

Name of prescribing physician(s): _____

2. Date of last physical: _____

3. Family physician: _____

4. Are you pregnant at this time? **NA** _____ **Yes** _____ **No** _____

5. Are you receiving prenatal care? **NA** _____ **Yes** _____ **No** _____

6. Does your doctor know you are in treatment? **NA** _____ **Yes** _____ **No** _____

7. Do you now or have you ever had any of the following illnesses?

Asthma _____ Emphysema _____ Heart Problems _____ High Blood Pressure _____

HIV / AIDS _____ Hepatitis _____ Tremors / Ulcers _____ Withdrawal Seizures _____

TB _____ Other _____

8. Have you ever been hospitalized?

Date: _____ Hospital: _____ Reason: _____

Date: _____ Hospital: _____ Reason: _____

Date: _____ Hospital: _____ Reason: _____

9. Have you ever had any head traumas? **Yes** _____ **No** _____

If "Yes" please explain the impact: _____

10. Do you have any physical health concerns that you feel we should know about?

11. Do you have any mental health concerns that you feel we should know about?

12. Is there a family history of physical or mental health problems? **Yes** _____ **No** _____

If "Yes", please describe the problem(s): _____

Who was afflicted? _____

13. Do you have an Advanced Directive? **Yes** _____ **No** _____

National Institute for Change, P.C.
Infectious Disease Medical Screen

Client Name (print) : _____

I understand that my responses to this screen are protected under the federal regulations governing Confidentiality Of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that HIV, STD and TB related information about me is protected by state law and cannot be disclosed unless state law authorizes the disclosure.

I have read and understand the above.

Client Signature: _____ Date: _____

Please mark the most accurate response to each question.

1. Have you been a recipient of a blood transfusion or organ transplant prior to 1992 (includes receiving blood during birth or other surgical procedures)? **Yes** _____ **No** _____
2. Have you ever been or are you now on long-term hemodialysis (blood cleansing)?
Yes _____ **No** _____
3. Are you a recipient of clotting factor made prior to 1987? **Yes** _____ **No** _____
4. Have you ever been stuck by a needle or anything sharp that was likely to have been contaminated with hepatitis C-infected blood?
Yes _____ **No** _____
5. Were you born to a mother who had hepatitis? **Yes** _____ **No** _____
6. Have you ever had symptoms of liver disease or abnormal liver function / enzyme tests?
Yes _____ **No** _____
7. Have any of your sexual partners been infected with hepatitis B or C?
Yes _____ **No** _____
8. Have you been the recipient of tattooing or body piercing in unsanitary conditions (e.g. unsterile needles)?
Yes _____ **No** _____
9. Mark all of the following that currently apply to you or that applied to you in the past.
 - _____ Close contact with active TB.
 - _____ Medical condition that increases risk of TB disease (e.g., HIV, other immune disorders, diabetes, silicosis (black lung or coal miners disease), bleeding / clotting disorders, specific malignancies, kidney failure, etc).
 - _____ Abnormal chest x-ray showing fibrotic lesions.
 - _____ Resident or employee of a high risk group setting (e.g., correctional facilities, nursing homes, mental institutions, homeless shelters, residential treatment, etc.).
 - _____ Health care worker or volunteer who serves high-risk clients.

National Institute for Change, P.C.
Infectious Disease Medical Screen, continued

- _____ Foreign-born person who has arrived within the last five years from countries that have a high TB incidence or prevalence (e.g., most countries in Africa, Asia, Latin America, Eastern Europe, and Russia).
- _____ Person from a medically underserved, low-income population.
- _____ Member of a high-risk racial, ethnic, or other minority population with an increased prevalence of TB (e.g., Asian and Pacific Islanders, Hispanics, African-Americans, Native Americans, migrant farm workers, homeless persons).
- _____ History of inadequately treated TB.

10. Have you had a cough for more than three weeks?
Yes _____ No _____
11. Have you coughed up blood / colored mucous? Yes _____ No _____
12. Do you have swollen, non-tender lymph nodes? Yes _____ No _____
13. Have you had a prolonged loss of appetite or unexplained weight loss of ten pounds or more?
Yes _____ No _____
14. Have you had recurrent fevers or heavy night sweats for more than three weeks?
Yes _____ No _____

Response Guide:

If you answered “yes” to any question # 1-7, please see your counselor for a referral to be screened for hepatitis B and C.

If you answered “yes” to question # 8, please see your counselor for a referral for infectious disease screening and testing.

If you answered “yes” to any of the categories in question # 9, please see your counselor for a referral to be screened for tuberculosis.

If you answered “yes” to any question # 10-14, please see your counselor immediately for a referral for tuberculosis screening and treatment.

National Institute for Change, P.C.
Infectious Disease Behavioral Interview

1. Do you know your HIV status? **Yes** _____ **No** _____
(If “Yes”, when did you get the most recent test results? _____)
2. If client stated that he / she has a sexually transmitted disease, what did (do) they have? _____
3. When did it occur? _____
4. How often do you use protection (e.g., condoms) when you have sex?
Never _____ **Sometimes** _____ **Always** _____
5. When you do not use condoms, what are some of the reasons?

6. If client reported having anal sex in the last 10 years, inquire about condom use. When have you had anal sex without a condom? _____
7. If male, are you usually: The insertive partner _____ The receptive partner _____ Both _____
8. How would your partner(s) react if you asked to use protection? Positively _____ Negatively _____
9. If client reported not knowing if any partners in past 10 years were injection drug users, what makes client think any of them might be? _____
10. If client reported not knowing if any partners in past 10 years had been with other men, what makes client think any of them might have been? _____
11. If client reported not knowing if any partners in past 10 years had STD’s, what makes client think any of them might have had STD? _____
12. If client reported giving money or drugs to someone to have sex with, when and how often has that occurred? _____
13. If client reported having sex with someone in order to get money or drugs, when and how often has that occurred? _____
14. Have you had violent or otherwise abusive relationships? Describe

15. If client reported injecting drugs, have client identify when, what drugs, use of sterile syringes or bleach, etc. _____
16. How often are you drunk or high when you have sex?
Never _____ **Sometimes** _____ **Always** _____

National Institute for Change, P.C.
Infectious Disease Behavioral Interview, continued

17. What drugs do you use and how often do you use them when you have sex? _____

18. Have you ever been so drunk or high that you blacked out or can't remember what happened during sex?

Yes _____ **No** _____

Describe _____

19. What kinds of support do you feel that you would need to help you make the changes necessary to lower the risk that you will get and / or spread HIV? _____

_____ Client has been informed of increased health risks that occur with alcohol and drug usage.

Your counselor is referring you to the following program / agency for follow-up:

Program / Agency: _____

Address: _____

Contact: _____ Phone: _____

The state requires Department of Behavioral Health licensed treatment agencies to offer and discuss HIV / AIDS & TB testing services. If these services have been offered, please acknowledge by signing below.

Client Name (print): _____

Client Signature: _____ Date: _____

Parent/ Guardian Signature: (if applicable) _____ Date: _____

National Institute for Change, P.C.
Client Drinking and Drug History

Check the items you feel most apply to you.

- _____ I am an alcoholic and / or drug dependent person.
- _____ I am not an alcoholic and / or drug dependent person.
- _____ I am the biological child of an alcoholic and / or drug dependent person.
- _____ I am not the biological child of an alcoholic and / or drug dependent person, but was raised in a home with an active alcoholic and / or drug dependent person.
- _____ I am adopted, and have no knowledge of my biological history.
- _____ I am not an alcoholic and / or drug dependent person nor was I raised in an alcoholic and / or drug dependent home.
- _____ I am currently, or have been married to an alcoholic and / or drug dependent person.

1. Have you ever:

- _____ Missed work and / or school because of drinking or using drugs?
- _____ Had difficulty at work and / or school because of drinking and / or drugging?
- _____ Lost a job or been kicked out of school for reasons related to drinking and / or using drugs?
- _____ Gotten into trouble driving because of drinking and / or drugging, such as having an accident or being arrested?
- _____ Have you gotten into arguments while drinking or using drugs or because of drinking and/or drugs?
- _____ Gotten into physical fights or hit anyone while drinking and / or using drugs?
- _____ Have you ever experienced unusual or impulsive behavior while drinking and / or taking drugs?
- _____ have you ever been arrested for possession or the sale of drugs?
If Yes, when, where, and what type of drug(s)? _____

2. How old were you when you first used drugs and / or alcohol? _____

3. How old were you when you began using drugs and / or alcohol regularly? _____

4. Over the course of your **lifetime**, have you used any of the following drugs?

- | | | | |
|---------------------|------------------------|------------------------|----------------|
| Alcohol _____ | Marijuana _____ | Methamphetamines _____ | Cocaine _____ |
| Tranquilizers _____ | Heroin / Opiates _____ | Inhalants _____ | LSD/Acid _____ |
| Quaaludes _____ | Barbituates _____ | Ecstasy _____ | Other _____ |

5. How often in the last three months have you used the following drugs?

- | | | | |
|---------------------|------------------------|------------------------|----------------|
| Alcohol _____ | Marijuana _____ | Methamphetamines _____ | Cocaine _____ |
| Tranquilizers _____ | Heroin / Opiates _____ | Inhalants _____ | LSD/Acid _____ |
| Quaaludes _____ | Barbituates _____ | Ecstasy _____ | Other _____ |

6. You used drugs and / or alcohol for the following reasons?

- | | | |
|---|--------------------------------------|-------------|
| To feel mellow, calm or happy _____ | To be like others _____ | Bored _____ |
| When tense or uptight _____ | To get my mind off of problems _____ | Fun _____ |
| Sad or depressed _____ | Angry or irritated _____ | |
| To feel less shy and make friends _____ | Just to get high _____ | Other _____ |

National Institute for Change, P.C.
Client Drinking and Drug History, continued

7. Please answer the following questions about your experience:

Once I start, it is hard to stop using alcohol and / or drugs before I get completely drunk or stoned.

True _____ **False** _____

I have tried to not think about how much I was drinking or using drugs.

True _____ **False** _____

I have felt that my drug and / or alcohol use is a problem for me.

True _____ **False** _____

I can stop after one or two drinks, hits, etc. without a struggle.

True _____ **False** _____

I am always polite, even to people who are unpleasant.

True _____ **False** _____

My use of drugs / alcohol is normal.

True _____ **False** _____

At times, I have had doubts about my ability to succeed in life.

True _____ **False** _____

8. What is the most important benefits you experience from your drug / alcohol use:

9. In what way has your use had a negative effect on your life:

10. Have you ever tried to stop drinking or using drugs? **Yes** _____ **No** _____

If "Yes" how often? Every few days _____ At least once a year _____ Every few weeks _____
Every few years _____ Every few months _____

11. After returning to drinking or using drugs, did you think for a while you had your use under control?

14. If you have sought help in the past, what kind of help was it?

Family / Friends _____ Inpatient Facility _____
Outpatient Facility _____ Mental Health, not in a facility _____

13. Did you complete the treatment program you entered? **Yes** _____ **No** _____

If "No" why did you leave? _____

National Institute for Change, P.C.
Michigan Alcohol Screening Tool (MAST)

Please circle either **Yes** or **No** for each item as it applies to you. Answer each question.

- * (2) Yes No 1) Do you feel you are a normal drinker?
- (2) Yes No 2) Have you ever awakened the morning after some drinking the night before and found that you could not remember a part of the evening before?
- (1) Yes No 3) Does your wife, husband, parent, or other near relative ever worry or complain about your drinking?
- * (2) Yes No 4) Can you stop drinking without a struggle after one or two drinks?
- (1) Yes No 5) Do you ever feel guilty about your drinking?
- * (2) Yes No 6) Do friends or relatives think you are a normal drinker?
- * (2) Yes No 7) Are you able to stop drinking when you want to?
- (5) Yes No 8) Have you ever attended a meeting of Alcoholics Anonymous (AA) ?
- (1) Yes No 9) Have you ever gotten into physical fights when drinking?
- (2) Yes No 10) Has drinking ever created problems between you and your wife, husband, a parent, or other near relative?
- (2) Yes No 11) Has your wife, husband, a parent, or other relative ever gone to anyone for help about your drinking?
- (2) Yes No 12) Have you ever lost friends or girlfriends/boyfriends because of your drinking?
- (2) Yes No 13) Have you ever gotten into trouble at work because of drinking?
- (2) Yes No 14) Have you ever lost a job because of drinking?
- (2) Yes No 15) Have you ever neglected your obligations, your family, or your work for two or more days in a row because you were drinking?
- (1) Yes No 16) Do you drink before noon fairly often?
- (2) Yes No 17) Have you ever been told you have liver trouble? Cirrhosis?
- (5) Yes No 18) After heavy drinking, have you ever had delirium tremens (DT's), or severe shaking, or heard voices, or seen things that weren't really there?
- (5) Yes No 19) Have you ever gone to anyone for help about your drinking?
- (5) Yes No 20) Have you ever been in a hospital because of drinking?
- (2) Yes No 21) Have you ever been a patient in a psychiatric hospital or on a psychiatric ward of a general hospital where drinking was part of the problem that resulted in hospitalization?
- (2) Yes No 22) Have you ever been seen at a psychiatric or mental health clinic, or gone to a doctor, social worker, or clergyman for help with any emotional problem where drinking was part of the problem?
- (2) Yes No 23) Have you ever been arrested for drunken driving while intoxicated, or driving under the influence of alcoholic beverages?
- (2) Yes No 24) Have you ever been arrested, even for a few hours, because of other drunken behavior?

* Some answers count as negatives

Comments: _____

National Institute for Change, P.C.
Psychological and Social History

1. Please list the people in your family of origin, including your parents and yourself in birth order.

Name	Age	Relationship	Occupation	Strength of Relationship (1=poor 10=very strong)
1) _____				
2) _____				
3) _____				
4) _____				
5) _____				
6) _____				
7) _____				
8) _____				
9) _____				
10) _____				

2. Were you raised by someone other than your natural parents? **Yes** _____ **No** _____

 If "Yes" please explain: _____

3. Parents marital status during your childhood: **Married** _____ **Divorced** _____

4. If parents divorced, how old were you? _____

5. Did either parent die before you were 18? **Yes** _____ **No** _____

 If "Yes" please explain: _____

6. Do you stay in touch with your parents? **Yes** _____ **No** _____

 Please explain specifics: _____

7. At what age did you leave home permanently? _____

 Please explain specifics: _____

National Institute for Change, P.C.
Psychological and Social History

8. Which other family members do you currently have contact with? _____

Please explain specifics: _____

9. Which member of your family of origin do you believe to have or had alcohol or drug problems?

10. Who do you currently live with? (Not counting yourself)

Name	Age	Relationship	Occupation	Strength of Relationship (1=poor 10=very strong)
-------------	------------	---------------------	-------------------	--

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

11. What is your marital status? Please check only one

Married _____ Common-Law _____ Divorced _____ Never Married _____
Separated _____ Widowed _____

If married, Spouse's name: _____ Occupation: _____

12. How many times have you been married? _____

13. Please elaborate on the reasons for divorce: _____

14. Do you have any history of legal involvement (i.e., DUI's, Possession, Assaults, DV, etc.)

Yes _____ **No** _____

National Institute for Change, P.C.
Psychological and Social History

15. If you have a record of previous arrests, confinements, etc. please list details below:

Charge	Location	Dates	Reason / Explanation
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

16. Are you presently on probation or diversion for an offense / charge other than the one, which led to your referral to National Institute for Change? **Yes** _____ **No** _____

If "Yes" please provide details: _____

17. Was there any physical violence in your home growing up? **Yes** _____ **No** _____

18. Is there currently any physical violence in your home? **Yes** _____ **No** _____

If "Yes" please provide details: _____

19. Is there currently any mental or psychological violence in your home? **Yes** _____ **No** _____

If "Yes" please provide details: _____

20. Were you ever physically or sexually abused as a child or adolescent? **Yes** _____ **No** _____

If "Yes" please provide details: _____

National Institute for Change, P.C.
Military History

Were you ever in the military? **Yes** _____ **No** _____

Branch: _____

Rank: _____

Discharge Status: _____

Combat: _____

Impact of Combat: _____

National Institute for Change, P.C.
Education History

What is the highest grade you completed? _____

Did you drop out of school? If so, why? _____

Describe any emotional and/or behavior problems you had in school: _____

Describe any learning challenges you had in school: _____

National Institute for Change, P.C.
Work History

Are you currently employed? _____

Describe your work history: _____

National Institute for Change, P.C.
Spiritual/Religious History

What role has religion/faith/spirituality played in your life?
