



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.

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

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](http://www.nichange.com)  
 E] [change@nichange.com](mailto: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. Treatment Contract
7. Group Rules
8. Consent to Treat & Consent for Follow- Up Care
9. Audio/Video Recording Consent
10. Pre-Trial/Pre-Sentence Consent
11. Out-of- State Client Questionnaire
12. Medical History
13. Infectious Disease Medical Screen
14. Drinking and Drug History
15. DAST
16. 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 &amp; 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](mailto:change@nichange.com)**  
**Website: [www.nichange.com](http://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

Client Information and Disclosure Statement, continued

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:**

**Erika Alhashmi, M.A.**, in Clinical Counseling, University of Northern Colorado, 2008. Licensed Professional Counselor Candidate, 0016045, Issued 4-11-2018.

**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)

**Amber Brookman**; B.S. in Human Services from Metropolitan State University, 2015; Certified Addiction Counselor II (#7992 issued in CO 11-23-2015)

**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 7-11-2016)

**Tamara Crossman, M.S.** University of Phoenix. Registered Psychotherapist, 0108405, Issued 3-7-2018. Full Operating DVOMB Provider; Marriage and Family Therapist Candidate (#13465 issued in CO 10/2/2014).

**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.S.W** from University of Denver; Certified Addiction Counselor II (#8354 issued in CO on 5/3/2018)

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

**Natalie Halcomb, B.A.** in Psychology from the University of Colorado at Boulder, 2012. Registered Psychotherapist (NLC.0107854)

**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), DVOMB Approved Provider, Certified Addictions Counselor II, (#0008349 issued in CO 4-25-2018).

**Lydia Hoffmann, B.S.** in Psychology, Addiction and Recovery from Liberty University, 2015. Registered Psychotherapist, NLC.0107644

**Amanda N. Hua, MA,** Colorado Christian University. EMDR, DVOMB Approved Provider, Registered Psychotherapist (#0106764 issued in CO in 9-01-2017)

**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, Certified Addictions Counselor II, (#0008382 issued in CO 7-5-2018).

**Amy Lowe,** Licensed Clinical Social Worker (CSW.09923366), Licensed Addiction Counselor (ACD.0000661)

**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; Licensed Addiction Counselor (#1025 issued in CO 5/16/2018).

**Emily Morgan, M.A.** from University of Denver; Registered Psychotherapist (NLC.0106854 issued 8-29-2016), Licensed Addiction Counselor (#1083 issued in CO 8/27/2018).

**Amanda Murphy; M.A.** in Counseling from Colorado Christian University, 2017; B.S. in Psychology from Clarke University, 2015; Licensed Professional Counselor Candidate (#16044 issued in CO 4/11/2018), Registered Psychotherapist (#107856 issued in CO 8/23/2017).

**Heather Sconyers, M.A.** in Clinical Mental Health Counseling from Denver Seminary, 2017; Licensed Professional Counselor Candidate (LPCC.0015323, issued May 8, 2017); Nationally Certified Counselor (#886735, issued 8/23/17)

**Chelsea Sharshel**, M.A. from Argosy University; Marriage and Family Therapy Candidate (MFTC.0013628 issued CO 9-22-2016); SOMB Associate Level Treatment Provider, Certified Addictions Counselor II, 0008364, Issued 5-25-2018.

**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), Licensed Addiction Counselor (#1082 issued in CO 8/27/2018).

**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)

## **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)

**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):

- Treatment
- Clinical Progress
- Criminal Records
- Payment Information
- Medication Assessment and Management (including Medical Marijuana)
- Evaluation Results
- Employment
- Treatment Planning
- Treatment Attendance
- Lab Results
- Monitoring Compliance

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.

\*\*\*DUI INTAKES ONLY\*\*\*

Release of Information Form

Colorado State statutes governing DUI Treatment in the state of Colorado dictate that your attendance and compliance in DUI Education and/or Treatment be reported to supervising agencies, including the Department of Motor Vehicles and probation departments. This is accomplished through the DUI Reporting System (DRS).

- 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: Department Of Motor Vehicles

- 2. I hereby authorize release of the following information (please check all that apply):
Treatment Compliance/Attendance
Identifying Information
Court Information
Reporting Agency/Supervising Officer
Treatment Requirements

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 will result in DMV being notified of my withdrawal from treatment.

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: \_\_\_\_\_

Counselor 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: \_\_\_\_\_

## **AUDIO/VIDEOTAPE RECORDING CONSENT FORM**

I understand that the counseling sessions provided to me, \_\_\_\_\_ (First & Last Name) by his/her counselor(s) will be recorded via audio/video tape in order to supervise and evaluate the counselor. I further understand that confidentiality of all recorded sessions will be maintained. Only the counselor and his/her supervisor and/or clinical team will have access to the recorded sessions.

I understand that the recorded sessions may be reviewed by other counselor trainees for instruction purposes only.

Additionally, I understand that the audio/video will be deleted and cannot be subpoenaed or released after 30 days to anyone including myself.

My signature below indicates my understanding of and consent for recording sessions

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pre-Trial/Pre-Sentence Clients:**

The customary and typical therapeutic obligations and assurances of confidentiality do not exist in a forensic context. NIC may be contacted to release confidential communications to the Court, Officers of the Court, Department of Corrections or Jail Services (including Probation and Parole), or any Law Enforcement agency, during or after completion of an evaluation or treatment.

Furthermore, any treatment report or evaluation may be used in a legal proceeding and the report or evaluation may be used as evidence against you as well as any other information that was provided concerning your mental health and functioning.

### **DVOMB Standards:**

4.07 Pre- and Post-Sentence Evaluation Purposes:

I. Evaluation(s) shall not be used to determine guilt or innocence, or whether or not an act of domestic violence has occurred as the offender has already pled guilty to, or has been convicted of a domestic violence offense.

II. Evaluation(s) shall be conducted to identify the following factors: risk of re-offense and/or further abuse, offender criminogenic needs, offender responsivity to treatment, and other treatment issues as identified in Section 4.08 "Required Minimum Sources of Information." These factors shall assist in determining recommendations regarding offender treatment.

III. Evaluation(s) shall be used to develop baseline measures in order to assess offender gain or deterioration with regard to criminogenic need and risk of re-offense.



IV. Evaluation(s) shall result in an initial offender Treatment Plan with the understanding that assessment is an ongoing process, which may necessitate changes to the plan.

V. Evaluation(s) shall direct initial placement of the offender into the appropriate level and intensity of treatment as identified in Standard 5.06.

As a Pre-Trial / Pre-Sentence client I am also acknowledging that the treatment that I enroll and participate in until my trial may not be counted towards probation requirements for treatment. Treatment Plan Reviews completed prior to post-sentencing may not be recognized by the Multidisciplinary Treatment Team (MTT), consensus must be met by all members of the MTT.

I acknowledge that I have been advised of the above disclosures and the potential for adverse consequences to my judgment at trial or subsequent sentence. As a Pre-Trial/Pre-Sentence Client, I hereby authorize NIC to disclose any and all information pertaining to my evaluation or treatment to the aforementioned agencies or their representatives upon request.

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Name of Client (print)

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Client Signature

Date signed

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Parent/Guardian Signature (if applicable)

Date Signed

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Witness/Treatment or Evaluation provider

Date Signed