Set Free Alaska's Children's Program

# Parent and/or Legal Guardian

## Application

This packet is made to be printed double sided.

Please make sure to complete the packet in its entirety. Before files can be reviewed, we will also need any pertinent collateral or court documents supporting legal guardianship, or custody agreement if applicable.

**If your packet is incomplete, we will not be able to review your application.**

**Please use the checklist below to ensure your packet is complete and you have all your documents.**

- ☐ Client Intake Form
- ☐ Behavioral Health Intake Form
- ☐ Client Financial Responsibility Agreement
- ☐ Telehealth Consent
- ☐ Consent to Treatment for a Minor
- ☐ Understanding Set Free Alaska's Children's Program Wait List Policy Signature page
- ☐ ROI Section
- ☐ Release of Information for the parent(s), legal guardian(s)
- ☐ Disclosure of Information
- ☐ Parent or Guardian ID, Commercial Insurance card, Medicaid Card
- ☐ Proof of Legal Guardianship or Custody agreement

If you have any questions, please contact our office 907.373.4732.

When you have completed your child's packet please scan and email it to office@setfreealaska.org or drop it off in person at our office.

Thank you.

- I understand I must have valid ID before the day of my assessment or I will be rescheduled. _____ Initial
- Completion of this form is required before assessment. Please note Set Free Alaska does not serve sex offenders at this time.* _____ I understand Initial

## Client Profile

**1. Client Name (First and Last):** _____

**IF FEMALE MAIDEN NAME IS REQUIRED** _____

**Parent or guardian Name (If Applicable)** _____

**2. Date of Birth:** _____

**3. Social Security Number:** __ __ __ -- __ __--__ __ __ __

**4. Phone Number:** **Cell:**_____ **Home:**_____

**5. Email:** _____

**6. Physical Address: Street, Apartment** _____

**City, State, Zip** _____

**7. Mailing Address: Street, Apartment** _____

**City, State, Zip** _____

**8. Client Gender** **Male OR Female**

**9. *Required if Female:*** Pregnant: **YES OR NO** **If yes: DUE DATE __ __/ __ __ / __ __**

***Injection Drug User (In Past 12 Months):*** CIRCLE ONE **YES OR NO**

**10. Race: (*Please circle all that apply*)**

| | | | | |
|---|---|---|---|---|
| Aleut | American Indian | Asian | Athabascan | Black/African American |
| Caucasian | Haida | Inupiat | Native Hawaiian | Other Alaska Native |
| Pacific Islander | Tlingit | Tsimshian | Yupik | Other:_____ |

**11. Ethnicity: (*Circle One*)**

| | | | | |
|---|---|---|---|---|
| Spanish/Hispanic/Latino/Mexican | Chicano/Other Hispanic | Cuban | Not Hispanic Specific Origin | Mexican American |
| Spanish/Hispanic Latino | Puerto Rican | Not Specified | | |

**12. Living Arrangements: (*Check One*)**

| | | | |
|---|---|---|---|
| ☐ Assisted Living | ☐ Correction Detention Facility | ☐ Crisis Residence | ☐ Foster Care |
| ☐ Group Home | ☐ Halfway House | ☐ Homeless | ☐ Shelter |
| ☐ Residential Treatment | ☐ Therapeutic Foster Care | ☐ Transitional Housing | ☐ Unknown |
| ☐ Hospital for Psychiatric Purposes | | ☐ Nursing Home | ☐ Other |
| ☐ Private Residence with supportive services | | ☐ Private Residence without supportive services | |

**13. Marital Status:** ☐ Married ☐ Divorced ☐ Widowed ☐ Cohabitating ☐ Separated ☐ Single

**14. Do you use tobacco?** ☐ Yes ☐ No What type? (Cigarettes/ Cigars/ Smokeless/ Pipe)

**15. English Fluency:** ☐ Excellent ☐ Good ☐ Moderate ☐ Poor ☐ None

**16. Interpreter Needed?** ☐ Yes ☐ No

**17. Military Status:** ☐ Never in Military ☐ Reserves/National Guard ☐ Active Duty ☐ Retired ☐ Veteran ☐ Combat

**18. Referral Source:** _____

**19. Employment Status: (Circle one)**

| | | | |
|---|---|---|---|
| Employed Full Time | Not in Labor Force, Inmate | Retired | Student |
| Employed Part Time | Not in Labor Force, Not Seeking Work | Seasonal in Season | Disabled |
| Homemaker | Not in Labor Force, Subsistence | Seasonal, Out of Season | |

Unemployed, Seeking Work Unemployed, not Seeking Work Not in Labor Force: Other:_____

List your Profession/Work/Experience/Skills/Trade:

| | | | |
|---|---|---|---|
| Professional/Managerial | Service/Household | Crafts/Operatives | Farm Owner/Laborer |
| Sales | Laborer/Not farm | | |

**20. Education:** ☐ HS Diploma Or ☐ GED ☐ BA/BS Degree ☐ AA Degree ☐ Masters Degree
☐ Highest Grade Level _____

**21. Household Composition: (*Circle One*)**

| | | | |
|---|---|---|---|
| Lives Alone | Lives with Adolescents | Lives with Children | Lives with Non-Relatives |
| Lives with Relatives | Lives with Significant Other | Lives with Significant Other and Children | |
| Other | | | |

Number of People Living with You: _____ Number of Children: _____

Number of Children in Residential Setting Receiving Services: _____

Number of Legal Dependents: _____

**22. Annual Household Income: (Circle One)**

| | | | | | |
|---|---|---|---|---|---|
| 0-999 | 1,000 - 4,999 | 5, 000 - 9,999 | 10,000 - 19,999 | 20,000 - 29,000 | |
| 20,000-29,000 | 30,000 - 39,000 | 40,000 - 49,000 | 50,000 - 59,000 | 60,000 to 74,999 | above 75,000 |

**23. Legal Status: (*Circle one*)**

| | | | |
|---|---|---|---|
| None/No Involvement | 180 Day Commitment | 30 Day Commitment | 90 Commitment |
| Case Pending | Community Sentencing | Deferred Prosecution | Informal Probation |
| Emergency Commitment | Incarcerated | Office of Children's Services | Probation/Parole |
| Court Ordered for Observation and Evaluation | | Court Ordered for Mental Health Treatment | |
| Court Ordered Juvenile (INT) Parents Retain Custody | | Court Ordered Juvenile (INT), DJJ Custody | |
| Court Ordered for Alcohol Treatment | | Title 12-Not Guilty by Reason of Insanity | |

Number of Arrests in the past 30 days: _____

**24.** ***Presenting Problem(s) in clients own words (Why are you seeking our services?):***

_____

**25. Please identify your primary source of income: (*Circle One*)**

| | | | |
|---|---|---|---|
| None | Tribal Assistance Program | AK Native Corporation Dividend | Public Assistance/Welfare |
| Alimony | Alaska PFD | Child Support | Parent's Income |
| Employment | Interest and Other | Other | Social Security |
| Social Security Disability | Self Employed | Railroad Retirement | Unemployment Compensation |
| Spouse/Significant other | Retirement/Survivor/Disability Pension | | SSI |

**26. Please identify your expected payment Source : (*Circle One*)**

| | |
|---|---|
| Aetna | Medicaid |
| AK Native Health Care | Medicare |
| Blue Cross/Blue Shield | No Charge |
| CIGNA | Other Government Grant Other Native Health Care |
| Client Self Pay | Other Private |
| HMO | Sliding Scale; client partial payment |
| Indian Health Services | Sliding Scale, No Charge Other Public |
| | Other: _____ |

**27. Number of Prior Substance Abuse Admissions : _____**

**28. Number of Non-Treatment Substance Abuse Related Hospitalizations in the past six months:_____**

**29. Number of times you have attended a self-help program in the last 30 days. Including AA, NA, and other self-help / mutual support groups focused in recovery from substance abuse dependence: (Check One Below)**

**___ No attendance in the past month. ___1-3 times in the past month. ___4-7 times in the past month. ___8-15 times in the past month. ___ 16-30 times in the past month. ___Some attendance, but frequency unknown. ___Unknown. ___Not Collected**

**In case of emergency Set Free Alaska Staff has my permission to notify any of the following persons:**

**Name: _____**

**Phone# _____ Cell# _____**

**Relationship: _____**

**Name: _____**

**Phone# _____ Cell# _____**

**Relationship: _____**

**By signing and submitting this form, I am giving consent to Set Free Alaska to enter my identifying information into the appropriate electric health recording system(s).**

**INITIAL:**

_____ I understand that the information in this correspondence may contain information relating to my substance use diagnosis and/or treatment, mental health diagnosis and/or treatment, and/or Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

_____ I understand that my alcohol and/or drug treatment records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I understand that the agencies identified above may not condition my treatment on whether I sign a consent form, but that in certain circumstances I may be denied treatment if I do not sign a consent form.

_____ I understand and consent to the use of all electronic communication, text messaging and email and that they all have potential security risks.

_____ I consent for Set Free Alaska to verify my health insurance coverage.

| _____ | _____ | _____ |
|---|---|---|
| **SIGNATURE OF CLIENT** | **PRINT NAME** | **DATE** |
| _____ | _____ | _____ |
| **SIGNATURE OF PARENT, GUARDIAN OR REPRESENTATIVE** | **RELATIONSHIP TO CLIENT** | **DATE** |

Set Free Alaska
Behavioral Health Intake Form
Child and Adolescent Outpatient Program

**History of Presenting Problem**

Child's Name: _____ DOB: _____ Age ____

Form completed by: ___ Parent ___ Foster Parent ___Guardian ___ Other: _____

Referred by: ___ Parent/Guardian ___ OCS ___ The Children's Place ___ Doctor
___ Other _____

Child's chief reason for needing help at this time.

_____
_____

How long has your child had these symptoms, problems or issues?

_____
_____

Has your child received treatment for these issues in the past? ___ Yes ___ No
If yes, when was the last time they were in treatment and who were they receiving treatment from?

_____
_____

Has your child ever had inpatient mental health treatment? ___ Yes ___ No
If yes, please give a brief description of treatment dates, facility name and outcomes.

_____
_____

Describe the impact your child's current behavioral/emotional struggles are having on the family.

_____
_____

Describe your child's unique qualities and strengths.

_____
_____

Is there any current legal involvement that may have an impact on your child? Please check all that apply:

_____ Custody _____ Adoption _____Probation _____ Visitation _____ Child Protective Services

_____ Other

If yes, briefly describe:

_____
_____

**Behavior Checklist** Please check all that apply within the past six months

| Behavior | X | Behavior | X |
|---|---|---|---|
| Crying, sadness, depression | | Hallucinations | |
| Verbalizing a wish to die | | Strange or unusual behavior | |
| Isolation/Withdrawal | | Low motivation | |
| Worries more than others | | Twitches or unusual movements | |
| Nightmares, night terrors | | Wanting to run away | |
| Bedtime fears | | Sneaks out at night | |
| Bed wetting | | Self-injuries | |
| Soiling (pooping) in pants | | Self-induced vomiting | |
| Sleep difficulties, too much or too little | | Binge eating | |
| Hyperactivity | | Self-starvation | |
| Frequently acts without thinking | | Blames others for own mistakes | |
| Does not finish things | | Stealing | |
| Easily distracted | | Lying | |
| Often caught daydreaming | | Hurts animals | |
| Has habits or rituals | | Destroys property | |
| Temper outbursts | | Hurts people | |
| Irritability | | Drug use | |
| Frequent arguing | | Alcohol use | |
| Does things to annoy others | | Tobacco use | |
| Anxious/Nervous | | Problems with authority | |
| Unusual fears or phobias | | Sexual Problems | |

**Developmental History**

During pregnancy, did mother:

_____ Drink _____ Drugs _____Illness _____Accident _____Victim of Domestic Violence

_____ Pregnancy Related Problems _____ Complications with Labor/Delivery

If yes, please describe

_____

_____

Did child meet all of their developmental milestones on time?

_____ Sitting Up _____Crawling _____Walking _____Feeding Self _____Toilet Training _____Talking

_____ Dressing Self _____Sleeping Through the Night

Briefly explain any delays:

_____

_____

**Medical History**

Is your child currently under the care of a physician or psychiatrist? ___ Yes ___No

If yes: Doctor's Name: _____ Phone Number: _____

Treatment for: _____

Is your child currently taking any medications? ___ Yes ___No If yes, include the following information:

| Names of Medications | Dosage | Prescribed by |
|---|---|---|
| | | |
| | | |

Please indicate if your child has had any of the following: Check and describe

| X | Condition | Age | Description |
|---|---|---|---|
| | Major Illness | | |
| | Serious Infection | | |
| | Head Injury | | |
| | Hospitalization | | |
| | Surgeries | | |
| | Ear Infection | | |
| | Poisoning | | |
| | Allergies | | |
| | Asthma | | |
| | Vision Impairment (glasses or contacts) | | |
| | Hearing | | |

Does your child have any other medical conditions? ___ Yes ___ No
If yes, please explain:

Are your child's immunizations up to date? ___ Yes ___ No

Does your child frequently complain of body aches and pains? ___ Yes ___No

If yes, please describe:

Does your child miss school because of his/her physical complaints? ___Yes ___No

If yes, please describe:

**Interpersonal Relationships** Check each item that describes your child:

| | Yes | No | | Yes | No |
|---|---|---|---|---|---|
| Is shy | | | Fights with others | | |
| Prefers to be alone | | | Is demanding/bossy | | |
| Has many friends | | | Bullies others | | |
| Has a few friends | | | Plays with kids their own age | | |
| Is picked on a lot | | | Conflicts with parents/guardian | | |
| Is often alone, but desires friends | | | Poor peer relationships | | |
| Respect for authority | | | Excessive conflicts with siblings | | |

**Education**

Where does your child attend school? _____

Does your child have an Individualized Learning Plan (IEP)? _____

Has your child repeated a grade? ___ yes ___ No

Does your child often get discipline referrals, or detention? ___ Yes ___No

Has your child been suspended this school year? ___ yes ___No

**Family Life**

Please list all of the people who currently live with your child

| Name | Age | Relationship |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

What are your family supports? (friends, church etc.)

_____

_____

What are your family strengths?

_____

_____

Forms of discipline used in the home: _____ Time Out _____ Incentives/Rewards _____ Grounding

_____ Loss of Privileges _____ Extra Chores _____Physical/corporal punishment

Other: _____

Please list any family history of mental illness.

_____

_____

_____

**Current Family Stressors** Check all that apply:

| Family Stressor | X | Family Stressor | X |
|---|---|---|---|
| Financial problems | | Legal issues | |
| Divorce | | Death of a relative | |
| Job loss | | Death of a friend | |
| Parents using drugs/alcohol | | Family illness | |
| Housing problems | | Custody disputes | |

Please list any other stressors not mentioned above.

_____

_____

_____

# Emergency Contact Information

Client Name: _____

Mailing Address: _____

Physical Address:_____

Phone# _____ Cell#_____

In case of emergency Set Free Alaska Staff have my permission to notify any of the following persons':

Name: _____

Phone# _____ Cell#_____

Relationship: _____

Name: _____

Phone# _____ Cell#_____

Relationship: _____

Name: _____

Phone# _____ Cell#_____

Relationship: _____

Primary Physician:_____

Office or Business Name: _____

Address: _____

Phone# _____

*By signing this I understand that I am giving Set Free Alaska permission to contact any of the persons whom I have listed above in case of an emergency*

| | | |
|---|---|---|
| _____ | _____ | _____ |
| Client Signature | Client Printed Name | Date |
| _____ | _____ | _____ |
| Parent/Guardian Signature | Parent/Guardian Printed Name | Date |

## Client Financial Responsibility Agreement

Thank you for choosing Set Free Alaska, Inc. (hereafter referred to as "SFA") as your treatment provider. We are committed to providing you with quality services. SFA must obtain a valid copy of your identification, current Insurance information and proof of income when applicable.

**Insured (Including Medicaid):** All services are provided to you with the understanding that you are responsible for the cost regardless of your insurance coverage. If you would like to know the cost of a service, please inquire prior to treatment. Please be aware that not all services are a covered benefit with different insurance companies. You are responsible for knowing what services are or are not covered.

***Important Notice Regarding Medicaid.***

** Please be aware that, at this time Medicaid will only pay for one assessment every six months. The assessment must have a diagnosis or level of care for Medicaid to pay for it. If you don't have a diagnosis or level of care you will be billed for an assessment at the sliding scale fee. **

Your insurance policy is a contract between you, your employer, and the insurance company. We are NOT a party to that contract. It is your responsibility to notify this office immediately if your insurance coverage changes. It is your responsibility to understand your coverage and benefits, including pre-certifications, referral and authorization requirements, and to be sure all insurance information is current.

When possible, we will bill your primary insurance company (including Medicaid) as a courtesy, but you are still ultimately responsible for payment of all services you receive. If your insurance company does not respond within 60 days, we will follow up with an inquiry on your behalf. If, however, your insurance does not respond within 60 days of claim submission, an invoice will be sent to you. You should call your insurance to question why the claim is not paid. Our office will assist you only after you have contacted your insurance.

**Insured/Non-Insured Payments:** We accept cash, check, debit card, and credit cards for MasterCard and Visa.

**Insured:** Unless a payment plan has been agreed upon prior to the date of service, we will collect your deductible, co- pay, and payment for any uncovered services as well as the client's portion as determined by insurance at the time of service.

**Non-Insured/Under-Insured:** If you do not have medical insurance the following applies: Unless a prior financial agreement plan has been signed and payments are current, you will be responsible for a minimum payment at the time of service for the service to be received that day, as well as any previous outstanding balance. We offer a 20% discount for payment in full at time of service.

**Sliding Scale:** I understand that to be eligible for the sliding fee scale I must provide current proof of income. (Most resent paystub or tax return). I also understand that I must notify Set Free Alaska of any changes or increases that cause me to be no longer eligible for sliding scale.

**No-Show Fee:** There is a $25.00 fee for missed appointments not cancelled within 24 hours of the scheduled appointment time. These charges are your responsibility and cannot be billed to insurance or Medicaid. This fee maybe waived situationally.

**Collection Fee:** There is a $25.00 fee for collecting UA samples using an instant-read cup. Use of Instant Read cups are at the discretion of the counselor providing the service.

**ASAP Clients**: In the event that there is an outstanding balance after sessions are complete, SFA will report to ASAP that client has attended all recommended sessions; however, is not treatment complete due to an outstanding balance.

We do understand that temporary financial problems may affect timely payment. We encourage you to communicate any such problems so that we can assist you. Please call (907) 746-4732 for account management.

**Release of Information:** I assign benefits of my medical insurance contract or Medicaid to SFA and authorize payment directly to SFA. I authorize SFA to release medical information to payers as required for payment of claims for medical services.

**Delinquent Accounts:** Any unpaid charges over 90 days old will be considered for an outside collection agency. The Collection agency will receive client identifying, contact and financial information. You are responsible for any collection, legal, or court fees incurred in the collections process.

Your clear understanding of our Financial Policy is important to our relationship. Please ask if you have any questions about our fees, Financial Policy, or your financial responsibility. We will discuss our professional fees at any time.

**I have read and understand the payment policy and agree to abide by its guidelines:**

**Printed Client/Guardian Name : _____ _____**

**Client/Guardian Signature: _____Date_____**

## Telehealth Informed Consent

I acknowledge that I have received, read (or have had read to me), and understand the information provided to me about receiving an assessment and/or treatment through the use of technology.

1. I consent to the use of technology to complete my substance abuse or integrated assessment. I understand that this may be completed from home or one of the SFA Out-patient locations.

2. I consent to the use of Tele-counseling - Support and insightful discussion is done via telephone/personal cellular device at a designated time agreed upon by client and counselor.

3. I consent to Video conferencing on the web - Counseling can continue for clients through the internet videoconferencing programs that are secure and HIPAA compliant such as, but not limited to Zoom, Skype for Business, Microsoft Teams, or other similar programs. Counselor may also use webinar functionality of Microsoft online portal that will allow counselors to post notes, handouts or homework.

4. I consent that while attending individual/group sessions online or using a personal cellular device, family members, co-workers and friends will not be present. My participation will be conducted in a private non-public secure area free from distraction. It is highly recommended to utilize headphones during sessions.

5. I consent that I will only communicate through a computer/personal cellular device that I know is safe, i.e. wherein confidentiality can be ensured (Be sure to fully exit all online counseling sessions). I further consent, that if we are unable to connect or are disconnected during a session due to a technological breakdown, I will try to reconnect within 10 minutes. If reconnection is not possible, I will call to schedule a new session time.

6. I consent to contact 911 or go to the nearest emergency room if I am experiencing a crisis situation.

7. Electronic Confidentiality including Audio/Visual, Chat, Phone communication. I consent to transmit therapeutic chat exchanges using encrypted means such as Zoom, SKYPE or Microsoft Teams and understand that use of cell phones, text messages are not confidential. I agree to keep computer files referencing our communication using secure and encrypted measures.

8. I understand that non-compliance will result in being dropped from the session or prevented from further participation in telehealth.

| Printed Name of Client | Signature of Client | Date |
|---|---|---|

| Printed Name of Parent, Guardian or Representative | Relationship to Client | Date |
|---|---|---|

## Haven Behavioral Health Services for Children and Families

**About the Therapy Process**

Before starting therapy, it is necessary to understand that the therapeutic process has both benefits and risks. The very nature of therapy often involves discussing and dealing with difficult events and upsetting issues. As a result, some people may experience uncomfortable feelings such as, fear, sadness or loneliness. Additionally, there may be an increase in problem behaviors. However, research supports the benefits of therapy to both children and adolescents. While there are no guarantees about the outcomes of therapy, children and adolescents can experience a reduction in problem behaviors, increased emotional well-being and improved closeness and communication within their interpersonal relationships. During the therapeutic process the therapist will utilize individual child therapy, family therapy, social skill building, cognitive behavioral therapy, client centered therapy, and other forms of talk therapy. Additionally, the therapist will draw from aspects of both play therapy and various other expressive arts therapy and possibly animal therapy.

**Confidentiality**

The confidentiality of all counseling interactions is protected by law. Anything you tell your therapist is considered privileged information and will be held in confidence by the therapist. Information will not be released about you to others unless you give the therapist permission to do so in writing, by signing a release of information form. There are times in which laws and professional codes of ethics require the therapist break confidentiality such instances include:

•Medical emergencies
•The existence of a threat of danger to self or others
•Reasonable suspicion of current child abuse, abandonment or neglect, dependent adult or elder abuse
•A court order or where otherwise legally required
•Third party billing claims requirements
•Receipt of a properly executed consent form
•And where otherwise legally required

Parents are encouraged to respect their minor child's right to confidentiality, in order to help the minor to feel safe and to build a trusting relationship with the therapist. Parents should be informed that in working with children/adolescents special care and sensitivity will be given to such topics as substance abuse and sexuality. The therapist may encourage the child/adolescent to share critical information and will help them to do this, with their parent/guardian, but we will not do so ourselves unless it is necessary to protect the wellbeing or life of the minor child or someone else.

**Please email or call 24 hours before the session, if you have information you want the therapist to be aware of so that she/he has time to receive the information and plan the session accordingly.*

**Custody/Guardianship**

•Consent for services can only be authorized by the current legal guardian. For divorced, or legally separated parents' consent may be given by the parent authorized to make medical decisions. If parents hold joint custody regarding medical decisions, consent of both parents is required. (A copy of the divorce decree must be included in the client file indicating the custodial arrangement).

•In any custodial arrangement, both parents have the right to contact the therapist and inquire regarding their child's treatment progress (unless otherwise indicated by the courts).
•As a general guideline, Set Free Clinicians will not make recommendations to the court concerning parenting issues or custody.

**Client Rights** (Please see Notice of Privacy Practices for procedure)
•You have the right to ask questions, refuse certain therapeutic techniques. You also have the right the right to be advised of the consequences of such refusal or withdrawal.
• You have the right to end therapy at any time without any moral, legal or financial obligations other than those already accrued. If you wish, Set Free will provide you with the names of other qualified therapists.
• You have the right to participate in treatment decisions and in the development and periodic review and revision of your treatment plan.
• Parents have the legal right to request medical and billing records. Therapeutic treatment notes are protected by law and will not be released as a part of the treatment record.

## Consent to Treatment for a Minor

• I acknowledge that I have received, read (or have read to me), and understand the information provided to me about the therapy I am considering for my child. I have had all my questions answered fully.

• I do herby consent to allow my child _____ to take part in psychotherapy with a Set Free Alaska, Clinician. I understand that a treatment plan will be developed with the therapist and a regular review of progress toward meeting the treatment goals will occur.

• I understand that no promises have been made to me as to the results of treatment or of any procedures provided by this therapist.

• I confirm that I have the legal right to consent to my child's mental health treatment without the consent of any other individuals.

• I understand that the program may have a Therapy Animal that might be present during group and/or individual counseling sessions.

• I am aware that as the parent or legal guardian I may stop treatment with the therapist at any time. The financial obligation for the services received shall fall under the responsibility of the parent who is initially seeking treatment.

• I am aware that an agent of my insurance company or other third-party payer may be given information about the type(s), cost(s), date(s), and providers or any services or treatments my child receives.

• I understand that I must call to cancel an appointment for my child at least 24 hours in advance. I acknowledge that continually showing up more than 5 minutes late for appointments or ongoing no-shows may result in my child being discharged from therapeutic services.

• I understand that the agency does not use seclusion and restraint as part of their nonviolence prevention program.

• I agree not to carry or to knowingly allow my child to carry any weapons, drugs, or drug paraphernalia within the Set Free Alaska facility.

• I understand that Set Free does not administer, maintain, or control my child's prescription medication in any manner.

• I understand that my child will participate in emergency preparedness drills as a part of the agencies health and safety program.

• I understand that in the event of an emergency the Set Free Alaska staff, as well as interns will direct my child in the necessary actions to be taken.

• I understand that Set Free utilizes a multi-disciplinary approach and therefore aspects of my child's treatment, and diagnosis will be discussed in treatment team meetings and with the clinical staff.

• I understand that the information the therapist gains from working with my child is confidential. With the child's permission the therapist will share information that they believe is important with his/hers parent or guardian.

• I understand that the therapist will not give information to anyone else without my written authorization.

• I understand, as the parent(s) not to request any information for court related reason whatsoever, including but not limited to custody issues.

• I understand that the role of the therapist is not to make recommendations to the judge or to express opinions concerning divorce or custody issues.

• I agree to submit to recognized drug screens conducted either at random or upon request by the program staff. I understand that if these tests indicate the presence of alcohol or drugs for which no acceptable reason can be offered, I may be discharged from the program. I also understand that the results of these drug screen may be shared with other agencies or individuals as required by law and allowed by the consent forms I have on file.

• I understand that I may be asked to go to a local laboratory at my own expense for the purpose of conducting drug screening and that a refusal to either submit to a test at the Set Free facility, or my refusal to get a drug screen conducted at a laboratory within a specified amount of time will be considered a failed test.

• I understand that Ser Free Alaska uses Millennium Health Lab which will be billed directly to our clients. The private insurance and Medicaid information will be provided to Millennium Health for the purpose of billing. If you are self-Pay you will receive a separate bill from Millennium Health. I understand if my Clinician/Counselor chooses to use a 13-panel instant read cup I will be accessed a $12.00 charged.

I understand that all Set Free facilities have24-hour video surveillance that is recorded. Recordings may be viewed by the proper authorities when/if those recordings are required to substantiate any allegations or concerns.

| _____ | _____ | _____ |
|---|---|---|
| Signature of Parent/ Guardian | Print Name | Date |

# Understanding Set Free Alaska's Children's Program Waitlist Policy

Once your paperwork is completed and the clinical team has reviewed your file, you will be added to the waitlist. Priority standing on our waitlist is at the discretion of the children's clinical team.

We will contact you to notify you that you have been placed on our waitlist and/or to schedule an assessment. We send out a notification text message and/or email you to notify you that your child has been placed on the waitlist.

The below information to help you understand our waitlist protocol.

- Our reception team will contact the next individual on the waitlist to set up an assessment appointment. If a voicemail is available a message will be left. We will also reach out via text or email again.
- The number that appears on your caller ID will be 1.907.746.4799. We recommended saving this number in your phone contacts.
    - The individual has 24 hours to return our phone call for the next available spot.
    - If an individual does not call in 24 hours, their spot on the list will remain if they contact Set Free Alaska within seven days of the first message. If no contact the spot on the waitlist will be removed.
    - Three attempted calls with no contact will result in the individuals' file being closed out and being removed from the waitlist.

## UNDERSTANDING SCHEDULING THE ASSESSMENT APPOINTMENT

If you have private insurance or do not have insurance, there is a $80 fee for an assessment. If you have Medicaid the cost of the assessment will be covered if treatment is recommended from the assessment. If treatment is not recommended there will be a $80 fee that will need to be paid.

If you need to reschedule or cancel the assessment appointment you need to contact Set Free Alaska within 24 hours prior to your appointment or, there will be a $25 rescheduling fee; or you could be removed from the waitlist.

If you are more than 15 minutes late or miss your scheduled appointment you will not be seen and will need to pay a $25 dollar rescheduling fee.

Please note if an assessment appointment is scheduled and missed without the appropriate communication, you will not be rescheduled and will be removed from the waitlist.

If you are removed from the waitlist for the above conditions, you may be added back to the waitlist after submitting paperwork and restarting the review process again.

**Would you like a copy of Set Free Alaska's waitlist policies? Circle one: Yes or No**

By signing this document, you understand the above protocols and policies.

_____
Child's Name

_____ _____ _____
Signature of Legal Guardian or Representative | Relationship to Child | Date

# This is the section for Releases of Information (ROIs).

*Please read the ROIs carefully and make sure to write **clearly**.*

We have included a ROI for the parent and/or legal guardian of the child; this is so that Set Free Alaska can schedule appointments and contact the individual who has legal guardianship has the child.

**Please <u>DO NOT</u> put "X's" on these forms as that is not allowable. Please <u>initial</u> by what information you would like to disclose.**

We have included our disclosure of information; this is a notification of your rights and protections for your substance use records at Set Free Alaska, if applicable. Please sign, print, and date clearly if your child will be needing substance use treatment.

*We have included examples on how to fill out all our ROIs. We do not need these forms back.*

If any of these ROIs do not apply to you, please **do not** fill them out.

# EXAMPLE

## CONSENT FOR DISCLOSURE OF INFORMATION

I, Bruce Wayne PARENT/LEGAL GUARDIAN OF Dick Grayson DOB 07/24/2011

REQUEST/AUTHORIZE **SET FREE ALASKA** TO: BW INITIAL DISCLOSE INFORMATION TO AND/OR BW INITIAL OBTAIN

NAME OF ORGANIZATION, INDIVIDUAL, OR THIRD PARTY PAYER: **Capstone Pediatrics**

MAILING ADDRESS: 5678 Health Way, Wasilla AK 99654

PHONE: 907-456-2222 FAX: 907-456-1234 EMAIL: Capstone.peds@gmail.com

TO COMMUNICATE WITH AND DISCLOSE TO ONE ANOTHER THE FOLLOWING INFORMATION:

**SPECIFIC INFORMATION TO BE RELEASED:** (INITIAL ALL THAT APPLY)

BW ALL LISTED BELOW OR:

_____ ASSESSMENT/INTERPRETIVE SUMMARY
_____ TREATMENT PLAN
_____ TREATMENT REVIEWS/PROGRESS
_____ PSYCHOLOGICAL EVALUATION
_____ OTHER:_____
_____ UA/DRUG TEST RESULTS
_____ ATTENDENCE
_____ DISCHARGE SUMMARY
_____ FINANCIAL/PAYMENT INFORMATION

**FOR THE PURPOSE OF:** (INITIAL ALL THAT APPLY)

EXAMPLE

BW ALL LISTED BELOW OR:

____ FURTHER TREATMENT/COORDINATION OF CARE
____ PAYMENT & HEALTH CARE OPERATIONS
____ LEGAL PURPOSES
____ FINANCIAL
____ OTHER _____

INITIAL

BW I understand that my alcohol and/or drug treatment records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I understand that the agencies identified above may not condition my treatment on whether I sign a consent form, but that in certain circumstances I may be denied treatment if I do not sign a consent form. I also understand that I may revoke this consent in writing at any time except to the extent that action has been taken in reliance on it.

THIS CONSENT AUTOMATICALLY EXPIRES ONE YEAR FROM LAST DATE OF SERVICE WITH SFA (or upon completion of financial obligation, whichever is later) UNLESS OTHERWISE SPECIFIED. OTHER DATE/EVENT:_____

I consent to my records to be released ☒ Electronically ☒ Hard Copy

| Bruce Wayne | Guardian | 4/18/2023 |
|---|---|---|
| SIGNATURE OF PARENT, GUARDIAN | RELATIONSHIP TO CLIENT | DATE |
| _____ | _____ | _____ |
| SIGNATURE OF OTHER LEGAL REPRESENTATIVE | RELATIONSHIP TO CLIENT | DATE |
| _____ | _____ | _____ |
| WITNESS SIGNATURE | PRINTED NAME OF WITNESS | DATE |

**Recipients**: If the information released pertains to drug and alcohol abuse, the confidentiality of the information is protected by federal law (CFR 42, Part 2) prohibiting you from making any further disclosures of this information without specific written authorization of the person to whom it pertains or as otherwise permitted by CFR 42, Part 2. A general authorization for the release of medical or other information if held by another party is NOT sufficient for this purpose. The federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse patient.

THIS ROI IS REVOKED CLIENT OR STAFF INITIAL, DATE AND TIME: _____

EXAMPLE

# CONSENT FOR DISCLOSURE OF INFORMATION

I, _____ PARENT/LEGAL GUARDIAN OF _____ DOB_____,

REQUEST/AUTHORIZE **SET FREE ALASKA** TO: _____ DISCLOSE INFORMATION TO AND/OR _____ OBTAIN
INITIAL INITIAL

NAME OF ORGANIZATION, INDIVIDUAL, OR THIRD PARTY PAYER: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

TO COMMUNICATE WITH AND DISCLOSE TO ONE ANOTHER THE FOLLOWING INFORMATION:

**SPECIFIC INFORMATION TO BE RELEASED:** (INITIAL ALL THAT APPLY)

____ ALL LISTED BELOW OR:

_____ ASSESSMENT/INTERPRETIVE SUMMARY
_____ TREATMENT PLAN
_____ TREATMENT REVIEWS/PROGRESS
_____ PSYCHOLOGICAL EVALUATION
_____ OTHER:_____

_____ UA/DRUG TEST RESULTS
_____ ATTENDENCE
_____ DISCHARGE SUMMARY
_____ FINANCIAL/PAYMENT INFORMATION

**FOR THE PURPOSE OF:** (INITIAL ALL THAT APPLY)

____ ALL LISTED BELOW OR:

____ FURTHER TREATMENT/COORDINATION OF CARE
____ PAYMENT & HEALTH CARE OPERATIONS
____ LEGAL PURPOSES

____ FINANCIAL

____ OTHER _____

INITIAL
_____ I understand that my alcohol and/or drug treatment records are protected under the federal regulations governing Confidentiality of Alcohol and Drug Patient Records, 42 C.F.R. Part 2, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Pts. 160 & 164, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I understand that the agencies identified above may not condition my treatment on whether I sign a consent form, but that in certain circumstances I may be denied treatment if I do not sign a consent form. I also understand that I may revoke this consent in writing at any time except to the extent that action has been taken in reliance on it.

THIS CONSENT AUTOMATICALLY EXPIRES ONE YEAR FROM LAST DATE OF SERVICE WITH SFA (or upon completion of financial obligation, whichever is later) UNLESS OTHERWISE SPECIFIED. OTHER DATE/EVENT:_____

I consent to my records to be released □ Electronically □ Hard Copy

| | | |
|---|---|---|
| _____ | _____ | _____ |
| SIGNATURE OF PARENT, GUARDIAN | RELATIONSHIP TO CLIENT | DATE |
| _____ | _____ | _____ |
| SIGNATURE OF OTHER LEGAL REPRESENTATIVE | RELATIONSHIP TO CLIENT | DATE |
| _____ | _____ | _____ |
| WITNESS SIGNATURE | PRINTED NAME OF WITNESS | DATE |

**Recipients**: If the information released pertains to drug and alcohol abuse, the confidentiality of the information is protected by federal law (CFR 42, Part 2) prohibiting you from making any further disclosures of this information without specific written authorization of the person to whom it pertains or as otherwise permitted by CFR 42, Part 2. A general authorization for the release of medical or other information if held by another party is NOT sufficient for this purpose. The federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse patient.

THIS ROI IS REVOKED CLIENT OR STAFF INITIAL, DATE AND TIME: _____

## DISCLOSURE OF ALCOHOL AND DRUG TREATMENT INFORMATION

I UNDERSTAND THAT MY ALCOHOL AND/OR DRUG TREATMENT RECORDS ARE PROTECTED UNDER THE FEDERAL REGULATIONS GOVERNING CONFIDENTIALITY AND DRUG ABUSE PATIENT RECORDS, 42 C.F.R. PART 2, AND THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA"), 45 C.F.R. PTS 160 AND 164, AND CANNOT BE DISCLOSED WITHOUT MY WRITTEN CONSENT UNLESS OTHERWISE PROVIDED FOR BY THE REGULATIONS.

I UNDERSTAND THAT I MAY BE DENIED SERVICES IF I REFUSE TO CONSENT TO A DISCLOSURE FOR THE PURPOSES OF TREATMENT, PAYMENT OR HEALTH CARE OPERATIONS, IF ALLOWED BY STATE LAW. I WILL NOT BE DENIED SERVICES IF I REFUSE TO CONSENT TO A DISCLOSURE FOR OTHER PURPOSES.

I HAVE HAD EXPLAINED TO ME AND FULLY UNDERSTAND THIS REQUEST/AUTHORIZATION TO RELEASE AND/OR OBTAIN RECORDS AND INFORMATION, INCLUDING THE NATURE OF THE RECORDS, THEIR CONTENTS, AND THE CONSEQUENCES AND IMPLICATIONS OF THEIR RELEASE. I UNDERSTAND THAT ONCE MY INFORMATION IS RELEASED, SFA CANNOT PREVENT THE REDISCLOSURE OF THAT INFORMATION, HOWEVER DOES PROVIDE A STATEMENT OF PROHIBITION AGAINST REDISCLOSURE OF PROTECTED HEALTH INFORMATION WITH DISCLOSURES MADE.

I UNDERSTAND THAT I MAY REVOKE A CONSENT IN WRITING AT ANY TIME, EXCEPT TO THE EXTENT THAT ACTION BASED ON THIS CONSENT HAS ALREADY BEEN TAKEN. SEE RECEPTION FOR INSTRUCTIONS TO REVOKE A CONSENT. IF TREATMENT IS MANDATED AS PART OF PROBATION REQUIREMENTS, A CONSENT MAY NOT BE REVOKED UNTIL CONDITIONS OF PROBATION ARE MET OR PROBATION ENDS.

I HAVE A RIGHT TO RECEIVE A COPY OF THIS SIGNED AUTHORIZATION. I ALSO UNDERSTAND THAT UPON MY WRITTEN REQUEST, SFA MUST PROVIDE A RECORD OF DISCLOSURES MADE FOR LEGAL, ADMINISTRATIVE OR QUALITY ASSURANCE PURPOSES.

**NOTICE**

**PROHIBITING REDISCLOSURE OF ALCOHOL AND DRUG TREATMENT INFORMATION**

This information has been disclosed to you from records protected by federal confidentiality rules (*42 CFR part 2*). The federal rules prohibit you from making any further disclosure of information in this record that identifies a patient as having or having had a substance use disorder either directly, by reference to publicly available information, or through verification of such identification by another person unless further disclosure is expressly
permitted by the written consent of the individual whose information is being disclosed or as otherwise permitted by 42 CFR part 2. A general authorization for the release of medical or other information is *NOT* sufficient for this
purpose (see § 2.31). The federal rules restrict any use of the information to investigate or prosecute with regard to a crime any patient with a substance use disorder, except as provided at §§ 2.12(c)(5) and 2.65.

SIGNATURE OF CLIENT PRINT NAME DATE