

Families First Therapy, LLC
Information Sheet

Partner 1 Information:

Name: _____ DOB: _____ / _____ / _____
Gender Identity: Male Female Other: _____ SSN: _____
Biological Sex Male Female

Cell Phone _____ May I leave a message? Yes _____ No _____
Marital Status: _____ May I text you? Yes _____ No _____
Significant Relationships: _____
Email: _____ May I email you? Yes _____ No _____
Address: _____

Home Phone: _____ May I leave a message? Yes _____ No _____

Partner 2 Information:

Name: _____ DOB: _____ / _____ / _____
Gender Identity: Male Female Other: _____ SSN: _____
Biological Sex Male Female

Cell Phone _____ May I leave a message? Yes _____ No _____
Marital Status: _____ May I text you? Yes _____ No _____
Significant Relationships: _____
Email: _____ May I email you? Yes _____ No _____
Address: _____

Home Phone: _____ May I leave a message? Yes _____ No _____

Emergency Contact(s):

| | | | | | |
|--------|----------------|------------------|----------------|-----------|----------|
| (Name) | (Relationship) | (Telephone Num.) | Ok to Contact? | Yes _____ | No _____ |
| (Name) | (Relationship) | (Telephone Num.) | Ok to Contact? | Yes _____ | No _____ |

Primary Language: _____ Proficiency of reading / writing in this language: _____

Insurance / Payment Information:

Payment Source: _____ Self Pay _____ Sliding Scale _____ Medical Insurance _____

Insurance Company: _____ Client's Relationship to the Policy Holder: _____
Policy Holder's Name: _____ Self Partner Dependent
Policy Holder's DOB: _____ / _____ / _____ Member #: _____
Policy Holder's SSN: _____ Group #: _____
Policy Holder's Employer: _____

Referral Information:

How did you hear about me? _____

Families First Therapy, LLC

Partner 1 Intake Questionnaire

Please complete the following questionnaire before your first appointment. This helps me complete an intake assessment and get an overall picture of your current struggles and strengths. While some of these questions may seem like asking a lot of information, most of these questions are required by the norms of the counseling field in order to provide you the best possible service. Thanks!

Reason for seeking counseling: _____

Presenting Concerns (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Suicidal Thoughts | <input type="checkbox"/> Anger / Aggression / Violence |
| <input type="checkbox"/> Problems with Child / Children: _____ | <input type="checkbox"/> Parent / Child Conflict |
| <input type="checkbox"/> Defiance / Oppositionality | <input type="checkbox"/> Social Struggles |
| <input type="checkbox"/> Anxiety / Worries | <input type="checkbox"/> Drug / Alcohol Use Concerns |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Addiction |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Eating Habits / Problems |
| <input type="checkbox"/> Difficulty Being Alone | <input type="checkbox"/> Lying Frequently |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Perfectionism |
| <input type="checkbox"/> Guilt / Shame | <input type="checkbox"/> Physically Abusive to Self |
| <input type="checkbox"/> Hearing Voices / Hallucinations | <input type="checkbox"/> Shy, Uneasy with Others |
| <input type="checkbox"/> Memory / Concentration Problems | <input type="checkbox"/> Passive / Unassertive |
| <input type="checkbox"/> Mood Swings | <input type="checkbox"/> Unwanted Behavior / Habits |
| <input type="checkbox"/> Motivation Reduced / Absent | <input type="checkbox"/> Withdrawn |
| <input type="checkbox"/> Obsessive Thoughts | <input type="checkbox"/> Employment / School Issues |
| | |
| <input type="checkbox"/> Panic (or Anxiety) Attacks | <input type="checkbox"/> Legal Problems |
| <input type="checkbox"/> Physical Abuse | <input type="checkbox"/> Living Arrangements |
| <input type="checkbox"/> Low Self-Esteem | <input type="checkbox"/> Money Management Issues |
| <input type="checkbox"/> Sexual Abuse | <input type="checkbox"/> Parenting Issues |
| <input type="checkbox"/> Sleep Problems | <input type="checkbox"/> Relationship / Marital Issues |
| <input type="checkbox"/> Trauma / PTSD | <input type="checkbox"/> Cutting / Self-Harm |
| <input type="checkbox"/> Struggles Attaching / Having Relationships | <input type="checkbox"/> Existential / Spiritual Struggles |
| <input type="checkbox"/> Grief and Loss | <input type="checkbox"/> Divorce / Separation |
| <input type="checkbox"/> Coming out / GLBTQ Concerns | <input type="checkbox"/> Communication Struggles |
| <input type="checkbox"/> Unusual Thoughts | <input type="checkbox"/> Weight Changes |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> _____ Increase _____ Decrease |

Prior Behavioral Health Experiences

1. Outpatient Counseling (most recent, to first)

| Dates: From – To | Clinic | Therapist | Reason / Results (How was it?) |
|------------------|--------|-----------|--------------------------------|
| | | | |
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| | | | |
| | | | |
| | | | |

2. Intensive Treatment (including residential treatment, treatment foster care, and hospitalizations)

| Dates: From – To | Clinic | Therapist | Reason / Results (How was it?) |
|------------------|--------|-----------|--------------------------------|
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Medical History (current and in the past)

Medical Conditions in the last year: _____
Chronic Illnesses: _____
Surgeries: _____
Head Injuries (TBI diagnosed or otherwise): _____
Disabilities (physical or developmental): _____
Allergies: _____
Advanced Directives (if applicable): _____

| Medication | Dose/Frequency | Start Date | End Date | Reason for RX | Prescribed By |
|------------|----------------|------------|----------|---------------|---------------|
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Drug and Alcohol Use History:

| Past Use | Type | Quantity | Frequency | Date Started (If applicable) | Date Ended (If applicable) |
|----------------------|------|----------|-----------|------------------------------|----------------------------|
| Alcohol | | | | | |
| | | | | | |
| Tobacco | | | | | |
| | | | | | |
| Non-Prescribed Drugs | | | | | |
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Have there been any undesirable results of your drug or alcohol use? [YES] [No]
(struggles at school / job, physical health problems, relationship problems, legal problems)
Have you ever been concerned about your drug or alcohol use? [YES] [No]
Have others expressed concern about your drug or alcohol use? [YES] [No]
Have others you are close to struggled with problems related to drug or alcohol use? [YES] [No]
Have you ever attended a 12-step support group (AA, NA, Al-Anon, etc.)? [YES] [No]
Are you currently attending a 12-step support group? [YES] [No]
Describe your daily caffeine consumption (tea, coffee, energy drinks, chocolate, soda): _____

Education and Employment (if applicable):

1. Education History

Highest level of education to date: _____
Current School / Field of Study: _____

2. Employment History

Are you currently employed? No Yes Job Title: _____
Do you have any concerns about employment? No Yes: _____

3. Military Experience

Have you been in any branch of the military? No Yes: Branch _____ Position _____
Reason for Discharge: _____

Families First Therapy, LLC

Partner 2 Intake Questionnaire

Please complete the following questionnaire before your first appointment. This helps me complete an intake assessment and get an overall picture of your current struggles and strengths. While some of these questions may seem like asking a lot of information, most of these questions are required by the norms of the counseling field in order to provide you the best possible service. Thanks!

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- | | |
|---|--|
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| <input type="checkbox"/> Motivation Reduced / Absent | <input type="checkbox"/> Withdrawn |
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| | |
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| <input type="checkbox"/> Low Self-Esteem | <input type="checkbox"/> Money Management Issues |
| <input type="checkbox"/> Sexual Abuse | <input type="checkbox"/> Parenting Issues |
| <input type="checkbox"/> Sleep Problems | <input type="checkbox"/> Relationship / Marital Issues |
| <input type="checkbox"/> Trauma / PTSD | <input type="checkbox"/> Cutting / Self-Harm |
| <input type="checkbox"/> Struggles Attaching / Having Relationships | <input type="checkbox"/> Existential / Spiritual Struggles |
| <input type="checkbox"/> Grief and Loss | <input type="checkbox"/> Divorce / Separation |
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| <input type="checkbox"/> Unusual Thoughts | <input type="checkbox"/> Weight Changes |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> _____ Increase _____ Decrease |

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Allergies: _____
Advanced Directives (if applicable): _____

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Drug and Alcohol Use History:

| Past Use | Type | Quantity | Frequency | Date Started (If applicable) | Date Ended (If applicable) |
|----------------------|------|----------|-----------|------------------------------|----------------------------|
| Alcohol | | | | | |
| | | | | | |
| Tobacco | | | | | |
| | | | | | |
| Non-Prescribed Drugs | | | | | |
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Have there been any undesirable results of your drug or alcohol use? [YES] [No]
(struggles at school / job, physical health problems, relationship problems, legal problems)
Have you ever been concerned about your drug or alcohol use? [YES] [No]
Have others expressed concern about your drug or alcohol use? [YES] [No]
Have others you are close to struggled with problems related to drug or alcohol use? [YES] [No]
Have you ever attended a 12-step support group (AA, NA, Al-Anon, etc.)? [YES] [No]
Are you currently attending a 12-step support group? [YES] [No]
Describe your daily caffeine consumption (tea, coffee, energy drinks, chocolate, soda): _____

Education and Employment (if applicable):

1. Education History

Highest level of education to date: _____
Current School / Field of Study: _____

2. Employment History

Are you currently employed? ___ No ___ Yes Job Title: _____
Do you have any concerns about employment? ___ No ___ Yes: _____

3. Military Experience

Have you been in any branch of the military? ___ No ___ Yes: Branch _____ Position _____
Reason for Discharge: _____

Couples Outcome Rating Scale (ORS)

Name _____ Age (Yrs): _____ Gender _____

Session # _____ Date: _____

Who is filling out this form? Please check one: Self _____ Other _____

If other, what is your relationship to this person? _____

Looking back over the last week, including today, help us understand how you have been feeling by rating how well you have been doing in the following areas of your life, where marks to the left represent low levels and marks to the right indicate high levels. *If you are filling out this form for another person, please fill out according to how you think he or she is doing.*

Individually

(Personal well-being)

|-----|

Interpersonally

(Family, close relationships)

|-----|

Socially

(Work, school, friendships)

|-----|

Overall

(General sense of well-being)

|-----|

International Center for Clinical Excellence

www.scottdmiller.com

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Families First Therapy, LLC

CONSENT TO TREATMENT

It is the policy of Families First Therapy LLC that clients have the right to say whether or not they wish to receive Outpatient services. Each client has impartial access to treatment, regardless of race, religion, gender identity, ethnicity, age, sexual preference or disability, within the range and diagnostic criteria for which Families First Therapy LLC provides treatment.

The undersigned acknowledges that Families First Therapy LLC makes no guarantees to the undersigned or the client as to the results or likelihood of success of Families First Therapy LLC services.

The undersigned acknowledges that if a client becomes dangerous to him/herself or to others, the staff will exercise the necessary precautions in order to protect the client or others.

The undersigned acknowledges receiving a copy of information about Families First Therapy including policies and procedures, Informed Consent, HIPPA compliance protocols, and Notice of Privacy Practices.

The undersigned releases Families First Therapy LLC staff from any liability for the loss or damage of personal property and/or money while receiving services at Families First Therapy LLC or at the client's home.

These services are completely voluntary:

Yes; I Consent to receive outpatient services from Families First Therapy LLC for myself or on the behalf of the client.

No; I Do Not Consent to receive outpatient services from Families First Therapy LLC for myself or on the behalf of the client. Referrals for outside services or alternative services can be supplied upon request.

My signature below attests to the fact that I have read this form, understand its content and request that the above information be released as specified.

PARTNER 1 SIGNATURE

DATE

PARTNER 2 SIGNATURE

DATE

I have discussed the notice of privacy practices, informed consent, consent to treatment, consent to policies, consent to payment policies, consent to Relationship therapy, consent to cancellation policy, and client rights and responsibilities with the couple. My observations of their behavior and responses give me reason to believe that they are fully competent to give informed and willing consent. My signature below attests to this statement.

STEPHEN RATCLIFF, MA, LPCC

DATE

Cell (505) 504-5449
Fax (844) 840-7345

www.familiesfirsttherapy.org
steve@familiesfirsttherapy.org

Families First Therapy, LLC

CONSENT TO POLICIES

Thank you for choosing Families First Therapy as your therapy provider. Please review carefully the consent to disclosure to insurance companies (if applicable) and receipt of notice of privacy practices below. If you agree to each item, please have both people initial next to each statement indicating your agreement and sign at the bottom.

RECEIPT OF NOTICE OF PRIVACY PRACTICES

_____ I acknowledge that I have been provided a Notice of Privacy Practices that fully explains the uses and disclosures that Families First Therapy will make with respect to my individually identifiable health information. I understand that I have the right to review said notice before signing this consent. Additional copies of this notice are posted on the website www.familiesfirsttherapy.org and also in the office lobby. I also understand that Families First Therapy reserves the right to change its notice and the practices detailed therein prospectively, and will notify me of any changes.

RECEIPT AND CONSENT TO INFORMED CONSENT AND ADDITIONAL POLICIES

_____ I acknowledge that I have been provided and reviewed a copy of Informed Consent, additional privacy policies and cancellation and no show policy. I understand these policies and agree to abide by the boundaries and stipulations therein.

_____ I understand privacy concerns pertaining to technology and electronic communications.

My signature below attests to the fact that I have read this form, understand its content, and agree to these conditions.

PARTNER 1 SIGNATURE

DATE

PARTNER 2 SIGNATURE

DATE

STEPHEN RATCLIFF, MA, LPCC

DATE

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Fax (844) 840-7345

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steve@familiesfirsttherapy.org

Families First Therapy, LLC

Please review carefully the boundaries and expectations outlined below. Please have both people initial next to each statement indicating your agreement and sign at the bottom. These are considered a necessary condition for treatment.

CONSENT TO PAYMENT POLICIES

PAYMENT POLICIES

_____ I understand that all Copays, Deductible payments, Self-pay, or Sliding-scale fees are due at the time or service. If my insurance company denies paying for my services or indicates a deductible payment or different copay amount than indicates on my insurance card, then these payments are due five business days after I am invoiced for them.

_____ I understand that if I don't have insurance, I will be expected to pay the noted fee (or sliding scale fee if arranged in advance) for these services at each appointment. Any payments may be made via cash, check, or credit card.

_____ I understand that the full-scale fees for services are as follows: Individual / Family Intake Appointment **\$130**, Subsequent Individual / Family Appointments **\$110** per hour, and Couples / Relationship Counseling **\$90** per hour and a one time **\$30** fee for the Gottman Relationship Checkup Assessment Measures.

_____ I understand that any balances not paid within 30 calendar days may be turned over to collections with an additional 2% late fee added. I understand that if my bill must be turned over to collections due to not paying my balance after 30 calendar days, I am responsible for the collections fees (typically 40% of the total bill).

_____ I understand that if payment for the services I receive is not made, the therapist may stop my treatment.

_____ I understand that if I pay by check or credit card and the payment is later recouped (e.g. the check bounces), a fee of **\$30** will be added to the balance. I understand that this balance must be paid by alternative means in 5 business days.

ADDITIONAL SERVICES

_____ I understand that any out of session communication (telephone call or other medium) lasting more than 5 minutes will result in a fee of **\$25** per 15 minutes. Any of these contacts that last less than 5 minutes will not be charged.

_____ I understand that other services such as record preparation, report writing, and other documentation are charged at the rate of **\$25** per 15 minutes.

CONSENT TO CANCELLATION POLICY

_____ I understand that if I am unable to attend my scheduled therapy appointment, I must first notify Families First Therapy by email or at 505-504-5449 by text or voicemail 24 hours in advance of my appointment.

_____ I understand that If I do not call to cancel or reschedule my appointment, this will be considered a **no-show**. Additionally, arriving later than 20 minutes for my scheduled therapy appointment time constitutes a no-show. No-shows to appointments are not covered by my health insurance and will result in a subsequent fee. The fee is **\$25** for all clients.

_____ If extenuating circumstances arise and I cancel in advance of my appointment but not with 24 hours notice, Families First Therapy may choose to waive this fee on a case-by-case basis.

_____ I understand that if I miss my scheduled appointment, it is my responsibility to call to set up subsequent appointments. Failure to cancel with 24-hour prior notice *may* result in me losing my preferred time slot. If I am failing to maintain contact, Families First Therapy will take this as communication that I no longer wish to receive services.

My signature below attests to the fact that I have read this form, understand its content, and agree to these conditions.

PARTNER 1 SIGNATURE

DATE

PARTNER 2 SIGNATURE

DATE

STEPHEN RATCLIFF, MA, LPCC

DATE

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Fax (844) 840-7345

www.familiesfirsttherapy.org
steve@familiesfirsttherapy.org

Families First Therapy, LLC
CLIENTS RIGHTS AND RESPONSIBILITIES

Client's Rights

1. The right to efficient and equal service, regardless of race, gender, religion, ethnic background, education, social class, physical or mental disability, sexual orientation, gender identity, or economic status.
2. The right of considerate, courteous and respectful care from all Families First Therapy, LLC staff.
3. The right to informed consent and full discussion of risks and benefits prior to any invasive procedure, except in an emergency. Alternative to the proposed procedure must be discussed with the client.
4. The right to receive information in an understandable manner.
5. The right to obtain a referral for bi-lingual services or to have an interpreter present in session if needed.
6. The right to the names, titles, and professions of Families First Therapy, LLC staff with whom the client speaks and from whom services or information are received.
7. The right to refuse examination, discussion, and/or procedures to the extent permitted by law and to be informed of the health and legal consequences of this refusal.
8. The right of access to the client's own personal health record.
9. The right to confidentiality and privacy of the client's personal mental health records as provided by the law. The details of the clients life and treatment are shared only with the client's parent's or guardian's permission and the client's explicit consent.
10. The right to expect reasonable continuity of care within the scope of services of Families First Therapy, LLC.
11. The right to examine and receive a full explanation of any charges made by Families First Therapy, LLC regardless of the source of payment.
12. The right of respect for the client's civil rights and religious opinions.
13. The right to be represented by a family member or guardian if the client is unable to fully participate in treatment decisions.

Client's Responsibilities

1. Provide accurate and complete information relevant to your treatment at Families First Therapy, LLC.
2. Ask questions if you do not understand any aspect of your treatment.
3. Report safety concerns immediately to your therapist.
4. Avoid drugs, alcoholic beverages or toxic substances while in attendance of your therapy session.
5. Accept the consequences if you do not follow the care, service, or treatment plan provided to you.
6. Respect the property of other people and of Families First Therapy, LLC.
7. Be considerate of other clients.
8. Sign a written acknowledgement that you have received the applicable Notice of Privacy Practices.
9. Provide accurate information needed for processing your insurance coverage.
10. Be responsible for payment of all services, either through your third party payers (insurance company) or by personally making payment for any service that are not covered by your insurance policy(s) including second opinions or consultations.

By signing below, I acknowledge my client's rights and responsibilities listed herein.

PARTNER 1 SIGNATURE

DATE

PARTNER 2 SIGNATURE

DATE

STEPHEN RATCLIFF, MA, LPCC

DATE

Families First Therapy, LLC
INFORMED CONSENT FOR RELATIONSHIP COUNSELING

General Information

Please review the following boundaries and information carefully and thoroughly. Please feel free to ask any questions!

- I utilize Gottman method couples therapy and supplement with a number of other tools including an eclectic mix. I seek to create a client-focused approach that builds on your relationship's strengths and to tailor treatment to your unique situation and struggles. For more information on Gottman method, please see this website (www.gottman.com).
- Once we have started Couples therapy, I will be unable to offer individual therapy for any of the relationship members. This is due to a conflict of interest. I would be happy to offer a referral if desired however.
- In relationship therapy, the relationship is the client rather than any of the relationship's members.

Expectations of the Process

- I will never advocate for you to stay together at all costs or to divorce. These decisions are yours to make and my job is to support you in making your relationship decisions rather than dictate a certain path for you.
- While I seek to support you in your relationship goals, I cannot guarantee any outcome from the treatment process.
- The continued participation by all members of the relationship is voluntary. Any participant may suspend or terminate the therapy at his or her individual request at any time.

Unique limitations regarding Confidentiality

Due to couples work involving two people, the following information is important to clarify at the beginning of therapy.

- In order for counseling information or records to be released, all members of the relationship must provide their written authorization. Since the relationship is the client, one member's desire to have information released is not sufficient. If all members of the relationship (as identified below) do not provide consents, then records will not be released.
- Because there are two or more individuals who are the focus of treatment, privilege cannot be guaranteed. This means that confidentiality is somewhat more limited compared to individual therapy where information disclosed is considered privileged. Thus anything involved with relationship counseling may not be privileged communication.
- I receive occasional professional consultation to help me improve my provision of services. Neither your name nor any identifying information about you and your relationship are revealed during these consultations.
- Because the process of relationship counseling involves a high amount of vulnerability in the efforts to build a closer emotional bond in the relationship, it is understood that all partners will not use the information disclosed during the therapy process against any other partner in a judicial setting of any kind, be it civil, criminal, or circuit. Likewise neither party shall for any reason attempt to subpoena my testimony or my records to be presented in a deposition or court hearing of any kind for any reason, such as a divorce or custody case.
- Because of the limitations due to my scope of practice, I am unable to make any kind of formal recommendation or state any opinion regarding child custody (Custody recommendations are only permitted by a psychologist custody evaluator).

No Secrets Boundary

My allegiance is to your relationship and not to any of the partners of your relationship as individuals. I find this is particularly important in creating a space where all partners can feel safe. Therefore, I adhere to a strict "No Secrets" policy. This means that I will not hold secrets for any partner. This policy is intended to allow me to continue to treat the relationship by preventing, to the extent possible, a conflict of interest to arise where an individual's interests may not be consistent with the interests of the relationship being treated.

I affirm that I have read, fully understand, and agree with the Informed Consent for Relationship Counseling. I also affirm that a representative of Families First Therapy, LLC has answered all of my questions about these policies.

PARTNER 1 SIGNATURE

DATE

PARTNER 2 SIGNATURE

DATE

STEPHEN RATCLIFF, MA, LPCC

DATE

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FAMILIES FIRST THERAPY, LLC
RELATIONSHIP COUNSELING PAYMENT AGREEMENT

Partner 1 Name: _____

Partner 2 Name: _____

I _____ (responsible party) agree to pay \$ 90.00 per session, **for relationship psychotherapy services** received through Families First Therapy, LLC.

I also agree to, and understand, the following conditions:

- Sessions are defined as one hour in length. Extended fees may be incurred for longer sessions.
- The client, or responsible party, will be held responsible for all fees charged.
- Sliding scale fees are to be determined using the client's household income and the number of people in the household. All sliding scale arrangements must be made in advance of the session.
- Fees are due at the time of each session and will be accepted in the form of cash, check, credit card, or money order.
- Fees will only be refunded in the event that the service is not delivered.
- Non-payment of fees could result in the discontinuation of services to the client.
- Clients will be billed for any unpaid services via an invoice by mail. Any unpaid balances may be turned over to collections after 30 days.
- Insurance will NOT be billed for these services; consequently none of the fees for services will be applied to an insurance plan's annual deductible.

Signature of Partner 1

Date

Signature of Partner 2

Date

Stephen Ratcliff, MA, LPCC

Date

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Fax (844) 840-7345

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