NorthLakes
COMMUNITY CLINIC

(888) 834.4551

www.nlccwi.org

**OUTPATIENT MENTAL HEALTH SERVICES AND SUBSTANCE USE DISORDER SERVICES**
**WELCOME LETTER**

Welcome to our clinic! We understand that the amount of paperwork presented for review and signatures during the first visit can be overwhelming. We urge you to let us know if you need a break or if you have any questions as the required paperwork is completed. Thank you for your patience.

**Forms**

Attached you will find several items for your review. You may keep the following documents for your records:

- HIPAA Notice of Privacy Practices
- Brochure – "Client Rights and the Grievance Procedure" or "Rights of Children and Adolescents"
  -This includes information about filing a grievance

Upon completion of your paperwork, you may ask for a copy of your signed:

- Informed Consent
- Clients Rights Policy

**Contact numbers**

You may call the clinic at: 888-834-4551 to make an appointment. **NorthLakes Community Clinic does not provide emergency behavioral health care. Always, in the case of an emergency, dial 911. If you are having a crisis after hours call the Mental Health Crisis line at 1-866-317-9362 or the National Suicide Prevention Lifeline at 1-800-273-8255 or go to your local emergency room.**

General clinic hours of services are Monday through Friday from 8:00 a.m. to 5 p.m.

**Discharge**

As determined by you and your therapist, you will be discharged upon completion of your treatment program.

There are circumstances under which you may be involuntarily discharged. The following are possible reasons for an involuntary discharge:

- referral to another treatment resource is deemed necessary by your provider
- excessive missed appointments

**I have read and understand the above, have had an opportunity to ask questions about this information. I understand that I have the right to ask questions of my treatment provider about the above information at any time.**

_____ _____

**Signature of client ages 18 years or older or legal representative** **Date**

_____ _____

**Witness** **Date**

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# Child and Adolescent Mental Health Intake Form

***This intake form is for individuals' ages 3-17 years***
***It may be completed by the child, the parent and/or both***

**Legal Name:** **Preferred Name:**

**Date of Birth:** **Gender:**

**Parent/Legal Guardian Name:**

**Legal shared parenting agreement?** **□Yes** **□ No** **Custody concerns?** **□Yes** **□No**

**For what issues are you seeking help?**

**When did these issues start?**

**What do you hope to gain from counseling? How will you know things are better?**

**How long do you expect to be in counseling?**
**□1-3 sessions** **□4-10 sessions** **□ A long time** **□No idea**

## Education

**School/Day Care Name: _____**
**Current Grade: _____** **Have an IEP or 504 Plan? □Yes □No**

**Any behavioral or academic concerns? □Yes □No**

## Developmental History

**Complications prior to birth? □Yes □No** **Complications at birth? □Yes □No**

**All developmental milestones met? □Yes □No**

**Any significant changes in life such as:**
**□Frequent moves** **□Changes in Caregivers** **□Death of a friend/relative**

**□Witness to violence** **□History of Abuse/Neglect** **□Other:**

**Work a part time job?** □Yes □No

**Involved in extra-curricular activities (sports, youth groups, or clubs)?** □Yes □No

**What do you like to do for fun?**

**Is spirituality a part of your life?** □Yes □No □It's complicated

## Family &Relationships

**Who lives in your home with you?**

**Do you have visits with another parent? □ Yes □ No If yes, how often do you visit?**

**Do you have siblings who live in another home? □ Yes □ No**

**Describe your relationship with family:**

**Are you dating? □ Yes □ No** **Are you currently in a relationship? □ Yes □ No**

**Describe your relationship with friends:**

**Do you feel supported by your friends and family? □Yes □No □Sometimes**

## Medical & Mental Health Treatment History

**Physician Name:** **Dentist Name:**

**Chronic medical problems □Yes □No** **Head Traumas/Concussions: □Yes □No**
**Past Counseling Experience? □Yes □No When?_____ Where?_____**

**Please list any current medications:**

| Mental Health History | | | | | |
|---|---|---|---|---|---|
| | Self | Mother | Father | Sibling | Grandparent |
| Depression | □ | □ | □ | □ | □ |
| Anxiety | □ | □ | □ | □ | □ |
| Bipolar Disorder | □ | □ | □ | □ | □ |
| Schizophrenia | □ | □ | □ | □ | □ |
| Post-Traumatic Stress | □ | □ | □ | □ | □ |
| Drug/Alcohol Addiction | □ | □ | □ | □ | □ |
| Eating Disorder | □ | □ | □ | □ | □ |
| Violence | □ | □ | □ | □ | □ |
| Suicide | □ | □ | □ | □ | □ |
| Problems with Focus or Attention | □ | □ | □ | □ | □ |
| Other | □ | □ | □ | □ | □ |

| Strengths & Difficulties | | | |
|---|---|---|---|
| | **Not True** | **Somewhat True** | **True** |
| Considerate of other peoples' feelings | □ | □ | □ |
| Restless, overactive, cannot stay still for long | □ | □ | □ |
| Often complains of headaches, stomach-aches or sickness | □ | □ | □ |
| Shares readily with other youth | □ | □ | □ |
| Often loses temper | □ | □ | □ |
| Would rather be alone than with other youth | □ | □ | □ |
| Generally well behaved, usually complies with adult requests | □ | □ | □ |
| Many worries or often seems worried | □ | □ | □ |
| Helpful if someone is hurt, upset or feeling ill | □ | □ | □ |
| Constantly fidgeting or squirming | □ | □ | □ |
| Has at least one good friend | □ | □ | □ |
| Often fights with other youth or bullies them | □ | □ | □ |
| Often unhappy, depressed or tearful | □ | □ | □ |
| Generally liked by other youth | □ | □ | □ |
| Easily distracted, concentration wanders | □ | □ | □ |
| Nervous in new situations, easily loses confidence | □ | □ | □ |
| Kind to younger children | □ | □ | □ |
| Often lies or cheats | □ | □ | □ |
| Picked on or bullied by other youth | □ | □ | □ |
| Often offers to help others (parents, teachers, children) | □ | □ | □ |
| Thinks things through before acting | □ | □ | □ |
| Steals from home, school or elsewhere | □ | □ | □ |
| Gets along better with adults than with other youth | □ | □ | □ |
| Many fears, easily scared | □ | □ | □ |
| Good attention span, completes chores and/or homework | □ | □ | □ |

## CURRENT SYMPTOMS CHECKLIST

| ***Please check the appropriate box for symptoms you/your child have experienced in the past 2 weeks.*** | **Daily** √ | **Some** √ | **None** √ |
|---|---|---|---|
| Sadness/Depressed Mood/Crying Spells | | | |
| Temper Outbursts | | | |
| Withdrawn or Isolated | | | |
| Daydreaming | | | |
| Fearful | | | |
| Clumsy | | | |
| Over-reactive | | | |
| Short Attention Span/Difficulty Concentrating | | | |
| Fatigue/Low Energy | | | |
| Hard to make decisions | | | |
| Appetite increase or decrease/Feeding or eating problems | | | |
| Weight increase or decrease | | | |
| Distractible | | | |
| Suicidal thoughts | | | |
| Attempts to self -harm | | | |
| Peer Conflict/Mean to others | | | |
| Mood swings | | | |
| Increased energy | | | |
| Racing thoughts | | | |
| Bedwetting | | | |
| Decreased need for sleep | | | |
| Excessive worry | | | |
| Feeling "on edge" | | | |
| Panic Attacks | | | |
| Destructive | | | |
| Restlessness | | | |
| Irritability or Anger | | | |
| Stealing, lying, disregard for others | | | |
| Defiance toward authority | | | |
| Impulsivity | | | |
| Nightmares | | | |
| Hearing or seeing things - others don't see/hear | | | |

**Who completed this form: □Parent/Guardian □Client/Child □ Both Parent and Client**

_____ _____

**Parent/Guardian Signature Date** **Client/Child Signature Date**

Client Name:_____

# The CRAFFT Questionnaire (version 2.1)

**To be completed by patient**

Please answer all questions **honestly**; your answers will be kept **confidential**.

## During the PAST 12 MONTHS, on how many days did you:

| | | |
|---|---|---|
| **1.** | Drink more than a few sips of beer, wine, or any drink containing **alcohol**? Put "0" if none. | ☐ # of days |
| **2.** | Use any **marijuana** (weed, oil, or hash by smoking, vaping, or in food) or "**synthetic marijuana**" (like "K2," "Spice")? Put "0" if none. | ☐ # of days |
| **3.** | Use **anything else to get high** (like other illegal drugs, prescription or over-the-counter medications, and things that you sniff, huff, or vape)? Put "0" if none. | ☐ # of days |

**READ THESE INSTRUCTIONS BEFORE CONTINUING:**

- **If you put "0" in ALL of the boxes above, ANSWER QUESTION 4, THEN STOP.**
- **If you put "1" or higher in ANY of the boxes above, ANSWER QUESTIONS 4-9.**

| | | No | Yes |
|---|---|---|---|
| **4.** | Have you ever ridden in a **CAR** driven by someone (including yourself) who was "high" or had been using alcohol or drugs? | ☐ | ☐ |
| **5.** | Do you ever use alcohol or drugs to **RELAX**, feel better about yourself, or fit in? | ☐ | ☐ |
| **6.** | Do you ever use alcohol or drugs while you are by yourself, or **ALONE**? | ☐ | ☐ |
| **7.** | Do you ever **FORGET** things you did while using alcohol or drugs? | ☐ | ☐ |
| **8.** | Do your **FAMILY** or **FRIENDS** ever tell you that you should cut down on your drinking or drug use? | ☐ | ☐ |
| **9.** | Have you ever gotten into **TROUBLE** while you were using alcohol or drugs? | ☐ | ☐ |

**NOTICE TO CLINIC STAFF AND MEDICAL RECORDS:**

The information on this page is protected by special federal confidentiality rules (42 CFR Part 2), which prohibit disclosure of this information unless authorized by specific written consent. A general authorization for release of medical information is NOT sufficient.

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# CLIENT RIGHTS POLICY- BH

Patient Name: _____ DOB: _____

## Clients have the following rights under Wisconsin state law:

- The right to be informed of your rights as a patient/client.
- Nondiscrimination on the basis of race, religion, age, sex, or sexual orientation, ethnic origin, physical or mental impairment, financial or social status.
- The right to the least restrictive treatment conditions necessary.
- The right to receive prompt and adequate treatment.
- The right to be informed of your treatment and care, treatment options and to participate in the planning of your treatment and care.
- The right to be free from any unnecessary or excessive medications at any time.
- The right to refuse all medication and treatment unless court-ordered or unless medication and/or treatment is necessary to prevent serious physical harm to yourself or to others.
- The right to a humane psychological and physical environment.
- The right not to be subjected to experimental research without your informed, written consent.
- The right not to be subjected to psychosurgery or other drastic treatment procedures without your written, informed consent.
- The right to petition the court for review of your commitment order.
- The right to confidentiality of all treatment records, to review and copy certain records, and to challenge the accuracy, completeness, timeliness or relevance of information in your records in accordance with the provisions of section.
- The right not to be filmed or taped without your permission.
- Be informed about the costs of treatment and medications.
- The right to file a grievance about violation of these rights without fear of retribution.
- The right to go to court if you believe that your rights were violated.
- Have the right to be treated with respect and recognition of the patient's dignity and individuality by all employees of the treatment facility or community mental health program and by licensed, certified, registered or permitted providers of health care with whom the patient comes in contact.

By my signature below, I acknowledge that I received or was offered a copy of the Clients Rights.

**X**_____ _____

Signature of Patient/Legal Guardian Date

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# INFORMED CONSENT- BH

Patient Name:_____ DOB:_____

I understand that I am seeking services regarding a health problem or suspected health problem at NorthLakes Community Clinic (NorthLakes) to be provided by authorized employees of the Clinic, etc. I consent to routine services, which may include but are not limited to: assessment, evaluation, diagnosis, treatment planning, therapy, group therapy, education, discharge planning, referral, and follow up care. These program elements have been explained to me and I understand what the services are. I understand I can withdraw this consent at any time, and that **it is effective for one year from this date**.

**In addition to the above be informed that:**

- Benefits that will come from this treatment could include a solution to your presenting problem, better coping skills or a better adjustment to your life situation.
- You and your provider will establish a treatment plan that will include how often you will meet with the provider and who may be included in your treatment.
- The clinician providing treatment may not be credentialed by OptumHealth/UBH and the visits will be billed under their supervising provider.
- Treatment does not always result in positive changes. Occasionally the problems remain despite your and your provider's best efforts. In some cases, new problems may arise, or unwanted changes occur. For example, talking about your depression may make you feel worse initially, or as you get better, other problems arise and become important.
- Besides the proposed ways of addressing your problems, there are other resources such as self-help groups, spiritual teachers, cultural activities, church or other support groups or providers with different approaches.
- If you elect not to seek treatment a number of things could happen. Your problems may solve themselves, your problems may remain as they are, your problems may worsen, or new problems may appear.
- Information shared in visits is confidential and will not be released without specific written authorization from you or your representative. For the purpose of continuity of care, information can be shared with other providers within the NorthLakes Clinic who are also involved in your treatment. This confidentiality remains after termination and we maintain records for seven years.

**Information that cannot be kept confidential that your provider and NorthLakes Community Clinic is required by law to release includes:**

- Suspected or actual physical and/or sexual abuse or neglect of a child or vulnerable adult
- Information requested in a court order.
- Situation in which you are judged to be in imminent or immediate danger of harming self or others.

**NorthLakes Clinic does not provide emergency behavioral health care. In case of an emergency, please contact your local emergency room or call the Suicide and Crisis Lifeline at 988.**
Our general hours of service are 9:00AM-5:00PM.

By my signature below, I give consent for the administration of the above described treatment. I have been given complete and accurate knowledge, and I understand that no promises have been made to me as to the results of the treatment.

**X**_____ _____

Signature of Patient/Legal Guardian Date

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## ATTENDANCE POLICY

Date: _____

Client Name: _____ DOB: _____

Therapy will not be effective unless it is consistent and regular. Therefore, regular attendance at all appointments is important.

**CANCELLATIONS – NON EMERGENCY:**

Except for emergency situations, all appointments are to be cancelled at least 24 hours in advance by calling or cancelling in person. We consider the following to be examples of NON EMERGENCY reasons to cancel an appointment: vacations, prescheduled doctor appointments, family events, parties, recreational events, after school activities, lack of baby sitter, holiday weekend, school holiday, day before or after a holiday, schedule conflict, and sibling illness. **Initial** _____

**CANCELLATIONS – EMERGENCY:**

In case of emergency (sudden illness, death in family, hospitalization, emergency doctor visit), appointment must be cancelled as early as possible prior to appointment time. **Initial** _____

**CLOSINGS DUE TO WEATHER:**

If NorthLakes Community Clinic decides to close the office due to poor weather, we will contact you. We do not necessarily close because school is closed. If we are open, and you decide to cancel due to weather conditions, we ask that you do so at least 2 hours before your scheduled appointment. **Initial** _____

**ATTENDANCE:**

If two appointments are missed and/or cancelled with less than 24 hours due to a non-emergency you and I will have to discuss whether or not to continue working together. A third such event within a two month period may lead to termination of your behavioral health treatment at NorthLakes Community Clinic. **Initial** _____

MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE ABOVE POLICY AND UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS.

**X**_____ _____

Client Signature Date

**X**_____ _____

Parent/Guardian Signature Date

**X**_____ _____

Therapist Signature Date

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# PERMISSION TO TREAT UNACCOMPANIED MINORS AND DEPENDENT ADULTS

Name of Patient: _____

Patient Date of Birth: _____

I have legal authority to make health care decisions of the patient named above or have been delegated legal authority to make health care decisions of the patient named above. [Proof of delegation must be received in writing.]

I hereby authorize NorthLakes Community Clinic to provide diagnosis and treatment for the above-named patient in my absence. I give consent for care and give permission for my unaccompanied minor/dependent adult to be treated by NorthLakes Community Clinic providers and clinical staff. Treatment will be administered and provided in accordance with current standards of care as determined by the provider or clinical staff.

I acknowledge that I, or an authorized alternate, must be reachable by telephone during the scheduled appointment time. NorthLakes Community Clinic has full discretion to act how they deem appropriate during an emergency situation. I also acknowledge that there will be situations where my presence, or the presence of an authorized alternate, may be required during the patient appointment.

This permission to treat an unaccompanied minor/dependent adult will remain effective for one year from the date of signature. This permission to treat an unaccompanied minor/dependent adult may be revoked in writing at any time by parent, legal guardian, or authorized alternate.

*Please Note: If there is a Power of Attorney (POA) in place for medical decisions for an adult dependent that names someone other than the guardian, both the guardian and the "other person" that has POA for medical decisions should sign the form.

_____

Signature of Parent or Legal Guardian Date

_____

Signature of Other POA Appointed Person (as applicable) Date

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# SERVICE FEES

**Fees associated with our counseling services**

This table shows session fees for Behavioral Health Services with a Behavioral Health Counselor.
These fees exclude any Pyschiatriac Nurse Practioner Testing
Insurance benefits vary, please call your insurance for coverage questions.

## BEHAVIORAL HEALTH COUNSELING FEES

| | |
|---|---|
| Initial and Updated Evaluations | $205.00 |
| Individual- 30 minute Session | $140.00 |
| Individual- 45 minutes Session | $160.00 |
| Individual- 60 minutes Session | $215.00 |
| Family without Client Session | $115.00 |
| Family with Client Session | $156.00 |
| Group Session | $125.00 |
| Couples Therapy<br>Please check with your insurance about Couple's Therapy coverage | $156.00 |

## QUALIFYING- BEHAVIORAL HEALTH SLIDING FEE SCALE FEES

| | |
|---|---|
| Slide A | $ 0.00 |
| Slide B | $10.00 |
| Slide C | $15.00 |
| Slide D | $20.00 |
| Slide E | $25.00 |

## TESTING FEES

| | |
|---|---|
| OWI Assessment- Ashland County Resident | $275.00 |
| OWI Assessment- Bayfield County Resident | $275.00 |
| Psychological/Neuropsychological Testing | $297.00 first 60 minutes and $226.00 for each additional 60 minutes |
| Psychological/Neuropsychological Battery of Tests | $120.00 first 30 minutes and $111.00 for each additional 30 minutes |

I verify that I have been shown the fees for Behavioral Health Services.

Client Signature:_____ Date:_____

Parent/Guardian:_____ Date: _____

Witness Signature:_____ Date: _____