



## Forever Hope Counseling & Educational Services, LLC

Stone Oak Location  
1162 E Sonterra Blvd Suite 130  
San Antonio, Texas 78258

Alamo Heights Location  
4900 Broadway Suite 500  
San Antonio, TX 78209

[www.foreverhopecounseling.com](http://www.foreverhopecounseling.com)

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### ***COUNSELOR-CLIENT AGREEMENT AND CONSENT FORM***

#### *A few words about our counseling center:*

Forever Hope Counseling is committed to providing the highest quality of services by using a multidisciplinary treatment approach. We believe every individual has the capability to succeed in improving their quality of life regardless of the nature of their conditions or life experiences.

During your initial consultation, our Clinical Director, Sandra Salazar, will assess the needs of you or your family member and will make the necessary clinical recommendations. She will also pair you with one of our trained therapists who best meets your needs to begin counseling services. Mrs. Salazar is a Nationally Licensed Professional Counselor, Certified Special Education teacher as well as a Certified School Counselor. She is a state approved Continuing Education Provider for LPCs and Certified Texas Educators. She serves the community as a public & private school district trainer, hospital and church mental health advisor and presenter. She also maintains a caseload as a psychotherapist and special education advocate. She has received extensive training in the diagnosing and treatment of: ADHD, Autism Spectrum Disorders, Learning Disabilities and Mood Disorders, Anxiety, Depression and Selective Mutism.

Forever Hope clinicians attend weekly clinicals to review and discuss case conceptualizations and participate in team collaborations.

#### *Counseling Expectations:*

Our clients are committed to begin services by attending weekly, then biweekly and will gradually move to monthly sessions. They develop healthy living strategies, learn coping & communication skills and to improve their overall personal growth. Our clients are active participants learning new ways to manage, resolve, or overcome their difficulties.

(For minors, parents are expected to attend “parent sessions” every 5th session of treatment to gain parental strategies and support from their child’s therapist.)

#### *Cancelled or Missed Appointments Fees:*

We require a 24-hour cancellation notice of your appointment regardless of the reason for your absence. You will be charged a FULL rate for any same day cancellation or missed appointment. Messages can be left on our voicemail 24 hours prior to your appointment at 210-490-9062.

Same day cancellation charges include: absences due to same day illnesses, doctor appointments, vacations, extracurricular activities and other unavoidable obligations. *Initials* \_\_\_\_/\_\_\_\_



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There is a \$50 returned check fee for any payment returned by your bank. *Initials* \_\_\_\_/\_\_\_\_

*PLEASE NOTE: All payments are due and payable at the guest counter upon check in BEFORE your session begin. Your credit card on file will be charged unless you inform the front desk you are prepared to pay by check or cash. You MUST pay at the time your services are rendered.*

<u><i>Counseling Services:</i></u>	New Consults – Licensed clinicians \$175	Interns \$100
Counseling Support –	Licensed Clinicians \$100 - \$175	Counseling Interns \$80
ABA Support -	BCBA \$125	ABA Skills Trainers \$90
Group Sessions -	Licensed Clinicians \$75/hr	Counseling Interns \$50/hr

*Educational services:*

Special Education Advocacy - \$225/hr (This advocacy service is provided by our Clinical Director who is professionally licensed in school counseling and Texas Special Education certified)

*Psychoeducational Testing:*

Autism Spectrum Disorder, Dyslexia, Learning disabilities, ADHD - \$1895

(Testing fee covers 4-6 hours of testing, testing results session, 504 Plan/IEP, advocacy campus visit, & test report with clinical & educational recommendations)

*Court attendance and testimonies:*

There is an \$800 (4 hour) retainer fee for all court appearances. If the amount of time in court surpasses the prepaid (4 hour) retainer, you will be charged at the agreed upon \$200/hour rate.

Additionally, if a subpoena is issued to your therapist for ANY legal matter related to you or your family member, you agree to accept and assume financial responsibility for the time preparing for ANY attorney’s requests including but not limited to: *preparing the release of client records, any notarization costs, interviews, responding to ANY attorney’s emails as well as phone calls at the \$200 hourly rate.* *Initials* \_\_\_\_/\_\_\_\_



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### Records and Confidentiality:

Your mental health record is accessible to you upon request. If you request a superbill (summary of receipts) or a copy of your records, there is a **\$45 administrative charge for the first 20 pages and \$1 per page thereafter**. This does not include postage and handling. You will be given receipt after each session or payment for your records. *Initials* \_\_\_\_/\_\_\_\_

There is also a **\$45 administrative charge** for completion of forms by clinicians, request of payment history and any other duty considered administrative that requires less than an hour of the clinician's time to complete. Anything that requires an hour or more will be charged a full rate for the clinician's time to complete the request.

When a request is made directly from a government agency or official, there is NO charge.

*Initials* \_\_\_\_/\_\_\_\_

### Electronic Communication:

We are committed to providing a safe, nonjudgmental and confidential therapeutic environment for you and your family. Please be aware that all communication via email, text messages, and other electronic means limit your privacy and will increase the chances of your personal information being shared with others.

**Our clinicians are not permitted to communicate through email or text.** Please leave a message for your therapist with our front desk or call to schedule a phone session if you are requesting to communicate with your therapist before your scheduled session.

Although our sessions may be very delicate in nature, both emotionally and psychologically, please keep in mind our relationship is professional rather than personal. All contact between us will be limited to paid sessions. *Please use your best judgment and reserve all calls for times you are unable to wait until your next session.*



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### Termination of Services:

You may choose to end our counseling relationship at any point for any reason. We will be respectful of your decision to end our counseling relationship. You agree to actively participate in your sessions by coming to every scheduled appointment.

If you miss two consecutive sessions, your future appointments will be cancelled, terminated or you may be given a referral for a transfer to another therapist outside of our practice. Our clients share the responsibility for their treatment and are committed to attending their sessions consistently.

You agree to inform our office of any changes in child custody for the child/children related to our counseling services.

*By signing below, you understand in the event that a request for your mental health records has been subpoenaed or made by either you or your spouse or significant other that is participating in counseling with you, you agree that an original copy of the records will be released and a copy of what was released will be sent to you and your spouse/partner by mail. You are also saying that you understand all costs and fees associated with the services we will be providing to you or your family. In addition, you are stating that your questions have been answered to your satisfaction.*

Thank you for choosing to begin your care at *Forever Hope Counseling & Educational Services, LLC...*

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Client Signature(s)

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Date

---

Client Signature(s)

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Date

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Therapist Signature(s)

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Date

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Clinical Director/Sandra Salazar, NCC, LPC

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Date



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## PATIENT RIGHTS AND HIPAA AUTHORIZATIONS

(Page 2 of 2)

The following specifies your rights about this authorization under the Health Insurance Portability and Accountability Act of 1996, as amended from time to time ("HIPAA").

1. Tell your mental professional if you don't understand this authorization, and they will explain it to you.
2. You have the right to revoke or cancel this authorization at any time, except: (a) to the extent information has already been shared based on this authorization; or (b) this authorization was obtained as a condition of obtaining insurance coverage. To revoke or cancel this authorization, you must submit your request in writing to your mental health professional and your insurance company, if applicable.
3. You may refuse to sign this authorization. Your refusal to sign will not affect your ability to obtain treatment, make payment, or affect your eligibility for benefits. If you refuse to sign this authorization, and you are in a research-related treatment program, or have authorized your provider to disclose information about you to a third party, your provider has the right to decide not to treat you or accept you as a client in their practice.
4. Once the information about you leaves this office according to the terms of this authorization, this office has no control over how it will be used by the recipient. You need to be aware that at that point your information may no longer be protected by HIPAA.
5. If this office initiated this authorization, you must receive a copy of the signed authorization.
6. ***Special Instructions for completing this authorization for the use and disclosure of Psychotherapy Notes.*** HIPAA provides special protections to certain medical records known as "Psychotherapy Notes". All Psychotherapy Notes recorded on any medium (i.e., paper, electronic) by a mental health professional (such as a psychologist or a psychiatrist) must be kept by the author and filed separate from the rest of the client's medical records to maintain a higher standard of protection. "Psychotherapy Notes" are defined under HIPAA as notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session and are separate the rest of the individual's medical records. Excluded from "Psychotherapy Notes" definition are the following: (a) medication prescription and monitoring, (b) counseling session start and stop times, (c) the modalities and frequencies of treatment furnished, (d) the results of clinical tests, and (e) any summary of: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date.

In order for a medical provider to release "Psychotherapy Notes" to a third party, the client who is the subject of the Psychotherapy Notes must sign this authorization to specifically allow for the release of Psychotherapy Notes. Such authorization must be separate from attached to release other medical records.

My signature indicates I have been offered a copy of Patient Rights and HIPAA Authorizations.

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



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### LIMITS OF CONFIDENTIALITY

Contents of all therapy sessions are considered to be confidential. Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. Noted exceptions are as follows:

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#### **Duty to Warn and Protect**

When a client discloses intentions or a plan to harm another person, the mental health professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

#### **Abuse of Children and Vulnerable Adults**

If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a client (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, the mental health professional is required to report this information to the appropriate social service and/or legal authorities.

#### **Prenatal Exposure to Controlled Substances**

Mental Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

#### **Minors/Guardianship**

Parents or legal guardians of non-emancipated minor clients have the right to access the clients' records.

#### **Insurance Providers (when applicable)**

Insurance companies and other third-party payers are given information that they request regarding services to clients.

Information that may be requested includes, but is not limited to: types of service, dates/times or service, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries.

*I agree to the above limits of confidentiality and understand their meanings and ramifications.*

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Client Signature (Client's Parent/Guardian if under 18)

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Today's Date



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## Debit/Credit Card Authorization Form

**Forever Hope Counseling requires a credit card on file to secure services with our therapists. Please inform the front desk before your sessions begin if you have a preference to pay with cash or check; however, you must still provide a credit card for your file.**

Name on the Card: \_\_\_\_\_

Type of Card: Visa  MC  Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**By signing this form, you authorize Forever Hope Counseling & Educational Services, LLC to charge this card for clinical, academic, or behavioral services provided for**

\_\_\_\_\_  
(Client Name)

**This includes any fees related to these services, such as missed appointments or same day cancellations. If in the event your credit card is declined, or is not accepted by our credit card system, you agree to offer alternative credit card or to pay by cash or check until we have found a solution to your original preferred bank card.**

We are unable to hold your appointments with your therapist if there is a balance on your account.

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



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### **Acknowledgement of Scheduled Appointments**

Therapy sessions are given individualized treatment plans for each of our clients. For therapy to be most effective you must be an active and consistent participant. **It is our procedure to schedule weekly standing appointments in order to create stability and a foundation where change can occur.**

#### **Here is our general flow of treatment that we follow:**

*Weekly sessions for the first 3<sup>rd</sup>-6<sup>th</sup> months*

*Biweekly sessions for the 6<sup>th</sup>-9<sup>th</sup> months*

*Monthly sessions for the 9<sup>th</sup>-12<sup>th</sup> months*

We also request you to participate in parent sessions once a month to keep your child's therapy goals and progress on track. In some cases we may recommend individual sessions for parents in order to address issues we are unable to address during a parent session.

*Please keep in mind we work together to determine the needs of each individual's situation and or conditions. Some clients take less time while others take longer to see results. A client's response to therapeutic intervention varies depending on many factors.*





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## Couples/Relationship - Intake Form

**\*Both parties must fill out their own intake\***

Client Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M F

Address: \_\_\_\_\_

Cell Phone/Contact number: \_\_\_\_\_

May we leave a message: Y N

Email: \_\_\_\_\_

May we contact you via email? Y N

Your Occupation: \_\_\_\_\_

work # \_\_\_\_\_

Name of Spouse/Significant Other: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: M F

Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ cell # \_\_\_\_\_

Relationship to client: \_\_\_\_\_

Are you taking prescription medication? (If so, please list – name and dosage):

\_\_\_\_\_  
\_\_\_\_\_

Who prescribes this medication? \_\_\_\_\_

How often do you see this physician? \_\_\_\_\_

How would you rate current physical health?: poor fair good excellent

How often do you exercise? None 1-2 times a week 3 or more times a week

How many hours of sleep do you get on most nights? \_\_\_\_\_

Have you had a loss in appetite? Yes No If yes please explain \_\_\_\_\_

1. Are you experiencing grief, sadness, or depression?:

\_\_\_\_\_



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2. Are you experiencing anxiety, panic, or phobias?:

\_\_\_\_\_

3. Are you experiencing acute/chronic pain?:

\_\_\_\_\_

Please explain any details related to your physical health history:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Relationship Description:

Married

Dating

Divorced

Living together

Separated

Living separately

Widow/Widower

How long have you been in this current relationship? \_\_\_\_\_

What is your level of commitment to the relationship?

No commitment-----Completely

1

2

3

4

5

Why is your current relationship important to you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the concerns that brought you here today?

\_\_\_\_\_

What challenges do you have with your current relationship?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Frequency of arguments:

Rarely (less than 1 time/month) -----Very often (almost daily)

1

2

3

4

5

Please list the strengths of your relationship:

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Names & Age(s) of children: \_\_\_\_\_

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1. Do you/your spouse or significant other / family have traditions/ceremonies that you practice? (ex: birthday parties, holiday gatherings, etc):

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2. Have you been in counseling/therapy previously? (If yes, for what issue(s), for how long, results?): \_\_\_\_\_

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3. What worked well in addressing your concerns at that time?

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4. Were there aspects of therapy that did not seem effective for you?

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5. What are your suggested goals in counseling?

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6. Is there substance abuse by you and/or your spouse or significant other? (Alcohol or drugs):

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7. Is there physical, emotional, verbal abuse in the relationship? With children?:

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8. Have either you or your spouse or significant other discussed separation or divorce?:

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9. Have either you or your spouse or significant other consulted a lawyer?

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10. Is there an ongoing affair?:

---

Past affair(s):

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11. How much time do you and your spouse or significant other have to spend together?

---

12. Are you in a stable, satisfying job?:

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13. Are you able to financially afford your current lifestyle?:

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14. Do you consider yourself spiritual or religious?:

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15. Do you have an extended family/friends support system?:

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16. Does your spouse or significant other have an extended family/friends support system?

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17. What other information would you like to share?

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**To be completed by clinician during consultation ~ PLEASE DO NOT WRITE BELOW**

**Recommendations:**

Frequency:	Weekly	Biweekly	Monthly	Consult Only	Referral
Type:	ABA	Skills training	Counseling	Diagnostic Testing	
Level:	BCBA	LPC-Intern/LMFT Associate/PsyD Intern	LPC/LMFT	Director	

**Special Notes:**

Recommended clinician: \_\_\_\_\_

Date and time requested: \_\_\_\_\_

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommended Goals:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date