



## **Information for scheduling a court ordered psychological evaluation with Family Life Counseling and Psychological Services, LLC**

### **1. Guardian ad litem/Attorney:**

Please contact Family Life Counseling to reserve dates for the party/parties to be evaluated. We will hold the dates while the court order is being submitted. Please forward us a copy of the court order as well as names of parties to be evaluated, phone numbers of the parties and their attorneys, list of collateral sources, approximate number of pages of records for review and the trial date, if scheduled.

### **2. Party to be evaluated**

Please complete this packet "Application for Court Ordered Evaluation" as soon as possible and return to our office. We will officially schedule your appointment when we have a copy of the court order, our completed application and the required retainer (see fees below). (If the court order is for two parties to be evaluated, we will require the documents and retainer from both parties prior to scheduling either. This allows us to schedule the evaluations near one another.)

### **3. Fees**

Our current rate for evaluations is \$200 per hour. This is the fee we charge for the interview, testing, records review, interview of collateral sources and completion of report. This is also the fee we charge for all other legal work (i.e. depositions, addendums, expert witness testimony, travel to court, time in court, disruption of practice, etc.). The retainer required at the time of scheduling is \$1200. The final total bill for our evaluations averages \$1500.00 to \$2000.00 per evaluation. However, there are many factors, such as a large number of medical records, that can add greatly to the total cost.

### **4. What to expect**

While each case is unique, Family Life Counseling is usually hired to evaluate an individual's mental health, parenting skills, and ability to provide a safe environment for his/her child(ren). The initial appointment is four hours and includes a diagnostic interview and psychological testing. Additional appointments and phone calls are made as needed.

### **5. Questions?**

Contact; David Sanderson, Manager and Co-owner  
Cell: 314-276-7566      Office: 636-300-9333

## Application for Services

**Client's Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

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

**Phone: (Home)** \_\_\_\_\_ **Phone (Work)** \_\_\_\_\_

**Phone: (Cell)** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Client's Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Client's Ethnicity:** \_\_\_\_\_

**Client's Employer (or School):** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Who referred you to this office?** \_\_\_\_\_

**Briefly describe your reasons for requesting services:** \_\_\_\_\_  
\_\_\_\_\_

**List any previous mental health services you have received:** \_\_\_\_\_  
\_\_\_\_\_

**Please list any medications you are taking:** \_\_\_\_\_

## Family Life Counseling and Psychological Services, LLC

4142 Keaton Crossing Blvd, Suite 101, O'Fallon, MO 63368

Phone: (636) 300-9333 Fax (636) 300-8761

### OUTPATIENT SERVICES CONTRACT

Welcome to Family Life Counseling and Psychological Services. We are pleased to have the opportunity to work with you. This document contains important information about our professional services and business policies. Please read it carefully. When you sign this document, it will represent an agreement between us.

#### APPOINTMENTS AND CANCELLATION POLICY:

The length of time of the appointment varies based on the services provided. Psychological evaluations generally take three to four hours of your time. While most are completed in one day, a second appointment may be necessary, particularly with children who tire easily. Therapy sessions are generally scheduled for 45 minutes or 55 minutes, one time a week, although some sessions may be longer or more frequent. **Because the appointment time is reserved for you, it is necessary to charge our full rate for appointments that are not cancelled 24 hours in advance. This includes office visits, court appearances, depositions, DFS evaluations etc. Court ordered psychological evaluations require 7 days' notice. Court ordered evaluations cancelled with less than 7 days' notice will be billed for four hours at our regular evaluation rate.** However, no fee is charged for late cancellations due to inclement weather.

#### CONTACTING US:

We are often not immediately available by telephone. While we are generally in the office Monday through Friday, we probably will not answer the phone when we are with a client. When we are unavailable, the phone is answered by our receptionist or voice mail that we monitor frequently. We will make every effort to return your call within 24 hours, with the exception of weekends and holidays. In case of emergency, call 911 or go to your local emergency room and ask for the psychologist on call or call Behavioral Health Response at 1-800-811-4760. After business hours, for urgent but non-emergency matters, you may call our office manager, David, on his cell phone at 314-276-7566. He will contact the therapist on call for the evening.

#### CONFIDENTIALITY

In general, law protects the privacy of all communications between a client and a psychologist or counselor, and we can only release information about our work to others with your written permission. However, there are a few exceptions.

There are some situations in which we are legally obligated to take action to protect others from harm, even if we have to reveal some information about a client's treatment. For example, if we believe that a child, elderly person, or person with a disability is being abused, we must file a report with the appropriate state agency.

If we believe that a client is threatening serious bodily harm to another, or to himself/herself, we are required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the client.

Information subpoenaed in a legal proceeding might not be regarded by the court as confidential.

We may occasionally find it helpful to consult other professionals about a case. The consultant is also legally bound to keep the information confidential.

Please read our **Notice of Privacy Practices**.

**PROFESSIONAL FEES:**

The standard fee for a 38-52 minute session is \$115. The standard fee for a 53-60 minute session is \$135. Our fee for court ordered psychological evaluations is \$200 per hour. In addition to our appointments, we charge this amount for other professional services you may need. For example, the fee for psychological evaluations also includes test scoring, interpretation, and preparation of the report. Brief telephone conversations to discuss changes in appointment times are free of charge. Phone calls over five minutes in length are billed in five-minute increments, prorated at your session rate.

If you become involved in legal proceedings that may require our participation, you will be expected to pay for our professional time even if we are called to testify by another party. Because of the complexity of legal involvement, we charge \$200.00 per hour for preparation, travel, and attendance at any legal proceeding. We charge this same fee for all matters that we determine as legal in nature including, divorce mediation, responding to subpoenas, phone calls, letters and faxes to attorneys, disruption of practice, etc.

**BILLING AND PAYMENTS:**

**Your co-pay is due at the time of your session.** Payment for psychological evaluations is due in full before the results of the evaluation will be made available. You are responsible for all collection fees incurred as a result of late or non-payment including the hiring of a collection agency or use of small claims court. All invoices over 90 days old are automatically turned over to collections and currently incur a 35% collection charge. A bounced check fee of \$25 will be charged for all returned checks.

**INSURANCE REIMBURSEMENT:**

In order for us to set realistic treatment goals and priorities, it is important to evaluate what resources you have available to pay for your treatment. If you have a health insurance policy, it will usually provide some coverage for mental health treatment. We can provide you with a detailed receipt for you to submit to your insurance company for reimbursement. We will also be happy to submit an insurance claim for you. However, you (not your insurance company) are responsible for full payment of our fees. It is very important that you find out exactly what mental health services your insurance policy covers. Once we have all the information about your insurance coverage, we will discuss what we can expect to accomplish with the benefits that are available and what will happen if they run out before you feel ready to end our sessions.

**CLIENT'S RIGHTS:**

At any time, you may question and/or refuse any procedures or services, or gain whatever information you wish to know about the process and course of therapy and testing. We encourage you to ask us questions concerning the services provided. You are never obligated to continue services at any time.

**CONSENT TO TREAT:**

By signing below, I consent for a therapist of Family Life Counseling and Psychological Services, LLC to provide evaluation and/or treatment services for \_\_\_\_\_ (client's name). I understand that I may terminate services at any time without penalty. I understand and agree to all of the policies and procedures noted on page one and page two of the Family Life Counseling and Psychological Services, LLC Outpatient Services Contract and I have received and read a copy of Family Life Counseling and Psychological Services' Notice Of Privacy Practices.

\_\_\_\_\_  
Client's Name (Please Print)

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

# ADULT DEVELOPMENTAL HISTORY

Please complete the following questionnaire as thoroughly as possible. If more space is needed, use the back of any page. Your answers will help your therapist assess your history more quickly, so that the time during your session can focus more on your specific concerns.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Presenting Circumstances

How were you referred to our office? \_\_\_\_\_

Relationship Status: \_\_\_\_\_ Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Re-married  
\_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_ Long-Term Relationship

List the people with whom you currently live, and their relationships to you:  
\_\_\_\_\_  
\_\_\_\_\_

Please list others whom you feel have a significant impact on you and your life:  
\_\_\_\_\_  
\_\_\_\_\_

What is the last grade of schooling you completed? \_\_\_\_\_

What type of work are you doing now? \_\_\_\_\_

How long have you been in this position? \_\_\_\_\_

What kinds of jobs have you held in the past? \_\_\_\_\_

Please check all of the following that concern you and are related to why you came to our office:

- |   |  |
|---|--|
| <input type="checkbox"/> Aggressive, angry feelings, temper | <input type="checkbox"/> Eating problems/Stomach trouble     |
| <input type="checkbox"/> Relationship problems              | <input type="checkbox"/> Family problems                     |
| <input type="checkbox"/> Thoughts about hurting myself      | <input type="checkbox"/> Sexual Concerns                     |
| <input type="checkbox"/> Difficulty making decisions        | <input type="checkbox"/> Memory Problems                     |
| <input type="checkbox"/> Anxiety                            | <input type="checkbox"/> Headaches                           |
| <input type="checkbox"/> Medical problems                   | <input type="checkbox"/> Religious/spiritual concerns        |
| <input type="checkbox"/> Lack of self-confidence            | <input type="checkbox"/> Sleep difficulties                  |
| <input type="checkbox"/> Poor concentration                 | <input type="checkbox"/> Fidgety/restless, can't sit still   |
| <input type="checkbox"/> Nervous habits                     | <input type="checkbox"/> Feelings of sadness or hopelessness |
| <input type="checkbox"/> Crying spells                      | <input type="checkbox"/> Guilt feelings                      |
| <input type="checkbox"/> Use of alcohol or drugs            | <input type="checkbox"/> Problems with energy levels         |
| <input type="checkbox"/> Financial problems                 | <input type="checkbox"/> Preoccupation with gambling         |

When did these problems first appear? \_\_\_\_\_  
\_\_\_\_\_

Briefly describe your goals for therapy. What benefits do you hope to gain from therapy? What behaviors and/or feelings would you like to change?

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

## Medical/Mental Health History

Please list any previous counseling, psychiatric care, mental health hospitalizations, or substance abuse treatment.

Doctor/Therapist /Hospital	Dates	Reason for Treatment

Please list all medications you are currently taking.

Medication	Dose	When Taken	For What Condition

What psychiatric medications have you taken in the past? \_\_\_\_\_

Please list any chronic health conditions. \_\_\_\_\_

Have you had any significant medical problems, accidents, injuries, surgeries, or hospitalizations? if yes, briefly describe: \_\_\_\_\_

Are you allergic to any medications? If yes, which medication, and what type of reaction did you have? \_\_\_\_\_

Who is your primary care physician? \_\_\_\_\_

Who is your psychiatrist (or clinician who prescribes your psychiatric medications)? \_\_\_\_\_

### Substance Use History

**Nicotine:** \_\_\_ yes \_\_\_ No \_\_\_ Yes, but in the past

If yes, What type? \_\_\_ cigarettes \_\_\_ Cigars \_\_\_ Chewing Tobacco \_\_\_ Pipe

Amount used per day: \_\_\_\_\_ How long have you been using tobacco? \_\_\_\_\_

Any related health problems? \_\_\_\_\_

**Alcohol:** \_\_\_ Yes \_\_\_ No \_\_\_ Yes, but in the past

If yes:

What type of alcohol do you usually drink? \_\_\_\_\_

How frequently? \_\_\_ Rare \_\_\_ Occasional \_\_\_ Moderate \_\_\_ Frequent

How much do you typically drink at a time? \_\_\_\_\_

Type of alcohol use: \_\_\_ Social \_\_\_ Recreational \_\_\_ Problematic \_\_\_ Dependent

Pattern of use: \_\_\_ Daily \_\_\_ On weekends \_\_\_ Only at social events

Most recent use of alcohol: \_\_\_\_\_

Longest period of sobriety: \_\_\_\_\_ When was this: \_\_\_\_\_

Any related health problems? \_\_\_\_\_

Any previous treatment for alcohol abuse? If yes, when and where? \_\_\_\_\_

**Drugs:** \_\_\_ Yes \_\_\_ No \_\_\_ Yes, but in the past

If yes:

What type(s)? \_\_\_\_\_

Amount typically used: \_\_\_\_\_

How frequently? \_\_\_ Rare \_\_\_ Occasional \_\_\_ Moderate \_\_\_ Frequent

How long have you/did you use? \_\_\_\_\_

Method (e.g., smoked, snorted, injected, etc.) \_\_\_\_\_

Most recent use of drugs: \_\_\_\_\_

Longest period of sobriety: \_\_\_\_\_ When was this? \_\_\_\_\_

Any related health problems? \_\_\_\_\_

Any previous treatment for drug abuse? If yes, when and where?

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**Family/Social/Legal/Vocational History**

Briefly describe your childhood family: Who were you raised by? \_\_\_parents \_\_\_grandparents \_\_\_adoptive parents \_\_\_foster parents \_\_\_other relative

Were your parents in a committed relationship with each other? \_\_\_\_\_

How many siblings do you have? \_\_\_\_\_

What was your childhood like? \_\_\_\_\_

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Have you ever been involved with the criminal justice system? If yes, briefly describe:

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Have you ever served in the military? If yes, what branch and when? \_\_\_\_\_

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Please list the types of leisure activities you most enjoy: \_\_\_\_\_

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Who do you rely on for emotional support? \_\_\_\_\_ Family \_\_\_\_\_ Friends \_\_\_\_\_ No one  
\_\_\_\_\_ Co-workers \_\_\_\_\_ Neighbors \_\_\_\_\_ Religious/spiritual leader

**Religious affiliation:** \_\_\_\_\_

Please list any groups or agencies you are involve with that may help you with your problems (e.g., church groups, AA, Al-Anon, Children's Division, Department of Mental Health, etc.):

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## **Forensic Informed Consent Contract**

This Forensic Evaluation is being conducted at the request of \_\_\_\_\_ and is therefore somewhat different than other psychological services. It is important for you to understand how a forensic evaluation differs from more traditional psychological evaluations.

While the results of this evaluation may or may not be helpful to you personally, the goal of this evaluation is to provide information about how you are functioning psychologically to the individual or agency requesting the evaluation.

In most cases, this evaluation is intended for use in some type of legal proceeding. As such, the confidentiality of the evaluation and the results is determined by the rules of that legal system. If your attorney has requested this evaluation, he/she will receive a copy of my report and will control how it is to be used and who has access to it.

Normally, the results of this evaluation are protected by attorney-client privilege. Exceptions to this might include a determination on my part that you are dangerous to another person or if you reveal information that a child under the age of 18 has been abused. I would also have to release this information if a court orders me to do so. There may be other examples where the laws require me to release the information obtained during the evaluation. We will discuss these situations on a case-by-case basis.

Once a decision has been made to use the report in a legal proceeding, the report and any information pertaining to it will probably be admissible into evidence as well as any other information that was provided concerning your mental health and functioning. If you have any concerns about the use or distribution of my report, you should discuss these issues carefully with your attorney.

If someone other than your attorney requested the evaluation, (such as Department of Family Services) that individual or agency is my client and he/she (or the agency) has complete authority over the results, including whether or not any information will be released to you or to anyone else. In addition, because the evaluation was requested by another party, and is not for the purpose of treatment or counseling, the confidentiality may have fewer legal protections. I will not release the information unless instructed to do so by the person or entity that hired me or when I am legally required to do so.

Your participation in this evaluation is voluntary. I will not conduct the evaluation without your signature on this document. You also have the right to stop the evaluation at any time. There may be legal consequences if you stop the evaluation: therefore, it would be in your best interest to consult with an attorney before doing so.

The evaluation itself consists of two separate parts: an oral interview and psychological testing. In addition, it may be necessary for me to review other related materials such as court records, depositions, transcripts, medical records, etc.

If at any time, you have a question about any aspect of the evaluation or these procedures, please feel free to ask me. In addition, if at any time you need a break from the evaluation, please let me know and we will stop.

I have read and agree to the above: \_\_\_\_\_ Date: \_\_\_\_\_