



## **Please read carefully before proceeding**

Lee's Place is a non-profit grief, loss, and trauma counseling center. We are here to provide therapy.

If you want assistance with:

- Lawsuits or other legal issues
- Insurance claims or disputes, including Worker's Compensation
- Child Custody disputes
- Disability claims or applications, including Social Security Disability
- Evaluations or assessments for any of the above

Please do not proceed.  
These services are not offered at Lee's Place



216 Lake Ella Drive  
Tallahassee, FL 32303

**CLIENT INFORMATION FORM FOR CHILD/TEEN (DE)  
TO BE COMPLETED BY PARENT/GUARDIAN**

Name of child/teen: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

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

street

city

state

zip code

Child/Teen's Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Current School: \_\_\_\_\_ Grades Attended: \_\_\_\_\_

Previous School: \_\_\_\_\_ Grades Attended: \_\_\_\_\_

Extracurricular activities (sports, music, dance, etc): \_\_\_\_\_

Special education needs: \_\_\_\_\_

**PARENTS/GUARDIAN INFORMATION**

Parent's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address (If different from child/teen's): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Invoices will be emailed unless requested otherwise

Parent's name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address (if different from child/teen's): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are you currently involved in or expect to be involved in a lawsuit? \_\_\_\_Yes \_\_\_\_No

Are you currently involved in or expect to be involved in a custody dispute? \_\_\_\_Yes \_\_\_\_No

How did you hear about Lee's Place? \_\_\_\_\_

**Has your child/teen had previous counseling and/or chemical dependency services?** None

Facility/Counselor Name	Date(s)	Why Seen?	Helpful?
_____	_____	_____	Y N
_____	_____	_____	Y N

**Our fee is based on a sliding scale, please use the attached grid to determine your fee for each session:** \_\_\_\_\_ \$ \_\_\_\_\_.

**Do you have health insurance?** \_\_\_ Yes \_\_\_ No

**Does your insurance cover mental health services?** \_\_\_ Yes \_\_\_ No

(\*Answering these questions does not commit you in any way to using your insurance.)

**Persons Living in Your Home:**

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Special Concern/Problems?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please answer the following questions about your child/teen so that we may be better able to serve them:**

Full name of person who died: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Relationship of the deceased to the child/teen \_\_\_\_\_

What other deaths has your child/teen experienced and the approximate dates?  
\_\_\_\_\_  
\_\_\_\_\_

How have the following areas of the child/teen's life been affected since the death?

Relationship with parents/guardians? \_\_\_\_\_  
\_\_\_\_\_

School/grades/teachers? \_\_\_\_\_  
\_\_\_\_\_

Friendships/social life? \_\_\_\_\_  
\_\_\_\_\_

Sleeping/eating habits? \_\_\_\_\_

\_\_\_\_\_

Participation in extracurricular activities (e.g. sports, music, dance, etc...)? \_\_\_\_\_

\_\_\_\_\_

What concerns did you have about your child/teen before the death? \_\_\_\_\_

\_\_\_\_\_

What concerns do you have about your child/teen since the death? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child/teen complained of any physical symptoms since the death (stomachache, headache, etc...)?

Yes  No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check all that apply to your child/teen.**

Has an active social life.

Has been diagnosed with a mental illness.

Is in special classes at school (e.g., gifted, developmentally delayed, honors)

Has close friends that he/she can talk to.

Has a physical handicap.

Has an emotional handicap.

Has a mental handicap.

Makes friends easily.

Is in good health.

Is a behavioral problem at home or school.

Has a chronic medical condition.

Has a supportive family

**Of the following emotions, please check all that you think your child/teen is experiencing.**

shock

guilt

fear

anger

loneliness

hopelessness

relief

sadness

anxiety

other: \_\_\_\_\_

embarrassment

confusion

apathy

shame

**Please describe any medical problems your child/teen is having.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medications currently taking: \_\_\_\_\_

**What else would you like us to know about your child/teen or your family? \_\_\_\_\_**

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## CLIENT AGREEMENT FORM / INFORMED CONSENT

1. I agree to attend my sessions regularly. **I agree to call at least 24 hours in advance when I am unable to attend. I understand that I am responsible for payment of that session without 24 hour notice of cancellation.**
2. I agree to be on time for each session. It is important to those who will be dropping off and picking up a client that they do so at the appropriate times.
3. Parents agree to provide supervision for any children in the waiting area.
4. I agree to pay for each session at the time of service. If I am utilizing insurance, Lee's Place will not bill my insurance directly, but they will be happy to provide me with a receipt for payment.
5. I understand that Lee's Place therapists and staff are only available during regular business hours and that Lee's Place does NOT have 24 hour emergency phone service. Crisis assistance can be obtained by going to the nearest emergency room, calling Telephone Counseling and Referral Service at 211 (or 850.617.6333 if using a cell phone), or by calling 911.
6. The greatest risk of counseling is that it may not by itself resolve my problem or concern. While the staff at Lee's Place will do their best to help me, they may at times, with my consent, team with other medical and mental health professionals to seek the best approach to care.
7. I understand that Lee's Place is a nonprofit organization that depends on donations to provide therapy services at reduced fees. I agree that any credits remaining on my account after 3 months of the end of my services at Lee's Place will be considered a donation unless I request in writing for the credit to be returned to me.
8. **I have read and understand the statements above. My signature indicates that I give full and informed consent to receive services for myself and/or for my minor child/children.**

Client Name Printed \_\_\_\_\_

Signature of Each Adult

Printed Name of Each Adult

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



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## LEE'S PLACE CONFIDENTIALITY POLICY

Our work with you and your family at Lee's Place is confidential. The information you share with the staff, volunteers, and other participants is private. Your right to privacy will be strictly maintained. There are, however, some important **exceptions** to confidentiality that are explained below. Please read the seven exceptions to confidentiality before signing this form.

### EXCEPTIONS TO CONFIDENTIALITY

1. Florida law requires our staff to report to the appropriate authorities any suspected physical, sexual or emotional abuse or neglect of a child, elderly person or disabled person.
2. If we believe you have a specific intent to harm yourself, we reserve the right to inform other family members and/or make appropriate referrals if necessary, including seeking hospitalization for you.
3. If we believe you intend to harm someone else, we will take steps to protect the intended victim, including contacting law enforcement and informing the intended victim.
4. If information is ordered by the Court, including a subpoena, we will assert to the Court that the information is privileged. Additionally, we will attempt to contact you about the order. If you oppose the release, the Court may require compliance with the order and information would be released.
5. If we come to believe there is drug and/or alcohol use or abuse by a child or a teen, we reserve the right to inform the parent. If we suspect a participating adult is using drugs and/or alcohol before an appointment, we reserve the right to decline further services.
6. These rights and exceptions to confidentiality apply to information disclosed in support groups. All group members are encouraged to keep such information confidential, but Lee's Place cannot guarantee they will do so.
7. At times, Lee's Place uses case examples of children or teens and their families in publishing journal articles, conducting professional training and in fundraising efforts. We may anonymously refer to your situation in those circumstances. However, your names will never be used without specific written approval.

**IN SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THE LEE'S PLACE CONFIDENTIALITY POLICY. I HAVE READ AND UNDERSTAND THE CONFIDENTIALITY POLICY.**

Today's Date \_\_\_\_\_

Signature of Parents/Legal Guardian \_\_\_\_\_

Signature of Adult Client \_\_\_\_\_



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## CONSENT FOR TREATMENT OF A MINOR CHILD

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*We, the undersigned, are the legal parents or guardians of the minor child (under the age of 18) referenced above and hereby authorize the therapists at Lee's Place to provide professional services to our child. We understand these services may include individual and family clinical interviews, assessments, consultations, and treatments that the counselors consider to be in the best interest in our child. Services may also include discussions with other providers such as the child's physician, teacher or guidance counselor and communication with individual who have a relationship with our child or other members of our family, such as extended family members, stepparents or close friends.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Relationship*

\_\_\_\_\_  
*Relationship*

\_\_\_\_\_  
*Street Address (City, State)*

\_\_\_\_\_  
*Street Address (City, State)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



## Lee's Place Sliding Fee Scale 2018

Per year Take-Home Income*:	Per month Take-Home Income*:	Per Session Fee based on Number of Dependents:				
		0	1	2	3	4
\$0 - \$20,000	\$0 - \$1,666	\$30	\$30	\$30	\$30	\$30
\$20,001 - \$30,000	\$1,667 - \$2,500	\$45	\$45	\$45	\$40	\$40
\$30,001 - \$40,000	\$2,501 - \$3,333	\$55	\$55	\$55	\$50	\$50
\$40,001 - \$50,000	\$3,334 - \$4,166	\$65	\$65	\$65	\$60	\$60
\$50,001 - \$60,000	\$4,167 - \$5,000	\$75	\$75	\$75	\$70	\$70
\$60,001 - \$75,000	\$5,001 - \$6,270	\$90	\$90	\$90	\$85	\$85
\$75,001 +	\$6,271 +	\$120	\$120	\$120	\$115	\$115
<p>* Take-Home income is the amount of money your entire household brings home in a year (or month). This includes the income from all working persons in the home, in addition to any child support, alimony, or other sources of regular income.</p>						
<p>** Please be prepared to provide a paycheck or W-2 to verify your income.</p>						