



Only One You Life Skills Educational Workshops – *Individualized Life Skills Educational Sessions*

Consent and Service Agreement - ADULT

This form provides information about our services: Please review it carefully and feel free to ask questions.

About our Services

Each individualized session has been designed with the intended purpose of teaching and enhancing life skills. A life skill is a term that refers to a person's ability that is commonly associated with managing and living a better quality of life. Life skills help us to accomplish our ambitions and live to our full potential.

There is no definitive list of life skills and certain skills may be more or less relevant to you depending on your life circumstances, your culture, beliefs, age, etc. At OOOY, we believe that, perhaps the most important life skill is the ability to learn. By learning new skills we increase our understanding of the world around us and equip ourselves with the tools we need to live a more productive and fulfilling life. Life skills are not always taught directly but often learned indirectly through experience and practice.

Treatment plans typically consist of 12 sessions but may vary according to the needs of each individual. At the end of each series, it is hoped that each individual will be better equipped to recognize and understand their worth through the importance of personal choice, self respect and respecting others.

Risks and Benefits

The potential benefits of our program are many and may include a better understanding of yourself, improved personal functioning, self image, mood, attainment of personal goals and an enhanced ability to cope with your difficulties. However, in some cases discussion during sessions may elicit difficult or upsetting emotions. You are free to not answer any question asked of you. You are also encouraged to speak with your counselor about how you are feeling, particularly if you are feeling worse after your session. The process of change is personal and varied and there is no guarantee of success. Healing and growth is difficult and some discomfort will likely be a part of your counseling process.

Confidentiality/Personal Health Information

Contents of all private 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 however, please note the following expectations:

- 1) If you pose an immediate, serious risk to yourself
- 2) If you pose an immediate, serious risk to someone else
- 3) If you disclose that a child or vulnerable person is being abused or is at risk of harm

This may include a situation in which you disclose you were abused as a child and that offender current has potential access to children.

- 4) If you disclose that a health professional has physically, emotionally, financially and/or sexually abused or harassed you
- 5) If disclosure or session information is ordered by subpoena or court order
- 6) When the client signs a written release indicating consent to release

Electronic Communication

Electronic communications, both telephone and internet (includes email), are not secure methods of communication and there is some risk that one's confidentiality could be compromised with their use. Occasionally, your counselor may communicate with you using these mediums. If you would prefer not be contacted by these methods, please speak with your counselor and your preference of contact will be honored and respected.

Your Rights

Please note the following:

- 1) You have the right to withdraw this consent at any time. Please provide this in writing whenever possible.
- 2) You have the right to refuse particular counseling interventions.
- 3) You have the right to have access to your clinical records or request to obtain copies of your file, subject to legal requirements. Please note that if a request is made, the file is first scanned for information pertaining to legal requirements, therefore records may not be released immediately upon request but within two weeks of the request. Your right to access your information continues after the end of the counseling relationship.
- 4) You have the right to terminate counseling at any time by so advising your counselor.

Appointments and Cancellation Policy

I agree to pay _____ per session by cash or cheque. Sessions beyond the normal hour will be billed accordingly. A full session fee of \$50.00 is charged for missed appointments or cancellations with less than 24 hour notice, unless it is due to illness or an emergency. If you fail to cancel a scheduled appointment, we cannot use the time for another client and you will be billed for the entire cost of your missed appointment. A bill will be mailed directly to all clients who do not show up for, or cancel an appointment.

Your Responsibilities Personal commitment is crucial for success. Regular attendance and a working partnership will greatly help towards fulfilling your wellness goals. You will learn, grow and make changes one small step at a time. Strategies that may help to further your progress toward wellness include: practicing what you learn; daily review of distributed material; written exercises; be willing and open to new ideas; attend your sessions and participate in discussion regularly; doing your homework. You will also learn information about your symptoms and goals, be provided with feedback on coping strategies you are learning and practicing, and ideas on developing outside supports.

Be prepared! Bring your folder to all sessions and come with prepared with a pad of paper and a pen to take notes. Review your notes later at home and try some of the new ideas. It would also be beneficial for you to practice new skills and coping strategies daily.

Emergencies

In the event that you are in a Crisis or in an emergency situation, please telephone the 24-hour crisis line at 905-430-2522, call 911 or the police for assistance or go the nearest Emergency Department at your local hospital.

Service Fees

Payment is due at the time of your scheduled session. A one hour initial consultation is provided free of charge. All new clients pay a onetime initial fee of \$100 made by cash or cheque which covers administration costs and the formulation of your treatment plan. Additional sessions are provided at a cost of \$50.00 per session.

Complaints or Questions

If you have a complaint or question, please feel welcome to talk to directly with your counselor first. If you would like to talk to someone else, you can contact the College of Occupational Therapists of Ontario at (416) 214-1177 or 1(800) 890-6570

My signature expresses that I have read and understood the terms discussed above, that I have had the opportunity to discuss these with my counselor and have had my questions answered to my satisfaction.

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Name of Client	Name of Parent/Guardian	Date Signed
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Signature of Client	Signature of Parent/Guardian	Date Signed
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Name of Counselor	Signature of Counselor	Date Signed