

**Collective Voices**  
**P.O. Box 243**  
**Dodgeville, WI 53533**  
**Phone: 608-347-1432**  
**Email: collectivevoices2019@gmail.com**

## **Informed Consent**

This is an agreement to between Collective Voices and its clients.

### **Sessions and Rates:**

1. Clients agree to meet with the provider at the times scheduled. If a client needs to change a scheduled meeting time, they agree to give the provider *no less than 24-hour notice*. See our cancellation policy below.
2. Clients agree to a fee of determined during the needs assessment call. Each party is responsible for 100% of the hourly rate for individual sessions.
3. All payments are due the day of services unless otherwise specified. If sessions are conducted by phone/skype, the hourly rate will be charged in 15-minute intervals. Payments can be made by cash, check, or electronically.
4. Failure to pay for services may be grounds for termination from future services.
5. Please understand that Collective Voices is a small agency and therefore will not be able to provide continuous 24-hour crisis services. In the event of an emergency involving a threat to your safety or the safety of others, please call 911 to request emergency assistance, or go to the nearest emergency room.

### **Cancellation Policy:**

1. Collective Voices' sessions are typically scheduled weekly or bi-weekly. Consistent attendance to your sessions greatly contributes to a successful process and outcome.
2. We ask for courtesy and mutual respect in keeping your appointments and *ask for you to cancel with your provider at least 24-hour's notice in advance unless of an emergency (this means cancelling more than 24 hours before the time of your appointment.)*
3. After 3 appointments that are cancelled within 24 hours of your session (unless of an emergency), we will communicate with both you and your service facilitator to discuss if now is the appropriate time for you to engage in services with Collective Voices.
4. Thank you for your cooperation!

### **Confidentiality:**

1. It is understood that open and honest communication is essential. Accordingly, all written and oral communications made in the course of sessions are considered confidential.
2. It is understood that there are exceptions to the confidentiality process. The provider is not required to maintain confidentiality if she learns about information related to child abuse or neglect, or any physical harm to any person.
3. Clients will fill out a Release of Information document outlining with whom the provider can share pertinent information as it relates to the process and content of sessions.
4. It is understood that clients will not electronically record sessions.

- Confidentiality with Minors: The provider’s role is to help all parties communicate openly and directly with one another, and thus when minors are making poor and dangerous decisions, parents will be brought into the conversation as soon as possible, which in the case of many situations, such as suicidal ideation or attempts, is immediately.

**Court (when applicable):**

- Notes taken by the provider during the process cannot be used in court.
- It is understood that the clients may talk with their attorney or other professionals about matters discussed in sessions, which are then subject to the rules that govern communication between client and attorney/other professionals.
- The parties agree that they will not at any time during or after sessions ask the provider to serve as witness in any legal or administrative proceeding concerning what was discussed, nor will any information discussed be used in court. Notes taken in sessions may not be used in court nor kept in the court file; however, any Memorandum of Understanding (MOU) signed by all parties that is generated during sessions may be submitted to the court. The provider may inform the court and/or attorneys about progress of the sessions, verbally or in writing.
- The parties agree that the provider and attorneys or other professionals may communicate with each other during the course of sessions.
- If the provider is subpoenaed, her time will be paid for at her usual hourly rate, as well as any legal fees incurred in dealing with the subpoena.

**Email and Text Communication:** Some clients prefer to communicate about appointment times or other administrative issues via email. Emails sent to you by your provider regarding your sessions are NOT sent via an encryption service. If you are using a work-based email address, your employer may have a right to access your emails. **Please call your Collective Voices provider for anything urgent or time-sensitive**, as your provider cannot guarantee that they will see an emergency email. Please ask if you have questions about this.

I hereby consent to treatment of my child(ren) per the terms outlined in the above pages of this document. All parties understand and agree to the provisions of the Informed Consent. Parties agree to abide by the terms and conditions of this document and consent to participate in sessions with the provider. Moreover, parties agree to hold the provider free and harmless from any claims, demands, or suits for damages from any injury or complications whatsoever, save negligence, that may result from services

_____	_____
Participant (print)	Date
_____	_____
Participant (sign)	Date
_____	_____
Parent/guardian (print)	Date
_____	_____
Provider (sign and print)	Date