

Client Name: \_\_\_\_\_



**Adult Outpatient Registration**

Office Use Only (Registration Worker)					
Date Submitted to Office:		1 <sup>st</sup> Appointment Offered:			
		Fee Code (Medicaid, Private Insurance Company, Fee):			
g11/DI Worker:	DATE:	Case #:			
		Group:	Individual		

**Please Print. Please read and complete ALL sections.**

Client's Information			
Legal Name (last, first, middle):			Preferred/Chosen Name:
Pronouns:	Gender:		Sex assigned at birth:
SS#:	Date of Birth:		
Address:		County of Residence:	
City:	State:	Zip:	
Home Phone:		Work Phone:	
Email Address:			
Military Status: <input type="checkbox"/> No <input type="checkbox"/> Yes (specify): _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive			
Primary language if other than English:			

Person to Contact in case of an Emergency	
Name	Pronouns:
Relationship:	Phone #:

Current Living Situation (check all that apply)			
	Own Home		Friend's Home
	Relative's Home		Experiencing Homelessness

	Client's Race: (Check All that apply):		Client's Ethnicity: (Check All that apply):
	Alaskan Native		Cuban
	Asian		Mexican
	Black/African American		Puerto Rican
	Native American/American Indian		Other Hispanic
	Native Hawaiian/Other Pacific Islander		Not Hispanic or Latino
	White		
	Biracial:		

Names and Ages of Your Children:				
Full Name:	Age:	Relation:	Does this child live with you?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Client Name: \_\_\_\_\_

Other Community and Human Service Providers Involved (check all that apply):		Contact Name and Phone Number
<input type="checkbox"/>	Children's/Job and Family Services	
<input type="checkbox"/>	Domestic Relations Court / Other Court	
<input type="checkbox"/>	Mental Health or other Health	
<input type="checkbox"/>	Adult probation/parole	
<input type="checkbox"/>	County DD	
<input type="checkbox"/>	Other (specify):	

Are a person living with disabilities (check all that apply):			
<input type="checkbox"/>	Communication Disorder	<input type="checkbox"/>	Service Animal Assistance Needs
<input type="checkbox"/>	Visually Impaired	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Hearing Impaired	<input type="checkbox"/>	None
<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	

<b>Name and Phone Number of Person or Agency that Referred you to Child Focus:</b>
<b>If self-referred, how did you hear about Adult Services at Child Focus?</b>

What is bringing you here today? Please identify your current needs in writing. Your service provider will review what you have written so a detailed description is most helpful in assuring your needs are met.

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*Are you currently suicidal:*     No     Yes                      *Are you currently homicidal*     No     Yes

If yes, please explain \_\_\_\_\_

**At this time, I prefer**             In person services             Telehealth services (via secure video conferencing)  
 No preference, either is fine

**Severity of Current Needs:**

1	2	3	4	5	6	7	8	9	10
Very little impact on functioning					Extreme impact on functioning				

**Please rate environmental supports for change**

1	2	3	4	5	6	7	8	9	10
Very little support					Much support				

**Client motivation to change**

1	2	3	4	5	6	7	8	9	10
Very little motivation					Very high motivation				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Client Name: \_\_\_\_\_

**Office Use Only for Crisis Services and/or Diagnostic Testing (Clinician)**

Action taken if client is suicidal/homicidal:

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	ICD 10 Code	DSM V Diagnosis
Dx1		
Dx 2		
Date Ongoing Appt. Offered:	Date Ongoing Appt. Scheduled:	Entered into Catt <input type="checkbox"/> Offered <input type="checkbox"/> Seen



MEDICAL HISTORY

Name of Client		Date	
DOB		Age	
Name of Person Completing this form		Relation to Client	

PRIMARY CARE PHYSICIAN		Check if None <input type="checkbox"/>
Practice Name		
Address		
Phone #		
Date of last physical		

OTHER PHYSICIAN/MENTAL HEALTH PROVIDER		Check if None <input type="checkbox"/>
Practice Name		
Specialty		
Address		
Phone #		
Date of last appointment		

DENTIST		Check if None <input type="checkbox"/>
Practice Name		
Address		
Phone #		
Date of last cleaning		

PLEASE DESCRIBE ANY CURRENT HEALTH / MEDICAL CONCERNS INCLUDING ANY CHRONIC MEDICAL CONDITIONS
<p>Check if None <input type="checkbox"/></p>

HAVE YOU EVER HAD ANY HISTORY OF MEDICAL CONCERNS INCLUDING BROKEN BONES, INJURIES REQUIRING MEDICAL ATTENTION, SURGERIES OR HOSPITALIZATIONS? IF SO, PLEASE PROVIDE DETAILS BELOW
<p>Check if None <input type="checkbox"/></p>

Client's Name: \_\_\_\_\_

CURRENT PRESCRIPTIONS MEDICATIONS <i>(include dose and frequency)</i>	PRESCRIBED BY

CURRENT OVER-THE-COUNTER MEDICATIONS <i>(include dose and frequency)</i>	CURRENT VITAMINS <i>(include dose and frequency)</i>	CURRENT SUPPLEMENTS <i>(e.g., Melatonin, Glucosamine, etc.) (include dose and frequency)</i>

**PLEASE IDENTIFY ANY FAMILY MEDICAL CONCERNS INCLUDING ANY CHRONIC MEDICAL CONDITIONS**

Check if None

**DO YOU CURRENTLY OR HAVE YOU EVER HAD ANY CONCERNS RELATED TO**

Concern	Present	Past	Details
Vision	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	
Speech	<input type="checkbox"/>	<input type="checkbox"/>	
Dental	<input type="checkbox"/>	<input type="checkbox"/>	
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>	
Eating	<input type="checkbox"/>	<input type="checkbox"/>	
Sleeping	<input type="checkbox"/>	<input type="checkbox"/>	
Weight Loss or Weight Gain	<input type="checkbox"/>	<input type="checkbox"/>	
Dietary Needs	<input type="checkbox"/>	<input type="checkbox"/>	
Learning / Education Concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Reading / Literacy	<input type="checkbox"/>	<input type="checkbox"/>	

**HEALTH HABITS**

Are you on a special diet?  No  Yes Explain: \_\_\_\_\_

Client's Name: \_\_\_\_\_

**IS THERE ANYTHING ELSE YOU THINK WE NEED TO KNOW ABOUT YOUR HEALTH?**

*The information contained within this document is accurate and complete to the best of my knowledge. I understand that it is my responsibility, to notify Child Focus of any changes in medical history that may affect my treatment.*

PRINT NAME OF PERSON COMPLETING FORM	RELATIONSHIP	SIGNATURE	DATE

**(For office use only)**

This Medical History has been reviewed by a nurse or physician. A review of the information provided by the parent/guardian  does  does not contain sufficient information to contraindicate use of Physical Crisis Intervention Hold (restraint).

If not contraindicated, Child Focus authorized staff may use a Physical Crisis Intervention Hold (restraint) only as a time-limited protective measure in a life-or safety-threatening situation, and only when de-escalation has failed or is not possible. A physical hold is only used until the client regains behavioral control, or until the appropriate law enforcement, safety, or other emergency service providers arrive on site, whichever is sooner. Parent/guardian is responsible for notifying Child Focus of any changes in medical history that may cause restraint to be contraindicated.

I have requested the above person's health history of skin, eyes, ears and throat, respiratory system, circulatory system, endocrine system, GI, elimination, GU, neurological, musculoskeletal, surgeries and immunizations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Diagnostic Impressions and/or Recommendations, if any:

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**Consent for Treatment**

Client Name: \_\_\_\_\_

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

I give my consent to receive services from Child Focus

I understand that I have the right to be informed of the risks and benefits of each of the proposed services, of alternative treatments, and of no treatment.

- *Benefits* of services may include: Improvement in behavior, mood, work performance, and/or overall functioning. *Benefits* associated with refusal of services may include: Natural resolution of the problem with little or no effort on the part of the client and/or family.
- *Risks* associated with participation in services are possible, although rare. Risks associated with services may include: Worsening of behavior, mood, work performance, and/or overall functioning. *Risks* associated with refusal of services may include: Worsening of behavior, mood, and/or work performance.

I understand that my consent for treatment includes permission for the exchange of mental health information with other treatment and health services providers, both within and outside of this agency. If I wish to restrict releases relating to my health information, I have the right to request that Child Focus limit specified disclosures of information, including disclosures for treatment information.

I understand that I have the right to consent to, or refuse, any service treatment at any time upon full explanation of the expected consequences of such consent or refusal.

I understand that my provider will evaluate my symptoms to make a diagnosis, or to rule out possible diagnoses, based on clinical evidence.

I understand that I have the right to consult with independent treatment specialists at my own expense.

I understand that I have the right to be informed (in advance) of the reason(s) for discontinuance of service provision, and to be involved in planning for the discontinuance of service provision whenever possible.

I give consent to receive services from Child Focus

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I refuse to give my consent to receive services from Child Focus I understand the risks associated with this refusal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Behavioral Health Services Orientation**

Client Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

If you have questions about any of the documents you receive today, please ask us!

Initials	Orientation to Child Focus Part I
	<p>I am aware that the Client Handbook is on the Child Focus website in the "Mental Health" and then "Registration and Fees" section. I understand I may request a paper copy of this handbook at any time and this will be provided free of charge.</p> <p>I am aware that the Client Handbook contains:</p> <ul style="list-style-type: none"> <li>• Client Rights</li> <li>• Client Responsibilities</li> <li>• Explanation of Available Services</li> <li>• Agency Ethical Standards</li> <li>• Notice of Privacy Practices</li> <li>• Client Grievance Policy and Procedures</li> </ul>
	<p>I understand that I may be contacted by telephone or e-mail during and after services as part of Child Focus quality improvement efforts. If you do not wish to be contacted write NO in the space provided.</p>
	<p>I understand that Child Focus facilities are smoke-free and drug-free. Possession, use, or being under the influence of illegal drugs on agency premises is prohibited.</p> <p>Underage persons are not permitted to smoke or use other nicotine products, including vape, on Child Focus grounds or at agency sponsored activities at any time. Adults age 21 and over are permitted to smoke outside of the building in a designated smoking area that is out of the view of minor children. Cigarette butts are to be disposed of in a container provided at the side of the building.</p> <p>I understand that I need to tell staff about any medicines or medical devices I use if they may affect my care or safety. This includes prescription medicine, over-the-counter medicine, vitamins, supplements, herbal products, and medical supplies.</p> <p>Safe Use and Storage of Medication</p> <ul style="list-style-type: none"> <li>• I understand I must keep all medicines and medical devices safe and away from children or others</li> <li>• I understand I will keep them with me unless staff tell me it is okay to store them somewhere else</li> <li>• I understand I will only use medicines as prescribed or as the label says</li> <li>• I understand I will throw away needles and other sharp items safely in a proper container</li> <li>• I understand I will not share my medicines or medical devices with anyone else</li> </ul> <p>Prescription Medicines</p> <ul style="list-style-type: none"> <li>• I understand I must keep prescription medicines in their original labeled containers</li> <li>• I understand I must keep the container closed when I am not using it</li> </ul>
	<p>I understand unauthorized weapons are prohibited on agency premises. Pursuant to ORC 2923.1214, law enforcement officers/investigators with valid identification may carry weapons they are legally authorized to possess.</p>
	<p>I understand it is my responsibility to notify Child Focus of any address or phone number changes.</p>
	<p>Medicaid recipients: I have received a Financial Responsibility Notice.</p>

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

\_\_\_\_\_  
Signature

## Attendance Policy – Helping Families Stay Connected

Client Name: \_\_\_\_\_

To better support the youth, adults, and families we serve, Child Focus utilizes an attendance policy to keep families engaged in services and help them overcome common barriers to attending appointments consistently.

All office-based services are scheduled through our Centralized Scheduling Team to make booking and rescheduling simple and efficient for everyone. We also have a role on our team— the Engagement Specialist — who reaches out to families if a session is unattended to troubleshoot barriers and offer support.

### Understanding Attendance:

We know life can be unpredictable, and sometimes appointments are missed or need to be changed. Here's how we define unattended appointments:

- **Cancelled appointments** are defined as: You let us know **24 hours** in advance that you can't attend.
- **Missed appointments:** The appointment is **unattended without notice, notice is less than 24 hours before, or you arrive more than 15 minutes late.**

### Policy:

- For any unattended appointment, the Engagement Specialist will contact you via letter, email, and/or text.
- If, during a 90-day period, a client has:
  - **2 missed appointments, or**
  - **A total of 3 unattended appointments (missed or cancelled) within that time**our Engagement Specialist will attempt to contact you to discuss your situation and create a short-term scheduling plan that better fits your needs.

During this time, routine scheduling **will pause until we reconnect** and develop this plan together.

### How We'll Work With You

Once contacted, families have **10 days** to respond to the Engagement Specialist. Together, you'll develop a temporary scheduling plan, which may include:

- **Scheduling during non-peak hours**
- **Scheduling a same day appointment when available (in person or telehealth)**

Families will have **30 days** from the date of notification to complete this temporary plan. **Once you attend a session, regular scheduling will resume.** With consistent attendance, families have the ability to schedule up to four (4) recurring appointments.

### Why an Engagement Specialist?

Our goal is to make services easier to access – not harder. This policy gives families **more time, flexibility, and personalized support** to stay connected to the care that matters most.

If we do not hear from you **within 10 days, or the temporary plan isn't completed within 30 days, services may be discontinued** – but our Engagement Specialist will do everything possible to help you avoid that and stay engaged.

### We're Here to Help

If you have any questions or need support, please contact us at 513-752-1555. We're committed to working with you to find what works best for your family.

\_\_\_\_\_  
Client Signature (if age 18 or over)  
Parent/Guardian Signature (if client is a minor)

\_\_\_\_\_  
Date



### GOSH RESIDENCY VERIFICATION

The purpose of this form is to clarify which county is responsible for adjudicating claims for behavioral health services provided to the client being enrolled. It should be completed and provided to the enrolling board when:

- The county of the treating facility does not match the legal county of residence of the client as noted on the enrollment form (child or adult, out-of-county).
- The physical address of the client as noted on the enrollment form does not match the legal county of residence of the client (example: domestic violence shelter case, client temporarily living with relatives, child or adult, out-of-county).
- The child's physical address as noted on the enrollment form does not match the legal custodian's address (child only, in or out-of-county).

A client's or legal custodian's signature on this form shall be sufficient for documenting residency with the exception of adults who reside in specialized residential facilities or who are committed pursuant to special forensic categories referenced in the residency guidelines.\*

#### Adult

Client is an adult: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following information.	
Client Name (please print)	
Street Address for Residency Determination Purposes	
City, State, and Zip for Residency Determination Purposes	
Client Signature	Date

#### Minor

Client is a Minor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate if child is in legal custody of the following (this is not the foster parent). <input type="checkbox"/> Parent <input type="checkbox"/> CSB <input type="checkbox"/> DYS <input type="checkbox"/> Court <input type="checkbox"/> Other (specify):	
Client Name (please print)		
Name of Legal Custodian Marked Above		Phone number of Legal Custodian
County of Legal Custodian		
If Parent, Address of Parent (if different from client's physical address on enrollment form)		
Signature of Legal Custodian		Date

\*For the special exceptions noted, this form should not be used. Refer to the residency guidelines for more information on how to determine residency in these cases and/or what documentation is needed to provide proof of residency.



**Permission to Disclose Personal Health Information to:  
Information System (GOSH) and Ohio Behavioral Health Information System (OBHIS)**

In order for your services to be paid for--in part or in full--by the Community Mental Health, or Alcohol and Drug Addiction Services Boards, and/or Job and Family Services, and/or Medicaid it is necessary to enroll you (the client) in the GOSH and OBHIS shared database systems.

The information entered into the database is used to:

- Enroll the client in the Great Office Solution Helper (GOSH)
- Enroll the client in the Ohio Behavioral Health Information System (OBHIS)
- To determine eligibility for publicly funded services.
- To pay claims for services received.
- To report information required by the CMH/ADAMH Board and/or OhioMHAS regarding characteristics of individual seeking services and the types of services provided. The Boards and/or OMHAS use the information in aggregate form for service planning and evaluation purposes.
- To report information required by the CMH/ADAMH Board and/or the Ohio Department of Mental Health and Addiction Services (OhioMHAS) to measure effectiveness of services and evaluate treatment outcomes in my case and other similar cases.
- To report information to the CMH/ADAMH Board and OhioMHAS, as required by Ohio law, about reportable incidents that may occur while I am receiving services.

Child Focus may disclose information necessary to be paid for mental health services even if I do not authorize disclosure.

Treatment cannot be conditioned upon my signing this authorization.

I may revoke this authorization at any time, except to the extent action has been taken in reliance on it. If not previously revoked, this authorization will expire at the time my treatment with Child Focus ends.

I understand that the information disclosed is protected by law and may not be disclosed further without my written authorization or as otherwise permitted by law; however, I understand that Child Focus cannot control the use of this information once it has been disclosed.

By signing below, I am indicating that I understand all of the above. I authorize Child Focus to disclose information necessary to the Great Office Solution Helper and Ohio Behavioral Health Information System.

Client: \_\_\_\_\_ Client D.O.B.: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Relationship to Client: \_\_\_\_\_ Today's Date: \_\_\_\_\_



## Authorization for Release of Information for Insurance

### Section I Patient Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

### Section II Authorized to Disclose

I hereby authorize disclosure of health information about the above-named individual as follows:

Disclosing Entity or Person: Child Focus

Recipient(s) Receiving Entity or Person: Insurance Company (card on file)

### Section III Purpose of Disclosure

Purpose of Disclosure: to provide information at my request for treatment, payment, and/or health care operations

Description of Information to be Disclosed:

- All Treatment Records - This allows Child Focus to submit all billable services to my insurance provider
- Limited Disclosure - I understand that this will limit Child Focus to submit only the chosen services to my insurance. I understand that I will be personally responsible for the fees for any services not selected.

Specify restrictions: \_\_\_\_\_

Specify time period,

- Release information until discharge from services
- Release information only from the period \_\_\_\_\_

### Section IV Authorization

This authorization will remain in effect until revoked or shall expire on date or event specified below. I understand that I may revoke or cancel this authorization at any time by submitting written revocation in the manner specified by the disclosing person/entity, except to the extent that action has been taken on it or if it is related to my participation in a treatment program as part of criminal justice-related proceedings. If this authorization has not been revoked, it will expire on the date or completion of the event stated below. If the recipient is a covered entity or business associate to whom a record (or information contained in a record) is disclosed for purposes of treatment, payment, or health care operations, the patient's record (or information contained in the record) may be redisclosed in accordance with the permissions contained in HIPAA regulations, except for uses and disclosures for civil, criminal, administrative, and legislative proceedings against the patient. For other recipients, there is the potential for the records used or disclosed pursuant to this consent to be subject to redisclosure by the recipient and no longer protected.

Expiration Date or Event:  Discharge from services  Other Specified \_\_\_\_\_

I understand that I may refuse to sign this authorization if it is for purposes other than substance use disorder assessment, treatment or payment for that treatment. My refusal to sign it for other purposes will not affect my ability to obtain treatment, my enrollment in or eligibility for benefits, or payment provided for those services, unless conditioning of my authorization is expressly permitted under federal law.

Signature of Individual (age 12 or older) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Personal Representative (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Relationship of Personal Representative \_\_\_\_\_

### NOTICE TO RECIPIENTS OF SUBSTANCE USE DISORDER INFORMATION:

ODM 10221 (10/2025) 42 CFR Part 2 prohibits unauthorized disclosure of these records.



**Consent to Phone or Text Usage for Appointment Reminders  
and Other Healthcare Communications**

Client Name: \_\_\_\_\_ Client Account Number: \_\_\_\_\_

Persons served at Child Focus may be contacted via phone or text messaging to remind you of an appointment, to obtain feedback on your experience with our service providers, and to provide general reminders/information.

\_\_\_\_\_ I consent to receive phone or text messages from Child Focus at my cell phone and/or any number forwarded or transferred to that number to receive communication as stated above. I understand that this request to receive phone and text messages will apply to all future appointment reminders/feedback/health information unless I request a change in writing.

*Child Focus does not charge for this service, but standard call and text messaging rates may apply as provided in your wireless carrier plan (contact your carrier for pricing plans and details).*

**Please choose a preferred contact method below for appointment reminders.**

*Choose only one:*

\_\_\_\_\_ I prefer to receive phone calls. I understand messages may be left on voicemail. Please use this number for reminder calls: \_\_\_\_\_

\_\_\_\_\_ I prefer to receive text messaging. The cell phone number that I authorize to receive text messages for reminder calls is: \_\_\_\_\_

\_\_\_\_\_. I prefer not to receive reminder calls.

\_\_\_\_\_  
Client signature

\_\_\_\_\_  
Date



### Child Focus Consent for Telehealth

Client Name: \_\_\_\_\_

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

I give consent for the above named client to receive **Telehealth** services at Child Focus Telehealth service is provided real-time through audio and video telecommunication technology in which the client and treating service provider are at different locations. I understand that telehealth secure videoconferencing may be used intermittently when I am unable to get to the appointment or at regularly scheduled intervals.

I understand I have the right to be informed of the risks and benefits of the proposed service, of alternative treatments, and of no treatment.

- *Benefits* of Telehealth may include: Increased access to mental health services, less wait time and distance travel required for appointments, improved care coordination with mental health providers, access to expertise from a distant specialist. There are no *Benefits* associated with refusal of Telehealth service.
- *Risks* associated with Telehealth may include: There is a small risk that equipment failure may result in broken communication with the service provider or the experience of poor video or audio quality. There is a slight risk that a delay in evaluation or treatment could result from a deficiency or equipment failure. There is a minuscule risk that security protocols could fail, causing a breach of privacy of personal health information. *Alternative Treatment*: Includes face-to-face therapy service. The *Risk* associated with refusing Telehealth service may include worsening of mental health symptoms and functioning.

I understand I have the right to be oriented to telecommunication secure video software.

I understand that federal and state laws which protect privacy and confidentiality of my medical information also apply to Telehealth. As such, I understand I will be required to verify and authenticate my child's and my own identity during sessions.

I understand that I have the right to consent to, or refuse, or withdraw my consent for Telehealth at any time upon full explanation of the expected consequences of such consent, refusal or withdraw.

I understand that I have the right to be informed (in advance) of the reason(s) for discontinuance of service provision, and to be involved in planning for the discontinuance of service provision whenever possible.

I give consent to receive services from Child Focus

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

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I refuse to give my consent for services from Child Focus I understand the risks associated with this refusal.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

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## Telehealth Expectations

You may receive mental health services via Telehealth. This means that you and your provider will be connected through electronic devices, rather than together in person.

We ask that you treat telehealth in the same way you would an in-office appointment. Expectations include:

- Dress appropriately during telehealth sessions, as you would if you were attending a session at the office.
- Be seated on a chair or couch (sessions will not be conducted with clients or family members on a bed or floor).
- Be located in an area that is safe, has good lighting and provides privacy/confidentiality.
- Be located in a room that is appropriate. No session will be conducted with anyone participating in a bathroom.
- Have the camera on your device turned on and facing you.
- Stay in the room and remain awake, alert and engaged with the provider for the full session.
- Please do not have anyone else in the room unless it has first been discussed and agreed upon with your provider.
- Please do not conduct other activities while in session, such as driving a vehicle, shopping, engaging in recreation activities, engaging in salon activities, etc.
- In general, you should not engage in activities that you would not engage in during in person sessions such as using drugs or alcohol, watching tv, texting, playing video games, etc.
- Please be ready for the start of your session. Providers are on tight schedules.
- Please do not record sessions without first obtaining the provider's approval.
- If you have not received a SecureVideo link 15 minutes prior to your scheduled appointment, please call the office to let them know.

For families choosing primarily Telehealth services, at least one in person contact is required each year.

Licensure laws of our service providers prohibit them from practicing outside of the state of Ohio. Therefore, if the client is out of state, sessions cannot occur.

Failure to comply may result in discontinuation of the session, a no show being charged, and a need for further appointments to be scheduled in the office.

***I understand and will comply with the above expectations.***

\_\_\_\_\_  
Client Date

\_\_\_\_\_  
Parent/Guardian (if client is a minor) Date



### Financial Responsibility Notice

- You have stated that you have Medicaid coverage.
- There is no co-pay for those clients who have Medicaid coverage.
- If you should lose Medicaid coverage for any reason, we will need to complete a fee agreement with you. In order to do so, you will need to present:
  - Proof of household income (i.e. wages, child support, disability, social security)
  - Proof of insurance, if applicable

Please notify the receptionist if you have any questions about this Notice.



### OBHIS Admissions Records Client Form

The following information is requested by OMHAS (Ohio Mental Health and Addiction Services)

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

Date of Birth \_\_\_\_\_

#### Admission Type

Alcohol/Other Drug       Mental Health       Alcohol/Drug and Mental Health

#### Assessment and Referral Only

No     Alcohol/Other Drug     Mental Health       Alcohol/Other Drug Alcohol/Drug and Mental Health

Paying Entity/Board: \_\_\_\_\_

### Please complete this information for the registering child/adult.

#### Current Educational Enrollment

K-12<sup>th</sup> Grade  
 GED Classes  
 College  
 Other Schooling (e.g. Adult Basic, Ed; Literacy)  
 Vocational/Job Training  
 Has not attended school in last three months  
 Unknown

#### Education Type (If K-12 Selected)

Has Individual Education Plan (IEP)  
 Does Not Have an Individual Education Plan (IEP)  
 Unknown

#### Highest Education Level Completed

<input type="checkbox"/> < 1 <sup>st</sup> grade	<input type="checkbox"/> High School Diploma/GED
<input type="checkbox"/> 1 <sup>st</sup> grade	<input type="checkbox"/> Technical School
<input type="checkbox"/> 2 <sup>nd</sup> grade	<input type="checkbox"/> Some College
<input type="checkbox"/> 3 <sup>rd</sup> grade	<input type="checkbox"/> 2 Yr. College/Assoc. Degree
<input type="checkbox"/> 4 <sup>th</sup> grade	<input type="checkbox"/> 4 Yr. College/Bach Degree
<input type="checkbox"/> 5 <sup>th</sup> grade	<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> 6 <sup>th</sup> grade	<input type="checkbox"/> Unknown
<input type="checkbox"/> 7 <sup>th</sup> grade	
<input type="checkbox"/> 8 <sup>th</sup> grade	
<input type="checkbox"/> 9 <sup>th</sup> grade	
<input type="checkbox"/> 10 <sup>th</sup> grade	
<input type="checkbox"/> 11 <sup>th</sup> grade	

#### Primary Reimbursement

Blue Cross  
 Medicaid  
 Medicare  
 No Charge  
 Other Government Payments  
 Other Health Insurance  
 Other payment source  
 Self-Pay

#### Primary Source of Income/Support

Disability (SSI/SSD/WC)  
 Family Relative  
 Public Assistance  
 Retirement/Pension  
 Wages/Salary  
 None  
 Other  
 Workers Compensation

#### Living Arrangement at Admission

Private Residence - Adult  
 Private Residence -Child  
 Permanent Supportive Housing  
 Residential Care/Group Home/ACF  
 Community Residence  
 Temporary Housing  
 Foster Care  
 DD Licensed/Operated Facility  
 Correctional Facility  
 Homeless  
 Other  
 Unknown

**Please complete both sides of this form**

**Please complete this information for the registering child/adult.**

**Does Client Use Tobacco Products**

Yes       No       Unknown

**Military Status**

Active  
 Discharged  
 Disabled Veteran  
 None

Client County of Residence: \_\_\_\_\_

Number of arrests in the past 30 days : \_\_\_\_\_

**Employment at Admission**

Full Time  
 Part Time  
 Sheltered  
 Unemployed but actively looking for work

**NOT in LABOR FORCE**

Disabled  
 Engaged in Residential/Hospitalization  
 Homemaker  
 Inmate in Jail/Prison/Corrections  
 Retired  
 Student  
 Volunteer Worker  
 Unknown

**Referred by**

Individual (self-referral/family/friend)  
 Alcohol/Other Drug After-Care  
 Mental Health Provider  
 Other Health Provider  
 School  
 Employer/EAP  
 Child Welfare (CDJFS, CSBS)  
 Ohio Family and Children First Council  
 Other Community Provider  
 State Psychiatric Hospital  
 State Prison  
 Jail  
 Courts/Other Criminal Justice  
 TASC: Courts/CJ - Felony  
 TASC: Courts/CJ - Juvenile  
 TASC: Courts/CJ - Municipal  
 Unknown

Number of Children in Household under 18: \_\_\_\_\_

**Required for Female Clients**

**Childbirth in the last 5 Years**

Yes       No       Unknown

**Is Client Currently Pregnant**

Yes       No       Unknown

**Stage of Pregnancy**

First Trimester  
 Second Trimester  
 Third Trimester  
 Unknown  
 N/A

Lifetime Number of Births (live and still): \_\_\_\_\_

**Please complete both sides of this form**