

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: INITIATION OF SERVICES

PURPOSE: To inform those seeking services to Green Apple Counseling, LLC the procedure to initiate service.

Procedures:

Self-Referral Process:

- Clients may call the main office line during working hours and request a consultation or appointment for services.
- Client may request that forms be mailed or emailed to them then brought in at first appointment.
 - We do not support clients returning their private information via email.
- If a client is a no show for first appointment, they will get 1 other chance for another appointment.
 - If second no show, client will be given a list of providers to seek out.

Referral from professional:

- Providers may fax over Demographics of clients, and we will attempt to make contact
 - After 3 unsuccessful attempts, the referring provider will be notified
- Professionals in the community may send clients over and will be treated as a self-referral process
- If client is a no show for first appointment, they will get 1 other chance for another appointment.
 - If second no show, the referring professional will be notified.

Self-Referral and From Others:

- Anyone may go to the www.greenapplecounseling.com and request contact from us.

First Visit:

- At first appointment, client and provider will discuss consent, expectations, need for services and start the therapeutic process.
- When client arrives at first appointment, there will be information gathered about the client, including demographics, Release for Information, insurance information, consent, ETC.
- Initial session will include assessing:

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- Concerns identified in the initial screening
- Referral & Background Information
- Education & Employment Information
- Developmental history
- Individual and family strengths, risks, protective factors
- Financial, Housing, & Transportation Information
- Legal information
- Safety concerns
- Violent history
- Meaningful activities, Social relationships, & Personal activities information
- Natural supports and other helping networks
- Health information ▪ Trauma history and recent incidents of trauma
- Mental status exam
- Substance Use Disorders/Co-Occurring Disorders
- Diagnosis
- Functional Needs Assessment
- Justification for mental health services (medical necessity)
- Consumer expectations/goals
- Consumer's willingness to be engaged in treatment
- Medical needs, including medical detoxification, medication monitoring/management, other physical health services, exams, laboratory testing, and/or other diagnostic procedures
- Intake Assessments will be completed with 3 contacts or 14 days, whichever is later.