

**Westlake Village Family Services
3625 E. Thousand Oaks Blvd. Suite 225
Westlake Village, CA. 91362**

**CAPE (Child Abuse Parent Education) Program
Checklist of Forms**

- _____ Copy of Client's Photo Identification
- _____ Personal Data Sheet & Financial Evaluation Forms
- _____ Consent for Treatment-Adult
- _____ Fee Policy
- _____ Clients Rights
- _____ Notice of Privacy Practices & Acknowledgement of Receipt Form
- _____ Signed copy of Program Rules
- _____ Intake Assessment Form
- _____ Signed group Confidentiality Statement
- _____ Signed limitations of confidentiality
- _____ Signed release to communicate with Court and Probation Department
(Authorization to Release Confidential Information; Authorization to
Exchange Confidential Information & B.I.P. Meeting)
- _____ Nondiscrimination Policy
- _____ Techniques for Stopping Abuse
- _____ Ways to Stop the Violence: Time Out Method
- _____ Unpaid Balances

_____Attendance Sheet

_____Program Schedule

**Westlake Village Family Services
3625 E. Thousand Oaks Blvd. Suite 225
Westlake Village, CA. 91362**

CONSENT FOR TREATMENT-ADULT

I, _____, HEREBY GIVE PERMISSION TO WESTLAKE VILLAGE FAMILY SERVICES TO EVALUATE AND IF DEEMED NECESSARY OR BENEFICIAL, PROVIDE ME WITH COUNSELING AND/OR CASE MANAGEMENT SERVICES.

I UNDERSTAND...

THAT AS PART OF THE AGENCY'S SERVICE DELIVERY SYSTEM, INFORMATION ON MY PROGRESS MAY BE SHARED WITH STAFF AT WESTLAKE VILLAGE FAMILY SERVICES;

THAT THE AGENCY MAY INCLUDE TRAINING FOR MENTAL HEALTH PROFESSIONALS AND I MAY BE SEEN BY A CLINICAL INTERN WHOSE WORK WILL BE SUPERVISED BY A LICENSED MENTAL HEALTH PROFESSIONAL; AND

THAT AS A PART OF THE AGENCY'S EVALUATION COMPONENT, YOU MAY BE CONTACTED AFTER TERMINATION BY AGENCY STAFF TO DETERMINE YOUR SATISFACTION WITH THE SERVICES RENDERED.

SIGNATURE

DATE

WITNESS

DATE

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FEE POLICY

\$ 35 /per session is made payable to Westlake Village Family Services at the time of session, unless other arrangements are made at the onset of services. Westlake Village Family Services does not bill insurance, but can provide an invoice for you to provide to your insurance company, if needed.

CANCELLATION POLICY

There will be a charge for unexcused absences.

SIGNATURE

DATE

SIGNATURE

DATE

WITNESS

DATE

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CLIENT'S RIGHTS

We are pleased that you have called upon Westlake Village Family Services for professional services. Westlake Village Family Services offers client's service regardless of their race, color, religion, national origin, gender, sexual orientation, age or disability. We will do our best to serve you well. As a client of Westlake Village Family Services, you are both entitled and welcome to:

1. Ask about professional qualifications.
2. Ask about and comment on agency policies and operations.
3. You have the right to participate in decisions regarding services provided to you or your family.
4. Know about our policies and procedures to protect your privacy.
5. Discuss any concerns with staff and, if you need further assistance, you may discuss your concerns with your therapist. Unsolved grievances or complaints may be taken to the Executive Director. All grievances will be responded to in writing within 30 days.
6. Refuse any service or treatment.

Under the laws of the State of California, this agency and its professionals employed by it are required to report information to police and/or various government social agencies in the following situations:

1. Reports of abuse to:
 - Children
 - Elderly
 - Dependent adults
2. Threats of violence
3. Threats of suicide

If you make statements to Westlake Village Family Services personnel concerning any of these categories, reports will be made by law. If you have any questions about these reporting requirements, please raise them.

Westlake Village Family Services reserves the right to terminate or not provide service at any time for such issues as: nonpayment of bills, in our professional judgment our services are not clinically appropriate or, in our professional judgment your behavior is threatening the well-being of our staff or clients.

Westlake Village Family Services will make every effort to provide service satisfactorily in all respects, and we welcome your suggestions and inquiries.

I have read the foregoing and understand it.

SIGNATURE

DATE

WITNESS

DATE

Notice of Privacy Practices

I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

II. I HAVE A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI)

I am legally required to protect the privacy of your PHI, which includes information that can be used to identify you that I've created or received about your past, present, or future health or condition, the provision of health care to you, or the payment of this health care. I must provide you with this Notice about my privacy practices, and such Notice must explain how, when, and why I will "use" and "disclose" your PHI. A "use" of PHI occurs when I share, examine, utilize, apply, or analyze such information within my practice; PHI is "disclosed" when it is released, transferred, has been given to, or is otherwise divulged to a third party outside of my practice. With some exceptions, I may not use or disclose any more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made. And, I am legally required to follow the privacy practices described in this Notice.

However, I reserve the right to change the terms of this Notice and my privacy policies at any time. Any changes will apply to PHI on file with me already. Before I make any important changes to my policies, I will promptly change this Notice and post a new copy of it in my office and on my website (*if applicable*). You can also request a copy of this Notice from me, or you can view a copy of it in my office or at my website, which is located at (*insert website address, if applicable*).

III. HOW I MAY USE AND DISCLOSE YOUR PHI.

I will use and disclose your PHI for many different reasons. For some of these uses or disclosures, I will need your prior written authorization; for others, however, I do not. Listed below are the different categories of my uses and disclosures along with some examples of each category.

A. Uses and Disclosures Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Prior Written Consent. I can use and disclose your PHI without your consent for the following reasons:

1. For Treatment. I can use your PHI within my practice to provide you with mental health treatment, including discussing or sharing your PHI with my trainees and interns. I can disclose your PHI to physicians, psychiatrists, psychologists, and other licensed health care providers who provide you with health care services or are involved in your care. For example, if a psychiatrist is treating you, I can disclose your PHI to your psychiatrist to coordinate your care.

2. To Obtain Payment for Treatment. I can use and disclose your PHI to bill and collect payment for the treatment and services provided by me to you. For example, I might send your PHI to your insurance company or health plan to get paid for the health care services that I have provided to you. I may also provide your PHI to my business associates, such as billing companies, claims processing companies, and others that process my health care claims.

3. For Health Care Operations. I can use and disclose your PHI to operate my practice. For example, I might use your PHI to evaluate the quality of health care services that you received or to evaluate the performance of the health care professionals who provided such services to you. I may also provide your PHI to my accountant, attorney, consultants, or others to further my health care operations.

4. Patient Incapacitation or Emergency. I may also disclose your PHI to others without your consent if you are incapacitated or if an emergency exists. For example, your consent isn't required if you need emergency treatment, as long as I try to get your consent after treatment is rendered, or if I try to get your

consent but you are unable to communicate with me (for example, if you are unconscious or in severe pain) and I think that you would consent to such treatment if you were able to do so.

B. Certain Other Uses and Disclosures Also Do Not Require Your Consent or Authorization. I can use and disclose your PHI without your consent or authorization for the following reasons:

1. When federal, state, or local laws require disclosure. For example, I may have to make a disclosure to applicable governmental officials when a law requires me to report information to government agencies and law enforcement personnel about victims of abuse or neglect.

2. When judicial or administrative proceedings require disclosure. For example, if you are involved in a lawsuit or a claim for workers' compensation benefits, I may have to use or disclose your PHI in response to a court or administrative order. I may also have to use or disclose your PHI in response to a subpoena.

3. When law enforcement requires disclosure. For example, I may have to use or disclose your PHI in response to a search warrant.

4. When public health activities require disclosure. For example, I may have to use or disclose your PHI to report to a government official an adverse reaction that you have to a medication.

5. When health oversight activities require disclosure. For example, I may have to provide information to assist the government in conducting an investigation or inspection of a health care provider or organization.

6. To avert a serious threat to health or safety. For example, I may have to use or disclose your PHI to avert a serious threat to the health or safety of others. However, any such disclosures will only be made to someone able to prevent the threatened harm from occurring.

7. For specialized government functions. If you are in the military, I may have to use or disclose your PHI for national security purposes, including protecting the President of the United States or conducting intelligence operations.

8. To remind you about appointments and to inform you of health-related benefits or services. For example, I may have to use or disclose your PHI to remind you about your appointments, or to give you information about treatment alternatives, other health care services, or other health care benefits that I offer that may be of interest to you.

C. Certain Uses and Disclosures Require You to Have the Opportunity to Object.

1. Disclosures to Family, Friends, or Others. I may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

D. Other Uses and Disclosures Require Your Prior Written Authorization. In any other situation not described in sections III A, B, and C above, I will need your written authorization before using or disclosing any of your PHI. If you choose to sign an authorization to disclose your PHI, you can later revoke such authorization in writing to stop any future uses and disclosures (to the extent that I haven't taken any action in reliance on such authorization) of your PHI by me.

IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

You have the following rights with respect to your PHI:

A. The Right to Request Restrictions on My Uses and Disclosures. You have the right to request restrictions or limitations on my uses or disclosures of your PHI to carry out my treatment, payment, or health care operations. You also have the right to request that I restrict or limit disclosures of your PHI to

family members or friends or others involved in your care or who are financially responsible for your care. Please submit such requests to me in writing. I will consider your requests, but I am not legally required to accept them. If I do accept your requests, I will put them in writing and I will abide by them, except in emergency situations. However, be advised, that you may not limit the uses and disclosures that I am legal-ly required to make.

B. The Right to Choose How I Send PHI to You. You have the right to request that I send confidential information to you to at an alternate address (for example, sending information to your work address rather than your home address) or by alternate means (for example, e-mail instead of regular mail). I must agree to your request so long as it is reasonable and you specify how or where you wish to be contacted, and, when appropriate, you provide me with information as to how payment for such alternate communications will be handled. I may not require an explanation from you as to the basis of your request as a condition of providing communications on a confidential basis.

C. The Right to Inspect and Receive a Copy of Your PHI. In most cases, you have the right to inspect and receive a copy of the PHI that I have on you, but you must make the request to inspect and receive a copy of such information in writing. If I don't have your PHI but I know who does, I will tell you how to get it. I will respond to your request within 30 days of receiving your written request. In certain situations, I may deny your request. If I do, I will tell you, in writing, my reasons for the denial and explain your right to have my denial reviewed.

If you request copies of your PHI, I will charge you not more than \$.25 for each page. Instead of providing the PHI you requested, I may provide you with a summary or explanation of the PHI as long as you agree to that and to the cost in advance.

D. The Right to Receive a List of the Disclosures I Have Made. You have the right to receive a list of instances, i.e., an Accounting of Disclosures, in which I have disclosed your PHI. The list will not include disclosures made for my treatment, payment, or health care operations; disclosures made to you; disclosures you authorized; disclosures incident to a use or disclosure permitted or required by the federal privacy rule; disclosures made for national security or intelligence; disclosures made to correctional institutions or law enforcement personnel; or, disclosures made before April 14, 2003.

I will respond to your request for an Accounting of Disclosures within 60 days of receiving such request. The list I will give you will include disclosures made in the last six years unless you request a shorter time. The list will include the date the disclosure was made, to whom the PHI was disclosed (including their address, if known), a description of the information disclosed, and the reason for the disclosure. I will provide the list to you at no charge, but if you make more than one request in the same year, I may charge you a reasonable, cost-based fee for each additional request.

E. The Right to Amend Your PHI. If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that I correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. I will respond within 60 days of receiving your request to correct or update your PHI. I may deny your request in writing if the PHI is (i) correct and complete, (ii) not created by me, (iii) not allowed to be disclosed, or (iv) not part of my records. My written denial will state the reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you don't file one, you have the right to request that your request and my denial be attached to all future disclosures of your PHI. If I approve your request, I will make the change to your PHI, tell you that I have done it, and tell others that need to know about the change to your PHI.

F. The Right to Receive a Paper Copy of this Notice. You have the right to receive a paper copy of this notice even if you have agreed to receive it via e-mail.

V. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If you think that I may have violated your privacy rights, or you disagree with a decision I made about access to your PHI, you may file a complaint with the person listed in Section VI below. You also may send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue S.W., Washington, D.C. 20201. I will take no retaliatory action against you if you file a complaint about my privacy practices.

VI. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT MY PRIVACY PRACTICES

If you have any questions about this notice or any complaints about my privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact me at:

Michael Kaufman, M.F.T., Psy.D.
Westlake Village Family Services
3625 E. Thousand Oaks Blvd. Suite 225 Westlake Village, CA 91362
818-730-2960

VII. EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on April 14, 2003.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

By signing this form, you acknowledge receipt of the *Notice of Privacy Practices* that I have given to you. My *Notice of Privacy Practices* provides information about how I may use and disclose your protected health information. I encourage you to read it in full.

My *Notice of Privacy Practices* is subject to change. If I change my notice, you may obtain a copy of the revised notice from me by contacting me at: 805-413-1130

If you have any questions about my *Notice of Privacy Practices*, please contact me at: Westlake Village
Family Services
3625 E. Thousand Oaks Blvd. Suite 225
Westlake Village, CA. 91362
1-818-730-2960

I acknowledge receipt of the *Notice of Privacy Practices* of Westlake Village Family Services.

Signature: _____ Date: _____
(patient/parent/conservator/guardian)

INABILITY TO OBTAIN ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I made good faith attempts to obtain my patients acknowledgement of his or her receipt of my Notice of Privacy Practices, including [describe good faith attempts]. However, because of [*insert reasons why acknowledgement was not obtained*] I was unable to obtain my patient's acknowledgement.

Signature of Provider: _____ Date: _____

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Batterers' Treatment Program
Program Rules

Failure to comply with the following rules will be reported to the Court and Probation Department and can lead to your dismissal from the program.

1. You may not annoy, molest, attack, strike, threaten, harass, stalk sexually assault, batter or disturb the peace of the victim. A participant who acts in any of these ways may be required to attend additional sessions, be terminated from the program, or bear other consequences.
2. You must pay Program fees, which are based upon your ability to pay. A participant is expected to keep Program fees current. Unpaid balances will be reported to your court or Probation Officer, or both. Unpaid balances may result in a violation report to the court and a court hearing on the matter. A certificate of completion will not be issued until all Program fees have been paid.
3. You are required to provide proof of enrollment in this CAPE Group to the court and/or probation after your screening appointment. You must attend 52 consecutive weeks with no more than 3 excused absences in order to successfully complete the Program.
4. You are required to be on time to group sessions. If you are late, you will not be allowed to enter group.
5. You must attend group free of chemical influence. If you are in the group apparently under the influence of chemicals, you will be told to leave, and that week will not be counted in your attendance.
6. A participant may not disrupt a group meeting or be uncooperative on Westlake Village Family Services or surrounding premises. If you are disruptive, you will be asked to leave the group and that session will not be counted in your attendance. The police may be called and you may be terminated from the Program.
7. Westlake Village Family Services will submit to the Court and Probation Department proof of enrollment in the Program, payment history, progress reports and final evaluation. Unsatisfactory performance, including failure to cooperate with the Program rules will be reported to the Court and Probation.

9. You will sign a document stating that any information you learn from other people in your group is confidential.

10. You are required to purchase a workbook and bring it with you to all group sessions along with your assignments. If you lose it, you will be required to purchase a new one.

11. You must attend the group on the start date to which you agreed to. Failure to do so will result in termination from the Program. Should you wish to reenroll, you will need to schedule a new screening appointment and pay the requisite fees.

12. You will need to participate in an exit interview upon completion of all mandated sessions. This interview will be an individual session for which you will be charged the same fee as your group fee.

13. If recommended by the Court, Probation, or by Westlake Village Family Services, you will obtain a chemical dependency evaluation and follow recommendations for recovery. Failure to comply may result in dismissal from the program.

14. While in group you may not wear a hat or sunglasses (unless with doctors note), leave group without permission, use swear words, and must have cell phones or pagers turned off.

15. Westlake Village Family Services reserves the right to refuse treatment to anyone who, in our professional judgment, would not benefit from the Program.

The Rules are subject to revision in order to maintain compliance with agency, county, state and federal regulations.

I have had these rules explained to me and have received a copy.

Start Date: _____

Client Signature

Date

Staff Signature

Date

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Intake/Assessment

The following form was developed to make the intake process easier for clients entering our program. The questions are designed so that a minimum of writing is necessary; however, we ask you to elaborate on questions when requested. This form makes our work easier in that it standardizes the information we have on each of our clients. Hopefully it will begin to get you thinking about domestic violence and how it relates to your life. This form is part of your confidential file and it is available for your review at any time.

NAME: _____ AGE: _____
 First Middle Last

ADDRESS: _____
 Street/Apt. No. City State Zip Code

TELEPHONE NUMBER: _____ MESSAGE NUMBER: _____

MARITAL STATUS: single__ married__ separated__ divorced__

LIVING SITUATION: live with partner__ live alone__

DEPENDENTS: children: yes__ no__ how many__
 Spouse__ other__

OCCUPATION: _____

PRESENTLY EMPLOYED: yes__ no__ Income (monthly) _____

EMPLOYER: _____
 Company

 Street address City State Zip Code

 Phone Number

Please answer the following questions as best as you can. If you have any questions, please discuss them with therapist during your intake session.

Were you ever physically punished as a child? Yes ___ No ___

If yes, please explain.

Did you consider yourself physically or psychologically abused as a child? Yes ___ No ___

If yes, please explain.

Did you ever know of or observe your father physically, sexually, or psychologically abuse your mother or destroy property in a fit or anger? Yes ___ No ___

If yes, please explain.

Did you ever physically attack one of your parents? Yes ___ No ___

If yes, please explain.

Who was the primary disciplinarian in your family? Father ___ Mother ___ Other ___

Any comments?

Have you ever been a victim of sexual assault by a family member or anyone outside your family? Yes ___ No ___

If yes, please explain.

Did you have any problems with violent behavior as a child or teenager? Yes ___ No ___

If yes, please explain.

Have you or your children been involved in or observed any violent episodes between you and your partner? Yes ___ No ___ If yes, please explain.

How do you discipline your children? Please explain.

Do you own or have in your possession firearms, knives, or any other kinds of weapons? Yes ___ No ___ If yes, please explain.

Have you removed these weapons from the home? Yes ___ No ___ Please explain. If no, state reason; if yes state how you will arrange for the removal of these weapons.

Describe the violence that occurred.

Were the police called after this incident? Yes ___ No ___
If yes, please explain.

Did you use alcohol or other drugs prior to or during this incident?

Yes ___ No ___
If yes, please explain.

Have you ever received counseling or psychotherapy? Yes__ No__
If yes, please explain.

Have you ever been hospitalized for mental health reasons? Yes__ No__
If yes, please explain.

Do you drink alcohol? Yes__ No__
If yes, please explain.

How often to you drink? _____

How much do you drink at a time? _____

How often do you get drunk or loaded? _____

Do you use drugs? _____

How much do you use at a time? _____

How often do you use these drugs? _____

If you do not use drugs, have you ever used them? Yes__ No__
If yes, please explain.

Have you ever used violence while under the influence of alcohol or drugs?
Yes__ No__

Have you ever used violence while not under the influence of alcohol or other drugs?
Yes__ No__

Have you ever been violent in situations not involving your family? Yes ___ No ___
If yes, please explain.

Are you presently involved with the criminal justice system? Yes ___ No ___
If yes, please explain.

Have you ever been found guilty of a crime? Yes ___ No ___
If yes, please explain.

Have you ever been arrested? Yes ___ No ___
If yes, please explain.

Do you feel your that violence is an acceptable way of solving conflict and/or
disagreements? Yes ___ No ___
If yes, please explain.

What would you like to learn from attending this group?

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Group Treatment Plan

Problems/Needs	Goals	Interventions Tx Approaches
Inability to manage anger	Increase anger management skills	Batterers' Treatment Group
Poor conflict resolution skills	Improve conflict resolution skills	Batterers' Treatment Group
Poor communication skills	Improve communication skills	Batterers' Treatment Group
Poor assertiveness skills	Improve assertiveness skills	Batterers' Treatment Group
Poor identification of feelings	To be able to identify feelings more readily	Batterers' Treatment Group
Poor coping skills	Improve coping skills	Batterers' Treatment Group

Anticipated length of treatment _____ Adjunctive Services (check)

Substance Abuse Tx _____ Medication Referral _____ Parent Ed. _____
 Child Care _____ Batterers' Tx _____ Rec. Prgm. _____
 Day Tx _____ Educ./ Voc. Skills _____ Medical Svs. _____
 Psych. Assess. _____
 Other _____

Signatures:

SIGNATURE

DATE

SIGNATURE

DATE

WITNESS

DATE

**Westlake Village Family Services
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Statement of Group Confidentiality

I, _____, agree to keep confidential any information I learn from individuals also enrolled in group treatment at Westlake Village Family Services. I understand that not following or agreeing to the above statement will be terms for removal from the Domestic Violence Batterers' Treatment Program.

Client Signature

Date

Staff Signature

Date

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Limitations of Confidentiality

I, _____, understand that the staff of the Batterers' Treatment Program will report to the court, Probation Department and/or local law enforcement my participation in group, any threats to do bodily harm or kill another person, serious suicidal threats, violation of restraining orders, and violation of Program Rules. Suspected child abuse or neglect, will be reported to the Department of Children's Services and to the Court or Probation Department.

Client Signature

Date

Staff Signature

Date

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Authorization to Release Confidential Information

I, _____

hereby authorize Westlake Village Family Services

to release confidential information obtained during the course of my treatment
to: Courts and Probation

This Authorization permits the release of the following information:

Any and All Information Necessary

Diagnosis Treatment Plan Prognosis

Progress to Date Clinical Test Results Dates of Treatment

Patient Records Summary of Treatment

Other

I authorize the release of the information described above for the following
purpose(s):

The recipient may use the information described above solely for the
following purpose(s):

I understand that I have a right to receive a copy of this authorization. I also
understand that any cancellation or modification of this authorization must be
in writing.

This Authorization shall remain valid until: ("Expiration Date") _____

By: _____ Date: _____

(Patient or Patient's Representative*)

*If signed by other than Patient, please indicate the relationship between
Patient and his/her Representative:

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Authorization to Exchange Confidential Information

I, _____

hereby authorize Westlake Village Family Services

to release confidential information obtained during the course of my treatment
to: Courts and Probation

This Authorization permits the release of the following information:

Any and All Information Necessary

Diagnosis Treatment Plan Prognosis

Progress to Date Clinical Test Results Dates of Treatment

Patient Records Summary of Treatment

Other

I authorize the release of the information described above for the following
purpose(s):

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*If signed by other than Patient, please indicate the relationship between
Patient and his/her Representative:

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Nondiscrimination Policy

Westlake Village Family Services in accordance with applicable Federal and State law does not discriminate in its employment practices and provision of benefits and services on the basis of race, color, national origin, religion, gender, gender identity, pregnancy,¹ disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran.

Westlake Village Family Services also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in Westlake Village Family Services programs and activities. This is pursuant to Title VI of the Civil Rights Act of 1964 (Section 2000d, Title 42, United States Code); the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code); the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code); Section 11135 of the California Government Code; and Chapter 6 (commencing with Section 10800), Division 4, Title 9 of the California Code of Regulations.

Inquiries regarding Westlake Village Family Services nondiscrimination policies may be directed to Dr. Michael Kaufman, Executive Director of Westlake Village Family Services.

Client Signature

Date

Staff Signature

Date

¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

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Techniques for Stopping Abuse

- Non-threatening behavior: talking & acting so that the other person feels safe
Respect: listening to the other person, being affirming and understanding, value their opinions.
Trust: respecting the other's right to their feelings, friends, activities and opinions
Accountability: accepting responsibility for self, acknowledging behavior, admission of guilt
Honesty: communicating openly and truthfully, making decisions together.
Cooperation: sharing parental responsibilities, agreeing on a fair distribution of work.
Economic partnership: making sure both partners benefit from financial arrangements.
Negotiation: conflict resolution, accepting change, being willing to compromise, flexibility.
Recognitions of anger: anger and violence are different. Be angry without being violent.
Anger management: Time-out; Positive self talk: what you say to yourself when you are angry; Anger journal: keeping track of your anger by writing it down; Avoid stuffing or escalating emotion: express yourself but non-violently.

I have read and understand these ways for stopping violence.

Client Signature

Date

Staff Signature

Date

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Ways To Stop The Violence: Time-Out Method

The “time-out” is a way to stop the violence in a relationship immediately. It consists of eight steps that should be followed closely when first beginning to use the technique. Many men have found it to be highly effective.

When you begin to feel angry, say, “I’m beginning to feel angry. I need to take a Time-Out. I’ll be back in one hour.”

Leave home for one hour

Do something physical. Walk, run, bicycle, etc.

Do not drink, use drugs, or drive.

If you think of the situation and begin to become angry, say to yourself, “I’m beginning to feel angry and I need to take a Time-Out.” Take a mental timeout.

Return home in one hour (no longer, no shorter).

Check in with your partner, Ask if she wants to talk.

Talk with her only if both of you want to talk. Tell her what made you feel angry and what it was like to take a Time-Out.

I have received a copy Ways to stop violence: Time-out Method.

Client Signature

Date

Staff Signature

Date

**Westlake Village Family Services
3625 E. Thousand Oaks Blvd. Suite 225
Westlake Village, CA. 91362**

Unpaid Balances

In compliance with your signed contract, and the responsibility you have for your program fees, Westlake Village Family Services is issuing this policy.

If your current balance is zero, you will need to keep that balance current. If your balance becomes two payments behind, a violation will immediately be sent to court and/or probation and you may be terminated from the Program.

If you have a current balance, you must pay in addition to your fee each week until your balance is zero. If you fail to do this a violation will be sent to court and you may be terminated from the program.

I have read the foregoing and understand it.

SIGNATURE

DATE

WITNESS

DATE

Westlake Village Family Services
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Attendance Sheet

(This is for you to keep track of your attendance)

Attended Sessions

1) _____/_____/_____	27) _____/_____/_____
2) _____/_____/_____	28) _____/_____/_____
3) _____/_____/_____	29) _____/_____/_____
4) _____/_____/_____	30) _____/_____/_____
5) _____/_____/_____	31) _____/_____/_____
6) _____/_____/_____	32) _____/_____/_____
7) _____/_____/_____	33) _____/_____/_____
8) _____/_____/_____	34) _____/_____/_____
9) _____/_____/_____	35) _____/_____/_____
10) _____/_____/_____	36) _____/_____/_____
11) _____/_____/_____	37) _____/_____/_____
12) _____/_____/_____	38) _____/_____/_____
13) _____/_____/_____	39) _____/_____/_____
14) _____/_____/_____	40) _____/_____/_____
15) _____/_____/_____	41) _____/_____/_____
16) _____/_____/_____	42) _____/_____/_____
17) _____/_____/_____	43) _____/_____/_____
18) _____/_____/_____	44) _____/_____/_____
19) _____/_____/_____	45) _____/_____/_____
20) _____/_____/_____	46) _____/_____/_____
21) _____/_____/_____	47) _____/_____/_____
22) _____/_____/_____	48) _____/_____/_____
23) _____/_____/_____	49) _____/_____/_____
24) _____/_____/_____	50) _____/_____/_____
25) _____/_____/_____	51) _____/_____/_____
26) _____/_____/_____	52) _____/_____/_____

Excused Absences

1) _____/_____/_____
2) _____/_____/_____
3) _____/_____/_____

Westlake Village Family Services
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Program Schedule

Communication Skills including Active Listening Child Abuse and Family Violence

Facts About Child Abuse

Myth and Provocation about Discipline

Is your Family Abusive?

Defense Mechanisms

Guideline Questions-on Parenting

Assessment Questionnaire

What Is Child Abuse?

Child Abuse Risk Factors

Why I Became a Parent

Substance Abuse

Addiction and Family

Recovery

Computers: The Latest Addiction

Domestic Violence and Children

What We Can Do

The Assault Cycle

The Effects of Family Violence on Children Issues for Children in Violent

Homes Anger and Stress Management-Understanding the Function of Anger

What Prolonged and Unhealthy Anger Can Cost Us Common Anger Triggers

Anger Awareness Exercise

Dealing With Others

Questions to Consider Regarding Behavior

Stress Management

Relaxation Therapy

Time-Outs

Problem Solving

Developmental Issues of Childhood Characteristics of Abused and Neglected

Infant, Toddlers and Preschoolers Indicators of Child Abuse/Neglect

Child Sexual Abuse Myths and Realities Axioms of Growth and Development

Reactions of Children to Psychological Trauma Adult Issues of Traumatized

Children

What Is Good Parenting?

Parenting Tips

Raising Children

Guiding Your Child Desirable Parenting Traits and Qualities of a Good Parent
Ground Rules for Fighting Around the Kids Good Parents vs. Responsible
Parents

Building your Child's Self Esteem Self Esteem Hints and Guidelines
Emotional Health Communication Hints Good Parent Exercise

Discipline Common Discipline Problems and Suggested Strategies For Dealing
with Them Suggestions for Giving Instructions to Children

Helping Children Learn

Rules for Being an Effective Parent

Siblings and Sibling Functions

My Children Exercise

Discipline Diary

Healthy Discipline Strategies

Making Bedtime Easier

Dealing with Absent Parents or Family Members Safety and Health Issues,

Positive Support Systems and School Involvement Looking at our Families

Substance Abuse and Prevention With Children What I've Learned, What I
need to Do

(Please note that I always change the flow of the above curriculum and
present "Dealing with Holiday Stress" between Thanksgiving and the New
Year." Also, some exercises may move along more quickly or take longer
than others.)