

NAME: _____

DOB: _____ ID #: _____

Clinical Policies

Please Initial All Policies

SCOPE OF SERVICES: SWFGC has offices in 5 cities in New Mexico, including: Albuquerque, Corrales, Los Lunas, Santa Fe, and Las Cruces, and provides services to neighboring communities in those areas. SWFGC offers the following types of services (*varies by location*).

- Individual and family therapy for children and adults
- Group therapy
- School-based services (*approved schools only*)
- Multisystemic Therapy (MST) and Multisystemic Therapy for Problem Sexual Behaviors (MST-PSB)
- Substance-abuse treatment, including Intensive Outpatient (IOP) at approved sites
- Suicide and crisis assessments for Albuquerque Public Schools Students
- Youth Support Services/Life Skills Coaching

TIMETABLES (from the time of referral):

- SWFGC will contact client within 48 hours to schedule an intake
- SWFGC will schedule an intake appointment within 5 business days
- Post-intake, the assigned therapist will contact client within 48 hours to schedule first session
- SWFGC has an on-call therapist available 24/7 for non-life threatening, mental health emergencies
- Sessions usually last 45 minutes, but sessions may be longer if clinically appropriate.

LEGAL RIGHTS All clients have the legal right to:

- Refuse services.
- Seek alternative mental health services elsewhere.
- Address needs/complaints via appropriate channels listed in the Complaints/Grievances section of this document.
- Ask your therapist about their training and their therapeutic approach.
- All Consumers have the right to choose an authorized representative to assist in their treatment decisions.

PARENTAL INVOLVEMENT: Parent involvement is critical to therapeutic success. If parental rights have been severed, proof of custody is required. Otherwise, your therapist will engage with both parents in the therapeutic process, except as otherwise provided by law.

CONFIDENTIALITY: Discussions between client and professionals at Southwest Family Guidance Center are confidential. No client information will be released unless the client or guardian provides written consent. Possible exceptions to releasing confidential information include but are not limited to the following situations:

- Imminent danger or threat to yourself or others.
- Abuse or neglect of a child or vulnerable adult.
- Legal matters in which information is subpoenaed by a court of law.
- Information requested by an insurance carrier responsible for providing mental health coverage and payment for those services.

TREATMENT OF MINORS: SWFGC will not treat a minor (14 years of age and under) without legal guardian's consent. Treatment of minors 14 years of age and over is reviewed on a case-by-case basis and in compliance with applicable law.

EMERGENCY MEDICAL CARE: In the event of an emergency I give SWFGC consent to seek emergency medical care on my behalf including, but not limited to: administering first aid, CPR, medication and contacting/informing emergency personal including 911 operators, ambulance, physician and/or law enforcement.