

Flexible Integrated Treatment (FIT) Program Partnership Agreement



River Oak
Center for Children

River Oak's Flexible Integrated Treatment program provides individual, family, and group therapy for children, youth, and their families. Treating your child/youth requires family involvement. We need and want to know what is important to you. Your child/youth needs you to participate in his/her treatment.

Your clinician will work with you to make a treatment plan that fits your child/youth. If you and your clinician feel that your family may need more services or a different kind of service, we will meet together as a team to determine how to better meet your needs. This form outlines the responsibilities of each person in this partnership.

The clinician is responsible to:

1. Schedule regular appointments and be on time.
2. Cancel appointments at least 24 hours in advance.
3. Discuss your concerns and questions with you.
4. Understand your goals for your child/youth's treatment.
5. Use the best-researched methods for treatment.
6. Tailor services to meet your child/youth and family's needs.
7. Provide you with strategies to use with your child and family.
8. Work together with people such as teachers, physicians, social workers, as needed.
9. Help you to connect with supports and resources in your community, as needed.

The parent or caregiver is responsible to:

1. Bring the youth to appointments on time and be ready to participate as requested.
2. Stay in the home or lobby during the appointment.
3. Cancel appointments at least 24 hours in advance.
4. Share any changes in the youth and/or their environment with your clinician.
5. Participate in client and family team meetings (CFTM's), follow the homework and treatment recommendations, or discuss why these will not fit for your family.
6. Share any concerns or questions you have with your clinician.
7. Have regular update phone-calls with the clinician, if you don't see them regularly.

The child/youth is responsible to:

1. Help set your own therapy goals.
2. Participate in all sessions.
3. Share any questions or concerns you have with your clinician.
4. Participate in child and family team meetings (CFTM's).
5. Complete homework recommendations.

Missed Appointment Policy

We know that your time is valuable and we want to offer you appointments at times and days that work for you. Attendance at appointments is very important to your child/youth and their treatment.

If you or your youth were referred by a Sacramento County Social Worker, they may be informed of missed appointments or cancellations.

1. A cancellation must be made 24 hours before the scheduled appointment or it will be considered a missed appointment. If the child/youth is seen at school, please inform the River Oak staff if they will be on a field trip, have a test day, miss school, or otherwise will be unavailable for the appointment at school. Otherwise this will be a missed appointment.
2. At the time of the 1st missed appointment, we will try to contact you. We will discuss whether there are any barriers to participating in services and try to help you overcome these barriers.
3. At the time of the 2nd missed appointment, we will call you to address any concerns or barriers to participating in services. If we are unable to reach you within five days, a letter will be sent asking you to call your clinician and meet face to face within a week. If you are not able to meet with your clinician face-to-face within a week, we will plan on closing services.

The purpose of these steps is to help ensure that services happen regularly enough to be helpful.

Late Policy

If you are more than 15 minutes late for a scheduled appointment without calling your clinician, it will be considered a “missed appointment.” If your clinician is still available, they might be able to see you for the rest of your scheduled appointment.

Safety Policy

River Oak Center for Children strictly prohibits the possession or use of any firearm or other type of weapon on the premises. This includes parking lots, agency sponsored events or activities. Individuals in violation of this policy will be asked to leave the premises. We also request that all weapons and pets be secured before any session occurs in your home.

Collaborative Documentation

Like other health providers, we have a chart for each client. In this chart we write about the goals, the counseling sessions, and other important information. At River Oak we write much of this information with you, so that your perspective is included and you know what is in the chart. This is called Collaborative Documentation.

Emergencies

If you have any medical concerns please contact your child/youth’s physician. If you have urgent matters to talk about with your clinician, please call them immediately. All clinicians have voice mail and check it during the day. Your call will be returned as soon as possible. In the event of a mental health emergency involving your child/youth, please refer to your safety plan and the emergency numbers listed on it.

- Emergency Response: 9-1-1
- Sacramento County Crisis Stabilization Unit: (916) 875-1114

- _____
Clinician’s name Phone _____
- _____
Program Manager’s Name Phone (916) 609-5100

- River Oak’s emergency on-call system phone number: (916) 281-1555

River Oak Partnership Agreement Receipt

I have reviewed the Partnership Agreement with a River Oak staff person. I understand the responsibilities of the different people, to help make sure that treatment is useful. I am welcome to ask questions or make suggestions at any time.

I also have been given my staff's phone number and an overview of how to use the on-call system.

Child/youth signature

date

Caregiver signature

date

Staff signature

date

Child/youth name: _____ date of birth: _____

River Oak program: _____

