



## COUNSELING SERVICES INFORMATION

### ABOUT OLD MILL CENTER FOR CHILDREN AND FAMILIES

We are a full-service provider of preschool, mental health, early intervention and parent support for children birth to 18 and their families. Our services address the educational, social, emotional, and family needs of a diverse population of children. Our Child & Family Therapy program helps children of all ages, their families and adults find the opportunities for growth and improvement hidden in the challenges of life. Counseling has been shown to improve family relationships, reduce the impacts of trauma, navigate school difficulties, assist in accessing services in the community, and address many other concerns, bringing enrichment and comfort to families.

### CONFIDENTIALITY

The information you disclose to your counselor cannot be released to others without your permission. There are some exceptions: If there are serious offenses such as child abuse or a threat to the welfare and safety of others, the counselor is legally obligated to seek appropriate help or make a report and may break confidentiality. If you have any legal involvement and our records are subpoenaed, we will contact you. Sometimes the court will force the records to be disclosed. Your health insurance provider may request information from your records to process your claim. Please review our posted ***Notice of Privacy Practices and Privacy Practices*** booklet for further information.

### CONTACTING YOUR COUNSELOR

- Our phones are answered from 7:30 am to 5:30 pm, Monday through Friday except holidays.
- If you need to change your appointment, please contact the front desk 541.757.8068
- If you need urgent assistance, your counselor will be notified. If your counselor is not available, another staff counselor will return your call as soon as possible.
- For emergency calls please call:

Benton County Crisis Line 888.232.7192

Linn County Crisis Line 541.967.3866 or  
1.800.304.7468

Lincoln County Crisis Line 888.232.7192

Emergency Services 911 or your local  
Urgent Care office.

### FEES FOR SERVICE

#### Individual Counseling

Initial Intake Session:	\$220
53+*Minutes:	\$180
38-52 Minutes:	\$115
16-37 Minutes:	\$108

#### Family Counseling

w/patient 28 + Minutes:	\$150
w/o patient 28 + Minutes:	\$140

#### Skills Training

8-22 Minutes:	\$36
23-37 Minutes:	\$72
38-52 Minutes:	\$108
53-67 Minutes:	\$144

#### Groups

Adult/Child Groups (1hr):	\$50
Adult Groups:	\$108
<i>(Includes 1.5 hrs., childcare &amp; dinner)</i>	

#### Case Communication/Service Coordination

8-22 Minutes:	\$36
23-37 Minutes:	\$72
38-52 Minutes:	\$108
53-67 Minutes:	\$144

T 541.757.8068 F 541.758.1030 [www.oldmillcenter.org](http://www.oldmillcenter.org)

1650 SW 45th Place Corvallis, OR 97333



## PAYMENT POLICY

All fees, copays, and payments for services and materials are your responsibility and are **due at the time of service**. In the event that an account becomes past due, services may be suspended or terminated until the account can be brought current or a payment plan is put in place. Severely past due accounts may be sent to our independent collection agency.

**A \$30 fee will be assessed for any checks returned for non-sufficient funds.**

It is the policy of Old Mill Center for Children and Families (OMCCF) to provide exceptional service. OMCCF can offer financial assistance programs to assist those who are uninsured or underinsured. Please let us know if you need to arrange a payment plan or want to apply for financial assistance. OMCCF also offers a discount for cash pay at the time of service.

## INSURANCE

We are happy to bill your insurance company on your behalf. Please bring current proof of insurance coverage to each appointment. Co-pays and any known deductibles are due at the time of service. You are responsible for checking your eligibility for insurance benefits. Some policies require pre-authorization for service or require a referral from your primary care physician. Other restrictions may also apply. Having insurance does not guarantee that your claim will be paid. Your policy is a contract between you and your insurance company. You will be responsible for the balance if the claim is denied and for any portion due of the annual deductible or co-insurance.

## MISSED APPOINTMENTS POLICY

You may cancel or reschedule an appointment up to 24 hours before your appointment time. We offer next appointment slips and appointment reminders by phone or text for your convenience. After the first missed or no-show appointment our office staff will attempt to contact you to find out why you missed the appointment and to schedule a new appointment for you. You may not be able to schedule future appointments if you miss several appointments. Your clinician will discuss our **Late Cancellation and No-Show Policy** with you at your first appointment.

You can schedule up to 3 future appointments at a time.

## CUSTODY ISSUES

Old Mill Center does not provide custody evaluations, home studies, or supervision of parenting time. If you need these services, your attorney or your DHS worker can assist you in finding a qualified professional that can provide them.

The parent who has custody of a child is the parent who may initiate counseling services. Permissions must be individually granted in writing to authorize any other individuals to be involved, transport etc. your child after a counseling session.

## INCLEMENT WEATHER PROCEDURE

Old Mill Center follows the 509J Corvallis School District's school closures due to hazardous weather conditions. In case of a school closure or delay, ALL Old Mill programs will be affected. Information regarding school closures or delays is broadcasted by 6:30 am on local radio and television stations.

Schools closed:

ALL Old Mill Center programs will be cancelled.

Schools on 2 hr. delay:

ALL appointments before 10:00 am will be cancelled.

## GRIEVANCES AND CONCERNS

Old Mill Center is committed to providing responsive and comprehensive services to our community. It is important that you discuss any concern or grievance about your care with your mental health provider or their supervisor. A copy of the OMCCF Grievances and Concerns process is posted in the reception area and available at the front desk. A form is included in this packet.

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## STATEMENT OF INDIVIDUAL & FAMILY RIGHTS AND RESPONSIBILITIES

Old Mill Center for Children and Families will protect the human, civil, constitutional, and statutory rights of children, their families and adults who are enrolled in services.

Upon admission the rights of individuals will be made available in writing and through discussion with the parent/guardian.

In addition to all applicable statutory and constitutional rights, every individual receiving services, as per OAR 309-019-0115, has the right to:

- ... choose from available services and supports that are consistent with the Service Plan, culturally competent, provided in the most integrated setting in the community and under conditions that are least restrictive to the individual's liberty, that are least intrusive to the individual and that provide for the greatest degree of independence.
- ... be treated with dignity and respect at all times.
- ... participate in the development of a written Service Plan, receive services consistent with that plan and participate in periodic review and reassessment of service and support needs, assist in the development of the plan, and to receive a copy of the written Service Plan
- ... have all services explained, including expected outcomes and possible risks.
- ... confidentiality and the right to consent to disclosure in accordance with ORS 107.154, 179.505, 179.507, 192.515, 192.507, 42 CFR Part 2 and 45 CFR Part 205.50.
- ... Give informed consent in writing prior to the start of services, except in a medical emergency or as otherwise permitted by law. Minor children may give informed consent to services in the following circumstances:
  1. Under age 18 and lawfully married.
  2. Age 16 or older and legally emancipated by the court or
  3. Age 14 or older for outpatient services only. For purposes of informed consent, outpatient service doesn't include service provided in residential programs or in day or partial hospitalization programs
- ... inspect their Service Record in accordance with ORS 179.505
- ... refuse participation in experimentation
- ... receive medication specific to the individual's diagnosed clinical needs, including medications used to treat opioid dependence
- ... receive prior notice of transfer, unless the circumstances necessitating transfer pose a threat to health and safety.
- ... be free from abuse or neglect and to report any incident of abuse or neglect without being subject to retaliation.
- ... have religious freedom
- ... be free from seclusion and restraint.

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- ...be informed at the start of services, and periodically thereafter, of the rights guaranteed by this rule.
- ...be informed of the policies and procedures, service agreements and fees applicable to the services provided, and to have a custodial parent, guardian, or representative, assist with understanding any information presented.
- ...be informed of suicide risk and receive best practice lethal means counseling and a safety plan, including methods for the individual, family, and guardian to mitigate risk over time;
- ...have family and guardian involvement in service planning and delivery
- ...make a Declaration for Mental Health Treatment when legally an adult;
- ...file grievances, including appealing decisions resulting from the grievance.
- ...exercise all rights set forth in ORS 109.610 through 109.697 if the individual is a child, as defined by these rules.
- ...exercise all rights set forth in ORS 426.385 if the individual is committed to the Authority; and
- ...exercise all rights described in this rule without any from reprisal or punishment
- ...notification of Rights; The provider must give to the individual and, if appropriate, the guardian, a document that describes the applicable individual's rights as follows;
  1. Information given to the individual must be in written form or, upon request, in an alternative format or language appropriate to the individual's need
  2. The rights and how to exercise them must be explained to the individual, and if applicable the guardian; and
  3. Individual rights must be posted in writing in a common area.

#### REGISTER TO VOTE (OAR 309-019-0135)

- Eligibility:
  - be at least 16 years old (you cannot vote until you are 18 yrs)
  - a citizen of the United States of at least 21 days prior to the voter registration deadline
  - an Oregon resident
- How to:
  - Online – use the My Vote portal at <https://secure.sos.state.or.us>
    - Must have valid OR driver's license or no-driver ID card
  - By Mail – with the application for an OR Voter Registration Card (Form SEL 500)
    - Mail the form to your local County Elections Office (listed on the form)
  - In Person – at your local county elections office
  - DMV – when filling out driver's license application or vehicle registration

Registration cards are also available at OR Secretary of State Office and during voter registration drives.

## NON-DISCRIMINATION

As a recipient of Federal Financial Assistance, OMCCF does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, or national origin, or on the basis of handicap or age in admission to participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by OMCCF directly, or through a contractor or any other entity with whom OMCCF arranges to carry out its programs and activities. (This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and regulations of the US Department of Health and Human Services issued pursuant to the Acts, Title 45 Code of Federal Regulations parts 80, 84, and 91. Other Federal laws and regulations provide similar protection against discrimination on grounds of sex and creed.)

## QUESTIONS AND COMPLAINT

In case of questions concerning this policy, or in the event of a desire to file a complaint alleging violations of the above, please contact the OMCCF Executive Director at (541) 757-8068, or contact: Office for Civil Rights, (206) 553-7483.

## RIGHTS OF CHILDREN

Sometimes, because most adults have strong beliefs and feelings about the care of children, we can forget that children have rights too. A child has the right to a committed environment (home, community, OMCCF) regardless of their response to it.

A committed environment is provided through:

1. Basic nutrition
2. Basic clothing
3. Basic shelter
4. Basic hygiene
5. Sensitivity and concern for feelings
6. Supervision - protection from harm
7. Affection
8. Attention
9. Fun, happiness, joy
10. Opportunities for learning, both academically and socially
11. Information
12. A predictable and consistent environment
13. Individuality
14. Dignity
15. Experiencing success and failure in learning limits of strengths and abilities
16. Experiencing failure without severe environmental reaction
17. Privacy
18. Reasonable decision-making power on issues directly affecting them
19. Being heard
20. Choice of personal address when age appropriate

## Late Cancellation and No-Show Policy

### Introduction:

Our clinic schedules appointments and reserves the time for families in good faith. We offer you 'next appointment' slips, reminder calls and text messages to help you remember your next appointment.

Please assist us in our goal of offering consistent appointment times for all the families that we serve, by adhering to this policy. We want to work together with families to help limit barriers to services but also provide enough appointments for all the families that we serve.

Please arrive for your appointment on time. If you arrive late, your appointment might be shortened to accommodate the next scheduled client. If the schedule permits, we will do everything we can to accommodate clients who arrive 8-10 minutes late.

### Policy:

- If you have two (2) consecutive "no show" or "late cancellation" appointments, your provider will be contacted, and you will not be able to make the next appointment until you have spoken to your provider/therapist regarding moving forward with services. All future scheduled appointments will be removed at that time.
- If you have three (3) "no show" or late cancellation appointments for your family within a six (6) month period, your provider/therapist will be contacted with the number of appointments missed and you will receive a follow up letter or phone call from your provider/therapist regarding moving forward with services. All future scheduled appointments will be removed at that time.
- If we are unable to reach you or your family and are unable to come to an agreement about maintaining consistent appointments, therapy services will be closed.
- Families whose services were closed due to this policy may return to therapy services after a period of three (3) months but will be asked to attend an intake appointment with the clinical supervisor prior to restarting services.

### Definitions:

A "no show" appointment is defined as:

1. Client arrives greater than 10 minutes late after the scheduled appointment start time.
2. Client does not show up at all.
3. Client does not make a courtesy call prior to the appointment start time to cancel.

A "late cancellation" appointment is defined as:

Client making a courtesy call to cancel the appointment but calls less than 24 hours prior to the start time of the appointment.

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## CLIENT GRIEVANCE FORM

This form is used when you want to make a complaint or communicate a grievance.

Please complete, sign, and date. You will receive a written response within 20 calendar days from the date of this form. If you do not agree with the findings, you have rights to request an appeal or hearing (see Notice of Hearing Rights).

Personal Information	
Name: _____	Phone: _____
Address: _____	
Name of OMC Client: _____	Program Area: _____
Client's Date of Birth: _____	Gender: M _____ F _____

Please tell us what the complaint is about, sign at the bottom, and put today's date.  
(Use the back of this page if more room is needed).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### You can file this grievance in one of 3 ways:

1. Please give the completed form to your therapist, program supervisor, or front office staff.
2. Mail to: Old Mill Center, 1650 SW 45<sup>th</sup> Place, Corvallis, OR 97333
3. Call Old Mill Center's Executive Director at (541) 757-8068

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