

RTM Welcome Pak



Debra Dupree

is an accomplished Therapist, Mediator, Motivational Speaker, Professional Coach, and Trainer with deep practical experience in diverse environments. She is an expert in relationships helping organizations and individuals better understand and manage interactions, enhance interpersonal and customer relations, and prosper from choice and change.

*Debra Dupree, MA, MFT #23250
CONFLICT INTERVENTIONIST*

*Coaching, Counseling, Mediation & Training
Business License Certificate #: B1989011290
1011 Camino Del Rio South, Suite 530
San Diego, CA 92116
TOLL FREE: 1-800-743-1973
CELL: 1-619-417-9690
FAX: 1-619-923-3611
EMAIL: debradupree@relationshipsthatmatter.com
Info@relationshipsthatmatter.com*

Thank you for choosing Relationships That Matter! We know that you have many choices AND we appreciate your selection of Debra Dupree, MFT #23250 for your counseling / mediation / coaching needs! To prepare you for your first session, here are a few things to smooth the way:

- 1) **Initial Intake** Form for your completion prior to arrival
- 2) **Consent** Form for your review and signature
- 3) **Payment Information & Fee Schedule** for your review and signature
- 4) **Directions** to the office of Relationships That Matter, Inc.

Should you have any questions about these items, feel free to contact the office prior to your first visit by calling 1-800-743-1973 or writing to info@relationshipsthatmatter.com.

Again, thank you for choosing Relationships That Matter!
*Life presents challenges... We provide solutions...
For people making changes where they count...
in their relationships that matter!*

A handwritten signature in cursive that reads "Debra Dupree".

Please note: Counseling and Coaching Sessions **not canceled at least 24 hours** in advance or are scheduled and missed result in a \$50 fee – no exceptions and are not covered by insurance.
Mediation Sessions require a 48-hour notice of cancellation or one hour of service is charged.

Debra Dupree is an approved provider on select health insurance plans.

Tell us about you!

Name: _____ Date Prepared: _____

Home Address: _____

Eve Phone: _____ Cell Phone: _____

E-mail Address: _____ Date of Birth: _____

Occupation: _____ Years in Position? _____

Nature of Business/Position: _____

Name of Other Party(ies): _____

Children's Names/Ages: _____

Other Relevant/Interesting Facts About You: _____

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THE INITIAL INTAKE FOCUS FORM

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By completing this Focus Form, you will be highlighting key pieces of information in preparation for your first consultation. The process of putting it in writing facilitates clarity and better structures your scheduled time. I, too, can become better oriented to your situation as we start our working relationship. If time permits, it is helpful to forward this form to me by fax (619-923-3611) or by email to debradupree@relationshipsthatmatter.com prior to our meeting. OR, print out and bring a completed copy to the meeting.

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1. Please describe in two or three sentences the key essence of the challenge you are facing:

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e.g working relationship, personal relationship, medical condition, workload, time management, etc.

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2. How long has this challenge existed for you?

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- 30 days or less
- 90 days or less
- 6 months or less
- 1 year or less
- more than one year
- Other, please describe

=====

3. Who else is involved in your situation and what is their relationship to you:

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4. What would you like to see happen in order to resolve this situation:
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5. What efforts have you undertaken to date to try to resolve this challenge?
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6. How much are you willing to invest in resolving this situation?
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e.g. time, activities, money

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7. What timeframe do you have in mind for getting this challenge resolved?
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8. What other information would you like me to know about this situation?
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9. Additional questions to answer:

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1. How would you know that the problem is solved?
2. What evidence would there be to show that things had changed?
3. What would you be doing differently?
4. What would others notice is different for you?
5. Up until now what have the communications patterns been like between the two of you?
6. What do you think would help the communication between the two of you?
7. When you are communicating well what does that look like?
8. What was the best conversation the two of you have ever had?
9. What made it good?
10. How will you know that the situation is resolved?

CLIENT CONSENT FORM:

OVERVIEW OF SERVICES PROVIDED:

This practice is designed to provide the following services:

- counseling
- coaching
- mediation
- psychotherapy services
- training & consultation

Services are provided to individuals, couples, groups and organizations. An initial assessment is usually necessary to determine appropriate needs and course of treatment; initial sessions are typically 1.5-2 hours in duration. An evaluation for special needs may also be required by referral to a health care specialist. In addition, information and referral services are available when necessary. When children are part of the family unit, confidential interviews may also be conducted. If you have any questions regarding any of the services provided, please feel free to discuss them with me.

OFFICE HOURS AND APPOINTMENTS

Office hours are by appointment only. The office is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, 8:00am to 5:00pm on Fridays, and 8:00am to 2:00pm on Saturdays. The office is closed for traditional holidays.

Duration of Appointments:

- Initial Individual Sessions are 1.5 hours in duration; Joint sessions are 2 hours in duration.
- Coaching sessions are 30- and 60-minutes in duration as scheduled per client via SKYPE, TELEPHONIC, or IN-PERSON.
- Individual therapy appointments are 55 minutes in length.
- Group therapy or family sessions are 90 minutes (or more as scheduled).
- Mediation sessions are a minimum of 2 hours up to 6 hours maximum in one setting.

If you find that you cannot keep your appointment, please call the office in advance as much as possible. This may make it possible for another client to be seen. **A \$50 charge will apply for any missed appointments or appointments canceled less than 24 hours; a credit card must be retained on file for payment of missed and/or canceled appointments.**

TELEPHONE AND EMAIL

I welcome and encourage you to call the office if you have a problem or a question or may need to speak with me for any reason. You may reach me during regular office hours by phoning 619-417-9690. You may receive the voice mail message system. Urgent calls will always receive priority response. Your call will be returned as soon as possible. Routine messages or questions may also be sent debradupree@relationshipsthatmatter.com. In an emergency situation, go to your nearest hospital emergency room or call the 24-hour San Diego County Crisis Team at 1.800.479.3339.

MEDICAL RECORDS AND CONFIDENTIALITY

All of your medical records are confidential. I may choose to release the records or any part of them only if you give me written authorization. Under most circumstances, I will not release these records unless I have some written notification that you request me to do so. As needed, I may request to speak with other professional(s) involved in your situation and will ask that you sign an Authorization for Release of Confidentiality.

WRITTEN AGREEMENT

I have read this information and my signature indicates I concur with all the stated expectations and agree to meet all requirements as stated in this agreement. I acknowledge by signing this agreement I am consenting to services provided by Debra Dupree, MFT.

Name _____ Printed Name of client

Signed _____ Signature of client Date _____

Signed _____ Debra Dupree, MFT Date _____

(SEE NEXT PAGE FOR COMPLETION & SIGNATURE)

PAYMENT INFORMATION:

My fees are within the customary range for the San Diego area and reflect the level of care you will receive. I have standardized charges for individual and group therapy. Please feel free to discuss any questions about fees directly with me. NOTE: Your payment is accepted via Cash, Check or Credit card. Payment is due at the conclusion of each session unless otherwise arranged.

PAYMENTS ACCEPTED BY CREDIT CARD:

Printed Name on Card: _____

Billing Address: _____ Zip Code: _____

VISA MasterCard American Express 3- or 4-digit Verification Code: _____

CC# _____ Expiration Date: _____

Signature Authorizing Charge: _____ Date: _____

NOTE: A receipt will be provided upon completion of processing, or at next session.

PAYMENTS ACCEPTED BY CHECK:

Make all checks payable to Debra Dupree.

NOTE: Checks may be processed electronically. A returned check charge of \$25 applies for any non-sufficient payments.

Cancellation Policy

24-hour notice of cancellation is required for any scheduled meeting. Less than 24-hour notice may result in a minimum of 50% charge up to the full amount for the time allotted and not used. A rescheduling fee of \$35 per party is applied and payable prior to rescheduled session.

Calling the voice messaging system and leaving a recorded message is sufficient notification for cancellation. Time of call is noted on the voice mail recording.

NOTE: Health insurance plans do not pay for late cancellations.

I have read and understand the Payment & Cancellation Policy of RTM.

Signature

Date

Fee Schedule effective January 1, 2012

COUNSELING/THERAPY/COACHING:

- **\$150*** Per Hour*
 - Individual Counseling & Therapy
 - Conflict Coaching
 - Executive & Leadership Coaching
 - Job Performance & Career Coaching
 - Pre-Mediation Preparation for Family Court Services (FCS)
 - Couples / Parenting / Family Therapy
 - High Conflict Diversion Coaching & Training
 - New Ways for Families (NWFF): Therapist/Mediator for High Conflict Families

MEDIATION:

- **\$200** Per Hour (\$100 PER PARTY; ONE MEDIATOR), preparation and meeting time, for 2-party mediations, two-hour minimum.
- **\$330** Per Hour (\$160 PER PARTY; TWO MEDIATORS). 2.5 hour minimum, divided equally between the parties unless advised otherwise.
- **\$2000** Retainer for Disputed Parenting Plans & Custody (ten hours of service, including all sessions, third-party interviews, and report preparation).
- **\$3000** Retainer for Divorce / Marital Settlement Agreements & Form Processing
- **\$70** Rescheduling Fee (\$35 Per Party).
- **\$150 Per Hour** Development of **parenting plans, mediated agreements and related court-forms.**

Payment, Cancellation & Travel Policy

- Fees are **payable at conclusion** of each session. Retainer Agreements require payment in full at start of services.
- **Cash, credit cards** (MC & VISA) and **checks** accepted. Statements are available upon request.
- Additional fees may apply for individual and 360-degree assessment tools; pricing vary per instrument.
- ***Sliding Fee Scale** available based on financial need.
- Additional **discounts** available through **pre-payment** for individualized Coaching/Counseling packages.
- Counseling and Coaching Sessions **not canceled at least 24 hours** in advance are payable for **50% of the hourly fee.**
- Mediation Sessions **not canceled at least 48 hours in advance**, excluding weekends and holidays, will be billed for **50% of applicable rate.**
- **RTM Professionals are available to travel to your location.** For **sessions outside of San Diego County**, reimbursement of documented **travel and per diem** expenses as incurred are payable within five (5) days of submittal.

*SLIDING FEE SCALE

<u>Annual Income</u>	<u>Individual Counselor per hour</u>	<u>Couples/Parent-Child Counselor per hour</u>
0 - \$20,000	\$ 50	\$100
\$20,001-\$30,000	\$ 75	\$125
\$30,001-\$50,000	\$100	\$150
\$50,000-\$75,000	\$125	\$175
Over \$ 75,000	\$150	\$200

DIRECTIONS:

FROM Interstate 8, Traveling West (I-8W):

- 1) Exit Mission Center Road / Auto Circle
- 2) Turn Left onto Camino del Rio North
- 3) Turn Left onto Mission Center Road – crossing over the I-8
- 4) Proceed Straight into the Entrance and Underground Parking for **1011 Camino del Rio South**
(Denny's Restaurant on left, Our Office Building is Large Black Glass Building on Right)

FROM Interstate 8, Traveling East (I-8E):

- 1) Exit Mission Center Road
- 2) Turn Right Onto Mission Center Road
- 3) Proceed Straight into the Entrance and Underground Parking for **1011 Camino del Rio South**
(Denny's Restaurant on left, Our Office Building is Large Black Glass Building on Right)

Take Lobby Elevator to 5th Floor (Suite 530). For appointments after 7pm or on Saturdays, please call 619-417-9690 to notify Debra of your arrival.

Parking is provided free of charge for your convenience.

NOTE: If you are **running late**, please call 619-417-9690 as soon as possible to notify of late arrival. Arrivals within the first 15 minutes will result in shorter meeting time at the regular hourly rate. Delays in arrival greater than 15 minutes must reschedule unless mutually agreed upon to continue. 50% of hourly fee is due and payable for missed appointments.

DRIVE SAFELY!