

Family Court Handbook



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Mission Statement

Integrative Counseling Services, PC (ICS) is committed to guiding people on their journey to wellness, reaching, and embracing their full potential through the use of innovative, holistic, and positive approaches, recovery principles, and evidenced based practices.

Services Offered

Covered by Insurance

- Individual Therapy
- Family Therapy
- Marital Therapy
- Co-parenting
- Reunification Therapy

**Included with all above services is one (1) monthly report via email to the Guardian ad Litem (GAL) or directly to Judge's chambers upon request. An ICS consent for release of information must be signed and on file with ICS for these summaries to be sent.

Not Covered by Insurance (person requesting service is responsible for payment)

- Comprehensive Reports for Court including therapist recommendations
- In-person Court Testimony
- Telephonic Testimony
- Drug and Alcohol Assessment
- Collaboration with attorneys or GAL outside of monthly updates

Rates

- Rates are available by request

Insurances Accepted

- CCBH (Medical Assistance)
- Medicare
- Blue Cross Blue Shield
- Magellan
- Optum

Payment Methods Accepted

- Cash
- Check
- Credit Card

Making a Referral

- Referrals for services can be made by contacting your local office
 - Scranton – 570.955.5479
 - Harrisburg – 717.412.4908
 - New Milford – 570.465.2080

- Referrals can be made by any of the following individuals:
 - Patients
 - Parents
 - Lawyers
 - Agencies who maintain custody of children (example: CYS)
 - Individuals who have custody of children (with court order)
 - Judges
 - Masters
 - Guardian ad Litem
 - Insurance Companies

Court Appearances/Requesting Comprehensive Reports

- Requests for comprehensive reports and subpoenas to attend and testify must be received a minimum of ten (10) business days prior in order to allow ICS sufficient time to prepare requested information and adjust schedules to accommodate requests.
 - Same day requests for court reports will not be honored.
 - Requests made for court testimony with less than ten (10) business days' notice will not be honored due to scheduling needs and clinical accountability for other patients.
- All requests for services not covered by insurance must be made in writing.
- Court appearance requests (in person or telephonic) require a subpoena served to ICS in accordance with Pennsylvania state law.
- In the event that a therapist from ICS is subpoenaed we respectfully request that we are asked to testify first, if possible, so that we can reduce interruption of services and care provided to other patients served.
- Court appearances and telephonic participation are not covered by insurance. As such, there are fees associated with this service. If the fee is not paid or a payment arrangement made prior to the requested service, ICS will not participate in the requested service.
- Comprehensive reports with therapist recommendations are available upon request in lieu of or in addition to court appearances and are a separate service and fee.

Confidentiality

- It is essential that patients feel that they can trust their counselors to keep confidential what is shared in session. For therapy to be successful patients need to be able to discuss things that they may not feel comfortable sharing with anyone else. Patients may share information that is *not relevant* to the original reason that they were referred for counseling. ICS makes every effort to only provide information *relevant* to court proceedings when written consent is given to provide such information.
- ICS will follow all standards set forth by the Pennsylvania Board of Social Workers, Marriage and Family Therapists and Professional Counselors, all applicable ethics boards, and regulatory agencies.
- For information (any part of record requested) to be released with consent of the patient, a written release must be signed and on file at ICS.
 - Releases will be valid no longer than one (1) year from the date of signature.
 - Consent for release of information can be revoked at any time by written request.

Use of Interns

- ICS takes pride in its relationships with many universities to help provide education and learning experiences for counselors in training. At any given time, ICS has multiple interns who are supervised by licensed clinicians as well as representatives of their universities, at all locations. These interns are interviewed and screened by multiple ICS staff. The interns made available are training as family therapists, social workers, or professional counselors.
- Use of interns provides a valuable experience for the intern and in addition allows ICS to serve more individuals who otherwise could be wait listed, provide more scheduling flexibility, and allows ICS to provide therapeutic services to individuals who don't have insurance or are unable to pay their copays and deductibles.
- As that this is a learning experience for the intern and that the intern is not an employee or subcontractor for ICS, we do not permit the intern to provide court testimony via phone or in person. Ongoing communication with the GAL and summaries can be provided upon written request.

ACKNOWLEDGEMENT FORM

The undersigned individual acknowledges receiving a copy of Integrative Counseling Services, PC's Family Court Handbook, has read and understood the terms of the Handbook and has signed this Acknowledgement Form voluntarily. The undersigned individual further understands that he/she may lose the right to treatment at Integrative Counseling Services, PC if he/she fails to abide by the terms of the Family Court Handbook.

Signature Parent/Legal Guardian: _____

Printed Name: _____

Date: _____