

Client Intake Form

<u>Client Information</u>		Today's Date:			
Child's Name:		_ Preferred Pronoun:	Date of Birth:		
Current Concerns:					
What are your child's strengths?					
Child's likes:					
Child's dislikes/fears:					
Parent/Guardian (1):			Preferred Pronoun:		
Address:					
Email:		Cell Ph:			
Work Ph:		Home Ph:			
Relation:		Occupation:			
Parent/Guardian (2):			Preferred Pronoun:		
Address:					
Email:		Cell Ph:			
Work Ph:		Home Ph:			
Relation:		Occupation:			
Other children in the family:					
Name:	Age:	Developmental Concerns	s/Previous Therapies:		

With whom does the child spend the most of their time? _____



Birth/Medical History

Please describe the mother's general health during pregnancy (illness, incidents, medications, etc.):					
Labor:	 □ Normal		Apgars		
Other Conditions:	□ Cesarean	□ Premature		d Around Nec	
	☐ Child Rotated				
Length of Pregnancy:					
Child's general conditi					
-	☐ Seizures	□ Cyar	nosis (blue baby)	□ Other:	
Birth Weight:	Birth Hosp	-			
	se describe length of tim				
	olems/Diseases/Delays: olease give as much info	ormation as possib	le about the chil	d's biological	parents/family history:
_	een: □ PASS esults of any follow up no		creenings perfor	med:	
Has your child receive	d a recent hearing evalu	uation? When was	it? What were t	he results?	
Does your child have a	a history of ear infection	ns? 🗆 Yes	□ No		
If YES, approximately	how many ear infection	s have occurred? _			
Does your child have I	Pressure Equalization (P	E) Tubes? Yes	□ No		
If YES, please specify v	which ear(s) PE tubes we	ere placed?	□ Left	☐ Right	□ Bilateral
When and where wer	e the PE tubes placed? _				



Current Health (attach additional information, as needed)

Please describe your child's health over the past year:								
Please describe any illr (include when they occ		-	atio	ns, s	urgeries	, and other m	nedical issu	es your child has experienced
Does your child have a	medic	cal diagnos	is?			□ No	□ Yes	
If YES, which diagnosis	was gi	iven?						
When was the diagnos	is give	n?						
Who gave the diagnosi	s?							
Food Allergies:	□ No)	□ \	⁄es				
Dietary Restrictions:	□ No)	□ \					
Other Allergies:	□ No)	□ \	⁄es				
Vision Impairment:	□ No)	□ \	⁄es				
Glasses:	□ No)	□ \	⁄es				
Hearing Impairment:	□ No)	□ \	⁄es				
Tonsils/Adenoids Remo	oved:	□ No	□ \	⁄es	If yes, w	vhen?		
Bowel/Bladder Difficul	ties:	□ No	□ \	⁄es				
What, if any, therapies	has yo	our child pr	evic	ously	or curre	ently particip	ated in?	
		Start Dat	e	Sto	p Date	Currently Receiving		Location
Developmental Thera	ру							
Occupational Therapy	/							
Physical Therapy								
Speech Therapy								
Social Work / Psychol	ogy							
ABA								



Does your child see	any of the following	medical pro	fessionals on an	ongoing basis:				
□ Allergist	□ Audiologist	□R	eading Specialist	☐ Executive	☐ Executive Function Coach			
□ Neurologist	☐ GI Doctor	□C	hiropractor	□ Ophthalm	ologist			
□ Other:								
Does your child use	any special equipme	ent (wheelch	air, braces, etc.)	? □ No	□ Yes			
Current Medication	s (attach list, if nece	essary)						
Medication:		Dosage:		Reason:				
Developmental Mil	estones:							
Write the approxim	ate age when your c	hild began to	o do the followin	g Physical Milest	ones:			
Roll Over:		Sit:		Crawl:				
Stand:		Walk:		Run:				
Jump:		Kick a ba	II:					
Does your child hav	e any gross motor di	fficulty (walk	king, running, thr	rowing, catching?	')			
	ase describe:				•			
	e any fine motor diff				using both han	ds?)		
	ase describe:	-				,		
ino incomina	13C describe:							
Self-Help Skills								
•	mately how much as	sistance vou	r child needs for	the following sel	f-help tasks:			
	,	,		Moderate	•			
		•	Minimal Up to 25% assist	No more than 50% assist	Maximum 75% assist	Dependent 100% assist		
Dressing self								
Using Spoon/Fork								
Drinking from a Cu	р							
Toileting								

Bathing



							IV	iouerate				
				pendent 6 assist		nal 25% assist	No	more than 0% assist		Maximum 75% assist	Deper 100%	
Was	shing H	ands]
Brus	shing To	eeth]
Brus	shing H	air]
Fast	eners (buttons, zippers, et	c.)]
Tie S	Shoes											
Comi	munica	tion										
Write	e the ap	proximate age whe	en your ch	ild bega	n to do 1	the follow	ing Co	ommunic	ation N	1ilestones	5 <i>:</i>	
	Babb	le:		Imitate	e Words	:		Name Si	imple C	bjects:		
	Use 2	-word phrases:		Ask qu	estions	:		Engage	in conv	ersation:		
	Point	to pictures:					I					
 Drim:	ary land	guage spoken in the	home:									
						¬ Na						
		ther language the c e list all languages o	-			□ No		□ Yes				
	-	ntage does your chi	-			nglish:		_%	Other	:	%	
Does	your c	hild understand the	language	?	[□ No		□ Yes				
Does	your c	hild speak the langu	iage?		[□ No		□ Yes				
Your	child cı	urrently communica	ntes using:	(check a	all that a	apply)						
		Body Language		□ Sc	ounds (v	owels, gru	unts)		Gest	ures		
		Single Words		□ Se	entences	with 2-4	words	s 🗆	Sent	ences wit	h 4+ words	
		AAC Device		□ PE	ECS/Visu	ials			Sign	Language	!	



Behavior

Pieas	e indicate any sa	arety concerns	your child h	nay nave:				
	☐ Self-abusiv	re □ A	busive tow	ards other	☐ Eloping		Other:	
Desc	Describe your child's behavioral characteristics: (check all that apply)							
	Aggressive/Des	tructive		Attentiv	е		Cooperative	
	Easily Distracte	d		Easily Fr	ustrated		Fearful of strangers	
	Impulsive			Inappro	oriate Behavior		Plays alone	
	Poor eye conta	ct		Restless			Short attention span	
	Self abusive be	navior		Separati	on difficulties		Stubborn	
	Transition diffic	ulties		Tries ne	w activities		Withdrawn	
	Other:							
•	Patterns your child demo	onstrate difficul	ty with any	of the fol	lowing?			
	Falling asleep	alone		Falling asle	еер			
	Settling down			Sleeping th	nrough the night			
	Waking up			Other:				
Bed	time:				Hours per night:			
Nap	time(s):							
	Care/Daily Rout		routine (le	evel of inde	enendence like/dislil	ω)·		
. 1003	Please describe your child's morning routine (level of independence, like/dislike):							



Please describe your child's bedtime routine (level of independence, like/dislike):					
Is your child toilet trained? □ No □	Yes If so, when did this occur?				
Feeding					
Do you have concerns regarding your child's diet, f	feeding and/or drinking? ☐ No ☐ Yes				
If YES, what are the feeding concerns you have wit	th your child? When did they begin?				
Has your child had any previous feeding assessmen	nts, studies or treatment? If YES, please list the frequency,				
duration, location, etc.	mis, studies of treatment: if 125, please list the frequency,				
School					
If your child is in school, please answer the following	ng:				
Name of school:	Teacher's Name:				
Current grade:	Has your child repeated a grade? ☐ No ☐ Yes				
If YES, which grade was repeated and why?					
Has your child ever received services through any o	of the following school accommodations:				
☐ Individual Education Plan (IEP)	□ 504 Plan □ RTI				
If YES, please list any accommodations and/or serv year, testing accommodations, etc.)	vices your child receives (aid, therapy services, extended school				
Any other pertinent information you'd like to share	e:				



RELEASE OF INFORMATION

I authorize the exchange of Protected Health Information (PHI) between Kids Unlimited Therapy Services, LLC and the specified individuals listed below regarding ______ **Primary Care Physician:** Doctor's Name: _____ Phone: _____ Practice Name: _____ Fax: _____ **Specialists/Other Physicians:** Specialty Doctor/Clinic: Phone #: _____ Specialty Doctor/Clinic: _____ Phone #: _____ Specialty Doctor/Clinic: Phone #: **School/Therapists:** Phone #: _____ Preschool/School District: Email Address: _____ Fax #: _____ Therapist: _____ Phone #: Email Address: _____ Discipline: _____ Phone #: _____ Therapist: Email Address: ______ Discipline: _____ Phone #: _____ Therapist: _____ Email Address: Discipline: **Emergency Contacts (other than parents):** Emergency Contact 1: _____ Relation: Address: _____ Emergency Contact 2: Relation: _____ Address: _____ Phone: _____ Child's Full Name Date of Birth Parent/Guardian Name (Print) Date Signature of Parent or Guardian Parent/Guardian Name (Print) Date Signature of Parent or Guardian



COMMUNICATION & CORRESPONDENCE AGREEMENT

WE WILL SHARE YOUR CHILD'S PROGRESS, AS WELL AS DISCUSS OTHER INFORMATION ABOUT YOUR CHILD'S TREATMENT AFTER THEIR SESSION.

We want to ensure your child's privacy and be considerate of any confidential information that may be part of this discussion. A review of the session will take place in one of the waiting areas, or if requested, more privately in a hallway.

We offer helpful administrative information by regular text messaging and email. There is some level of risk that information in a regular text message or email could be read by someone besides you. Please let us know if you would like us to communicate with you by text

☐ Yes - Please communicate	e with me by email. I will let	by email. I will let you know right away if my email address changes.				
My email address is	:					
□ No - Please do not comm	unicate with me by regular	(unencrypted) email				
	•	will let you know right away if my cell phone				
□ No - Please do not commu	unicate with me by regular (unencrypted) text message				
I am responsible for additional data c	harges imposed by my serv	ervices, LLC through the above methods. I understand ice provider and acknowledge Kids Unlimited Therapy ail provider/host, Internet service, cell-phone or data				
Child's Full Name	Date of Birth	_				
Parent/Guardian Name (Print)	Date	Signature of Parent or Guardian				
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian				



Insurance

- Fees are submitted to all insurance companies.
- > Kids Unlimited Therapy Services, LLC is a provider for Blue Cross/Blue Shield PPO & Blue Choice.
- > All other insurance companies pay claims at their out-of-network rates. After the insurance payment is received, parents will be invoiced monthly for any fees not covered by their carrier.
- > To expedite the billing process:
 - o Parents are responsible for preauthorization and determination of eligibility/benefits.
 - Please provide your insurance company with any necessary paperwork.
 - Please notify Kids Unlimited Therapy Services, LLC immediately of any change in your insurance carrier or your insurance coverage.

Method of Payment

- Invoices will be provided monthly.
- Payment can be made by cash, check, Zelle, Chase QuickPay, PayPal, or credit card.
- Please make checks payable to Kids Unlimited Therapy Services, LLC.

Late Payments

- If you have difficulty making payments, a payment plan can be arranged.
- Accounts more than one month in arrears may result in termination of therapy.
- A monthly \$10 administrative fee will be charged until balance is paid in full.

SUMMARY OF CHARGES (subject to change without notice)

\triangleright	\$220/session	ST Evaluation/Re-Evaluation with short summary report
	\$285/session	OT Evaluation/Re-Evaluation with short summary report
	\$100/session*	ST Treatment. Session cost may be higher if multiple procedures are used by therapist
	\$185/session	OT Treatment
>	\$50 per hour	Additional requested SLP/OT Documentation (including, but not limited to, physician reports, school reports, and insurance documentation- typically 2 hour charge)
	\$50 per hour	Parent/school meetings or school observations. Not covered by insurance.
	\$50/incident	Missed individual appointment without 24-hour notification. Not covered by insurance.

\$35/incident
 \$35/incident
 \$35/incident
 Late arrival of 10 minutes or more after scheduled session start time. Not covered by insurance.
 \$35/incident
 Late pick up of 5 minutes or more after scheduled session end time (at conclusion of direct therapy). Not covered by

\$35/incident Late pick up of 5 minutes or more after scheduled session end time (at conclusion of direct therapy). **Not covered b** insurance.

> \$35/15 min Phone calls with parents/other professionals longer than 15 minutes. **Not covered by insurance.**

ADMINISTRATIVE POLICIES

Therapy sessions A session is one hour (50 minutes direct, 10 minutes for transition, closure, and documentation)

Sick Children A child may not receive therapy if he or she is sick. A child who has been ill must be fever-free, vomit-free, and

diarrhea-free for 24 hours prior to his or her appointment.

Cancellation Cancellation requires 24-hour notice. A fee will be charged for failure to provide this notice.

Attendance Required to attend 75% or more of scheduled sessions in one month. If unable to maintain consistent

attendance, may result in termination of therapy.

Pick up/Drop Off Sessions that begin late and/or end after scheduled time due to parent tardiness is subject to additional fees

and/or removal from therapist schedule.

I understand and agree to these Policies and Procedures, and I am responsible for all therapy charges.

Child's Full Name	Date of Birth	
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian



THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD FROM KIDS UNLIMITED THERAPY SERVICES, LLC:

1. Parent/Guardian (please print)				
Cell Phone:	Но	ome/Work Phone:		
2. Parent/Guardian (please print)				
Cell Phone:		ome/Work Phone:		
PERSON(S) OTHER THAN PARENT	/GUARDIAN AUTHORIZED TO	O PICK UP CHILD:		
1. Name (please print)				
Cell Phone:	Relations	hip:		
2. Name (please print)				
Cell Phone:	Relations	Relationship:		
3. Name (please print)				
Cell Phone:		hip:		
_	tes for which permission is	e/email authorizing your child's release to the given. Email authorization is accepted from a ord.		
Child's Full Name	Date of Birth			
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian		
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian		



RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT ("AGREEMENT")

In consideration of my child(ren) and persons I invite, including relatives and friends ("Others") being permitted to engage in play opportunities in the Waiting Room or Treatment Areas at Kids Unlimited Therapy Services, LLC ("KUTS") located at 820 North Boulevard, Oak Park, IL 60301, ("Premises"), I agree that:

- 1. Use of the treatment areas by Others at the Premises is at the discretion of the treating therapist and KUTS;
- 2. The presence of Others in treatment/waiting areas requires constant supervision by their parent or designated caregiver;
- 3. The use of equipment, toys and clinic areas holds risk of injury or death to me and Others; and
- 4. Any circumstances or behavior deemed unsafe or inappropriate by the treating therapist or staff will result in the withdrawal of these use opportunities.
- 5. Any person not in the waiting areas, must always be accompanied by the treating therapist.
- 5. I also release KUTS and waive any claims I might otherwise have, if I am injured while in a treatment area with either my child named below, or with Others I have invited to a clinical session.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS AND AGREE TO ABIDE BY THEM FOR THE DURATION OF TIME THAT MY CHILD RECEIVES SERVICES AT KIDS UNLIMITED THERAPY SERVICES, LLC.

Child's Full Name	Date of Birth	
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian
Parent/Guardian Name (Print)		



AUTHORIZATION TO RECORD IMAGES INCLUDING STILL PHOTOGRAPHS AND VIDEO

The undersigned hereby authorizes Kids Unlimited Therapy Services LLC, ("KUTS") 820 North Blvd, Oak Park, Illinois 60301 to produce visual images whether digitally or otherwise recorded as still photographs or videos, of me, my child(ren) and siblings for the purposes of (1) documenting my child's progress in therapy and (2) education, research or public awareness of the availability of occupational therapy, physical therapy and speech therapy services. I understand that these images may also be used for promotional purposes by KUTS and hereby grant KUTS unlimited use of those images for any of those purposes. This authorization is made with the understanding that the images will not identify me, him or her or any sibling by name.

This authorization shall remain in full force and effect until terminated in writing by the undersigned.

This authorization includes all representations and considerations given me by KUTS and no other inducements or promises have been made to me. I understand that KUTS may not condition my child's treatment, terms of payment, the cost of services or eligibility for services, based upon whether or not I sign this authorization.

Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian
Child's Full Name	Date of Birth	
☐ Please check here if you purposes without your prior of		ring images of your child to be used for promotional
☐ Please check here if you purposes with your prior cons		ring images of your child to be used for promotional
☐ Please check here if you wand/or parent update.	rish for images of you o	r your child only to be made for use of therapy progress
☐ Please check here if you o	lo not wish images of y	ou or your child to be made.

This notice describes how health information about your child may be used and disclosed and how you can get access to this information.

How We Use and Disclose Your Health Information

We are required by applicable federal law to maintain the privacy of your child's health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your right concerning your health information. We may use and disclose your child's health information as described below, without your authorization. We are required to comply with any state laws that impose stricter standards than the uses and disclosures described in this Notice. This notice takes effect 1/01/04 and will remain in effect until we replace it.

<u>Treatment:</u> We use and disclose your child's healthcare information to provide treatment to your child and to identify the best plan of care for your child, including treatment alternatives, along with needs for special adaptive equipment.

<u>Payment:</u> Your child's information will be used or disclosed to determine the appropriate charges required for the services provided and to receive payment for our services.

<u>Health Care Operations</u>: We may use and disclose your child's health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conduct training programs (including other outside students), accreditation, certification, licensing, or credentialing activities.

<u>Your Authorization</u>: In addition to our use of your child's health information for treatment, payment or healthcare operations, you may give us written authorization to use your child's health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation at any time does not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your child's health information for any reason except those described in this Notice.

Required by Law: We may use and disclose your child's health information as required by law.

<u>Persons Involved in Care:</u> We may use or disclose your child's health information to notify, or assist in the notification of (including identifying or locating) a family member, your child's other legal guardian/personal representative or another person responsible for your child's care on your child's general condition. If you are unable or unavailable to agree or object due to incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your child's healthcare. We may also release information to other healthcare professionals involved in your child's care i.e. physician's, outside therapists, medical rehabilitation equipment providers, etc., using our professional judgment and our experience with common practice to make reasonable inferences of your child's best interest.

<u>Family and Friends:</u> We must disclose your child's health information to you, as described in the Patient Rights section of this Notice. We may disclose your child's health information to a family member, friend, or other person to the extent necessary to help with your child's healthcare or with payment for your child's healthcare, but only if you agree that we may do so.

<u>Public Health</u>: As required by law, we may disclose vital statistics, disease information, information related to recalls of dangerous products and similar information to public health authorities.

<u>Abuse or Neglect:</u> We may disclose your child's health information to appropriate authorities if we reasonably believe that your child is a possible victim of abuse, or domestic violence or the possible victim of other crimes. We may disclose your child's health information to the extent necessary to avert a serious threat to your child's health and safety or the health and safety of others.

<u>Health Oversight Activities</u>: We may disclose your child's health information to a health oversight agency for activities including audits; civil administrative or criminal investigations proceedings or actions; inspections; licensure or disciplinary actions; or other activities necessary for appropriate oversight as authorized by law.

<u>Law Enforcement Purposes:</u> We may disclose your child's health information to an order of a court or administrative tribunal. We may also disclose your child's health information in response to a subpoena, discovery request or other lawful process,



but only when reasonable efforts have been made to notify you about the request or to obtain an order protecting your health information.

<u>SeriousThreattoHealthandSafety:</u> We may, consistent with applicable law, disclose your child's health information if we, in good faith, believe that such disclosure is necessary to prevent or lessen a serious and imminent threat to your child's health or safety or to the health and safety of the public or another person.

YOUR CHILD'S RIGHTS

How We Will Not Use or Disclose Your Child's Health Information

Access: You have the right to request to inspect and to copy your child's information. You must make a request in writing to obtain access to your child's health information

<u>Disclosure Accounting</u>: You have the right to receive an accounting of disclosures of your child's health information made by us, except that we do not have to account for disclosures in this Notice made for purposes of treatment, payment of healthcare operations or disclosures you authorize.

<u>Restriction</u>: You have the right to request restrictions on certain uses and disclosures of your child's health information, however, we are not required to agree to the restriction that you have requested. According to HIPPA specifications, all records will be maintained for a minimum of 6 years from completion of their services. All documents pertaining to your child will be stored in a secured area at all times and disclosed to others with your authorization. After 6 years, all information will be shredded and discarded.

<u>Alternative Communication:</u> You have the right to receive your child's health information through a reasonable alternative means or at an alternative location. You must make your request in writing with specifications regarding the means and location for communication and we may impose a fee for this.

<u>Amendment:</u> You have the right to request that we amend your child's health information in writing to us, that it is incorrect or incomplete. If we deny your request, we will provide you with information about our denial and how you can disagree with the denial.

<u>Electronic Notice</u>: You have a right to a paper copy of this Notice, even if you have received this Notice electronically.

Questions and Complaints:

If you would like a more detailed explanation of these rights, or if you would like to exercise one or more of these rights, contact us using the information listed at the end of this Notice. If you are concerned we have violated any of the above privacy rights, you may complain to us using the contact information listed below this Notice. You may also submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services. We support your right to privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact: Kids Unlimited Therapy Services, LLC 708-524-2445

Yes, I have received and reviewed the Privacy Notice

Child's Full Name	Date of Birth	
Parent/Guardian Name (Print)	Date	Signature of Parent or Guardian
Parent/Guardian Name (Print)	Date	Signature of Parent or Guardian

Signature above is only acknowledgement that you have received this Notice of our Privacy Practices.



Telehealth Consent Form

- 1. I understand that Kids Unlimited Therapy Services LLC (KUTS), is offering to engage in telehealth sessions with me/my child.
- 2. KUTS (provider) has explained to me how video conferencing technology will be used to affect such a session, and the session will not be the same as a direct client/provider visit due to the fact that I will not be in the same room as the provider.
- 3. I understand there are potential difficulties with this technology, including lags, interruptions, unauthorized access and technical difficulties. I understand that my provider or I can discontinue the telehealth consult/visit at any time if it is felt that the videoconferencing connections are not adequate for the situation.
- 4. I understand that my information may be shared with individuals for scheduling and billing purposes.
- 5. I have had alternatives to a telehealth session explained to me and am choosing to participate in a telehealth session.
- 6. I understand that my provider will utilize a third-party vendor to provide telehealth communication. This third-party vendor has represented that they are HIPAA compliant, and that all protected health information will remain protected.
- 7. I understand that charges will be incurred from my provider for this session.
- 8. I have communicated with my provider and I have had the opportunity to ask questions in regard to this session. My questions have been adequately answered, and the risks, benefits and any practical alternatives have been discussed with me in a language in which I understand.

By signing this form, I certify:

That I have read or had this form read and/or had this form explained to me.

That I fully understand its contents including the risks and benefits of the consultation and services. That I have been given ample opportunity to ask questions and that any questions have been answered to my satisfaction.

Child's Full Name	Date of Birth	
Parent/Guardian Name (Print)	 Date	Signature of Parent or Guardian
Parent/Guardian Name (Print)	 Date	