

Therapeutic Family Connections, LLC

**Policies & Procedures**

As of January 1, 2026

Welcome and thank you for choosing Therapeutic Family Connections. It is our desire to provide professional counseling services to children, families, adolescents, couples, and adults. Please read the following information carefully and sign / initial where indicated. Your signature will provide us with an understanding of the policy, procedures, and consent for treatment.

**Informed consent, confidentiality, and Release of information**

Information shared with the therapist during sessions will be held in strict confidence. Case notes and content of sessions will not be shared with a third party without written permission from you. There are a few incidences that limit confidentiality. The limits are as follows:

- **Duty to Warn & Protect-** When a client discloses intentions or plans to harm another person, the therapist is required to warn the intended victim of the harm and report the information to authorities.

When a client discloses or implies a plan for suicide, self-harm (restrictive eating, purging, binge eating, burning, hitting, asphyxiation, cutting) the therapist is required to report all concerns to appropriate authorities or additional stakeholders and the client's families or caregiver)

- **Abuse of Children and vulnerable adults-** When there is disclosure or suspicion of abuse or neglect to a child, elderly or disabled person, the therapist is responsible for reporting the information to the appropriate social service agency or authorities.
- **Court ordered release of information or subpoena**
- **Supervision-** As owner of Therapeutic Family Connections, Deidra Logue, utilizes weekly supervision to meet state guidelines set by the Department of State Bureau of Professional Affairs. Deidra is practicing under an associate license and will have all requirements met in the 2027 year for full license practicing counseling license. All protected health information (PHI) is confidential during supervision, therefore there will not be any shared identifying information in supervision.

**What to expect out of your session**

**Length of session-** Sessions will be 54 minutes in length, beginning at the scheduled time. Since there are scheduled sessions after yours, the session must be concluded at the designated end time and not 54 minutes after you arrive. A full session fee will be applied to your session, no matter what time you arrive. **Therefore it is in your best interest to arrive on time.**

**Scheduling** - Appointments can be made by contacting your therapist, directly at.....or by scheduling at the end of your session, for your next session. Individual psychotherapy sessions last 45 minutes. If a school note is needed for your child to return to school, one will be provided.

Missed appointment policy-

Fees- All services are billed directly to the client and are expected to be paid at the time of service. A card will be added to your file and will be processed at the end of session unless session is paid for in cash or with a check. If the card on file cannot be processed and there is a balance on your account, this will inhibit future scheduling. All balances must be paid to schedule future sessions.

Intake: \$200

Individual sessions in office (virtual or in person): \$100

Couples or family sessions in office: \$125

Couples or family sessions in client's home: \$150

No show or late cancellation: \$75 per missed session

Phone calls from client regarding content between sessions will be billed at \$2 per minute