



Adoption & Attachment Therapy Partners LLC

Helping adoptive parents forge strong connections among all family members via adoption-attachment-trauma informed therapies.

INFORMED CONSENT/NOTICE OF PRIVACY PRACTICES

PRIVACY PRACTICES

Adoption & Attachment Therapy Partners LLC (AATP) is dedicated to maintaining the privacy of client's personal healthcare information as part of providing professional care. We are also required by law to keep clients' information private. AATP policies meet the requirements of the Health Insurance Portability and Accountability Act (HIPAA) as well as the requirements of the Counselor, Social Worker, and Marriage and Family Therapist Board of Ohio — www.cswmft.ohio.gov. If you have any questions about this information, please contact the privacy officer, Arleta James, LPCC, at arletajames@gmail.com or 330-813-2525.

Please know that client is defined as the family. The treatment model is a family model. Parents and children participate in the services.

AATP will use the information about your healthcare that we get from you or others to provide you with treatment, to arrange payment for our services, and for some other business activities that are called — in the law — healthcare operations. Your annual PASSS documents fall under other "healthcare operations" for example. Once submitted the documents act as An Authorization to Release Healthcare Information should the state have questions, for a licensee, about the documents. AATP staff does notify clients in the event there is contact between our office and PASSS.

If we, or you, want to use or disclose (send, share, release) your information for any other purposes, we will discuss this with you, and ask you to sign an Authorization to Release Healthcare Information form to allow this. There are 4 exceptions to this policy. The law requires that we disclose relevant information when,

- Anything related to child physical abuse, sexual abuse, emotional abuse, or neglect must be reported.
- We have a duty to warn an individual if we believe that he or she is in danger. We must warn identifiable third parties or authorities of serious, foreseeable threats.
- We have a duty to ensure every client's safety. If we believe that a client is at imminent risk of suicide or serious self-injury, we will do what is necessary to keep the client safe.
- Records may be subpoenaed by courts. We may be court-ordered to testify.

For all practical purposes, the above situations are rare, and in most cases, we will talk with you about these situations prior to taking any action.

When parents are participating in services with a minor child, only the parents can authorize the release of the minor child's records. When the age of adulthood is reached, the young adult may now request a copy of his or her record OR he or she can request that the record be transferred.

PAYMENT POLICIES

Self-Pay Clients

Clients who choose to pay out-of-pocket are required to pay in full on the day of services. Credit cards and checks are acceptable forms of payment. Checks are made payable to "Adoption & Attachment Therapy Partners LLC." There is a \$35.00 charge for returned checks. Credit card information is NOT stored online.

PASSS Funding

PASSS funding is between the family and the state of Ohio. It is the family's responsibility to know what the PASSS approval covers, and what the family's copay is. AATP will submit your services to the state as long you have provided AATP with a copy of your PASSS approval letter. The family is responsible for copays assigned by PASSS. Families will be invoiced directly for their copays. Copays are due upon receipt of the invoice. Checks or credit cards are acceptable forms of payment. Credit card information is NOT stored online.

It is a good idea for parents to keep track of PASSS funds throughout the PASSS year. Parents may also ask their therapist for a tally of their PASSS funds throughout the year.

Medicaid

AATP does not accept Medicaid as a form of payment.

Divorce/Child Custody

Copies of divorce decrees providing the court order for mental health services are required for treatment and payment.

Additional Information

At times, temporary financial problems may affect the timely payment of your family or self-pay account. You are encouraged to keep in touch with AATP at arletajames@gmail.com or 330-813-2525. Payment plans may be available in such instances.

SCHEDULING

The hours of operation are 11:00am to 9:00pm Monday – Friday. Saturday and Sunday hours are 11:00am to 5:00pm. Scheduling outside of these hours is at the discretion of the therapist.

AATP staff schedules directly with clients. Staff do their best to help see to it that children and teens can attend school, after school activities, and work. Yet, this is not always possible. We cannot always guarantee after school and weekend appointments. In such situations, parents will need to make a choice as to what the most important priority is for their son or daughter.

Unless cancelled 24 hours in advance, AATP policy is to charge for missed appointments. This charge goes to the family — not to PASSS. Proof of emergency may be requested by the affected AATP staff professional or provided by the family to avoid a charge.

TELETHERAPY

Definition of Teletherapy per Ohio CSWMFT Licensure Board — www.cswmft.ohio.gov

Teletherapy means the use of real-time audio or audiovisual communications that permit accurate and meaningful interaction between at least two persons, one of whom is a licensed professional referred to as “licensee.” For the purpose of this rule, teletherapy modalities in Ohio include but are not limited to phone, video, text, email, instant messaging/chat. At AATP, we do NOT participate in instant messaging/chat.

Teletherapy can only take place if the client and the licensee are both in Ohio at the time of the service. So, for example, if the client or the licensee is NOT in Ohio, then no modalities of teletherapy are permitted. **In this situation, if the client is experiencing a crisis, the client should call 911 or 988 Suicide and Crisis Hotline.**

AATP staff are required to terminate a teletherapy session if clients are engaged in something considered dangerous to themselves or others — driving while participating in therapy for example.

A licensee is prohibited from providing teletherapy when either the client or licensee is in a setting that could reasonably be expected to compromise confidentiality. This could include conducting therapy outdoors or in a parking lot of a store for example. A private place where the conversation cannot be overheard is considered optimal for confidentiality.

The licensing board prohibits alcohol or other substance use during teletherapy or in-person sessions.

From time to time, clients do experience serious crises. During such times, the therapist and client can determine if teletherapy is the best modality or if in-person is a better option.

Some clients exhibit behaviors that can cause safety issues to family members during teletherapy. The preference in these cases is to conduct appointments in-person until such time as the unsafe behavior is dissipated.

At times, emergencies do occur during teletherapy sessions. For example, once a parent left the session and wound up falling down the staircase. Please keep your emergency contact/current address information up to date with Arleta James, LPCC.

AATP staff offer a 15-minute grace period for clients to sign in to their scheduled sessions. Unless notified by the client about being late or cancelling late, the AATP therapist can end the meeting after the 15-minute waiting period. The appointment will be re-scheduled.

TECHNOLOGY

AATP staff communicate via teletherapy platform, phone, email, and text messaging. Staff do their best to respond to phone calls, emails, and text messages within 24 hours.

Text Messaging

If you are texting with Arleta James, LPCC, the text messaging is encrypted end to end.

If you are texting with the QEEG technician, Kayla Boros, her text messaging is not encrypted. Clients may request to be contacted by phone.

Email

If you are emailing Arleta James, LPCC, the email is not encrypted. It is password protected as well as requires two-factor authentication to access.

Kayla Boros can access all AATP devices in the event Arleta James, LPCC has died or become incapacitated.

Please note — therapists do not check their voicemail, text messages, or email when they are in appointments with clients. If a client is experiencing an emergency, the client should call 911 or 988 Suicide and Crisis Hotline.

Social Media

AATP staff do NOT communicate with, contact, or accept friend requests from clients on social media platforms like Twitter, Facebook, etc. Clients are welcome to join official AATP social media sites. These sites exist to disseminate information relevant to trauma, attachment, and adoption.

Online Reviews

Online reviews exist everywhere today. Clients are to be made aware that there is a risk of inadvertently revealing confidential information when completing such reviews. Clients need to weigh this issue as a part of making the decision to complete a review or not.

AATP staff will NOT ask clients to provide reviews or testimonials. In fact, client testimonials are prohibited by the Ohio CSWMFT Licensure Board — www.cswmft.ohio.gov

Web Searches

AATP staff never conducts online searches to gain information about potential or existing clients. The only exception to this is that a client's criminal record may be verified using online methods.

RECORD KEEPING

Documents that comprise a client file include Informed Consent, in-take assessments, releases of information, case notes, treatment plans which include diagnosis, text messages, email correspondence, letters, and items such as IEP's, medical records, psychological testing, etc. if a parent has requested such information to be forwarded to AATP.

When there is a client request to transfer AATP records, only those records generated by AATP are transferred. Records transferred to AATP by professionals outside of AATP are NOT transferred. These records fall under what is referred to as a "re-release of information". Re-release of information is prohibited under Ohio CSWMFT Licensure Board.

Client files are kept for seven years from the last date of service provided to the client OR until the client reaches the age of adulthood — age 18. The disposal of paper client files is shredding via a HIPPA compliant shredding service. All AATP electronic devices are disposed of by a HIPPA and FACTA compliant shredding company. FACTA is the Fair and Accurate Credit Transaction Act of 2003.

In the event of the death or incapacitation of the owner of AATP, Arleta James, LPCC client files will be transferred to the "record custodian" for AATP. The "record custodian" is Kayla Boros.

LICENSE VERIFICATION

Should a client want to verify the license of any AATP licensee, this information is available on the Ohio CSWMFT Licensure Board — www.cswmft.ohio.gov Specifically, the link to license verification is <https://cswmft.ohio.gov/about-the-board/board-resources/online-license-verification>

RESPONSIBILITY TO CLIENTS OF SERVICES AS TO DISCRIMINATION

AATP is a non-discriminatory practice. Counselors, social workers, and marriage and family therapists shall not practice, condone, facilitate or collaborate with any form of discrimination on the basis of age, sex, gender identity and expression, sexual orientation, race, ethnicity, national origin, immigration status, disability, religion, language, culture, veteran status, marital status, political belief, housing status, and socioeconomic status. This information is an excerpt from Ohio Revised Code Chapter 4757.07 and the CSWMFT Licensure Board's code of ethics as outlined in Ohio Administrative Code Rules 4757-5-02 and 4757-5-06. Clients' who would like to seek out more information about "prohibiting discrimination" requirements are directed to these sources.

This Informed Consent supersedes all others. It is in effect as of this date: 8/3/2026.