



EVOLIBRI

Neurodiversity &
Career Counseling

Jan Johnston-Tyler, MA
Neurodiversity Counselor
650 961-7073
janjt@evolibri.com
www.evolibri.com

Adult Intake Form

Goals that were appropriate for us at an earlier age fall by the wayside as we acquire and uncover new skills, as our values become more certain, as our experience opens up new horizons. What we view as a great and exciting success today may fall into a more modest perspective later in life as we move toward greater maturity and fulfillment. Our definition of success changes as we grow.

Coming Alive from Nine to Five in a 24/7 World

Introduction

Client Information

Name:
Address:
Home Phone:
Cell Phone:
Email:

Background

Age:

Who you live with...

Where you grew up...

What you enjoy doing for fun...

Education

Educational Background (schools attended):

Were you on an IEP or 504?

Did you receive special educational instruction?

Did you generally like school?

What classes did you like the most?

What classes did you like the least?

Personal History

What is your diagnosis (AD/HD, HFA, etc.)?

How long have you been aware of this diagnosis?

How comfortable are you with sharing and talking about your diagnosis with others (close friends, family members)?

How much do you know about your diagnosis (how it is caused, how it affects people, how it can be treated)?

Are you currently taking prescription medication, and if so, what types?

Do you drink alcohol, and if so, how frequently?

Do you use recreational drugs, and if so what type and how frequently?

Counseling Goals

1. What goals do you have for counseling?
2. If you could describe your ideal 'life makeover', what would it be? Include what you'd be doing, the environment, the people, the competition, the location, etc.

Assessments

Assessment Tools You will be taking the following assessments **marked with an X**:

- Newly Revised Strong Interest Inventory®
- MBTI Step I (Form M)
- Work/Values Checklist
- Coping Resources Inventory
- Problem Solving Inventory
- Interest/Skills Checklist

Instructions

1. Type or copy this URL into your browser:
<https://online.cpp.com>
2. Log in as follows:
 - a. Login: evolibri
 - b. Password: testing123
 - c. UserID: <leave blank first time; if you are returning, enter the userid you were given the first time you entered>
3. Select one of the above tests first by clicking on its link.
4. Follow the instructions for taking the test.
5. Make a note of your username.
6. Go back and take the second test.
7. I will automatically receive notification when you have completed each test.

Please note: I will receive automatic notification once you have completed an assessment.

IMPORTANT: Bring to Our Next Meeting!

Please bring a copy of any psychological / educational testing to our first meeting. This information will remain confidential, but is critical to understanding your strengths and weaknesses as we plan for your future. Thanks!

Questions?

Contact info:

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Client Rights & Responsibilities In Plain English

As a voluntary counseling client, you have consumer rights with regards to the services that Evolibri provides to you. I ask that you read this document and return a signed and dated copy to me at our first meeting.

Client Rights

You have the right to confidentiality. This means that all records and information collected about you, whether from interview or from assessments, will be held in confidence – I will not share them with anyone. If you are a minor, your parents have the right to know what the assessment results are as well as to receive a copy of my final report, but unless you approve in advance, I will not share the content of our conversations with them.

There are two limits to this confidentiality, both for minors and adults:

- I am ethically bound to contact authorities if I believe that you have a serious intent to do bodily harm to yourself or to others. This does not mean I will call the police if you tell me something like “I’m so mad I could kill him.” I will, however, contact police if you say something like “I have a loaded weapon at home, and when he gets home from work at 6:30, I’ll be there.” Note that these are examples: as a counseling professional, it is up to me to make the judgment as to whether or not there is a real threat and/or intent of bodily harm.
- I am also ethically bound to contact authorities if I believe that there is evidence of physical or sexual abuse of a dependent adult or minor in this case. If you are a minor (under 18 or under guardianship), this means that the law states that I must report it if you tell me that you are being hurt or sexually touched by someone without your permission. It also means that I must report it if you tell me that you are sexually touching or hurting someone without his or her permission – no matter how old you are. Note that if you are 16 years or older, I am not required to report consensual sex (sex ‘with permission’ of the other person). Again, I will use my discretion and experience to determine if there is real abuse before reporting.

You also have the right to end counseling at any time. If you are a minor or dependent adult, I will not make you continue counseling, even if your parents want me to. However, I do ask that my clients really try to continue, even if some of the things I ask you to do are hard or uncomfortable. Counseling is often about stretching beyond what is comfortable so that we can become more effective in our lives. I may ask you to stretch a bit, but if I am going too fast, or if you are truly uncomfortable, you have the right to ask me to slow down or to stop.

You have the right to know my credentials, training, and theoretic perspective. I hold a Master of Arts degree in Counseling Psychology from Santa Clara University with an emphasis in Career Development. I have been trained in individual and group counseling, in giving assessments, in research protocols and theory, and in diagnosing psychological disorders. The psychological theory I use in practice is Humanistic-Existentialism, which advocates discovery of our own personal meaning through reflection, work, human relations, and community connections. If you are interested in learning about this theory, I recommend reading Viktor Frankl's short book entitled *Man's Search for Meaning* about his life in a concentration camp and how he came to develop an existential therapeutic approach based on his experiences. For the last 12 years, I have also spent a great deal of time researching autistic spectrum disorders (ASDs), as I have a son who is on the spectrum. I have written a book on the subject, and also write articles and give presentations on ASDs and other hidden disabilities.

You have the right to complete treatment. Because I am not a licensed psychotherapist, psychiatrist, occupational therapist, or speech pathologist, I may refer you to other professionals in the area if I believe you may benefit from additional interventions. I try to keep an active list of professionals in the area who work with general and specific populations and frequently refer clients to them. You are not required to use their services – this is for your information based on my knowledge of you and my professional judgment on what might be most beneficial to you at this point in your life.

You have the right to be informed of potential use of material for research and training. Because I strongly believe in contributing to professional research, I frequently submit case studies and articles for publication in professional and academic journals. I also occasionally post interesting case studies and research findings on my website. All information I publish, either electronically or in print, will protect clients' confidentiality: I will never use names, addresses, or any directly-identifying information. Additionally, I will not photograph, tape or video record any client or group session without prior written consent of the client and his/her parent or guardian as appropriate.

Client Responsibilities

Keep your appointments – you will be billed for missed meetings. If you need to cancel or reschedule a meeting, please contact me at least 48 hours before the meeting. I frequently juggle many things at once, and if you miss a meeting it may mean that I could not see another client at that time and so may need to charge you for the missed meeting.

Please do your homework so we can make the best use of our time together. If I have given you an assignment to do before our next scheduled meeting, please make sure you complete it and bring it with you to our next meeting. Otherwise, we may need to spend the session doing your homework, rather than moving on to the next step, which wastes time and money.

Payment is due when it is due! Most of my clients see me for a pre-arranged number of sessions which have a set fee. In these cases, I ask for half of the fee at our first meeting and the second half of the fee at our final meeting. You may pay by check or credit card. I do not accept insurance, but will provide you invoices for services which you can submit. For clients meeting with me on an open-ended basis, payment is due at the time of service. Please ask for my current schedule of fees.

I have read and understood these Client's Rights & Responsibilities, and agree to their content.

Client

Client's Parent/Guardian as appropriate

Date



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HIPAA Disclosure and Release

Under The Health Insurance Portability and Accountability Act of 1996 (HIPAA), all health care providers are required to protect your Protected Health Information (PHI) from accidental or intentional distribution to other people. In plain English, we are not allowed to give your personal information to anyone else without your permission in order to protect your privacy.

EvoLibri is committed to protecting our clients' rights to privacy:

- Electronic records are stored on a personal computer that is used solely for EvoLibri's clinical work – we use a second computer for presentations and client use to protect the integrity of your personal data.. Data is backed up regularly to a password-protected external hard drive via a hard connection (rather than wireless).
- All email correspondence is handled through secure protocols using wired connections. We do not send email while on wireless connections.
- Where possible, all voice messages are left on client's cell phones to limit accidental access by other parties.
- We require signed confidentiality waivers before we are able to speak with any other professionals or care providers. For clients ages 18 and over, we require confidentiality waivers before we are able to speak in specific terms with your parents.

However, even with these security measures in place, electronic data can still be compromised. While highly unlikely, computers and hard drives can be stolen or hacked in to, encrypted email can still be hijacked and accessed, client cell phones can be stolen.

Because we rely heavily on electronic communication with our clients and electronic creation and storage of our documents, and even though we are committed to using reasonable effort to protect your confidentiality, we feel that it is important to advise our clients of the slight risk of unauthorized access to their confidential records and ask that you release EvoLibri from any indemnity if your personal information is stolen, accessed, or compromised by an unauthorized third party.

By signing below, I confirm that I have read and understood this document, and agree to hold EvoLibri and its employees harmless should my personal information be accessed through illegal or unethical practices by a third party.

Signed

Date



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Late Cancellation and Rescheduling Fees

Because much of my business is spent in session with clients, I depend on keeping my schedule full in order to earn a living. When clients miss an appointment or call/email to reschedule less than 48 hours in advance, that hour goes unused, and I don't get paid. To that end, I need to charge for missed and rescheduled appointments when I have less than 48 hours notice, and require having a credit card number on file for this purpose.

- For clients who are on a program fee**, missing an appointment or cancelling it less than 48 hours before the appointment, your credit card will be charged \$50 for the missed appointment.
- For clients who are paying per session**, missing an appointment or cancelling it less than 48 hours before the appointment, your credit card will be charged \$75 for the missed appointment.

Please note that many professionals charge the full amount for a missed session – because I do understand that people forget and accidents happen, I am endeavoring to keep the fee reasonable to us both. Thank you for your understanding in this matter!

Memo of Understanding Regarding Late Cancellation and Missed Appointment Fees

I have read and understood this agreement and agree to its terms.

Signed

Date

Please print the following:

Name

Complete Billing Address

Visa

MasterCard

Credit Card Number

Exp Date



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Services and Fee Schedule

EvoLibri's services are designed to help older adolescents and adults move to and maintain an independent and fulfilling life. Because each client we see has different barriers and is at a different stage of life, we've broken down our fees to allow customization of services for each client.

After your initial meeting (which is free of charge), you may schedule an intake session, where we will recommend one or more services listed below. In the meantime, we invite you to read through this list to understand what services we offer and how our program works.

Intake, Recommendations & Case Management

Because we provide holistic services, it is important to provide both thorough intake services and ongoing case management to ensure the best of comprehensive care for our clients.

\$425

Average Cost breakdown – 1 hour of family/parent counseling (\$150), 1 hour of phone calls/emails to therapists/attending psychiatrists (\$150), 2 hours of records review (\$300), 2 hours of email/phone calls to parents or client (\$300) over six months = **\$900 if billed hourly.**

This one-time service charge Includes:

- Intake session with the client to determine basic assessment and desired goals
- Review of all past psychological and educational reports
- Consultation as needed with other professionals working with client
- Summary report of findings and recommendations
- Referrals to supportive services (i.e., neurofeedback, CBT, psychopharmaceutical assessment, legal advocacy, etc.) as needed
- Case management for direct and referred services for six months
- Warm line support (phone or email) for client and his/her family for six months

All services listed in this schedule include coaching on time management, pro-social interactions, and conflict resolution.

Notes: Prior to our scheduled intake session, you will be asked to fill out an intake form, release of confidentiality waivers for each specialist the client is currently seeing, and to provide us with copies of all educational and psychological assessments done within the last three years. Additionally, clients are continually monitored for anxiety, depression, and attention deficit. If a client is not currently being treated for a condition and it becomes evident, EvoLibri may formally assess for it at an additional charge. We use the **Beck Anxiety Inventory, Beck Depression Inventory** and **Brown ADD Rating Scale** for these purposes.

Prices effective 04/09 and are subject to change.

Average Cost breakdown – 6 hours of counseling (\$900), 2 hours of assessment analysis (\$300), cost of assessments (\$75), 5 hours of research (\$750), 5 hours of report writing (\$750) = **\$2775 if billed hourly.**

Our career assessment and post-secondary planning for neurodiverse youth comprises five to six meetings with the client, a written recommendations report (~16 pages) with all assessments attached, and a final meeting with parents to present our findings and recommended course of action. This assessment is *far more comprehensive* than you will find elsewhere, and includes:

- **Assessment.** EvoLibri uses the widely-recognized and researched-validated **Strong Interest Inventory** and **Myers-Briggs Type Indicator**, as well as other tools as needed such as Problem-Solving, Coping, and Work/Values assessments and interpretive reports to fully assess each client's interests, abilities, and personality preferences. All assessments are done online.
- **Vocation/Career Search and Selection.** We base our vocational/career search on the Holland Theory of career development. Clients are given both their SII preference codes and a specific URL to log in to, and then asked to do a comprehensive search of related careers that interest them. This allows clients to become invested in – and excited – about their futures.
- **Vocation/Career Review.** Based on what we have learned about the client, EvoLibri researches each vocational selection and performs an analysis of how the client can attain that career. Additionally, EvoLibri may propose additional, closely-related careers that may be more within reach. These findings are reviewed with the client, and the client selects three to five alternatives to pursue.
- **Salary, Demand, and Educational Research.** EvoLibri researches the average salary range and demand for each career, as well as investigates common educational paths to each career selection. This information is critical in choosing a successful path.
- **Educational Planning.** Next, EvoLibri researches specific schools and programs for the client, taking into consideration and documenting the specific support the client might need as well as the degree, certificate, or training needed.
- **Presentation of Findings.** In the final session, we present the findings report and educational choices to parents, discuss the pros and cons of each possibility, and answer any questions parents might have.

Average Cost breakdown – 5 hours of counseling (\$750), 1 hour of assessment analysis (\$150), cost of assessments (\$75), 3 hours of research (\$450), 4 hours of report writing (\$600) = **\$2025 if billed hourly.**

Our job and volunteer search service comprises five sessions of customized counseling and instruction, and will generate viable leads for the client's current search.

- **Interest Assessment.** If the client has not done a formal career assessment with EvoLibri, s/he will take an online **Interest Checklist** and **Work/Values Checklist** to confirm the type of jobs which will appeal to him/her.
- **Resume Building.** Working closely with clients, we build a professional resume together and instruct our clients on how to maintain it over time. Includes Microsoft Word softcopy version of resume, reference sheet, and cover letter.
- **Interviewing Skills Coaching.** Once we have the type of job identified and the resume ready, we spend the greater portion of two sessions coaching the client on what to expect during an interview, and how to respond to various questions. We role-play and provide corrective feedback on how best to present oneself, as well as offer tips for keeping anxiety manageable.
- **Job/Volunteer Search Coaching.** We instruct clients on how to get applicable work experience, where to look for employment, how to apply for a position and how and when to follow up, how and when to negotiate wages, what to do about disclosure, and how to accept a position. Includes listing of current job search resources and a Microsoft Excel softcopy spreadsheet to track resumes sent, interview dates and times, and follow up, along with instruction on how to use the spreadsheet.
- **Job/Volunteer Lead Generation.** In our last main session, we work with clients to search for viable leads on the internet together, using tools such as Monster.com, Yahoo! Jobs, Craigslist, and classified ads online. We have the client post his/her resume, prepare it for mailing, or call the employer, depending on the ad, and then fill in the client's Job Search Spreadsheet with the pertinent information. We then remind the client on what to wear, how to manage his/her anxiety, what to say and not say, and wish them luck on their impending interviews!
- **Follow-Up Counseling.** While we are on call for clients during their job search, we also schedule a follow-up two or three weeks after our last session to discuss how they are doing in their search, gather more job leads if necessary, fine tune their interviewing skills, and encourage them to keep at it until they land a good job.

Independence Readiness Assessment and Counseling

Moving from the family home is both exciting and anxiety-provoking for most youth. Having a plan for transition eases the way, and helps to ensure that the transition is successful.

\$1750

Average Cost breakdown – 3 hours of counseling (\$450), 2 hours of assessment analysis (\$300), cost of assessments (\$75), 5 hours of research (\$750), 4 hours of report writing (\$600) = **\$2175 if billed hourly.**

This service provides four sessions to determine independence readiness and gap analysis, recommendations for skills acquisition, and a step-by-step plan to move toward a successful (and lasting) transition from the family home.

- **Assessment.** EvoLibri uses the **Vineland-II Adaptive Behavior Scale** as well as our own **LifeSkills Worksheet** to determine independence readiness and to identify specific gaps in the client's skill set. Additionally, we use our own **Neurotypical Adaptability Scale** to determine how well a client can currently navigate the mainstream world.
- **Short-term and Long-term Goals.** After we have established current functionality, we work closely with the client to determine what s/he hopes to achieve, both long and short term, and where s/he will be happiest living.
- **Transition Planning.** With this information in hand, EvoLibri begins to research alternatives most suitable for this client and to build a comprehensive plan for skills acquisition, education, transition housing and eventual independence.
- **Presentation of Findings.** In the final session, we present the findings report and educational choices to parents, discuss the pros and cons of each possibility, and answer any questions parents might have.

Ongoing Counseling & Coaching Services

Developing independence, confidence, and self-fulfillment is a life-long proposition.

\$150/hr

To be wholly successful, many of our clients need post-service intervention to stay on track with their educational, vocational, or transition plan. Post-service, we normally recommend continuing counseling and coaching every other week for 2-4 months, and then once a month for another 6-8 months, depending on need.

Assessment

EvoLibri provides a variety of assessments for a variety of purposes. This is a partial list – please call for information.

\$275/hr

- Strong Interest Inventory
- Myers-Briggs Step 1 and Step 2
- Brown ADD Rating Scale
- Vineland-II Adaptive Behavior Scale
- Beck Anxiety Index
- Beck Depression Index



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Waiver of Confidentiality

Under federal law, you have the right to confidentiality with regards to the treatment and treatment sessions you receive from any social worker, counselor, therapist, doctor, or other specialist. This means that without prior consent from a client or his/her parents, EvoLibri may not have conversations about you with anyone.

However, because EvoLibri Consulting provides holistic treatment to its clients, we frequently ask clients to allow us to speak to other service providers they are seeing such as psychiatrists, psychotherapists, school counselors, occupational or speech therapists. For those clients over 18 years of age, we may also ask you to sign a waiver so that we can speak with your parents. **You do not have to sign this waiver if you do not wish to do so and if you have any questions about what might be discussed if you do sign this waiver, you are welcome to speak to me before signing this document.**

EvoLibri follows the ethical guidelines put forth by the American Psychological Association regarding client confidentiality.

I agree to allow Jan Johnston-Tyler, MA to release information and discuss

(client's name) _____ case with

(other specialist's name) _____ for one year,

dated from (today's date) _____.

Signed (your signature) _____

Please sign and fax to 650 968-5409