



*Making life work...*

**EVOLIBRI**

111 W. Evelyn Ave, Ste 119  
Sunnyvale, CA 94086  
p 408 735-7990  
f 888 735-7991  
info@evolibri.com  
www.evolibri.com

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## New Client Intake Form

### Introduction

#### *Client Information*

Name:

Address:

Home Phone:

Cell Phone:

Email:

Birthdate:

Age:

#### *Background*

Who you live with...

Where you grew up...

What you enjoy doing for fun...

## ***Education***

Current Grade if in School:

Educational Background (schools attended):

Are/were you on an IEP or 504?

What special classes or services are/were you receiving?

Are/were you satisfied or dissatisfied with your current coursework in school?

Do/did you generally like school?

What classes do/did you like the most?

What classes do/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?

Have you ever had a job? If so, where and what did you do?

## Counseling Goals

1. Have you seen other counselors, therapists, psychologists in the past? If so, do you think they helped you?
2. What goals do you have for counseling now?
3. How do you think I can help you today?
4. Are there things in your family life that you think would be worthwhile talking about?
5. Are there things in your personal life that you think would be worthwhile talking about?

6. Are there things about your school or job that you think would be worth talking about?
  
7. If you could describe your ideal job, career, or living arrangement, what would it be? Include the type of study, the environment, the people, the competition, the location, etc.

### IMPORTANT: Bring to Our Next Meeting!

Along with this form, please bring a copy of your most recent IEP/504 along with your most recent 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:

**Jan Johnston-Tyler, MA**

Mailing address 111 W. Evelyn Ave, Ste 119, Sunnyvale, CA 94086

[janjt@evolibri.com](mailto:janjt@evolibri.com)

General office phone: 408 735-7990

Confidential fax: 888 735-7991

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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 through an encrypted and secure connection to a password-protected and firewalled offsite storage facility.
- All email correspondence is handled through secure protocols and our LAN is firewalled.
- 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 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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## 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 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*. 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 do not perform full psychological/educational evaluations and am not a psychologist, 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.**

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Client

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Client's Parent/Guardian as appropriate

---

Date



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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

(parent or other specialist's name) \_\_\_\_\_ for one

year, dated from (today's date) \_\_\_\_\_.

Signed (your signature) \_\_\_\_\_

**Please sign and fax to 888 735-7991**



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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.

- **For clients who are on a program fee**, missing an appointment or cancelling it less than 24 hours before the appointment, you will be charged \$50 for the missed appointment.
- **For clients who are paying per session**, missing an appointment or cancelling it less than 24 hours before the appointment, you 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

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## Service and Fee Schedule

EvoLibri offers numerous services, including assessment, consultation, counseling, and coaching. Because each client is different, we have created a menu of services to best serve each situation. We invite you to read through this document prior to your first meeting so that you understand what services we offer and how our programs and fee structure works. *All hourly rates are for a clinical hour of 50 minutes.*

### Getting Started with EvoLibri

- **Consultation** – consultation sessions are scheduled with the principal to discuss specific situations, provide referrals, or develop plans for short-term challenges. **\$175/hr.**
- **Initial Evaluation** – initial evaluations are scheduled with the principal to evaluate the client's current situation and develop a course of action. Includes an hour session, functional assessment, document review and collateral consultation with current mental health providers and/or teachers, written treatment plan and referrals as needed. **\$400, inclusive.**

*Note:* initial evaluations are required prior to assessment and all assessment programs.

### Assessment & Assessment Programs

- **Autistic Spectrum Disorders/Attention Deficit Disorder Assessment** – includes formal assessment using the Autism Diagnostic Observation Schedule and/or the Brown ADD Scale, plus the Beck Anxiety, Beck Depression, and Sensory Defensiveness assessment as warranted, interview, and clinical findings report. **\$600, inclusive.**
- **Career/Post-Secondary Education Assessment and Planning** – includes career, vocational, personality type, living skills assessment, career exploration and development, post-secondary educational options, salary and projected sector growth review for targeted careers, recommendations including referrals to local programs and schools, and comprehensive findings report. **\$2200, inclusive.**
- **Independence Readiness Assessment and Planning** – includes living skills, work/life values, coping, and executive functioning assessment, goal definition and development, comprehensive recommendations including referrals, and findings report. **\$1750, inclusive.**
- **Vocational Assessment and Coaching** – includes career, personality type, living skills, work/life values assessment, review/development of resume and cover letter template, interview coaching, job search coaching, four hours of job development. **\$1750, inclusive.**

## Counseling

- **Individual Counseling** – based on existential (finding meaning in life) and using cognitive behavior tools, we help clients develop goals and then work to build pragmatic pathways toward those goals. **\$150/hr** with principal; **\$125/hr** with staff LMFT.
- **Family/Parenting Counseling** – after developing goals with the client, we work with families to ensure that the necessary support structure is in place to support these goals. We do this by developing family contracts, counseling on conflict reduction and resolution, and education on the effects of disability on the client and the family unit. **\$150/hr** with principal; **\$125/hr** with staff LMFT.

## Coaching & Advocacy

- **Executive Functioning/Life Skills** – for those clients (adolescent and adult) who require help in developing strategies to overcome challenges at home, in their personal life, or in the work place, we offer coaching designed specifically for the individual's unique challenges. **\$150/hr** with principal.
- **Job Development** – for clients who wish for specific help in attaining a job, we offer customized development, including job lead development, screening employers, and prepping the client for interviews. **\$100/hr** with staff job developer.
- **Job Accommodations/Retention** – once a client has been hired, we offer individual coaching on how to request (with or without disclosure) accommodations, and how to make this job work for the client. **\$150/hr** with principal; **\$100/hr** with staff job developer.
- **Employer/Employee Mediation** – for situations where an employee is in jeopardy of losing his/her job, we offer mediation on behalf of the client in order to educate the employer, and develop strategies for client success. **\$150/hr** with principal.
- **IEP/504 Advocacy** – for school-aged clients and their families requiring support and advocacy while securing services in public schools. **\$125/hr** with contract advocate.
- **Personal Daily Living Coach** – for adult clients requiring daily coaching in-home to perform daily tasks such as shopping, cooking, cleaning, studying, and bill-paying. **\$50/hr** with staff coach, minimum of one hour a day with a ten day contract. *Travel fees may apply.*

## Classes (check our website for upcoming offerings)

- **Progressions** – this course is designed to train older adolescents on developing reasonable goals, and learning how to follow through with them. Uses a combination of project/time management, and cognitive behavior techniques, this class teaches metacognitive executive functioning skills. **\$950** for ten weeks, for ages 17-22.
- **Getting It Together** – this course is designed to teach younger adolescents executive functioning skills to assist them in daily life, from homework to chores to socializing. Uses a combination of time management and cognitive behavioral techniques to teach metacognitive executive functioning and social skills. **\$950** for ten weeks, ages 14-16.
- **Talk the Talk** – this communications class is designed to teach adolescents the finer art of conversation through fun and engaging exercises. Uses a variety of materials, from George Washington's Art of Conversation to Miss Manners to Big Brother to discuss and develop proactive conversation skills. **\$950** for ten weeks, ages 14-19.

- **Expressive Arts** – this dramatic arts/communications class uses drama and videography as the instructive tool to teach proactive social skills and peer relationships. Students gain experience both in front of and behind the camera in this class offered through EvoLibri by the founders of College of Adaptive Arts. **\$1250** for ten weeks, ages 14-19.
- **Independence Boot Camp** – our flagship offering, Independence Boot Camp is an intensive 2 week (60 hours) day camp teaching vital independent living skills from cooking, budgeting and finances, CPR, wellness, and self care, entertaining, cleaning and home maintenance, rental and roommate basics, and much more. **\$2500** for two weeks, ages 17-22.

## Communities

EvoLibri has developed supportive, interactive communities of individuals who share common challenges. Please check our website for admittance requirements and schedules.

- **Club Neuro** – our flagship group, meets at least 3x a month for movies, board, card, TV show, video games and pizza from Gumba's. \$35 per meeting. For ASD teens 14-19.
- **Club Nitro** – our monthly offsite offering, held at local venues such as LaserQuest, miniature golf, movies, bowling. \$35 per event. For ASD teens/young adults 14-22.
- **Club Engaged** – our therapeutic/experiential group combining offsite activities such as dinner, cultural events, volunteering while learning how to deepen social relationships with peers. For high functioning ASD, anxious, depressed young adults 17-22, \$35 per meeting.
- **Club X** – a support network of adults with Asperger's or related issues, meeting once a month for potluck dinner and discussion of life challenges. 21 and older. Donation of \$10 requested.
- **Amped Arts** – our experiential art class offers a variety of projects and visual media experiences, both group and individual. For ASD, anxious, depressed teens ages 14-17. \$35 per class.
- **Parenting Beyond 18 Dinner Group** – our parent support group for those parenting children over age 18, or who anticipate doing so in the near future. Donation of \$10 requested.

## Additional Services and Charges

- **Consultation** – EvoLibri's principal provides professional consultation for individuals, businesses, organizations and allied professionals. **\$175/hr.**
- **Observations** – On request, EvoLibri will provide on-site observation of a client at school, work, or in the community. **\$200/hr** plus a charge for 50% of travel time.
- **Court Appearances** – EvoLibri charges for all court appearances, whether to give expert testimony or as a collateral witness. **\$200/hr** for time spent in court, plus a charge for 50% of travel time.
- **Correspondence and Conference Calls** – EvoLibri charges for all client and family-initiated email correspondence and telephone conversations beyond brief check ins and scheduling communications. Billed in 15-minute increments at **\$50.**
- **Additional Documentation** – EvoLibri is happy to provide additional documentation as requested of case notes, court reports, recommendations, and accommodation requests. Billed in 30-minute increments at **\$75.**

I have read and understood this fee schedule and I am agreeing to engage EvoLibri, its principal, and/or its employees and agents to perform the following services and to pay all associated costs as part of our engagement. I further understand that EvoLibri makes no claims that any or all costs will be covered by health insurance.

**Services agreed to include:**

- Initial Assessment: \_\_\_\_\_
  
- Assessment: \_\_\_\_\_
  
- Counseling: \_\_\_\_\_
  
- Coaching: \_\_\_\_\_

**I also understand that I may be charged for the following services as necessary:**

- Court Appearances
- Correspondence and Conference Calls
- Additional Documentation

I also understand that I will be charged for all missed appointments and all appointments not cancelled without 48 hour notice.

I understand that I am responsible for deposits upon intake, that session costs are due at the beginning of each session, that non-session costs will be billed monthly and are due upon receipt, and that I may be charged 5% interest on past due accounts.

**I agree to pay all fees by check, cash, Visa, or MasterCard:**

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**Signed**

**Dated**