

# Individual, Family, and Group Counseling Services



# Handbook

for teens, young adults, parents, caregivers,
family members and others
receiving mental health supports and substance use recovery services
through



1025 Airport Drive, South Burlington, Vermont 05403 802 • 488 • 7711 www • CenterpointServices • org



# Do you need help reading or understanding the information in this handbook, or with any of the Centerpoint services or materials offered to you?

Translation and other language media are available to you, both verbally and in print. If you would like help with language translation, with interpretation, or with other cultural considerations to better access Centerpoint services, please let us know. We are honored to help with this. (English)

# ¿Necesita ayuda para leer o comprender la información de este manual, o con cualquiera de los servicios de Centerpoint que se le ofrecen?

Traducción y otros medios de comunicación en otros idiomas están disponibles para usted, tanto verbalmente como en forma impresa. Si desea ayuda con la traducción de idiomas, con la interpretación o con otras consideraciones culture-ales para acceder mejor a estos servicios, háganoslo saber. Nos sentimos honrados de ayudar con esto. (Spanish)

# Da li vam je potrebna pomoć u čitanju ili razumijevanju informacija u ovom priručniku, ili sa bilo koju od Centerpoint usluga koje su vam ponuđene?

Prevod i drugi jezički mediji dostupni su vam, i verbalno i u štampanoj. Ukoliko želite pomoć u pretovanju jezika, uz tumačenje, ili sa drugim kulturnim razmatranjima za bolji pristup ovim uslugama, molimo vas da nas javite. Počašćeni smo da pomognemo u ovome. (Serbian)

# ဤလက်စွဲစာ ထဲမှ သတင်း အချက်အလက် များ ကို ဖတ် ရှ ခင်း သိုမဟုတ် နားလည် ရန် အကူအညီ လိုအပ် ပါ သလဓာ ၊ ရွေးချယ်ထားတဲ့ ဘာသာစကားနဲ့ ပစ္စစည်းတွကို ဘာသာပန်ခင်းနဲ့ ပစ္စစည်းတွဟော အကျိုးရှိပါတယ်။ ဘာသာပန်ခင်း၊ ဘာသာပန်ခင်း သိုမဟုတ် အခါးယဉ်ကျပေးမှလိုအပ်ရာများကို အသုံးပုနိုင်ရန် သင့်အား ကူညီပလေလိုပါက ကျပေးဇူးပု၍ အသိပ္ပပေါ့။ (Burmese)

# Unahitaji msaada wa kusoma au kuelewa habari katika kijitabu hiki, au na huduma au nyenzo zozote zinazotolewa kwako??

Tafsiri na midia mingine ya lugha inapatikana kwako, kwa maneno na katika kuchapisha. Ikiwa ungependa kusaidia na tafsiri ya lugha, kwa ufafanuzi, au kwa mazingatio mengine ya kitamaduni ili kufikia huduma bora za Centerpoint, tafadhali tujulishe. Tunaheshimiwa kusaidia na hili. (Swahili)

# Avez-vous besoin d'aide pour lire ou comprendre les informations contenues dans ce manuel, ou avec l'un des services Centerpoint qui vous sont proposés ?

La traduction et d'autres supports linguistiques sont à votre disposition, tant verbalement que sous forme imprimée. Si vous souhaitez de l'aide pour la traduction linguistique, l'interprétation ou d'autres considérations culturelles pour mieux accéder à ces services, veuillez nous en informer. Nous sommes honorés de vous aider à cet égard. (French)

Centerpoint promotes the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS), with the aim to improve health care quality as we serve increasingly diverse communities. We commit to provide effective, equitable, understandable and respectful services and supports that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs. (US. HHS, Office of Minority Health; www.ThinkCulturalHealth.hhs.gov)



### Welcome to Centerpoint. A little bit about us...

Centerpoint provides a full array of treatment & educational supports and programs to teens, young adults, and their families faced with emotional, behavioral, mental health, substance abuse, or special learning needs. Centerpoint clients receive a comprehensive plan of services that may include:

- Responsive & matched screening and assessment
- Outpatient counseling for social, emotional, mental health, and substance use concerns
- Family counseling, parenting support, and caregiver consultation
- Group therapy and counseling
- Intensive outpatient (IOP) treatment services and plans
- Counseling services for the college and transition-aged student
- Integrated special education and mental health day treatment services through the Centerpoint School
- Community Education Initiatives and the Centerpoint Cooperative: life skills training, proficiency-based education plans, and therapeutic tutoring
- Psychiatric consultation
- Gender-affirmative counseling and support services
- Somatic, limbic, and body-based treatment services
- Centerpoint Arts Collective, including visual & performance art, music, and drama therapies
- Trauma-transformed treatment and healing support
- School-based and community-based substance abuse and mental health services
- Telehealth and remote counseling and educational services
- Truancy intervention services
- CHECKPOINT: Screening, brief intervention, and access to services and supports (SBIRT)
- Community wellness and recovery connections
- Community Health Initiatives, including prevention programs and health promotion services

Centerpoint's services are provided on-site and within community settings throughout Northwestern Vermont, with centrally-located clinic and school campus locations in Chittenden County:













1025 Airport Drive South Burlington, Vermont 05403

46 Main Street Winooski, Vermont 05404

802 • 488 • 7711

www • CenterpointServices • org

Centerpoint provides services from 8:00am through 7:30pm, Monday through Friday. Centerpoint's administration and reception office is open from 8:30am through 5:00pm.

Crisis support services are available 24 hours a day. In Chittenden County, call 488-7777. Outside of Chittenden County, contact your local community mental health center.

## An introduction to Centerpoint's Substance Abuse & Mental Health Counseling Services.

People come to Centerpoint for many reasons. Some are seeking to improve their lives or manage difficult situations. Some are working to learn new skills to address difficult experiences or past challenges. Some are looking to improve relationships, with friends or within families. Some come to Centerpoint because their emotional well-being or mental health is interfering with their physical health. Some are looking to address a drug or alcohol problem, other issues of unhealthy behavior or addictions, and to work toward recovery from the difficulties in their lives. Many are seeking new and healthy ways to feel better and to stop feeling as bad.



For whatever reasons you are here, we look forward to working with you, and we offer you our full commitment as you work toward making changes, finding health, and feeling better.

Many young people seek counseling and support for themselves; it is their own idea, they are asking for help. For others, seeing a counselor or getting help may not be their own idea; someone else may be telling them that they should get help.

We understand that you may be here because of school requirements or legal issues. Your parents, guardians, doctors, school administrators, or others may say that you need to be in counseling. You may also be receiving services from a counselor outside of Centerpoint who believes that our services may help you to find success... more effectively... in a way that best matches your needs or interests, and in a way that may be more long lasting.

With all of these different reasons for participating in services at Centerpoint, there is so much that you can get from these services. This Handbook serves as introduction and guide. We suggest that you read through this, and hang on to it for future reference (or visit our weblink: SAMH Participant Handbook - Centerpoint Services).

As you read through, you'll learn more about Centerpoint and our many different approaches to counseling. You'll learn of: new opportunities; your rights and responsibilities; programs and schedules; and, answers to some of your questions.

You'll always be able to ask any new or unanswered questions of our counseling staff and your Primary Clinician. Your Centerpoint Primary Clinician is your "point person" - a counselor that will offer you individual support, may work with your family, may be leading a group that you'll be in, and may coordinate with others who offer you services to make sure things are working well for you.

Your Primary Clinician will also help you to identify goals, work with you on a 'Plan of Care' to achieve these goals, and help you to review your progress and adjust or revise goals or plans.

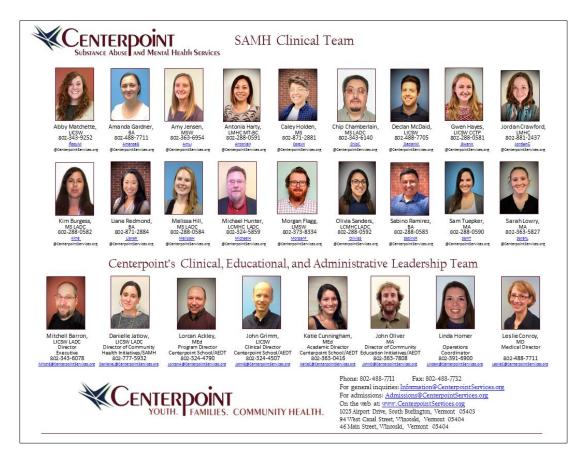
Your Primary Clinician is:	Phone:	
email address:		

As you read through this handbook, we invite to make the most of this opportunity to improve your health and well-being, and we offer our skill, dedication, creativity, and flexibility as we support you to take advantage of this opportunity. Whether you are here by your own interest, or doing this for someone else, you *can* make changes and improve your situation, and we are committed to helping you to make these changes.

We wish you well and look forward to helping you experience success.

#### **Individual Counseling and Support at Centerpoint**

Centerpoint offers talented team of substance abuse and mental health professionals, with integrated approaches and specialty services based on the unique needs and interests of each individual and family we serve. Clients at Centerpoint may participate in brief or short-term individual counseling to address specific issues – or – engage in longer-term individual counseling to address a range of issues through the safety and consistency of a trusted therapeutic relationship. To see our full team of clinicians who provide these counseling services – and to read individualized descriptions of their approaches to service and support – please visit the webpage www.centerpointservices.org/samh-team/.



Centerpoint's individual SAMH counseling is offered at our South Burlington clinic-site, providing a variety of counseling spaces and resources to support the creative and specialty approaches. SAMH Counseling may also be offered on-site at one of Centerpoint's Winooski locations.



Early intervention, brief support, and individual counseling is also offered in a variety of community locations as well, including many public school settings throughout Chittenden County. With a focus on 'ease of access,' we offer individual counseling where it will be the most supportive and effective, looking to reduce the obstacles that many experience when trying to participate in the counseling process. We also offer telehealth video counseling services – for those who may not be able to participate in on-site counseling or for consistency and 'continuity of care' for those relocating to other communities.

#### Parent, Family, and Caregiver Supports at Centerpoint

With a whole family health focus, we recognize that adolescence is a time of transition that impacts – and is impacted by – all members of a family. The multiple perspectives, skills, needs, and interests within a family often benefit from support for parents, caregivers, siblings, and other family members.

Through our experience and the shared expertise of the many families we serve, we have also come to know that there is no 'one size fits all' approach to family counseling and support. At Centerpoint, we offer similar creativity, flexibility, and expertise in our work with parents, caregivers, and families, including:

- single session and brief parenting consultation and support;
- individual, couples, and co-parenting services;
- early intervention and health promotion services for families, including mindfulness, coping skills, and family stress-reduction services;
- family treatment and support services for the most intensive needs;
- Support groups, skills groups, and family recovery services;

CENTERPOINT
Youth, I Families, Community **Family Consultation** single-session model for parents, caregivers, and other family members.. ...to enhance developmentally-matched parenting skills and strategies, ...to support adolescent and family health and wellness. ...to explore community resources, ...and to have a space to connect, share learn, and grow Single-session consultation has been demonstrated to be an effect intervention in supporting family health—as a stand alone servic of a more comprehensive plan of care, and as a periodic intervent match the family changes common to the transitions of adolesce For more information or to schedule a Family Consultation appointment. please contact: Danielle Jatlow, LICSW, LAD 802-777-5932 - or - daniellei@centerpointservices.org As one of the family support, counseling, and therapy services offered through Centerpoint's Substance Abuse & Mental Health programming, participants in Family Consultation have access to Centerpoint's full array of services and support To learn more, visit www.CenterpointServices.org or call 802-488-7711. \*Centerpoint 1025 Airport Drive, South Burlington, VT 05403

Centerpoint's outpatient services often begin with parent or caregiver consultation services. Centerpoint's intensive outpatient plans of care (IOP) most often include services and supports for the whole family.

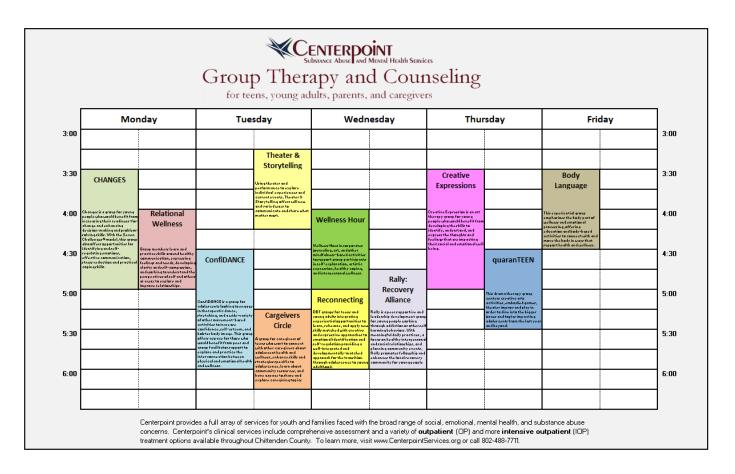
### A Full Range of Group Services

Centerpoint's group-based services are a demonstrated effective approach for counseling with teens and young adults. Skillful use of peer influence and group dynamics allows change to occur more quickly and sets the stage for longer-lasting progress through the establishment of natural community and healthy peer supports. Specialty groups are developed based on emerging needs and trends, and are offered within Centerpoint clinics and a variety of school and community sites.

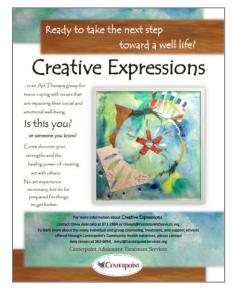
In addition to individual and family-based services, your plan may include participation in one or more of our group counseling services. In Centerpoint's groups, you'll find participants who may be working on issues similar to your own. Some of your peers will have interests, needs, or situations that may be familiar to you; some will be faced with issues or situations that are very different from yours. Whether their situations are similar or different, you will be able to learn a lot from others in group. You'll learn solutions that have worked for them and strategies that have not worked. You'll see how others solve problems and learn how they have worked through their challenges. You'll find healthy connections and feel a sense of support and respect. And we trust that your fellow group members will benefit from your experiences, perspectives, and skills, as well.

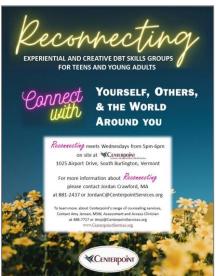
Centerpoint's outpatient and intensive outpatient group services are offered after-school (afternoon/early evening) on weekdays, scheduled so as not to interfere with common public school schedules. Centerpoint's school-site groups are often offered during the school day, or immediately before or after scheduled classes to support participation and allow for greater ease with transportation.

Centerpoint's clinic-based group schedule is shown below, with all current updates, changes, or additions found on our Centerpoint website at www.centerpointservices.org/samh-group-schedule-op-iop/.



### Examples of outpatient and intensive outpatient groups listed above include...







#### Intensive Outpatient (IOP) Services and Supports at Centerpoint

Intensive outpatient (IOP) treatment is a term often used to describe a program or 'level- of-care' that offers more services and structure than typical 'once a week' counseling, with a set schedule of programming for 9-15 hours across multiple days of the week. For those under 18, this may be as few as 6-15 hours per week, across multiple days.

IOP programs allow a person to remain in their community, home, work, or school settings. It does not require that the participant reside at particular facility. IOP may offer some of the activities and services common to more intensive residential treatment, but does not provide housing or require a person to live at the program.

The American Society of Addiction Medicine offers guidelines for matching more complex needs to more intensive levels-of-care (referred to as ASAM level-of-care criteria, www.ASAM.org)

At Centerpoint, you may read this in your SAMH Evaluation and Clinical Assessment Report:

Level 2: Intensive Treatment (IOP) in a community setting: appropriate for youth with substance misuse and co-existing emotional, behavioral, or mental health challenges that have "the potential to distract from treatment, recovery, and efforts to achieve health." Their "resistance to treatment requires structured programming" and there is a "high likelihood of continued unhealthy choices and behaviors without close monitoring and support." These youth often live, work, and attend school in "environments that are unsupportive of healthy choices, but with structure and support, [they] can cope" with the stress in their lives.

> (The specific information italicized and in quotations is derived from the American Society of Addiction Medicine Level-of-Care Criteria)

If an Intensive Outpatient (IOP) level-of care is indicated, we will offer you the creativity, flexibility, skill, and commitment that we offer through all of our services and plans.

Centerpoint's developmentally-matched IOP services and plans are 'designed with and for the people participating.' This means that there is no 'single' IOP program. Rather, our IOP services include a combination of... individual counseling and therapy... parenting, family, and caregiver supports... tailored combinations of our group therapy services across the week... recovery supports and community skill building... care management and service coordination (within Centerpoint and with other services, supports, programs, and providers)... and a variety of other options and services, all with Centerpoint's psychiatric and medical oversight.

Designed to be timely and responsive, Centerpoint's IOP has open enrollment or 'rolling admissions' rather than a 'closed group' approach. This admissions approach allows supports people who are at various places and stages in their change process. With this open approach, participants who have shown progress in their treatment and health can have a powerful and positive influence with those newer to IOP. This also allows those who have achieved greater health to practice and demonstrate their newly developed skills.

As with the responsive approach to rolling admissions, Centerpoint's IOP has rolling or "transitional discharges" based on a collaborative assessment of your progress, ongoing needs, and service planning to best meet your needs. This collaborative assessment process include... your thoughts and feelings about how you are doing... your Centerpoint counselors' observations of your emotional and behavioral well-being... thoughts and perspectives from others on your team... your establishment of healthy activities, supports, and social connections... and, may include medical tests such as drug screening. This individualized approach also means that the IOP level-of-care lasts longer for some participants and may be shorter for others. As you demonstrate progress through IOP you will begin a transitional discharge, "stepping down" from the IOP level-of-care to less frequent or less intensive services. This step-down approach allows you to reinforce your growth, while still benefiting from the support offered through your Centerpoint team and services. As part of this transition, you'll continue to play and active and important role in designing your plan for ongoing success, whether we call this plan... a Relapse Prevention Plan... a Wellness plan... a Recovery Support Plan... an Aftercare Plan... or a Community Success Plan. Ultimately, this is *your* plan for health and success!



# Some common questions about Centerpoint's groups for young people

#### How long will I be in a counseling group?

The length of time a person is in counseling varies, and is determined in partnership with you, your primary clinician, and important people in your life.

Things that are considered include:

- ✓ your progress on your hopes and goals
- ✓ improvements in your emotional, behavioral, and physical health and well-being
- new activities and natural supports, including peer supports, that can help you to stay healthy when you are ready to complete treatment
- ✓ your ability to stay clean from drugs or alcohol and to refrain from unhealthy behaviors
- ✓ others' reports of your progress at home, in school, at work, or in the community

#### Who else might be in one of my counseling groups?

Centerpoint's groups serve young women and young men from many places and many situations. Our clients come from all over Chittenden County, as well as Franklin, Grand Isle, Lamoille, Washington, and Addison Counties. At Centerpoint we work with people as young as 10 and as old as 25, however, you won't be in group with such a wide age-range of people. Your group members will be around your own age and will be focusing on similar kinds of needs or issues.

#### What if I miss an appointment or group?

There are times when you may be absent from counseling. Work schedules, special meetings, or even family vacations may conflict with your treatment schedule. Illness or bad weather may also keep you from attending. Any planned absences should be coordinated with your Primary Clinician. If you choose to not attend counseling or group for other reasons, you should also be in touch with your Primary Clinician. The consequences for missing counseling vary from person to person; no two people have the identical situation. For some, a skipped treatment day may mean an extension of treatment, for others it may indicate the need for more intensive services. other kinds of supports, and for others it may result in a violation of probation and placement in detention. As with all decisions, you should think about the pros and the cons of your choices before you act on them.



#### Where do we do group?

Some of your counseling at Centerpoint will occur in *Group Rooms*, private spaces that support the learning, sharing, support, trust, and challenge that is a part of a good group process. Certain groups that include guest speakers or other community members may held in the *Community Room*. Nutrition and culinary arts activities may occur in the *Kitchen*. Hands on and experiential groups, music, dance, yoga, other movement, or arts groups also have specialty spaces and equipment to support those activities.

You may also be involved in a variety of community experiences, traveling from Centerpoint to various locations and activities in and around Burlington. For these, you'll be riding with staff as a driver. All of the expectations that apply for participation in treatment on-site at Centerpoint carry over to our community experiences, including during travel.

Additionally, when riding in a Centerpoint vehicle or Centerpoint-coordinated transportation, we require that you:

- ✓ wear a seatbelt
- √ keep arms, hands, head, feet, and everything else inside the vehicle
- ✓ are respectful to others on the road, with no gesture or comments to other vehicles
- ✓ comply with any seating assignment required by staff



#### How do I get to Centerpoint, How do I get home?

Some people are driven to Centerpoint by a family member, others may take a bus or taxi, ride a bike, walk, be driven by staff from other services or programs, or drive themselves. As part of your admissions process, your Primary Clinician or other Admissions Staff will discuss your transportation plan with you and your parent or guardian. Any transportation plan must be approved by your parent or guardian. Any changes in your plan also must be pre-approved. Friends or others are not able to pick you up at the end of program without appropriate permission.

When you are dropped off at Centerpoint, you should come to the front entrance and join your group. They may be in the *Community Room*. If you arrive late, they may already be in the *Group Room*. At the end of the program day, you may be leaving through our Parking Lot (Back) entrance. Your ride may drive around the building, to the back entrance, where we will be able to see that they have arrived. Once we see your ride is here, you'll be able to leave.

#### Are there any clothes that I can or cannot wear?

There is no specific "dress code" required for participation in individual or group counseling; however, there are a few things to know. For the safety and health of all receiving services at Centerpoint, we ask that you do not wear clothing or jewelry that supports or promotes substance use, unhealthy behaviors, or criminal activity. This includes words, phrases, or graphics. Respectful clothing is also required; please don't wear clothes with slogans or images that discriminate, are vulgar, sexist, or would be seen as offensive or interfering with the counseling process. Lastly, please dress for the activity or occasion: If you will be



involved in movement, dance, or yoga, you should wear clothes that feel comfortable for your body; well-fitting hiking boots/shoes and socks may be most comfortable for hikes in the woods or outdoor experiential groups. If you need any clothing assistance to participate successfully in counseling, please let us know.

#### Can I bring my iPhone or other electronics into counseling?

You may have a long way to travel to Centerpoint, or you may be coming on the bus right after school. You may be listening to music on your way to counseling or using your phone to connect with important people in your life. You may have any of these electronics with you at Centerpoint, and they may even support some of your counseling and treatment experiences. Please don't let you phones, electronics, and social media interfere with your counseling or with the counseling work that others are involved in (including your other group members). If you are having trouble managing your phone or social media, or if you find it distracting and interfering for yourself, and can help you with that as well.

#### Do I have to do drug screens as part of program?

Some of our clients do have drug testing as part of their plan. At Centerpoint, we believe that drug testing is can be helpful for young people who are trying to stay clean. It allows them to see a 'measure' of how they're doing. It also allows others to see their success. We also know that sometimes people become TOO focused on their drug test. If your Primary Clinician believes that drug testing will support your treatment and progress, you will be asked to provide a urine sample for screening. If your Primary Clinician believes that drug testing is interfering with your treatment and progress, you will not be providing a screen as part of treatment.

Drug testing is provided before group, and may be available after group. Drug testing samples are not collected during group time or on group breaks, so you should plan accordingly. You may also come in earlier in the day to provide a screen sample.

#### Can I use tobacco products or vape before/during/after group?

As you likely know, it is illegal in Vermont for anyone under age 21 to smoke (or chew) tobacco products. We support this law. Additionally, Centerpoint's buildings and grounds are licensed as schools, and it is illegal for *anyone* to smoke on school property. This includes the sidewalk in front of the building and the parking lot behind the building. We ask that you do not bring tobacco or vapes that could interfere with your treatment or anyone else's treatment. This includes taking them out of your backpack/bag/pockets or sharing tobacco or vapes before, during, or after group.



Nicotine is one of the most highly addictive drugs and is related to many illnesses and diseases. If you are struggling with nicotine addiction and would like help in quitting cigarettes, chew, vapes, or other tobacco products, this can be a part of your treatment plan and program at Centerpoint. There are many supports, strategies, and tools available to help you quit— and you can access them here through Centerpoint.

#### What if I use drugs or drink before group? Should I come to treatment?

Being under the influence when you arrive at Centerpoint will interfere with your emotional and cognitive capacity to participate in counseling. Being high or intoxicated impairs your ability to engage in the counseling process or to work toward your goals of healthy living.

That does not, however, mean that you should not show up to Centerpoint. In some situations it may be safer for you to stay where you are (you should *certainly not* drive or ride with a driver who is also under the influence). Often, it may be important to leave where you are; if you are partying with friends, coming to Centerpoint may be the safest thing to do. Depending on your condition, we may:

- ✓ contact your parent or guardian to come pick you up
- √ help you to access detox services
- ✓ contact emergency responders so that you can get to the hospital and get medical attention
  Using drugs or alcohol before treatment may be a strong message to us about the challenges you are facing. This may suggest the need for greater support, a different type of assistance, or more intensive counseling. If this is the case, we will help you to access that treatment and support.

#### What if I do not complete treatment?

You may already know the answer to this question. A great deal of support is offered at Centerpoint, however, we cannot and will not force people to make changes in their lives. Some of our clients *are unable* to make healthy life changes, stop using drugs or alcohol, or stop engaging in self-destructive behaviors, even with the support of Centerpoint's individual and group counseling. For these clients, we often look to more intensive treatment services, longer lengths of treatment, or different approaches to counseling. Some of our clients may be able but are unwilling to make changes in their lives. These clients may be discharged without completing treatment, and they are aware, informed, and prepared to face whatever family, legal, educational, or housing consequences that result from their continued challenging emotions and behaviors. We encourage you to make good choices, and to weigh the pros and cons of your decisions as you move through treatment: all decisions have benefits and challenges, and your Centerpoint counselors can help you evaluate your choices — and they can help you to make the connections, learn the skills, and build the supports for those challenging situations that may feel like less of a choice.

#### What if I do successfully complete treatment?

You may have the best answer to this question, as well. In the short run, you may be getting back to school, rebuilding trust with your family, completing your some legal or restorative requirements, or remaining in your current living situation. In the long run, you will likely be better equipped to lead a healthier and more successful life. You'll have the skills to make better decisions and solve problems. You'll may a good start on a life free from drugs and alcohol or other self-harming behaviors. And, You'll feel better.

#### What happens after treatment?

As you come to complete counseling, you'll work with your Primary Clinician and team to develop an *After-Care Plan*. This plan will may include services, supports, and activities that will help you continue to get healthy and progress in your life. Your plan may include:

- ✓ other kinds of counseling support
- ✓ getting a job or additional school supports
- ✓ participating in community recovery services or natural support groups
- ✓ seeing a doctor or other health care provider
- ✓ re-connecting with some of your old interests and talents, and expanding on the new ones that you may have discovered through your time at Centerpoint

Your After-Care Plan is designed to help you apply those things that you learned in counseling throughout your life.

### Only the beginning...



You may have many more questions. These can be discussed with your Primary Clinician or other counselors. Please feel free to ask; exploring these questions and finding answers will be an important part of your treatment process. We recognize that you're taking a very big and important step by starting counseling. Even on those days that are hard, that you feel bad or feel like making unhealthy choices, you should remember that you have the ability to improve your situation; you can feel better, do better, and be healthy. We look forward to helping you accomplish this success; we offer you our talents, flexibility, creativity, and commitment as you take these hard steps in your life. Best wishes!





www.ListenUpVT.org

### Some important points to review

When you first arrive at Centerpoint, you likely received registration forms with lots of information. We believe this information is so important, that we're including some this same information here – information about your rights, and responsibilities, and how we'll be working together.

This first section is about **client advisement and informed consent** – ensuring that you have received, discussed, understand, and willingly agree to the following information:

Centerpoint provides services and supports for children, youth, young adults, and families faced with a range of emotional, behavioral, mental health, developmental, substance abuse, or special learning needs. There are many reasons that young people and families seek services through Centerpoint. We recognize that your decision to use our services is voluntary, and we appreciate that you have chosen Centerpoint to support you and your family.

Centerpoint is in affiliation with NFI Vermont, Howard Center, and Matrix Health Systems. With Centerpoint's full range of services, and through these affiliations, Centerpoint clients are offered the highest quality of care.

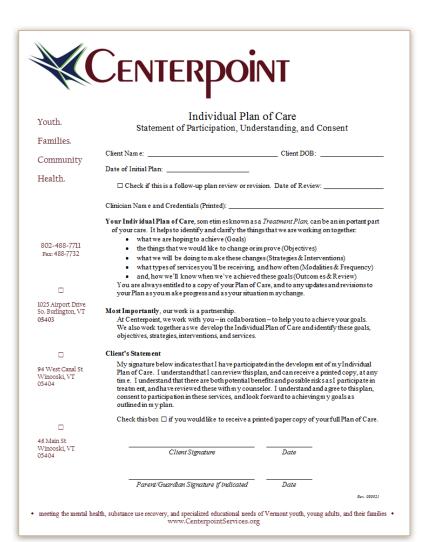
This advisement outlines important information for you to know, review, and consent to, before beginning services with Centerpoint.

- The services that we provide are a *cooperative effort* between our clients and our provider staff. While we are confident and optimistic that our services will be of benefit to you, there are no explicit or implied guarantees as to the result or outcomes of our services.
- As a health care provider, our services are *voluntary* and provided based on the interest and willingness of our clients. While some services may be sought in-part to fulfill compliance or other expectations, Centerpoint does not provide involuntary care or coerced treatment.
- As a health care provider, the type, frequency, term, duration, and intensity of the services that
  we offer will be primarily based on assessment of service participant *needs*, as informed by
  service participant *interests* and *preferences*.

- Centerpoint makes no claim to provide forensic services, and as such, our services are
  specifically not designed to inform legal proceedings, investigations, enforcement actions, or
  compliance determinations. While records or reports may be requested for a range of reasons
  (see below), we recognize that mental health counseling support and legal proceedings can, at
  times, represent a conflict of interests or intentions.
- In the event of a *medical emergency* occurring while participating in Centerpoint services, you authorize the provision of emergency medical or dental care to the service participant by appropriate medical professionals.
- As appropriate for a specific service plan or program, you grant permission for qualified Centerpoint staff to provide in-vehicle *transportation* for service participants to support educational, clinical, recreational, vocational, and health care purposes.

As part of your service and support planning process at Centerpoint, you'll also receive advisement specific to your **Individual Plan of Care**, and you'll have the opportunity and responsibility to consent to treatment and services that you receive.

**Your Individual Plan of Care**, sometimes known as a *Treatment Plan* or *Goal Plan*, is an important part of your care. It helps to identify and clarify the things that we are working on together:



- what we are hoping to achieve (Goals)
- the things that we would like to change or improve (Objectives)
- what we will be doing to make these changes (Strategies & Interventions)
- what types of services you'll be receiving, and how often (Modalities & Frequency) and,
- how we'll know when we've achieved these goals (Outcomes & Review)

Most Importantly, our work is in partnership with you. At Centerpoint, we work with you — in collaboration — to help you to achieve your goals. We also work together as we develop the Individual Plan of Care and identify these goals, objectives, strategies, interventions, and services. You'll have the opportunity to participate in the development of your Individual Plan of Care and you are always entitled to have a printed copy of your Plan, and to a copy of any updates and revisions to your Plan as you make progress and as your situation may change.

You and your primarily Clinician will also have the opportunity to review the potential benefits and possible risks of participating in any treatment through Centerpoint. This next section is about **your rights as a client of Centerpoint**. At Centerpoint, you can expect that we will treat you with dignity and respect at all times. With this, we have included the following list of 'client rights' that we commit to ensuring:

- You have the right to treatment without regard to race, religion, gender identity, ethnic background, age, sexual orientation, disability, or HIV status.
- You have the right to information regarding all agency policies which affect your course of care at Centerpoint, and the services and supports that you receive through Centerpoint.
- You have the right to informed consent and to participate in decisions that guide your treatment and services, including goal planning.
- You have the right to services that are well matched to your needs, preferences, and abilities. This includes receiving services in the 'least restrictive' environment that is available and appropriate to your needs.
- You have the right to privacy, including the protection of health and other information about you. Your
  confidentiality is protected by State and Federal laws, and any disclosure of information about you specifically
  adheres to these laws and regulations.
- Also as guided by State and Federal laws, you have the right to refuse medications, treatment, or services as provided through Centerpoint.
- You have the right to receive the professional qualifications of any Centerpoint staff that will be providing services to you
- You have the right to receive Orientation material, including a handbook detailing Centerpoint programs, principles, and practices, and mission.
- You have the right to receive a statement of your rights as a client and actions that would constitute unprofessional conduct as defined by Vermont State statutes.
- The method for making a consumer inquiry or filing a complaint with the Vermont Office of Professional Regulation.
- The method for filing a consumer complaint within Centerpoint and affiliated organizations.

#### These rights *do not*:

- Require Centerpoint staff, or any health, mental health, or professional staff, to provide treatment or other services that would be contrary to the professionals' judgement if those services are deemed to be harmful to your health or others' well-being.
- Require Centerpoint to provide treatment or other services that are beyond the financial resources of the organization.
- Prevent the reduction or elimination of services to a person for whom the provision of indicated and
  appropriate treatment or service is impossible as a result of the person's refusal to consent or cooperate with
  reasonable care and support, as offered or provided.

An important aspect of our respect for you is respect for your **privacy and confidentiality**. Your privacy and confidentiality are very important to us.

Federal and State laws and regulations guide any release of protected health, educational, and other confidential information. If you would like us to talk to someone about your care, or if we believe it would be helpful to talk to someone else regarding your care (such as family members, physicians, school personnel), you will need to sign a legal release form. This form is called an *Authorization to Disclose Health & Educational Information*. These authorization forms are *specific and detailed* regarding the types of information that we will release, the purposes of the release, and who you would like us to release this information to, in addition to other privacy protecting details.

Under certain legally-defined circumstances, information about you may be released *without your authorization* or consent. These circumstances include the following:

- We are mandated by Vermont law to report actual or suspected cases of abuse and neglect involving children, the disabled, and the elderly.
- We are required to take appropriate action if you are in imminent risk to harming yourself, or in the event of a medical emergency.

- We are obligated to report credible threats of violence or harm made against identifiable victims, including persons and property.
- Under certain circumstances, we may be required to comply with court-orders such as subpoenas to testify or provide records.
- Under certain circumstances, we may be obligated to report to the public safety or public health authorities situations which directly affect the health or safety of others.
- We may need to communicate with your insurance company for care coordination. When the insurance company requests access to records, we will share information necessary for care coordination.

At Centerpoint, we strive to have our work with you be 'in partnership.' Consistent with our mission, we often see the greatest success when Centerpoint Clients, Centerpoint Staff, and others are working together – in collaboration – to help you achieve your goals, experience success, and improve your health and well-being.

At times, however, we recognize there may be conflicts or challenges in your work with your Centerpoint provider. Most often, any conflicts or challenges are well addressed through problem-solving directly with your Centerpoint provider, and if necessary, that provider's supervisor. If for any reason, that is either *not possible* or *not effective* in resolving the challenge, then we invite you to use our **Consumer Complaint Process**.

For clients not insured by Medicaid: If you feel that the problem was not addressed fairly or reasonably with the staff person most directly involved, then you can file a written or verbal complaint with the Program Director, and follow the supervisory chain to the Centerpoint Director.

For clients insured by Medicaid: If you feel that the problem was not addressed fairly or reasonably with the staff person most directly involved, then you can file a written or verbal complaint with the Program Director. If the complaint is not resolved at this level, it will be considered a grievance, and will follow the supervisory chain to the Centerpoint Director. Based on Medicaid status and program designation, this appropriate grievance procedure may be fulfilled through Howard Center or through NFI Vermont.

**Complaint**: For consumers who *do not have Medicaid*, a complaint is defined as an oral or written expression of consumer dissatisfaction about anything related to the services they receive from Centerpoint. For consumers who *do have Medicaid*, a complaint is an oral or written expression of consumer dissatisfaction about anything other than an action that has not otherwise been resolved before the Centerpoint Director.

**Grievances:** For consumers who *do have Medicaid*, this is an oral or written expression of consumer dissatisfaction about any matter other than an action that has not been resolved at the complaint level.

Action: A decision made by the agency which has an impact on the services a client can receive.

**Appeal:** For consumers who *do have Medicaid*, this is a formal oral or written request from a consumer to the agency to review its decision on an action or a grievance.

**Fair Hearing**: This is a quasi-judicial process where the consumer and the designated agency each present their side of the situation to a professional hearing officer.

All complaints, grievances, and appeals will be investigated in good faith and responded to according to established timelines which vary based on oversight authority (as identified on the following page). Clients, and/or guardians if applicable, will be informed of this policy and procedures upon initial intake and annually thereafter. The policy and procedures will also be posted in service locations. Additionally, all Centerpoint staff will be trained on the consumer complaint, grievance and appeal policy and procedures. Any individual initiating or pursuing a complaint, grievance or appeal will be free from any form of retaliation. Any questions about this policy or the associated procedures should be directed to the Centerpoint Director. The Centerpoint Director serves as the grievances and appeals coordinator for Centerpoint overall, and is responsible for ensuring timely processing and resolution of all grievances and appeals. All discussions surrounding the decision process of a grievance or appeal will be kept confidential from the general public or third parties, unless requested otherwise by the client and as required by oversight authorities.

All complaints and grievances will be reported to the appropriate State Agency or oversight authority responsible for the licensing or funding of Centerpoint and the services you receive (as identified on the following page). For further information on complaints, grievances or appeals, please contact the Centerpoint Director.

In affiliation with NFI Vermont, Howard Center, and Matrix Health Systems Centerpoint's programs, services, and providers at Centerpoint are accredited, approved, designated, or licensed through a variety of State Departments and Agencies. Regulation and oversight by these Departments and Agencies occurs with a frequency and format based on differential State and Federal regulations, and is designed to support the highest quality of care that we intend to provide to you.

Questions about services and support in the State of Vermont can be directed to these Departments and Agencies. Any consumer complaints and grievances (as defined on the prior pages) will be reported to the State Department, Agency, or Oversight Authority as indicated. Additionally, any information that we receive regarding the abuse or neglect of a child is reported in accordance with our legally mandated status.

Vermont Agency of Education 219 North Main Street, Suite 402, Barre, VT 05461, 802-479-1030

Vermont Health Department, Division of Alcohol and Drug Abuse Programs 108 Cherry Street, Burlington, VT 05401, 802-651-1550

Department of Vermont Health Access 280 State Drive, NOB 1 South, Waterbury, VT 05671-1010, 802-879-5900

Agency of Human Services, Department of Mental Health 280 State Drive, NOB 2 North, Waterbury, VT 05671-2010, 802-241-0090

Vermont Secretary of State, Office of Professional Regulation 89 Main Street, 3rd Floor, Montpelier, VT 05620-3402, 802-828-2390

Agency of Human Services, Department for Children and Families 280 State Drive, HC 1 North, Waterbury, VT 05671-1080 Child Abuse & Neglect Hotline: 1-800-649-5285

Should you have any needs for assistance in contacting these State Agencies or Departments for any reason, including assistance in resolving complaints or grievances, please feel free to request support from any member of the Centerpoint Leadership Team. It is important to us that we provide you with the best possible services and support – and this includes hearing any concerns you may have and assisting you in having any concerns resolved.

Most important to us, this **Confirmation of Disclosure** is a demonstration of our commitment to your rights and to the dignity and respect that you can expect in receiving services from Centerpoint.







# Gender-Affirming Services at Centerpoint

At Centerpoint, we provide comprehensive mental health support for gender-diverse youth, families, and communities. Our services are strength-based, developmentally matched, and family-focused. Gender-Affirming counseling support can look different for everyone. Youth may want support around emotional health struggles in light of cultural pressures, body dysphoria, exploring choices, or building communication skills around identity. Parents may seek support to deepen family relationships, to better understand their child's gender identity development, or to explore how to advocate for their children in daily life. We offer a non-judgmental and client-led space to work through some of these big questions with skilled adolescent and family counselors.

## Centerpoint's Gender-Affirming Services can include:

- Individual counseling
- · Parent and family counseling
- Brief family consultations
- Client and family-led consultation to explore personal transition pathways
- Referrals to medical, school, legal, and community peer supports.
- Training and consultation with providers, schools, and organizations
- Access to the full range of Centerpoint counseling programming.

For more information on Centerpoint's Gender-Affirming Services, please contact Olivia Sanders, LCMHC LADC (she, her, hers) at 802-288-0592 or OliviaS@CenterpointServices.org

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### Participation in Centerpoint's VT Alert System to contact students, clients, parents, guardians, and other caregivers

Centerpoint uses the VT Alert system to share important information with our clients and students =, those who care for our students and clients, and others with legal responsibilities or roles in the lives of those we serve.

This system is designed for emergency notifications, including community or public safety concerns that impact our services here at Centerpoint, or any risks or threats directly related to Centerpoint programming. In our experience, most commonly this is used for School or Clinic closing notification due to winter weather.

This is an 'opt in' system. You will not receive notifications from us unless you register with the information requested below and on the back of this form.

This is <u>not</u> a general announcements system. You will not receive general information about Centerpoint activities, special events, updates, school lunch menus, or any solicitations.

VT Alert allows you to choose – in your order of preference – the ways you would like to be contacted. Options include: text messages, emails, cell phone calls, or land line calls. When you receive a notification, may be prompted to reply. If the system does not receive a requested reply through your 'first choice' of contact info, it will attempt to reach you via your second or third choices.

You can continue to be a part of Centerpoint's VT Alert system throughout you or your young person's participation at Centerpoint. You can choose to discontinue participation in this system at any point, simply by calling or sending an email with your request.

With any other questions or needs, please feel free to be in touch with us at Operations@CenterpointServices.org or 802-488-7711.

If you would like to enroll in Centerpoint's VT Alert system, please complete the following information.

Please note that a separate form will need to be submitted for each person who would like to be notified. For example, if there are three people in a household who would like to receive these notifications, then three separate enrollment forms should be completed.

Centerpoint Student	Student or Client
or Client Name:	Date of Birth:
<ul> <li>I am the student or client listed above, described above.</li> </ul>	and I would like to participate in Centerpoint's VT Alert system as
☐ I am a parent, guardian, caregiver, or so	omeone with a legal role or responsibility for the student or client pate in Centerpoint's VT Alert system.





Please include your contact information to be accessed for Centerpoint's VT Alert notification system, in preferred contact order. You can provide as few as one – or – as many as four options:

	Our alert system will first attempt to notify you through this contact info (please write legibly):
1)	□ text message □ email □ cell phone □ land line phone phone number or email address
	If you don't reply as prompted by the system, you'll next receive a message through this contact info:
2)	phone number or email address □ text message □ email □ cell phone □ land line phone
	If you don't reply as prompted by the system, you'll next receive a message through this contact info:
3)	phone number or email address
	If you don't reply as prompted by the system, you'll next receive a message through this contact info:
4)	
	request to be enrolled in Centerpoint's VT Alert
sys	stem to be notified for the purposes and in the manners as indicated above. I understand that I am
vol	luntarily providing my contact information for this purpose and that I can request to have my information
	moved from this system at any time. I also understand that this system is used only for emergency or safety tifications, including weather related closings, and will not be used for general announcements.
.5	Signature Date

1025 Airport Drive South Burlington, VT 05403

46 Main Street Winooski, VT 05404 94 West Canal Street Winooski, VT 05404



Centerpoint is a partnership of NFI Vermont, Matrix Health Systems, and Howard Center.

Youth and families receiving services through Centerpoint have access to a broad range of programs and supports including those offered by these affiliated organizations. With this partnership, Centerpoint clients can be assured of the highest quality of care.

Additional services available range from crisis intervention to longer-term residential treatment, and include intensive family-based services, foster care and group living care, case management, wraparound programs, autism services, and variety of alternative educational programs across Vermont.

Centerpoint Services are accredited through the State of Vermont Agency of Education, Department of Health, Division of Mental Health Services, and Division of Alcohol and Drug Abuse Programs. Centerpoint is a member of the Vermont Association of Addiction Treatment Providers, the Vermont Council of Independent Schools, and the Vermont Cooperative for Practice Improvement & Innovation.

Centerpoint accepts most major insurances, private and state funds, and Medicaid. Referrals are received from families and friends, physicians and health care providers, schools, community agencies and organizations, social services, the court and legal systems, and from youth themselves.

## **Need Help Now?**

If you are experiencing a medical or immediate safety emergency, please phone dial 911 to reach emergency responders

At Centerpoint, it is common for many people to request services in the midst of a personal or family crisis. And through our work, we support many faced with crises in their lives.

To reach Centerpoint's front office, during weekday business hours, please call 802-488-7711.

While Centerpoint provides many supports for families faced with complex challenges, we do not directly provide emergency crisis response services. This type of crisis service, available 24 hours a day every day of the year, is a program of your local community mental health center. **Crisis intervention and response** within Chittenden County, is provided by through the Howard Center's **First Call Crisis Service**, reached at 802-488-7777.



Those in need of text telephone services (TTY) can reach First Call at 802-488-6732.

Language interpreter services are also available

Outside of Chittenden County, you may contact your local Community Mental Health Center or access additional resources through the United Ways' VT 2-1-1 information by dialing 211 from any Vermont telephone or clicking on www.vermont211.org



At Centerpoint, we believe in the strengths and assets of the young people, families, and communities with whom we work.

We recognize that our clients bring with them the capacity to improve their lives, and we offer our skill, dedication, creativity, and flexibility to assist our clients as they make these life changes.