



Making life work...

EVOLIBRI

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Client Skills Contract

This contract defines the goals and terms of engagement between EvoLibri Consulting and its staff and the client and his/her family as listed below. It defines roles and responsibilities, the skills to work on, and the methods by which we agree to work on these skills.

Client Name: _____

Parent/Guardian's Names: _____

Home Address: _____

School Name/Address: _____

Home Phone Number: _____

Client's Cell Phone Number: _____

Guardian's Cell Phone Number: _____

Guardian's Cell Phone Number: _____

Additional Emergency Contact and Number: _____

Staff Roles and Responsibilities

- **Service Provider (ILS instructor or behaviorist)** – This is the staff member who works directly with the client in the field, home, or office. All service providers have received training on working with clients in a pro-social manner to shape behaviors and learn new skills. *All changes to the set schedule should be made directly with the service providers, who will notify the case manager.*
- **Case Manager** – This is the staff member who is your second line of contact – she will be overseeing the case, checking the case notes to make sure progress is being made, and will contact you regularly to update you on progress, concerns, or schedule changes. *This is the person you should contact with proposed changes to the intervention or other concerns, and this is the person who will contact you in case of a necessary change of staff due to illness or vacation. For ILS contracts, the case manager is responsible for working with the family and the client in determining goals for the client and devising necessary support to meet those goals.*
- **Clinical Director (Behavior interventions only)** – The clinical director is a licensed MFT who oversees the therapeutic aspects of the case. She will be involved in

developing the original behavior contract, and any subsequent, substantive changes, and the person who will work with the service providers on new behavior shaping methods as necessary. *Note that in behavioral intervention cases, the clinical director acts as the case manager.*

- **Administrator** – Jan Johnston-Tyler, MA, founder and CEO, oversees the contract as a whole, and manages the administrative functions such as rates, billing, training, and staffing.

Family Roles and Responsibilities

- **Client** – The client’s responsibility is to do his/her best to try to maintain a positive attitude, and to be available and ready for our work together. It is essential that the client maintain a respectful attitude toward the service provider.

Note that sessions may be terminated if the client cannot be redirected to the task to be completed after three attempts. The session will be terminated if the client threatens, or is excessively disrespectful to, the service provider, threatens a family member, destroys property, or elopes, and the family will be charged for the full session. Depending on the severity of the threat, the service provider may call the police or protective services to ensure the safety of the client, the family, and him/herself.

- **Parents/Guardians** – One parent/guardian must be in the family home when we are working with underage clients. Parents/guardians understand that EvoLibri staff are not legally responsible for the client and his/her behaviors, and the parents/guardians are therefore responsible for being available during all client sessions for the safety of the client.

It is important that the parents/guardians see the service provider as a partner, and work with him/her to effect the behavior changes we all want to see. To that end, we ask that parents/guardians do their best to put up a united front with the client, and that they support and reinforce strategies we have agreed to, and are implementing as best as they can.

- **Siblings and Visitors** – For the most part, we ask that siblings be kept away from the area where we are working with the client, so that s/he can focus on the intervention, not the family. Upon occasion, we are asked to work with the client and a sibling to help reduce conflict. This work should be included in the contract, and the amount of time dedicated to this should be agreed-upon prior to commencement. Visitors and non-family members are not permitted to be in the same room when we are providing services, unless there is an explicit, and agreed-upon purpose, for their presence.
- **In-Home Nannies/Au Pairs/Grandparents** – It is important that individuals who are interacting with the client understand the importance of this contract, and do their best to support and reinforce strategies we are working on. For example, if we have a system of goals and rewards in place, that others do not offer these rewards before the client’s goals are met.

- **Pets and Weapons** – Disruptive or dangerous pets must be kept in a separate room during sessions. All non-lethal weapons (AirSoft, BB guns, knives, etc) must be stored out of sight, and all lethal weapons (firearms, swords, etc) must be under lock and key during visits.

Client Goals

This section defines the client goals. Focus on what the goal is, where it happens or should happen, and under what circumstances, and rank them in order of priority. Please note that depending on the circumstances, we may only be able to work on one goal at a time. Once we are making good progress on that behavior, we can introduce additional behaviors to remediate.

Example Goal (ILS):

- What: Cook dinner 2x a week
- Where: In the family home
- When: Monday, Wednesday
- Who: Service provider with client, parents to leave money for shopping
- How: Develop menu plans, go shopping, prep, cook meal, clean as you go

Example Goal (Behavior Intervention)

- What: Do chores without tantrums
- Where: In the family home
- When: Every day
- Who: Service provider with client 2x a week; check in daily with parents; weekly appt with clinician
- How: Develop chore chart with reward system; model behavior with client; prompt client when resistant; find fun ways to implement.

Goal 1

What: _____

Where: _____

When: _____

Who: _____

How: _____

Goal 2

What: _____

Where: _____

When: _____

Who: _____

How: _____

Goal 3

What: _____

Where: _____

When: _____

Who: _____

How: _____

Goal 4

What: _____

Where: _____

When: _____

Who: _____

How: _____

Goal 5

What: _____

Where: _____

When: _____

Who: _____

How: _____

Contractual Agreement

EvoLibri Consulting agrees to provide the services outlined above to the best of our ability. Because we are a small agency, we have limited staff and may need to occasionally send a different service provider or make alterations to the schedule due to illness, vacation, or emergency.

Additionally, we do our best to be responsive to all queries from families, but it may take us up to 48 hours to respond to a non-emergency situation. You will be given all pertinent contact information for your service provider, your case manager, and/or the clinical director at the start of the engagement.

In signing this contract, you agree to the contents of this agreement, and to pay for the services rendered as follows:

- **Intake Fee** – flat fee of \$400, to develop goals, schedule, contact collateral participants (therapists, schools, psychologists), review available documentation.
Due at time of signing.
- **Service Provider, ILS** – \$75/hr, _____ anticipated hours a week
- **Service Provider, Behavior** – \$105/hr, _____ anticipated hours a week
- **Case Manager** – \$145/hr, _____ anticipated hours a month
- **Clinical Director** – \$145/hr, _____ anticipated hours a month

Total anticipated cost per month: _____

Parents/guardians will receive electronic invoices bi-monthly/monthly, and payment is due within five days of receipt. We accept Visa/Mastercard, checks, cash or payments through IPN (our preferred method).

Important Notes About Billing:

- You must cancel scheduled sessions with us at least 24 hours in advance, or we will need to bill for a missed session.
- Sessions that are cancelled or stopped due to client behavior will be billed for the full session.
- You may put sessions on 'hold' for up to two weeks to accommodate for vacations, illness, and emergencies, two times per year. Breaks in services longer than this may require renegotiation of this contract.
- We bill one-way travel time for clients living more than 30 minutes from our office.
- Our case manager fees are based on typical communication needs in a given month. If issues require several 'back and forths' in email or by phone, this typically means that we need to meet with parents in the office to discuss the issues in greater detail.
- Costs to develop documentation outside of weekly case notes, to attend IEPs, or to appear in court will be charged at our consultation rate of \$300/hr.

Planned Schedule and Contact Information

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

Saturdays: _____

Sundays: _____

■ **Service Provider(s):** _____

■ **Case Manager:** Kim Tsui, LCSW

■ **Clinical Director:** Leah Even, LMFT

■ **Administrator:** Jan Johnston-Tyler, MA

Notes: