PROFESSIONAL DISCLOSURE STATEMENT

WAC 246-810-031 requires the disclosure of the following information in writing from therapists to their clients.

Carin Catalano, MPAcc, MS, LMFT

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Email: carin@carincatalano.com
Licensed WA State Marriage and Family Therapist
Credential # 6052229

Therapists are required in WA State to provide written disclosure of the following information to clients before beginning counseling, and to obtain a signed consent to counseling once the client understands the information provided to them. As a client, this information is intended to help you make an informed choice about the therapist that you chose, helps you better to understand the treatment that you are receiving, and outlines agreements that we have in our professional relationship.

Please read this statement carefully, and when you understand and agree to it, please sign and date the last page. This signed statement is our contract for services. If you have any questions or concerns, please let me know before signing the statement and I will be happy to discuss them with you. I reserve the right to update this document from time to time as my practice evolves. If I make material changes that affect our relationship, I will either provide you with a new statement to sign and a new copy to retain for your records or we may make minor handwritten changes to our contract and each initial it.

Clients Rights and Responsibilities

You have the right to ask questions at any time about your treatment throughout your counseling or consulting. You also have the right to refuse or end services at any time. We will work together to help determine goals for you and what you would like to achieve in our time together. Some work may be required by you out of session and we will work together to determine what is appropriate for you.

Professional Background

I am a Licensed Marriage and Family Therapist in Washington State. I began my education at Seattle University and obtained a Bachelor's Degree in Business with a concentration in Accounting. I also received a Masters of Accounting in Taxation from the University of Washington in 1998 and worked over the years as an accountant, tax consultant, and financial planner. I received my Masters in Marriage and Family Therapy from Seattle Pacific University in 2009 and began private practice that year. I have been in private practice since then and provide both therapy and consulting services. I am certified in Prepare and Enrich for couples and have training in LifeSpan Integration Therapy. I am undergoing additional training in 2015 for certification for a more formal and focused practice of Emotionally Focused Therapy.

I use several theoretical approaches to inform my work including broad Experiential theories, Emotionally Focused Therapy, Bowen Theory, and Gottman Theory. I use these approaches as lenses to conceptualize my cases and shape my work. I view myself as an agent of change in the lives of clients who are on their own journeys toward self discovery. Some clients come to services looking for specific changes, and others come because they need support in their lives. At whatever stage a client is, I try to meet them there, helping them set and meet their goals when appropriate by making changes and sometimes providing much needed support through life and emotional transitions. My hope is for clients to enjoy high quality and meaningful lives to the best of their abilities and to help them capitalize on the resources available to them.

My practice specialties include Financial Therapy, Divorce, and Remarriage & Blended Families. As a Financial Therapist, it is important to understand that I do not provide financial planning in my practice. I may help ascertain where you are in your financial lives by assessing certain aspects of your finances and situation. I may help you move toward making a plan as well as can direct you to appropriate resources such as other professionals and/or tools that will help you manage your finances. I will not offer investment advice, although may help you understand the financial planning process so that you can make informed decisions. Financial Therapy often deals with the relational and/or emotional issues that arise in your life as a result of finances, although, can also involve more practical matters such as building better financial practices. Also, Financial Therapy works well as a collaborative model, and often, it is in client's best interests for me to collaborate with other professionals that they are working with to provide the best care. Should this need become evident to us, you will need to sign a release of information in order for me to discuss any information concerning your case outside of our therapy sessions.

Our Shared Commitment

Treatment in my space, whether therapeutic or consulting, requires that we work together to find solutions for your life and requires you to, sometimes, work outside of session on these issues. I try to help you effect the changes in your life that you are seeking, however, treatment is not necessarily a guarantee of positive outcomes or achievement of specific goals, and that can be a risk of therapy. If you at any time feel that therapy in my office isn't working well or is not appropriate for you, I will always respect that and do what I can to help you find another therapist, if appropriate. I encourage you to always discuss any concerns that you have and it is expected that we should check in from time to time to talk about how therapy is progressing. Should a conflict of interest arise that was not apparent to me at the onset of services, I may need to give you a referral to another therapist or consultant. I also reserve the right to end therapy or consulting if I feel that our work is complete, if I feel that your treatment may be more effective elsewhere, or if there is a reason that I feel that I am not able to provide the services in my office that you need. It is normal that, whether therapy or consulting, our relationship will end at some point and that may be because either of us feel that our work is complete or that it is appropriate for you to move on. I encourage growth for my clients and recognize this as an important transition and step. It is healthy for you to discuss this with me as the time approaches so that we may each have the opportunity to take inventory of the process and have the opportunity for proper closure. Many clients, instead of terminating completely, like to keep the door open so that they may check in from time to time.

Appointments, Fees, and Cancellations

My fees for therapy and consulting vary depending upon the type of service. Generally, I charge $150 for Financial Therapy and $135 for Supportive Therapy for 50 minute sessions. Financial Therapy rates are higher because of the additional education and work experience involved in developing that expertise. The process, itself, often requires additional work by me outside of our sessions for which I do not generally charge separately. After our initial meeting or discussions, we will determine the type of service that you are engaging and the associated fee. Fees are raised from time to time to remain current by professional standards and to keep my practice operating smoothly. I will give you at least 45 days notice of any fee increases. Please discuss with me any difficulties that may arise for you because of an increase in fees and we may be able to make alternate fee arrangements for you. At times, I may agree to see clients on a sliding scale fee if needed. Generally, that fee may also be increased from time to time depending upon our agreement, your situation, and the duration of services.
I do not bill insurance but am happy to provide an invoice to you that you may submit for reimbursement. I usually do invoicing approximately 1 time each month. If you need invoices more frequently, please let me know, and I will do my best to provide those to you.

Payment is due at the time of service, and is payable by cash or check. I require 48 hours notice for cancellations unless there is an emergency or illness that prevents you from coming to session. A full session fee is charged for missed appointments or appointments cancelled inside of a 48 hour window. Thank you, in advance, for your understanding. If there is a charge for a missed appointment, this must be paid in full at the beginning of your following session.

Sessions are generally 50 or 75 minutes in length and therapy services take place in my office unless specifically agreed upon by us. Consulting sessions may be provided in the office or off site as agreed. Time in between sessions is much needed to finish documenting your case notes, and any other business items that are required. I will do my best to monitor our time and end sessions on time to respect both of our schedules.

Contacting Me / Emergencies

Between sessions, you may contact me by phone or email. Phone is the most confidential form of communication. Email is efficient but, because of the nature of the internet and the lack of guaranteed privacy, it is not considered a highly confidential and secure form of communication. If you would like to communicate by email given, the associated risk, you may indicate at the bottom of this form by initialing where indicated. In this modern day of technology, I also have clients that wish to text me when making an appointment or need to communicate that they are running late, etc...I like to meet my clients where they are and will be happy to text about scheduling issues only. It is important for these clients to understand that text is, perhaps, even less confidential than email as anyone may see these messages. I will provide a place to initial if you wish to have this be an acceptable form of communicating. Please understand that I cannot communicate by text or email beyond discussing scheduling and minor issues unless we agree to do so (email only). **Should you need to talk regarding your treatment or case, please schedule a session**. If you need to talk between sessions due to an urgent matter, it is best to schedule a phone session. I will charge in 1/2 hour increments at your normal fee and these 25 minute increment appointments, as they sometimes are provided outside the scope of my normal office hours, are offered as available. That fee will be due immediately after our phone session and may be payable by check and mailed to my office at the above address unless other arrangements are made between us.

I generally return calls and emails within 24-48 hours during the week and 48 hours over a weekend unless I am away. If I am away and you are unable to reach me and are having an emergency, **please call 911**, or call the **Crisis Line at (206) 461-3222**. Otherwise, you are welcome to leave a message, and I will contact you when I return to the office. You may also go to the nearest hospital emergency room for immediate attention if you are experiencing a crisis.

Social Media

In therapy, I take the matter of confidentiality very seriously. To uphold the highest level of confidentiality, I generally refrain from connecting with therapy clients on Facebook, LinkedIn, or other social media outlets. Generally, I also refrain from having social relationships outside of therapy with my therapy clients as this can blur the delicate lines of this unique relationship and compromise your treatment and care. If I do happen to cross paths with you outside of session, I generally will not approach you to protect your identity, however, you are always welcome to say hello to me. I will avoid conflicts of interest in our relationship and deal with any conflict, appropriately, should one arise. Please discuss with me if you discover any potential conflict of interest in our relationship.

Consulting and Therapy Relationships

In my practice, I provide both consulting and therapy services. By nature, therapeutic relationships are very different from consulting relationships. Consulting relationships generally have more of a business structure and may arise out of professional or personal connections. Although discussing personal issues is normal during some consulting experiences, we do not explore deeper emotional issues as we would in therapy. All clients will need to read and complete the same forms and sign a consent form, regardless of the service provided. Confidentiality is provided to therapy clients and unique to that relationship while consulting does not have the same boundaries of confidentiality. In consulting, for example, we may share professional connections, be associated socially and on professional or personal social media. I do not hold health information protected under HIPAA in a consulting relationship but do for clients in therapy. I will always use the best professional ethical standards regardless of the relationship I have with clients, but, because therapy clients have protected health information, it is very important to make this distinction clear at the onset of our relationship and to honor those parameters. Because of the uniqueness of the therapeutic relationship and the potential to compromise client care, it is difficult and not always possible to redefine this relationship once we have chosen a path and, for this reason, it is equally important for us both to be intentional about your path at the onset of services. If you feel that you need or wish to change the scope of our relationship, I reserve the right to make that determination based on professional and ethical standards of care as well as my general judgment and discretion, depending upon many factors. My first priority is to uphold the highest standards of integrity in my practice to optimize your experience and care. If you have any questions about the nature of either relationship and/or are not sure what type of service you need, please discuss it with me before or at any time in our relationship.

Washington State Department of Health Requirements

The laws regulating registered counseling professionals are listed in Chapter 18.19 of the RCW, which requires registered counseling professionals to disclose information about themselves to their clients. Additionally, disclosing information about education, training, therapeutic orientation and proposed course of treatment when known, therapists are required to describe activities that qualify as unprofessional conduct under the Uniform Disciplinary Act, Chapter 18.130.180 RCW. Both the therapist and the client must sign the disclosure statement. I am providing a copy of Chapter 18.130.180 RCW as a separate attachment and ask that you initial below on this form to document that you have read and received this statement from the WA State Department of Health. Should you ever need an additional copy, you may request one from me at any time. Contact information for the Washington State Department of Health is provided on that form as well.

Informed Consent and Authorizations for Services:

With my signature below, I acknowledge that I have read and I fully understand this disclosure statement, describing the profile, qualifications and policies of Carin Catalano, MPAcc, LMFT, regarding her practice of therapy and consulting. I have had the opportunity to ask questions, and I have received a copy of this disclosure statement for my records. Additionally, I have received a copy of WA State HIPAA privacy laws and copy of Chapter 18.130.180 RCW. Finally, I have signed and received a copy of the Confidentiality Policies and Cancellation Policies for the practice of Carin Catalano, MPAcc, LMFT. I agree to update her of any changes to my contact information. I understand what my fee is and I understand that payment is due at the time of service.

Type of Services to be Provided: *Therapy* ☐ *Consulting* ☐

Agreed Fee: ______________________________ **Date**: ______________________________

Fee Update: ______________________________ **Date**: ______________________________

Agreed Communication Forms: Email ☐ Text ☐ Phone ☐ Voicemail OK ☐

________________________________ ________________________________

Client Signature **Date**

________________________________ ________________________________

Client Signature **Date**

________________________________ ________________________________

Carin Catalano, MPAcc, MS, LMFT **Date**