**Every Client File**

⬜ Client Information Form\*

These forms are for the client to fill out.

⬜ Client Disclosure Form\*

⬜ Consent for Communications & Waiver

⬜ WHODAS 2.0

⬜ Credit Card on File

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ Intake Form

These forms are for you to fill out.

⬜ Therapy Plan

⬜ Progress note for every session (via TheraNest)

**For Clients that are Minors**

*(For clients aged 15 – 17, these forms are necessary only if client wants parents’ involvement)*

⬜ Child Biological Information Form *(Instead of Client Information Form above)*

⬜ Custody Papers (if parents are divorced)

⬜ If parents have joint custody – make sure both parents sign the Disclosure form

**Other Forms that may be Necessary**

⬜ Authorization for Release of Information

*(Among other times, this form is also needed for 15-17 year-old clients to be able to involve their parents in therapy.)*

⬜ Consent for Third-Party Participation Agreement

⬜ Disclosure Addendum (if you are offering a reduced rate)

⬜ Church Partnership Disclosure Addendum (if it’s a church partnership client)

**\*These forms need to be filled out before the client leaves your office the first time.**