**Reasoning Behind Paperwork (the “WHY?”)**

**Paperwork is required by various entities or processes.**

* Ethics Codes
* Mental Health Statutes of the state you practice in
* Rules & Policies (which are intended to explain the statutes)
* State Board (DORA)
* HIPAA
* Lawyers Recommendations
* Case Law
* Generally accepted standards

**Client Information Form**

* ACA Ethics Code 2014
	+ B.6.a. Creating and Maintaining Records and Documentation Counselors create and maintain records and documentation necessary for rendering professional services.
* HIPAA (Client information is considered PHI)

**Client Disclosure Form**

* Colorado Mental Health Statutes 12-43-214. Mandatory disclosure of information to clients.
* Colorado LPC Board (DORA) Gives a Model: <https://drive.google.com/file/d/0BzKoVwvexVATVllNZkJ2VmRIVEE/view>
* ACA Ethics 2014. Informed consent in the counseling relationship
	+ Counselors have an obligation to review in writing and verbally with clients the rights and responsibilities of both counselors and clients.

**Regarding Collection of Fees**

* ACA Ethics 2014 A.10.d. Nonpayment of Fees
	+ If counselors intend to use collection agencies or take legal measures to collect fees from clients who do not pay for services as agreed upon, they include such information in their informed consent documents and also inform clients in a timely fashion of intended actions and offer clients the opportunity to make payment.

**Consent for Communications**

* HIPAA

**WHODAS**

* DSM-V

**Accounting for Disclosure Form**

* HIPAA

**Intake & Therapy Plan**

* ACA Ethics Code 2014B.6.a. Creating and Maintaining Records and Documentation Counselors create and maintain records and documentation necessary for rendering professional services.
* Mental Health Statutes: “Psychotherapy follows a planned procedure of intervention.”
* Generally accepted standards: information needed to provide care.
* Insurance companies dictate some standards (e.g. Parents substance abuse)
* Case Law: Suicide/Homicide assessment (Duty to warn)

**Progress Notes**

* ACA Ethics Code 2014
	+ B.6.a. Creating and Maintaining Records and Documentation Counselors create and maintain records and documentation necessary for rendering professional services.
* Legal standard: If it’s not written down, it didn’t happen.

**Release of Information & Third Party Participation Agreement**

* ACA Code of Ethics 2014
	+ When ordered by a court to release confidential or privileged information without a client’s permission, counselors seek to obtain written, informed consent from the client or take steps to prohibit the disclosure or have it limited as narrowly as possible because of potential harm to the client or counseling relationship.
	+ B.2.e. Minimal Disclosure To the extent possible, clients are informed before confidential information is disclosed and are involved in the disclosure decision-making process. When circumstances require the disclosure of confidential information, only essential information is revealed
	+ B.4.b. Couples and Family Counseling In couples and family counseling, counselors clearly define who is considered “the client” and discuss expectations and limitations of confidentiality. Counselors seek agreement and document in writing such agreement among all involved parties regarding the confidentiality of information. In the absence of an agreement to the contrary, the couple or family is considered to be the client.
	+ B.6.c. Permission to Record Counselors obtain permission from clients prior to recording sessions through electronic or other means.
* CO Mental Health Statutes
	+ 12-43-218. Disclosure of confidential communications.