



Information and Consent to Coaching/Consulting Online:

Autism Spectrum Resources for Marriage & Family, LLC consists of Dr. Stephanie C. Holmes and Rev. Dan Holmes. For full bios we request you visit www.HolmesASR.com for detailed information. Dr. Stephanie C. Holmes was *formerly* an LPC in good standing while in NC, but is no longer an LPC in any state. She is now a Board Certified Christian Counselor and Pastoral Counselor as well as Coach and Consultant. Each state has different requirements as to what is permitted across state lines, and thus Dr. Holmes does not have an LPC for this purpose as she would then have to be licensed in several states. Rev. Dan Holmes is a Certified Master Life Coach/NeuroDiverse Couples Coach. Dr. Stephanie & Rev. Holmes provide online coaching/consulting services for marriages and families with NeuroDiversity in the family system. Both are ordained ministers and must provide marital coaching as outlined by their credential holder, IAOG.

Please read and CHECK (✓) the following, signing at the end to signify your agreement:

— I do hereby seek and consent to take part in coaching with Dan or Stephanie Holmes.

_____ Specify who you are working with here.

- I understand that developing a coaching plan with Dan or Stephanie Holmes and regularly reviewing our work toward meeting the coaching goals are in my best interest.
- I agree to play an active role in this process
- I understand that no promises have been made to me as to the results of coaching or of any procedures/coaching provided by Autism Spectrum Resources for Marriage & Family, LLC.
- Once sessions begin, the duration and termination of coaching is something that should be a joint decision. Thoughts and feelings around wanting to stop coaching are important and I understand that I am encouraged to raise these concerns in our sessions.
- Coaching is not meant to replace mental health providers. If at any time the client is having a mental health concern, they will recommend care and suggest you get an in-state provider. ASRM&F, LLC cannot take on liability for working with any party who may at risk of self-harm or is not stable emotionally.
- Records maintained by ASRM&F, LLC are considered private and confidential information. I understand that ASRM&F, LCC places a high value on confidentiality and will make every effort to ensure my privacy. There are, however, some exceptions and limitations to confidentiality as required by law. These specific situations are:
 1. Any known or reasonably suspected cases of ***child abuse or neglect***.
 2. Any known or suspected ***intentions of harming oneself (suicide)***.
 3. Any known or suspected ***intentions of harming others***.
 4. When written ***consent is given by the client*** to release information to other providers who may want HIPAA releases signed for consultation.
 5. Dr. Stephanie & Rev. Dan Holmes *will share* notes if a couple is receiving couple to couple coaching or if Dr. Stephanie is working with a wife and Rev. Dan is working with a husband.
 6. We do not keep secrets between couples.

Session Fees and Financial Policies – Please Read and CHECK (✓)

- I understand that fees for coaching differ due to experience and degrees of Dr. Stephanie & Rev. Dan Holmes. Sessions will be booked in advance, and will be **30 min., 60 min. or 90 min.**

in length. Dan's Coaching fee for individual coaching is \$50 an hour. Dr. Stephanie's coaching fee is \$100 an hour. Couple to Couple fees, wherein both Dr. Stephanie & Rev. Dan are present are \$150 an hour.

- I understand all sessions will require payment via PayPal. ASRM&F, LLC does not keep credit cards on file and will not have access to my financial information (credit card numbers, bank account numbers, etc.)
- I understand that at this time ASRM&F, LLC does not accept any insurance payments. For in-state (GA) clients you may be able to request reimbursement, but you may not submit payment for insurance outside of the state of GA. GA residents who come to the office for assessments for Autism may be able to request reimbursement from their insurance and the client is responsible for that, not ASRM&F, LLC. All official Autism assessments for persons over 13 and older must be done in Dr. Holmes' GA office where is credentialed in counseling/assessment. An opinion of autism may be given by Stephanie, but an official assessment must be done in person. Assessments qualify for help with IEP/504 services but do not qualify for SSI/Disability services.
- I know that I must CALL or EMAIL to cancel an appointment at least 24 hours (1 day) before the time of the appointment. If I do not cancel and do not show up, I will be charged for that appointment \$50.
- I understand I can change or reschedule an appointment if I give ASRM&F, LLC 24 hours advanced notice by CALLING or EMAILING. There will be no charge for rescheduling appointments if proper notice is given.
- I understand a fee of \$20 per 15 min. increments will also apply to the review of any material that I may submit (recorded conversations, journal entries, other homework, etc.) Any billable time spent in review will be communicated to me in advance, and will be billed in arrears via itemized statement, and payable via secure credit card through PayPal.
- ASRM&F, LLC will not go to court and does not keep records for the purpose of court. All notes are handwritten or typed for the coach's use and any prepping of documents for court will be done at \$250 an hour plus shipping or notary fees.

"No Secrets" Policy for Couples Therapy

During the course couples coaching, ASRM&F, LLC coaches may see partners separately on occasion. Please understand that generally these sessions are confidential. However, your coach

may need to share information learned in an individual session with the other partner, if he/she is to effectively serve their relationship. The coach will use their best judgment as to whether, when, and to what extent he/she will make disclosures to the other partner, and will also, if appropriate, first give the individual the opportunity to make the disclosure. Should it be necessary for a partner to talk about matters that they want to keep confidential from their partner, they might want to continue couples coaching with Stephanie or Dan but also consult with a different coach or counselor. If Dan and Stephanie are working with a couple or Dan working with the husband and Stephanie the wife, Dan and Stephanie will share information as needed.

The “no secrets” policy is intended to allow Dan & Stephanie to continue to coach the couple by preventing a conflict of interest where an individual’s interests may not be consistent with the interests of the couple being coached. If he/she is not free to exercise judgment regarding the need to bring this information to the other partner during sessions, he/she might be placed in a situation where coaching of the couple will need to be terminated. This policy is intended to prevent the need for such a termination.

Consent for Video Recording and Consultation

In order to provide the best possible couples coaching to you, it may be necessary for Dan or Stephanie Holmes to video record his/her sessions with couples for the purpose of his/her own personal review as well as an occasional consultation with an advanced practitioner. This practice of recording has been shown to provide the best outcomes for couples and is considered best practice. Video recordings will not remain a part of your client file and will be permanently deleted after review. You would be told if you are being recorded.

You may be asked to audio or video record various homework assignments. These will not be kept as part of a permanent file and will be deleted after use.

Limitation of Liability

In no event shall Dan or Stephanie Holmes (or ASRM&F, LLC) be liable to client/s for any special, punitive, incidental, indirect, or consequential damages of any kind in connection with any coaching or services performed under this agreement.

However, if you wish to lodge any complaints, you may make complaints known for Stephanie Holmes to the GA Board of Examiners for Christian Counselor and Therapists (for GA clients only) or the American Association of Christian Counselors (where BCCC is held), or the International Assemblies of God (Reverend credentials) where she holds credentials.

For Dan Holmes you may contact American Association of Christian Counselors (credentialed as a Life Coach only) and also through International Assemblies of God (Reverend credentials)

Signatures

Our signatures below show that we have read, understand, and agree to the nature of couples coaching services, fees, cancellations or rescheduling, our privacy and responsibilities, limitations to confidentiality and the "No Secrets" policy, as well as the nature of any video recordings, and we hereby consent to coaching with Stephanie or Dan Holmes

Signature of client _____ Date _____

Printed name _____

If Marriage Coaching- Both are required to sign

Signature of client _____ Date _____

Printed name _____

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