Community Counseling Services (CCS) among its various functions, also serves as a training clinic for graduate students and Registered Associate Marriage and Family Therapists. It is critical to understand components of services provided at CCS:

- CCS does not provide assessments for custody evaluations and does not provide custody recommendations.
- CCS does provide court-ordered treatment. However, CCS does not provide the courts or other parties with information on when clients are deemed to have completed treatment. If requested by a client, CCS provides letters of attendance and will provide general themes discussed in treatment.
- Recordings of sessions are not part of the client’s counseling record and are deleted monthly.
- Please contact the Director at CCS if you need a copy of your record. Your record includes therapy notes, but does not include third party or internal agency notes.
- When clients are part of family/couples therapy, all parties involved must sign an authorization of release of information for any data about family/couples therapy to be released. When clients are being seen in both individual therapy and couples/family therapy concurrently, a client has access to their individual therapy record, but any couples/family sessions require a release of information signed by all parties involved.

☐ I understand and agree to the above statements.

__________________________________________  _______________________________________
Client/Parent/Guardian #1 Signature            Client/Parent/Guardian#1 Printed Name

__________________________________________  _______________________________________
Client/Parent/Guardian #2 Signature            Client/Parent/Guardian #2 Printed Name

__________________________________________
Date

__________________________________________  _______________________________________
Witness/Clinician Signature                    Witness/Clinician Printed Name