

CLIENT INFORMATION & INFORMED CONSENT

Welcome to Texas Premier Counseling Services (Texas PCS). Please review this document carefully, as it outlines expectations, limitations, and program requirements. The purpose of this document is to provide clarification about the Family Counseling process, procedures, and policies. This document and attachments will need to be completed and returned to Ms. Logan. Texas PCS is primarily a forensic practice, meaning many of our clients have a third party involved in their treatment process and outcome, namely the Court. Texas PCS specializes in Family Counseling, Reunification Therapy, Couples Counseling, Psychosexual Evaluations, Risk Assessments, as well as troubled, damaged, and estranged parent-child relationships. However you arrived at Texas PCS, we welcome you and are glad you chose us to be your provider.

Please take a few minutes to read the following information that explains our office policies, fees related to court involvement, and your Protected Health Information (PHI). This document outlines relevant information about our professional counseling services and business policies. Please note that we encourage, when applicable, that you review this document with your attorney prior to securing Ms. Logan's services. In addition, please be advised, that this Informed Consent is a **non-negotiable** consent; therefore, any changes and/or modifications to this consent will be denied. Please review information concerning the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and Client rights with regards to the use and disclosure of your (PHI). Under HIPAA, protected health information or PHI is individually identifiable health information that is used to make decisions about an individual and is maintained in the designated record set. Our is maintained online. A copy of our HIPAA Notice of Privacy Practices are maintained and available online for review via our website.

About Us

Texas Premier Counseling Services is owned and managed by Licensed Professional Counselors. Texas PCS staffs Licensed Professional Counselors (LPCs) and at times may use interns. All interns however, are under supervision and required by law to maintain the same level of confidentiality as our licensed professionals. If you are being treated by an intern, you will be provided with the intern's supervisor's name, qualifications, and contact information.

About Counseling and Family Therapy

Counseling is a personal exploration and may lead to major changes in your life and/or your outlook, as well as the decisions that you make. It is our goal to decrease emotional distress and increase positive behavioral changes. Your progress will depend on many factors, such as motivation and effort. The counseling process varies according to your specific concerns. Please be advised that specific results cannot be guaranteed. We use a variety of techniques to aid you in the way you think, feel, and behave. Our primary treatment method is Cognitive Behavioral Therapy (CBT).

If you are court ordered for **Family Therapy**, please note that Ms. Logan will most likely need to coordinate with

Parent Coordinators, Parenting Facilitators, Counselors, Psychiatrist, and/or other helping professionals. When working as the Court-Appointed Family Therapist, **the family is the client**. In this regard, Ms. Logan is not working for either parent specifically and/or individually. Please know that Ms. Logan will not aid you or your attorney with a Parenting-Time Schedule and/or designate a person for supervised visitation (*if/when deemed necessary*).

The Client / Counselor Relationship

Although session(s) with Ms. Logan may involve very personal information, the relationship is a professional one, not a social one. Please do not invite Ms. Logan to social gatherings, request personal references, and/or ask Ms. Logan to relate to you in any other way other than in a professional context. As Ms. Logan has worked in the community in various settings, she may know past treatment providers and/or know your attorney. Therefore, please make Ms. Logan aware if you believe a conflict of interest and/or bias may exist, as it is prudent to address this concern(s) prior to starting services.

Court Ordered Counseling: INDIVIDUAL / FAMILY

If you are court ordered to treatment, a Court Order must be received that specifically names “**Ms. Logan**,” as the treating Counselor prior to beginning services. If Ms. Logan is treating you, your family, and/or child(ren), Ms. Logan will not make possession and access recommendations and/or serve in any other capacity outside the original role to which Ms. Logan was appointed. All intake sessions to begin services are **90 minutes**, whereas subsequent sessions are **50 minutes (standard)**. Should Ms. Logan deem it necessary to hold 90-minute sessions, the parties will be notified and scheduled in advance. Please note that most Family Counseling and Reunification Therapy cases will periodically require 90-minute sessions.

Treatment methodologies includes both Cognitive Behavioral Therapy (CBT), a family systems approach, and psychoeducational components. A specific **Treatment Plan** will be developed for the needs of you and/or your family. A Treatment Plan is usually sent to all parties involved in the case. In a court-appointed role, Ms. Logan will not have any one-sided communications with any attorney(s) regarding substantive issues. However, depending on specifics of your case, Ms. Logan may elect on occasion to communicate with a party(s) involved in your case as needed, and without holding a formal conference call and/or notifying all parties prior to such communication. Furthermore, please note that Ms. Logan may elect to speak to an Amicus Attorney or Guardian Ad Litem if one is involved in your case.

The specific duration of therapy depends on how quickly your therapeutic goals are achieved. Relative to Family Counseling and Reunification Counseling, it is typically necessary for Ms. Logan to involve the entire family in various combinations that may include meeting(s) with other family member(s). Reports to the Court will generally be made in response to non-compliance related issues, nonpayment, failure to attend scheduled appointments, creating obstruction(s) to the counseling process, etc. **It is your responsibility to notify Ms. Logan if you change attorney(s)**. Reports to the Court will typically also include all attorneys listed on file, as involved with your case. Please note that Ms. Logan may elect to file a report directly with the Court, and may elect not to inform your attorney(s) prior to filing such report (*e.g., a Status Update*). Ms. Logan may provide a report to the Court approximately every **2 to 3 months**, or when requested to do so. The termination of treatment can occur when treatment goals have been

achieved, or if **one** or **both** of the parties refuses to participate.

If you are or your child(ren) is attending for parent-child relationship and/or divorce related issue(s), and it is deemed necessary that Ms. Logan reviews submitted document(s), email(s), Our Family Wizard communication(s), etc., and/or the Counselor has to make a report to the Court, payment will be required prior to such review, at the current hourly rate. However, all other ongoing case-related correspondence (e.g., *with parties, helping professionals, attorneys, etc.*) and/or document(s) review(s) (e.g., *emails, Our Family Wizard communication(s), etc.*) will be invoiced at the current hourly rate and are due upon receipt. However, if your specific Court Order has a stipulation that you must pay invoices within a specified time period, that time-period will be honored. Fees are charged per hour, rounded to the nearest **15-minute** increment. This includes reviewing documentation, record(s) management, meeting(s), correspondence(s), conference call(s), phone contact(s), email(s), and consultation(s) with other family service provider(s).

In the case of Marriage Counseling and/or Couples Therapy, some common goals include Improved Communication, Conflict Resolution, Rebuilding Trust, and/or Adjusting to Life Changes. It is important to note that the specific goals and outcomes of Couples Counseling can vary widely depending on the unique circumstances of each couple. However, Texas PCS encourages open communication between family members. As such, a common question is regarding “*keeping secrets*” and confidentiality. There are very limited circumstances in which secrets can be kept; however, as a general rule secrets will not be maintained, and some, per law cannot be, such as abuse and/or neglect of a child(ren). Other issues and/or concerns such as addiction problems or an on-going affair will need to be disclosed. In the case of an ongoing affair, as an example, Couple’s Counseling cannot be successful, as the partner having the affair is not committed to the relationship. Although each couple/marriage is different, Ms. Logan views the client as “*the couple.*” Therefore, Individual Meetings/Sessions are generally limited, as it usually takes the couple to resolve conflict and other emotional roadblock(s) together, rather than separately.

Treatment of Minors

Clients under **age 18** (*who are not emancipated*) and their parents should be aware that the law may allow parents to examine their child’s treatment records. Treatment of minors will only be provided with the permission of a legal guardian or conservator. To begin treatment, Texas PCS must have a copy of the current **Custody Order** prior to beginning treatment, and provided by your attorney when possible. If the Client is a minor, Texas PCS will discuss progress with and obtain background information from all of the child’s legal parents and guardians. Please note that a Parent Session (*in order to update the parents*) will be requested at the discretion of the Counselor. Typically, parents are asked to attend the session together, so as to be provided the same information about the status of their child(ren)’s progress. However, separate sessions may occur, depending on the nature of the case. Please note this is a fee-for-service session.

Dual Roles

Counselor may not serve in dual roles. As such, Texas PCS Counselor may not assume dual roles, particularly if there has been prior engagement with Counselor in a capacity outside the scope of the presently sought counseling service(s).

Contacting Us & Scheduling

Texas PCS primary number is (972) 895-2502 in which you may leave a brief message for Ms. Logan. We will return your call at our earliest convenience. Please do not leave detailed messages with personal concerns, as issues should be addressed in session(s) with your Texas PCS Counselor.

Emergencies

Please be aware that Texas PCS does not provide 24-hour crisis counseling. If you need immediate mental health attention, you should call **911**, or go to your nearest emergency room.

Email

Texas PCS does not engage in therapy through e-mail, as information sent through email is easily readable by others and can be subject to publication. Email should be used for brief notifications or questions (*e.g., to request your invoice*). If you are or your child(ren) is attending for parent-child relationship and/or divorce related issue(s), and it is deemed necessary that Ms. Logan reviews submitted email(s), payment will be required prior to such review, at the current hourly rate. However, all other ongoing case-related email correspondence (*e.g., with parties, helping professionals, attorneys, etc.*) will be invoiced at the current hourly rate and due upon receipt. Fees are charged per hour, rounded to the nearest **15-minute** increment. This includes reviewing documentation, record(s) management, meeting(s), correspondence(s), conference call(s), phone contact(s), email(s), and consultation(s) with other family service provider(s). Please note that any email(s) you send to Texas PCS will become part of your clinical record. In addition, please note that we send Treatment Plans electronically. If, however, you do not want your Treatment Plan sent electronically, please notify Ms. Logan of your preference. In cases of Court-Appointed Family Therapy, Ms. Logan will request that a parenting application be used, (*e.g., Our Family Wizard etc.*).

Social Media

Texas PCS does not engage in any relationship/communication via social media (*e.g., LinkedIn, Facebook, etc.*), nor will Texas PCS engage in any therapeutic communication via text messaging with Clients. Texas PCS staff will not post Client information on any public website. By signing this Informed Consent, you agree to refrain from posting any review(s), comment(s), rating(s), and/or information regarding Texas PCS and/or its staff on websites, without first obtaining **written permission** to do so from the Managing Director, Monika Logan.

Appointments

Clients are seen by appointment only. Although sessions generally lasts **45-50 minutes**, court-connected cases may occur for **90 minutes**, depending on the nature of your case. This time includes time for both your treatment and time to arrange a follow-up session(s) as needed/required. In the event that you will be unable to keep an appointment, please notify Ms. Logan at least **72 hours** in advance, so that someone else may utilize your time. If you do not show and have not contacted Texas PCS at least 72 hours in advance, you will be required to pay the full

cost of your session. If you are late by **15 minutes** or more, you may be rescheduled and will be billed the **full rate** of both your current session and any rescheduled session(s). **Please note that any type of audio / visual recording is strictly prohibited in sessions, without prior discussion and our consent.**

Records & Confidentiality

Texas PCS follows ethical standards including standards as prescribed by state and federal law. Texas law requires that records are kept for a minimum of **seven (7) years** from the date of termination of services with the Client, or **five (5) years** after the Client reaches the age of majority, whichever is greater. If you are in treatment for a sexual behavioral problem, Texas PCS is required to keep records for **ten (10) years**. We are required by practice guidelines and standards of care to keep records of your counseling. Please note that records related to Family Counseling, Reunification Therapy, and/or other court-ordered counseling have limits to confidentiality, as information may be shared with each party involved in the case, attorneys, and/or the Court. Please note that Treatment Plans are sent to attorneys as deemed necessary by Ms. Logan.

HIPAA Privacy Rule & Request for Your Records: The HIPAA Privacy Rule allows for a reasonable labor fee to be charged for providing a copy of your records. Therefore, we are allowed not to release the records until after the fee is paid/received. The Texas Health and Safety Code specifically states that, *“The professional may charge a reasonable fee for retrieving or copying mental health care information and is not required to permit examination or copying until the fee is paid unless there is a medical emergency.”* Per the Individual Right under HIPAA to Access Health Information (*U.S. Department of Health & Human Services*), the Privacy Rule permits Texas PCS to impose a cost-based labor fee whether the individual requests a copy of the PHI in paper and/or electronic form, as well as a fee for supplies for creating the paper copy and/or electronic media (*i.e., CD, USB drive, etc.*), and postage. Fees for paper copies are currently based in accordance with the Collin County District Clerks’ fees. It is your responsibility to notify us when requesting records, the format that you wish your records to be provide. There is a minimum labor fee of **one hour** related to the preparation of records, whether requested in print and/or electronically. In some instances, your records may be provided to you at no charge (*e.g., Progress Notes related to your treatment*) when requested electronically. However, if/when requesting entire/complete record sets (*i.e., all documents we have in your records (on-file), including email correspondence, intake forms, handouts, etc.*), this often exceeds what can be reasonably provided electronically, involves scanning/digitizing, and/or file-format conversions, which therefore would incur a minimum one-hour fee at the current hourly rate. Alternatively, a summary, upon request and for a fee, can be provided either in lieu of or in addition to the Client’s record. Texas PCS does not charge a fee for locating records. Although you do have the right to request that records be emailed, by signing this agreement, you acknowledge that any such information transmitted could be disclosed during an email transmission.

If you are a **Private Client**, records are confidential (*with the exceptions noted below*). In specific circumstances, Texas PCS can withhold the records if Texas PCS or its staff believes it is in the Client’s best interest. Should records be withheld, you would be provided a letter outlining the reasoning for withholding the records.

No information will be released without the Client’s written consent, unless mandated by law. Although most of the

information during sessions is confidential, there are some circumstances under which we are required to disclose confidential information without consent. These circumstances include but are not limited to:

- A Texas PCS counselor will take reasonable action to inform medical and/or law enforcement personnel if the licensee determines there is a probability of imminent physical injury by the Client to the Client and/or others, or there is a probability of immediate mental or emotional injury to the Client. Therefore, you also give consent to Ms. Logan to contact the emergency contact(s) listed on your Intake Form in addition to any medical or law enforcement personnel deemed appropriate.
- Fee disputes between the Counselor and the Client.
- If you (*i.e., you, your family, and/or your child*) are a **Private Client** involved or become involved in court proceedings, your information is protected. If, however, your records are subpoenaed, Texas PCS will contact you and/or your Attorney(s) to take steps to contest the subpoena, when/if applicable. If you do not respond or cannot be contacted to address the subpoena, Texas PCS will obey the subpoena.
- Texas PCS files Status Reports for court-connected cases, and may release PHI, (*e.g., your name*) to the Court, as deemed appropriate.
- A negligence suit brought by the Client against the Counselor.
- You disclose abuse, neglect, and/or exploitation of a child, elderly, or disabled person.
- You disclose sexual contact of a professional relationship with another mental health provider.
- A Court Order is received to disclose information (*e.g., child custody*).
- You direct Texas PCS and/or Ms. Logan in writing to release your records to share information regarding your treatment.
- Filing a complaint with a licensing board. Records will be released to the board and/or legal counsel. Prior to filing a complaint, it is recommended to attempt to resolve/address any issue(s)/concern(s) prior to filing. If your issue(s) are not addressed, the Texas Behavioral Health Executive Council may be reached at: (512) 305-7700.

If you have question(s) regarding confidentiality, you should bring them to the attention of your Texas PCS Counselor and discuss this matter further. By signing this Client Information and Consent Form, you are giving consent to the Counselor to share confidential information with all persons mandated by law, and you are also releasing and holding harmless the Counselor from any departure from your right of confidentiality that may result.

Previous Counselors

If you have been under the care of another Counselor in the past, Texas PCS will request permission to view and use those records. If you are currently under the care of another Counselor(s), Texas PCS is obligated to confer with that Counselor(s) before beginning treatment. If you are a court-appointed Client for Family Counseling, Ms. Logan will require that you complete Releases to speak with your and your child(ren's) previous counselor(s).

Incapacity or Death

In the event of the death or incapacitation of your Texas PCS Counselor, it will be necessary to assign care, custody, and control of treatment records to another professional. In the event of the incapacity or death of your Texas PCS Counselor, Texas PCS may continue to treat you or deliver those records to another Counselor, as required.

Rate Fees

Payment of fees is expected at or before the beginning of each session. Payments can be made by MasterCard, Visa, Check, Money Order, or Cash. Additional payment options are available online as well at: **www.TexasPCS.org**. All Checks and Money Orders should be made out to: “**Texas Premier Counseling Services**.” If a check is returned for insufficient funds, you will be billed for a Processing Fee of **\$30.00** and a **\$12.00** Bank Fee (TOTAL AMOUNT: **\$42.00**). We do not accept insurance or Medicaid and are considered “**Out-of-Network**” for most insurance purposes. Although we provide detailed billing statements, we do not alter forms and/or provide additional documentation related to and/or required for insurance purposes. Most insurance companies provide some mental health benefits for their subscribers. It is your responsibility to contact your Provider to verify your benefits, as well as to determine what documentation they might need for you to provide in order to receive reimbursement. We do not assist with any insurance related paperwork and/or provide “*labels*” for insurance companies. If you do not make regular payments on an account that is past due, your account may be sent to a collection agency. Please note that Texas PCS reserves the right to change their fees at any time. You will be provided a notice of any applicable rate increase in advance. Please be advised that Ms. Logan does not complete, prepare, and/or submit additional forms on your and/or your child(ren)’s behalf to aid in seeking reimbursement for insurance.

Please note records (*i.e., copies*) produced by Texas Premier Counseling Services are billed at the same fee as charged by the Collin County District Clerk’s office.

Good Faith Estimate

Health care providers under the “**No Surprises Act**” addresses “*surprise*” medical billing at the federal level. This information is being provided so as to provide for a “*good faith*” estimate (GFE) of expected cost prior to services. At Texas PCS, we provide a table of our current rates **upfront** and require payment prior to any service(s). Court involved cases, always requires a retainer; therefore, the amount is known upfront and payment is required prior to scheduling any service(s). An estimate of services, can be calculated by taking your current rate for a 90-minute Intake Session and an Individual Session at 50 minutes to determine what you have paid. We generally require weekly sessions at the onset and again, we require payment prior to services. We will notify you of any rate changes in writing. In addition, as noted in this consent, we bill for communications at **15-minute** increments, when applicable to third parties (*e.g., telephone calls to attorneys, communication with previous or other counselors, and/or other communication*) billed according to our **standard hourly rate**. We adhere to the Court’s Order for court-involved Clients, and will split fee arrangements in accordance. We can elect to report to credit agencies for any outstanding unpaid invoices. The GFE is only an estimate and can change at any time.

Statement Regarding Court Involvement

Clients are discouraged from having their Counselor subpoenaed or having him/her provide records for the purpose of litigation. Even though you are responsible for the testimony fee and/or deposition fee, it does not mean that Texas PCS's testimony will be in your favor. Texas PCS may only testify to the facts of the case and provide professional opinions and assessments.

Court Fees

Appearances in legal cases require clearing substantial time on our calendar, as well as additional professional preparation time. For any requested appearance, subpoenaed appearance, or telephonic appearance fees are due no later than **seven (7) days** prior to your court date and are **non-refundable**, as we must clear our schedule whether the hearing(s) occurs or not. Please note that if an appearance request is received without a minimum of **seven (7) days' notice**, the appearance fee is due immediately, and there will be an additional \$250.00 express charge.

The Court Appearance Fee is **\$250.00** per hour with a **four (4) hour** minimum (*Half-Day*) equal to **\$1,000.00**, or **\$250.00** per hour with an **eight (8) hour** minimum (*Full-Day*) equal to **\$2,000.00** for either personal appearances or telephonic appearances. Please be advised that if the Court Appearance is in excess of the **four (4) hour** minimum but less than or equal to the an **eight (8) hour** minimum, and is being requested for the same day, Client will be assessed the **eight (8) hour** minimum rate. Appearances in excess of an **eight (8) hour** minimum will be charged a Court Appearance Fee of **\$250.00** per hour per day. Should a Court Appearance request exceed one full-day, the same rates as noted above would apply for each additional full-day and/or half-day requested. Payment is required regardless of whose attorney subpoenas Texas PCS's involvement. **Payment(s) are non-refundable**. As Texas PCS maintains more than one office, and/or Ms. Logan may be in session with another Client, your attorney will need to either email and/or fax the subpoena or arrange a time for the subpoena to be served. **Please be advised that failure to pay the minimum required fee, as specified, constitutes release from the requested or subpoenaed appearance. Specifically: ABSENT PAYMENT, THE COUNSELOR IS UNDER NO OBLIGATION TO APPEAR OR PROVIDE TESTIMONY EVEN IF FORMALLY SUBPOENAED.**

DEPOSITIONS: The fee for a **Deposition** is calculated at the same rate as Ms. Logan's Court Appearance fee of **\$250.00** per hour with a **four (4) hour** minimum (*Half-Day*) equal to **\$1,000.00**, or **\$250.00** per hour with an **eight (8) hour** minimum (*Full-Day*) equal to **\$2,000.00**. In addition, please be advised that the fee for a Deposition, due to additional administrative tasks and preparation, also necessitates an **additional non-refundable** Administrative Retainer Fee of **\$250.00** per hour with a **four (4) hour** minimum equal to **\$1,000.00**. Therefore, the required minimum **non-refundable** retainer for a *Half-Day Deposition* is **\$2,000.00** (*\$1,000.00 Deposition Fee + \$1,000.00 Administrative Fee*); whereas, the required minimum **non-refundable** retainer for a *Full-Day Deposition* is **\$3,000.00** (*\$2,000.00 Deposition Fee + \$1,000.00 Administrative Fee*). Depositions in excess of an **eight (8) hour** minimum will be charged an Appearance Fee of **\$250.00** per hour per day. Should an Appearance request exceed one full-day, the same rates as noted above would apply for each additional full-day and/or half-day requested. Payment is required regardless of whose attorney subpoenas Texas PCS's involvement. **Payment(s) are non-refundable**. As noted above, **ABSENT PAYMENT, THE COUNSELOR IS UNDER NO OBLIGATION TO APPEAR OR PROVIDE TESTIMONY EVEN IF FORMALLY SUBPOENAED.**

It should also be noted that relative to any subpoena that requires the (re)production and/or (re)submission of document(s) and/or correspondence related to your case are subject to an additional fee(s) associated with the preparation, production, submission, and/or copying of such requested record(s).

Additionally, any request to (re)produce training, documentation, and/or reference materials related and/or specific to your case, subject to and/or prohibited by copyright law(s), will not be provided, and/or required when applicable. If digital reproduction is prohibited but hard copies are permissible, hard copies (*when applicable*) will be provided regardless of the requested reproduction method (*i.e., photocopy vs. digital*). Furthermore, it is acknowledged that some materials cannot be reproduced due to copyright law.

Court Fees: Out-of-Town

If Ms. Logan and/or other Texas PCS staff member(s) is required to travel **outside** of Collin or Denton Counties (*in order to secure/schedule the date*), a retainer must be paid **in advance** in the amount of **\$1,500.00 (Half-Day)** or **\$3,000.00 (Full-Day)**. In addition to our half-day / full-day fees, if travel time is **over 4 hours** from Texas PCS office, additional fees are required that may include travel time, lodging, airfare, parking, transportation, as well meals. Furthermore, fees may be assessed for travel to additional therapist's office(s) when deemed appropriate for court-connected cases. An invoice will be sent to the requesting party and payment is due upon receipt. **Please be advised that failure to pay the minimum required fee, as specified, constitutes release from the requested or subpoenaed appearance.**

Consent to Treatment

By signing the Client Information and Consent form as the Client or Guardian of the Client, **I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS AND CONDITIONS CONTAINED IN THIS FORM.** I hereby acknowledge that I have received and been given the opportunity to read a copy of the “*Texas PCS Notice of Privacy Practices*” which is also available online at: **www.TexasPCS.org**. In addition, I have been made aware that that if I have any questions, I may contact the Privacy Rights Officer, Monika Logan at the email address and/or telephone number above. **I HAVE BEEN GIVEN THE OPPORTUNITY TO ADDRESS ANY QUESTIONS AND/OR TO HAVE CLARIFIED ANYTHING THAT IS NOT CLEAR.** I understand that if I am not under a Court Order, I may stop services at any time. By signing this form, I also acknowledge that I have been made aware of my fee(s) per session and/or for an Assessment/Evaluation.

I am under COURT ORDER: Yes No Judge’s / Attorney’s **NAME:** _____

MY RATE is \$_____ per **INDIVIDUAL** Session **COUPLES** Session **FAMILY** Session

MY RATE(s) for **ASSESSMENT(s)/EVALUATION(s)** is/are _____

Self/Parent or Guardian Signature _____
Date

Printed Name

Parent or Guardian Signature _____
Date

Printed Name

Texas PCS Counselor Signature _____
Date

Printed Name

Notice of Privacy Practices Receipt and Acknowledgement of Notice. I hereby acknowledge that I have received and been given the opportunity to read a copy of Texas PCS Notice of Privacy Practices, which are also available online at: **www.TexasPCS.org**. If I have any questions, I may contact the Privacy Rights Officer, Monika Logan at the address and telephone numbers above.

Client(s) Signature: _____ Date: _____