

# Centers for Family Change Policy on Requests to Complete Forms

This document details the Centers for Family Change's policies regarding client requests to complete various forms. It is the Centers for Family Change policy to **not complete forms** for clients. This includes FMLA forms, forms for requests to receive disability benefits or to take a leave from work, requests for accommodations, and other similar forms.

It is also our policy to **not write letters** summarizing treatment. In addition, Centers for Family Change therapists will not provide any recommendations regarding court related issues including but not limited to custody, visitation, or other parenting issues. When requested, we will release patient records.

The reason the Centers for Family Change therapists do not complete forms or provide letters is that these requests involve evaluation. We view ourselves as treating therapists and therefore do not want to compromise this role by making evaluative judgements.

Centers for Family Change therapists will provide letters/reports summarizing ADHD evaluations if these evaluations are conducted by one of our staff. If requested, Centers for Family Change staff will also provide letters that note treatment dates and the treating therapist's diagnosis as this information is a part of all clients' treatment records. Finally, Centers for Family Change therapists will provide letters of support for those seeking trans affirming medical care for those clients who have been in ongoing treatment to address issues connected to gender dysphoria and issues of gender identity.

The Centers for Family Change will release client treatment records with written consent by the client. If the client is a minor, age 12 through 17, requests for releases of records must be signed by the minor client and a parent or legal guardian.

Please remember that it is important that you read this document carefully because, by signing the **Centers for Family Change Consent to Receive Therapy Services form**, you are agreeing to adhere to the policies and procedures outlined in this agreement