

## **Confidential Questionnaire**

Thank you for inquiring about my services. If you are like me, you don't like forms. I have kept this brief, to get only what I need to know. Please complete it, then e-mail this to me at daryl@common-ground.ca. I will contact you shortly (usually within one business day) afterward. You may call me if you have questions: 416-763-6205.

My low rates: \$75/hr for individual sessions, \$90/hr for couples or family counselling, and \$150/hr for divorce mediation. Tax included. Don't expect insurance coverage.

Privacy: Your answers will be kept confidential and only I will know them, except for the usual legal exceptions. See the last page for details.

Instructions: In this form, type inside the gray space provided or click in the box with the correct answer. "Opt" (optional) means the information is helpful, but not required.

### **A. GENERAL INFO**

**Date (opt.):**

**Name:** **Where did you hear about me?**

**What would you like help with? (Check any below)**

- Couples or family counselling
- Individual coaching or counselling
- Mediation of a separation, or post-separation matters, including:
  - Issues related to children, parenting
  - Financial matters
- Other (please specify):

**Please say more about what you are seeking help for, including your current emotional state:**

**(Opt) What time pressures are there?**

**Mailing Address:**

**Phone Numbers (as many as you like):**

**E-mail (leave blank if you don't want any):**

**Name of Other(s) Who May Need to Attend:**

**Do you have preferred times for appointments?**

*Note: I can also offer individual sessions by skype if distance is an issue.*

## **B. CONFLICT RESOLUTION**

If you plan to come with another person to resolve relationship issues, please answer the following (this is just your information, and I will not disclose it to the other party):

**Describe your optimism that you will reach an agreement, and your level of trust in the other person currently.**

**(Opt) I often meet with each person individually before our first joint meeting, but sometimes after. If you have a strong preference, I will consider it.** Before  After

## **C. MEDIATION OF A SEPARATION OR POST-SEPARATION ISSUES**

Fill out Section B as well.

**Date of start of marriage (or cohabitation, if not married):**

**Are you currently living in the same home?** Yes  No

**Who made the decision to come for mediation?**

(If applicable) **Child(ren)'s names, ages:**

**Have you retained a lawyer yet?** (advisable – I can suggest one) Yes  No   
**Name**

**Have you tried mediation already?** Yes  No   
**Name**

**Do you attend individual counselling (advisable)?** Yes  No   
**Name (opt.)**

**The following are some common complicating factors that I should know about. Have you, or your ex, experienced any of the following:**

Addictions or substance abuse in past couple years Yes

Diagnosed mental illness Yes

Undiagnosed mental illness Yes

Hitting or threats to harm Yes

Involvement of a Children's Aid Society in recent years Yes

**Please say more about any areas checked here:**

**If you have raised a concern about your ex, may I discuss this concern with him/her in our individual session, with proper care?**

Yes  Not until further permission

Please read further about my policies.

## **My Policies and Practices for Mediation and Counselling**

*Note: Additional rules may apply to divorce mediation. Consult my retainer contract.*

### **Values and Practices**

I take a pragmatic approach, seeking timely solutions, but if requested can take a deeper, longer-term approach. I offer, rather than impose, my ideas, as I believe in your expertise about yourself and in self-determination. My process is adaptable to your needs, within the limits of my codes of conduct. As a client myself, I know I like a voice in guiding my own process.

You can count on me to be thinking about your situation between sessions, doing some research or planning. I may drop you a line, if you permit. I can even coax you along your chosen path, if you like.

### **Payment, Cancellation, and Lateness**

Payment for the session should be made at the beginning of the session, by cash or cheque. Cheques should be made out to Daryl Landau.

Clients will be billed for an appointment in which there is less than 24 hours (business day) notice prior to cancellation. This policy applies regardless of the reason for the cancellation, except at my discretion.

You are welcome to arrive 15 minutes early, and I hope you won't be more than 15 minutes late. You may be charged extra for the overtime in such cases.

### **Privacy Policy**

The following policy is intended to protect the privacy of all past, present, and potential clients of mine, and others associated with them. Private information is defined as any information which would allow a reasonable person to discern the identity of a person and any personal information about him/her. Notwithstanding the rights of clients below, there is a duty to disclose required information in cases where there is a legal duty to report (e.g., safety).

### **Storage of private information**

I take care to protect your private information, and dispose of it properly after our work is completed. Hard copy files are kept locked. My computer has a security code.

### **Disclosure of private information**

Private information will not be disclosed to any other party without the written consent of the client. I may need some discretion in family mediation cases where other professionals are involved.

Information sent to other professionals will be clearly marked "Confidential."

**Children**

I will seek the consent of children to share private information, unless they are not capable of such decisions, in which case their guardians will be consulted.

**E-mail, voice mail and other communication**

It is the client's responsibility to inform me if he/she has any concerns about receiving electronic, telephone and paper communication from me. I will respect the client's preferences. I am always careful to leave discreet messages regardless.

**Use of information for publication, teaching, and marketing**

Any use of private information for publication, teaching and marketing will require the explicit consent of the client. Otherwise, anonymous and disguised information can be used.

**Client access to files**

Clients can request to see any documents that pertain to themselves, providing the documents do not also pertain to another client who has not consented to share the information.

**Breach of privacy**

If a client is concerned about a potential breach of privacy, he/she is encouraged to address that issue directly with me. However, if the client is still unsatisfied, he/she may contact the relevant professional organization to which I belong, or some other authority.

Check here if you have read and understood these policies .

Anything you wish to comment upon?

Thank you.