

Sweetser Affiliate Network
Service Agreement - Digital Signature

Client Name: (First Name, MI, Last Name)

DOB: (MM/ DD / YYYY)

Client ID:

Date of Service: (MM/ DD / YYYY)

Service: (MH, SA, MM, PT or CO)

 - - - -

Affiliate: (First Name, Last Name)

Affiliate Number:

Version Release: Nov. 2, 2015



This Agreement describes basic information about Sweetser Services--what you can expect from a staff person; what is expected of you by Sweetser when you choose to receive services; billing and insurance requirements. Please review this with the staff person and be sure that all of your questions are answered fully.

I. SWEETSER SERVICE AGREEMENT

Information about this Service

1)Location of the Service: Sweetser staff strive to provide service in the shortest amount of time that is appropriate. Staff will meet with clients at locations that best meet client needs. Often this is in a client's home, school, or other community setting, based on client preference and appropriateness for the service.

2)Cancellation/ No Show: Sweetser recognizes that difficulties may arise which make it difficult or impossible to keep an appointment. However, you are expected to provide as much notice as possible, preferably 48 hours, if you must cancel.

3)Emergency Coverage: If you have an emergency and have a Stabilization (or Crisis) Plan, please refer to it for direction. If you have an emergency during normal business hours you may attempt to reach your assigned staff person. After normal business hours or if you cannot reach your assigned staff person, you can access crisis services in your community by calling the statewide crisis number; 1-888-568-1112.

4)Business Hours: Monday through Friday (8:30-5:00 primarily, with some early morning and/or early evening hours).

5)Individual Plans: An Individual Plan will be developed with the client (and for children, family members as appropriate) that will state the goals and how, when, and by whom they will be accomplished, as well as how progress will be measured.

6)Minors: Parents and/or Guardians agree to meet regularly and to participate in the work with the staff person. Failure to participate in this service may result in the discharge of the client from the service.

7)Independent Youth: A minor (under age 18): May give consent to receive services from Sweetser without consent or approval from a parent or legal guardian if one of the following applies: the minor has obtained a formal court decree of emancipation; the minor is or has been legally married; the minor is serving or has served in the US Armed Forces; or the minor has for at least 60 days been living separately from and without support from parents or legal guardians.

8)Documentation of Guardianship or of Youth Independence: Sweetser may require proof of parental status or legal guardianship or proof of independence of a youth in order for services to be provided to a minor – to an adult under legal

