

## Counseling Services

Under no circumstances can any employee with Positive Directions II LLC provide counseling services to a child on a continuous basis unless authorized to do so by the parent/guardian. In order to provide counseling services, one must have the proper paperwork (Positive Directions II LLC Parent Consent Form) signed and returned by the parent/guardian first.

Once the forms (see the enclosed forms) have been returned services can be provided and not until then.

In a case in which a student is in need of counseling on a “**one time basis**” the counselor can intervene. If this happens do the following:

- Provide counseling service to the student
- Document your intervention
- Contact the parent and explain your intervention
- Offer to provide additional services as needed – explain that the proper paperwork must be signed and returned first
- If the paperwork was returned services can be provided
- If the paperwork was not returned, no services can continue

**Follow this procedure if a student is referred to you by a teacher, administrator or other appropriate school staff:**

- Receive the counseling referral (written referral preferred)
- Prepare the package of information to send home with the student. This includes the Positive Directions II LLC Parent Consent Form, Brief History form, Positive Directions II LLC Request to Receive Information Form and the paperwork explaining the services.
- Give the paperwork to the student to take home return or mail the paperwork directly
- Once the paperwork is returned services can be provided
- If the paperwork is not returned – services cannot be rendered
- If you have not received authorization to provide services, contact the person who referred the student (teacher, administrator or other appropriate staff). Inform them that service cannot be provided because the paperwork was not returned.