

Matters of Healing: H.I.M/H.E.R Program - Contract

The H.I.M/H.E.R program is a 13 session, psycho-educational program, facilitated in a group format. This program addresses issues of healthy vs. unhealthy relationships. It is designed to assist individuals progress towards a non-violent way of living and set boundaries to prevent future abuse. Matters of Healing supports individuals who are striving to make a positive change in their own lives and the lives of their children. Some of the goals include learning positive coping skills, effective communication, and healthy expression of emotions.

Policies of the Program

As part of your intake process you indicate you understand and agree to abide by all of the following policies;

- **Confidentiality Disclaimer**
 - The H.I.M/H.E.R programs will provide a letter of verification to the referring agency as requested, reporting your attendance and level of engagement. Specific content of group discussion is not reported.
 - In compliance with the duty to report guidelines should a facilitator deem a client in imminent danger of harming self or others, notification will be made to the appropriate authority. Additionally, disclosure of child abuse/neglect or elder abuse/neglect must also be reported to the appropriate authority.
 - The H.I.M/H.E.R program is not a form of mental health or substance abuse treatment. Referrals to appropriate programs for additional services will be provided should the client disclose or demonstrate symptoms of concern.
- **Weapon Prohibition**
 - No weapons of any kind are permitted on the premises of the Matters of Healing program. This includes anything that may be considered a weapon such as a pocket knife.
- **Attendance**
 - You have been assigned to _____
(day, time, site).
 - Each session is 1 ½ hours weekly. You are required to attend a total of 13 sessions.
 - Failure to arrive on time or remain in group for the entire time will impact your attendance record accordingly:
 - Leave session before the facilitator finishes the session will result in an absence
 - 2 (total) absences can be made-up (additional fee per session)
 - 3 (total) absences will result in termination from the program

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- 1 absence will result in termination from the program unless made up within 10-days. (Must schedule a make-up session with Facilitator)
- Termination from the program will be reported to the referring agency. A client who has been terminated from the program because of absences may be referred to the Matters of Healing program a second time. Client will begin services over starting with intake and assessment. If the client fails to comply or complete Matters of Healing program after two attempts a referral to individual services can be made.
- Any session missed due to office cancellation, holiday or religious observation extends the length of time it takes to complete the program.
- **Participation**
 - You are expected to complete all assessment paperwork and the release of information form before attending orientation. Failure to complete the paperwork will interrupt services.
 - You are expected to attend an individual assessment between weeks 5 and 7. This assessment will be with a facilitator, separately from the group session.
 - You are expected to complete a post assessment between weeks 11 and 13. This will be done individually with a facilitator, separately from the group session.
 - You are responsible for requesting a letter of verification in a timely manner. It may take up to 7 days to provide a letter of verification. All requests should be made 7-10 before needed.
 - You are responsible for providing updated contact information. Contact information will be used to notify you of any change in scheduled sessions.
 - You are expected to be alcohol and drug free the day of group. If a facilitator suspect's drug or alcohol use, you may be asked to leave. If you are asked to leave you will be considered absent from that group. Refusal to leave will result in termination from the program.
 - You are expected to be awake during group. You may not sleep, nap, doze off or appear to be asleep, napping or dozing during group. If a facilitator thinks you are, you may be asked to leave. If you are asked to leave you will be considered absent from that group. Refusal to leave will result in termination from the program.
 - You are expected to interact respectfully during group. Disruptive, intimidating or disrespectful behavior toward anyone, at any time, may result in a range of consequences, up to and including termination from the program.
 - You are expected to be attentive and engaged during group. This includes NO cell phone use during group. If you MUST answer a call, step out of the room. Do your best not to interrupt the group session.

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- Group sessions are for registered clients only. Any exception MUST be approved by the facilitator in advance.
- You are responsible to inform the lead facilitator of any violent incident or police call to your home resulting from a family disturbance and to discuss this in group or individually.
- You are the only person who should contact the Matters of Healing program. Calls will not be accepted from family members, friends, and employers and so on.

NOTE: It is your responsibility to verify that our class will be accepted for any court requirement. Our courses are distance-learning programs and are intended for educational purposes only. Be aware, that some court jurisdictions will not accept online programs. You should check with your court or other legal jurisdiction to ensure that this program will be accepted for your requirement. **All payments** are final and **No refunds** are issued.

Making a purchase of service will be deemed as signing this document. This will acknowledge your agreement to the policies listed. You understand failure to abide by the policies explained in this document may result in termination of services.