



Career Planning and Counseling Center Counseling Intake Form

Please enter your personal information below.

First Name:*

Last Name:*

Preferred Name:

Preferred Pronouns:

Date of birth*

Student ID:

Mobile Phone:

OK to phone?

Yes

No

Text messaging:

Email:

OK to email?

Yes

No

Local Address*

What is your preferred method of contact for appointment reminders?

Emergency Contact Name:*

Relationship:

Phone:*

What is the reason(s) you are seeking counseling?

Please check all that apply:

I need help with a personal, social or family problem.

I need help to make a career-related decision and/or choosing a major.

I am a new or prospective student.

I have a complaint about an instructor or other college employee.

I am currently enrolled in a Human Development (HD) class.

Other

If other, please explain:

What would you like to accomplish in counseling?

Are you employed?

Yes

No

How many hours per week

Do you have health insurance?

Yes

No

Are you currently under the care of a mental health professional (e.g., counselor, psychologist, psychiatrist, etc.)?

Yes

No

Have you received counseling in the past?

Yes

No

Do you have any significant medical conditions?

Yes

No

Please describe:

Are you currently taking any medications?

Yes

No

Name of medication(s)?

Do you have a history of Alcohol/ Drug use or abuse?

Yes

No

Please describe:

On average, how many hours of sleep do you get per night?

How many hours per week do you exercise?

How would you rate your overall health?

You could be eligible for individualized College Navigation and Funding support for tuition, books, bus passes or tickets, gas cards, and/ or emergency financial assistance if any of the below apply.

Check all that apply:

I am currently receiving food stamps/SNAP

I received food stamps/SNAP in the past 6 months

I need help enrolling in food stamps/SNAP

Not Applicable

I would like to receive more information about this program

Continue reading for important information.



Career Planning & Counseling Center Professional Disclosure Statement

Welcome to the Career Planning and Counseling Center (CPCC) at Mt. Hood Community College (MHCC). We provide short-term counseling to currently enrolled students.

WHAT TO EXPECT: During your initial meeting, a counselor will discuss the nature of your concerns. You will be asked questions about your goals for counseling and/or career development in order to determine appropriate options available to you. The process is confidential as outlined below. Counseling appointments are 50 minutes.

COUNSELING SERVICES: We provide both personal and career counseling. These appointments may include career assessments and exploration, problem solving, crisis intervention, strategies for adjustment issues and other areas of personal concern that may interfere with your academic success in college. If you require more long-term intensive care, you may be referred to a mental health provider in the community.

FEES AND APPOINTMENT SCHEDULING: There is no charge for counseling services for students enrolled at MHCC. Please call our front desk at 503-491-7432 to schedule.

AVAILABILITY OF SERVICE: Career and personal counseling is available during regular business hours throughout the year by appointment only. If you are having an emergency, when CPCC services are unavailable, contact the Multnomah County Crisis Line at 1-800-716-9769, the Clackamas County Crisis Line 503-655-8585 or go to a hospital emergency room.

CONFIDENTIALITY: In accordance with state and federal law, as well as professional ethical guidelines established nationally for counselors, psychologists and social workers, MHCC counselors maintain confidential records of personal counseling sessions. This means that information shared with your counselor in the office will not be disclosed to parties outside of the counseling staff without written request for such disclosure. Exceptions include:

- You give written permission to share information with specific others.
- You disclose an active situation of abuse of a child, elder or vulnerable adult.
- You are in danger of harming yourself or someone else.
- In the event of a health or medical emergency.
- Counselors may also provide academic advising, which may become part of your educational record. This is distinct from personal counseling, which is strictly confidential as outlined above.
- Situations required by law.

YOUR BASIC RIGHTS AND RESPONSIBILITIES:

- You have a right to confidentiality, except in the situations outlined under “Confidentiality,” above. If you decide to release information to any party external to the CPCC, you will be asked to sign a “Release of Information” form.
- You have the right to be free from being the object of discrimination on the basis of race, religion, gender, sexual orientation, gender identity or other unlawful category while receiving services.
- If you have any significant concerns or feel you have been treated unfairly, you have a right to make a complaint to the Executive Dean of Student Services

MHCC COUNSELORS:

Dawn Forrester, MS, NCC MS in Counseling SFSU	Nicole Gilbertson, MS, NCC MS in Counseling PSU
Eden Isenstein, MS, LPC MS in Counseling PSU	Rachel Falk, MS, CRC, NCC MS in Counseling PSU
Robin J. Landwehr, LPC MS in Counseling CU, DBH ASU	

STUDENTS MEETING WITH EDEN ISENSTEIN OR ROBIN LANDWEHR:

As a client of an Oregon Licensee you have the following rights:

- To expect that a licensee has met all the minimal qualifications of training and experience required by state law;
- To examine public records maintained by the Board and to have the Board confirm credentials of licensee;
- To obtain a copy of the Code of Ethics
- To report complaints to the Board;
- To be informed of the cost of professional services before receiving services;
- To be assured of privacy and confidentiality while receiving services as defined by rule and law, including the following exceptions: 1) Reporting suspected child abuse; 2) Reporting imminent danger to clients or others; 3) Reporting information required in court proceedings or by client’s insurance company, or other relevant agencies; 4) Providing information concerning licensee case consultation or supervision and 5) Defending claims brought by client against licensee;
- To be free from being the object of discrimination on the basis of race, religion, gender, or other unlawful category while receiving services.
- You may contact the Board of Licensed Professional Counselors and Therapists at **3218 Pringle Rd. SE # 120, Salem, OR 97302**. Telephone: **503-378-5499** Email: lpct.board@oregon.gov
Website: **www. Oregon.gov/OBLPCT**

STUDENTS MEETING WITH RACHEL FALK:

Rachel is a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists. As a registered associate, Dr. Tina Anctil, a licensed professional counselor (LPC), is her supervisor. As a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists, Rachel abides by its Code of Ethics.

STUDENTS MEETING WITH NICOLE GILBERTSON:

Nicole is a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists. As a registered associate, Greg Crosby, a licensed professional counselor (LPC), is her supervisor. As a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists, Nicole abides by its Code of Ethics.

STUDENTS MEETING WITH DAWN FORRESTER:

Dawn is a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists. As a registered associate, Dr. Lisa Aasheim, a licensed professional counselor (LPC), is her supervisor. As a registered associate with the Oregon Board of Licensed Professional Counselors and Therapists, Dawn abides by its Code of Ethics.

Please sign below to indicate that you consent to receive services at MHCC.

Signature: _____ Date: _____



Online Counseling Informed Consent

Overview

Welcome to the Career Planning and Counseling Center (CPCC) at Mt. Hood Community College (MHCC). We provide short-term counseling to currently enrolled students.

This document is an addendum to the CPCC standard Professional Disclosure Statement and does not replace it. Online counseling services are counseling appointments that occur remotely via phone (audio only) or video conferencing using [Zoom](#) software.

❖ You will need access to the certain technological services and tools to engage in online counseling services with your counselor
❖ Online counseling has both benefits and risks, which you and your counselor will be monitoring as you proceed with your work
❖ It is possible that receiving services online will turn out to be inappropriate for you, and that you and your counselor may have to cease online counseling services
❖ You can stop online counseling at any time without prejudice
❖ For confidentiality reasons, you will need to participate in creating an appropriate space for your online counseling sessions
❖ You will need to participate in making a plan for managing technology failures, mental health crises, and medical emergencies
❖ Your counselor follows security best practices and legal standards in order to protect your health care information, but you will also need to participate in maintaining your own security and privacy

Benefits and Risks of Online Counseling

Receiving counseling online allows you to:

Receive counseling at times or in places where counseling may not otherwise be available.

Receive counseling in a fashion that may be more convenient and less prone to delays than in-person meetings.

Receive counseling when you are unable to travel to the counselor's office.
The unique characteristics of online counseling may also help some people make improved progress on health goals that may not have been otherwise achievable without online counseling.

Receiving online counseling has the following risks:

Online counseling can be impacted by technical failures, may introduce risks to your privacy, and may reduce your counselor's ability to directly intervene in crises or emergencies. Here is a non-exhaustive list of examples:

Internet connections and cloud services could cease working or become too unstable to use

Cloud-based service personnel, IT assistants, and malicious actors ("hackers") may have the ability to access your private information that is transmitted or stored in the process of online counseling service delivery.

Computer or smartphone hardware can have sudden failures or run out of power, or local power services can go out.

Interruptions may disrupt counseling at important moments, and your counselor may be unable to reach you quickly or using the most effective tools. Your counselor may also be unable to help you in-person.

There may be additional benefits and risks to online counseling services that arise from the lack of in-person contact or presence, the distance between you and your counselor at the time of service, and the technological tools used to deliver services. Your counselor will assess these potential benefits and risks, sometimes in collaboration with you, as your relationship progresses.

Assessing Online Counseling's Fit For You

Note: During the COVID-19 "stay at home" order, online counseling is the only available method.

Although it is well validated by research, online counseling is not a good fit for every person. Your counselor will continuously assess if online counseling is appropriate for your case. If it is

not appropriate, your counselor will help you find in-person providers with whom to continue services.

Please talk to your counselor if you find the online counseling media so difficult to use that it distracts from the services being provided, if the medium causes trouble focusing on your services, or if there are any other reasons why the online counseling medium seems to be causing problems in receiving services. Raising your questions or concerns will not, by itself, result in termination of services. Bringing your concerns to your counselor is often a part of the process.

You also have a right to stop receiving online counseling at any time without prejudice. If your counselor also provides services in-person and you are reasonably able to access the counselor's in-person services, you will not be prevented from accessing those services if you choose to stop using online counseling.

Your Online Counseling Environment

You will be responsible for creating a safe and confidential space during sessions. You should use a space that is free of other people. It should also be difficult or impossible for people outside the space to see or hear your interactions with your counselor during the session. If you are unsure of how to do this, please ask your counselor for assistance.

Our Communication Plan

At our first session, we will develop a plan for backup communications in case of technology failures and a plan for responding to emergencies and mental health crises.

Please note that all messages you exchange with your counselor, will become a part of your health record.

Our Safety and Emergency Plan

As a recipient of online counseling services, you will need to participate in ensuring your safety during mental health crises, medical emergencies, and sessions that you have with your counselor.

Your counselor will require you to designate an emergency contact. You will need to provide permission for your counselor to communicate with this person about your care during emergencies.

Your counselor will also develop with you a plan for what to do during mental health crises and emergencies, and a plan for how to keep your space safe during sessions. It is important that you engage with your counselor in the creation of these plans and that you follow them when you need to.

Your Security and Privacy

Except where otherwise noted, your counselor employs software and hardware tools that adhere to security best practices and applicable legal standards for the purposes of protecting your privacy and ensuring that records of your counseling services are not lost or damaged.

As with all things in online counseling, however, you also have a role to play in maintaining your security. Please use reasonable security protocols to protect the privacy of your own personal information. For example: when communicating with your counselor, use devices and service accounts that are protected by unique passwords that only you know. Also, use the secure tools that your counselor has supplied for communications.

Recordings

Please do not record video or audio sessions without your counselor's consent. Making recordings can quickly and easily compromise your privacy, and should be done so with great care. Your counselor will not record video or audio sessions without your consent.

Please sign below to indicate that you consent to receive online counseling services at MHCC.

Signature: _____ Date: _____