Application and Intake Packet – Child Speech/Language Services

WELCOME to the University of Washington Speech and Hearing Clinic. The mission of our clinic is to be a center of excellence in education, research, and clinical practice serving speech, language, and hearing needs within the University and the community.

As a teaching and research facility, the services offered in the clinic are provided by our graduate student clinicians working toward advanced degrees. Graduate student clinicians are supervised by Audiologists and Speech-Language Pathologists who are nationally certified by the American Speech-Language-Hearing Association (ASHA) and licensed by the Washington State Department of Health. In addition, our dispensing Audiologists are certified by the Washington State Department of Health.

As a part of an academic program, the UW Speech and Hearing Clinic is a non-traditional outpatient clinic. Scheduling of services, type of services offered, and the length of services received depends upon the academic needs and availability of our students, balanced with the needs of our clients. Clients are eligible for up to 4 quarters of therapy services.

The following information will acquaint you with our unique outpatient clinic and answer many of your questions. For more information, visit our web site at: sphsc.washington.edu/clinic.

Application and Intake Packet: The intake form below can be completed online in a browser or by using the free Adobe Acrobat Reader (available at Acrobat.Adobe.com) Return the completed forms to the clinic by email (shclinic@uw.edu), fax (206-616-1185) or US Mail prior to your appointment. We must receive your intake forms before we can schedule an appointment. Please assist us by filling out the intake forms as completely as possible. In addition, include copies of reports and records (i.e., school reports, medical records) that you feel would be beneficial to us and would help us to know your history and current needs. With your permission, we may request additional records when necessary.

Consent: Carefully read the "Consent Form" so that you are informed of your obligations, the services we provide, and the type of recordings that may take place. The consent form must be signed and on file in the clinic prior to the initiation of services. If you have any questions about this form, please call us prior to your visit. You may bring it unsigned to the first visit and we will address your questions.

Confidentiality: We keep a record of the health care services we provide you. You may ask to see and copy that record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it by calling 206-543-5440.

Location & Parking: The Speech & Hearing Clinic is located on the west side of the University of Washington campus at 4131 - 15th Avenue NE and is in the School of Social Work/Speech & Hearing building. Go to our clinic website for directions to the clinic and information on parking.

Fees for Services: We are a no-fee, donation-based community clinic. Evaluation and therapy services are provided free of charge. We encourage you to consider making a donation to help support the Clinic in providing services to others with communication needs. A donation is not required to receive services. For information about how your donation provides critical support for the work of our clinic, please go to our website at https://sphsc.washington.edu/clinic.

Fees for Devices (Hearing Aids, Ear Plugs, Alternative Communication Devices) and Associated Services: There are charges for devices such as hearing aids, ear plugs, alternative communication devices, etc., and for the services related to the fitting and repair of these devices. We are not a Medicare provider and we do not bill insurance companies, Medicare/Medicaid or other third-party providers. **We ask our clients to pay at the time of receipt of the device. We welcome payment by cash, check or major credit cards including Heath Savings Account cards.** The client or legal guardian is responsible for the cost of the device provided and payment is required before receiving the device. Upon payment for devices, the Clinic Office will provide you with a receipt. In addition, an Insurance Summary statement is available upon request and may assist you in seeking reimbursement from your insurance company or employer. Our Office Manager will be able to assist you if you have questions regarding payment or financial hardship.

Academic Calendar: As we are part of the University of Washington, our clinic follows the University of Washington academic calendar. The clinic is open during the four academic quarters of the year and closed for holidays and vacation breaks that are observed by the University of Washington. The Hearing Aid Fitting and Dispensing program does maintain "on-call" hours during vacation breaks.

Our clients who receive multiple quarters of services should anticipate having a different clinician each quarter. Our graduate students rotate through clinical experiences as part of their degree program. To assure continuity of care, the same Clinical Supervisor typically oversees services each quarter.

Attendance: Please call us 24 hours in advance of your appointment if you need to cancel or reschedule. After business hours, you are welcome to leave a voice mail message. When a client has three appointment "no shows" or "cancellations", the graduate clinician's educational program is adversely impacted. Therefore, services for that client may need to be deferred.

Contacting Us:

Mail address: U.W. Speech & Hearing Clinic
4131 15th Avenue NE
Seattle, WA 98105

Phone: (206) 543-5440
Fax: (206) 616-1185
Email: shclinic@uw.edu

You are an integral part of who we are and we welcome you to our clinic. We pride ourselves on providing exceptional services. The Department of Speech and Hearing Sciences is ranked as a top program in the nation in its preparation of graduate students in Audiology and Speech-Language Pathology. We know you'll be pleased that you have selected our clinic.

Respectfully,

Amy Rodda, Ph.D., CCC-SLP
Director of Clinical Education

Julianne Siebens
Director of Clinical Operations

Intake Form: Pediatric Speech/Language Services

In order to determine eligibility for treatment, an evaluation must first be completed at this clinic. Please contact the clinic if you have questions about this requirement

Child Information			
Last Name	**First Name**		
Date of Birth	**Age**	**Gender**	**Primary Language**

Parent/Guardian Information Please indicate in the checkbox(es) who has the legal right to make medical decisions and access medical information for the child			
Parent/Guardian 1		**Parent/Guardian 2**	
Last Name	**First Name**	**Last Name**	**First Name**
Primary Language		**Primary Language**	
Primary Phone		**Primary Phone**	
Secondary Phone		**Secondary Phone**	
Email		**Email**	
Street Address		**Street Address**	
City, State, Zip		**City, State, Zip**	

Please put a * by your preferred method of contact (phone, email, etc.)		
I give my consent for a Voicemail/Text to be left on the telephone numbers listed above	☐ **Yes**	☐ **No**
I understand that email communication may not be secure. I give my consent to be contacted via email regarding clinic services via the email above	☐ **Yes**	☐ **No**

Chief Concerns: Please tell us about why you are coming to this clinic.
What are your concerns about your child's communication?
What are your expectations for this clinic experience?

How does your child <u>usually</u> express him/herself?

☐	Actions (e.g., crying, pulling an adult's hand, pushing an adult's body)	☐	1-2 word sentences
☐	Sounds (e.g., babbling)	☐	2-4 word sentences
☐	Gestures (e.g., pointing)	☐	Complete sentences
☐	Other (e.g., sign language, picture exchange, communication board or device)		

Please describe:

How often can <u>you</u> understand what your child is saying?

☐	All the time	☐	Some of the time
☐	Most of the time	☐	Almost never

Comments:

How often can <u>others</u> (e.g., teachers, extended family members) understand what your child is saying?

☐	All the time	☐	Some of the time
☐	Most of the time	☐	Almost never

Comments:

Are any of the following a concern for your child?	**Yes**	**No**
Expresses frustration when trying to communicate	☐	☐
Has difficulty pronouncing certain sounds	☐	☐
Has difficulty answering questions	☐	☐
Has difficulty following directions	☐	☐
Struggles to convey clear message when speaking, even if words are easy to understand	☐	☐
Gets stuck on or repeats words when talking	☐	☐
Has difficulty with his/her voice, vocal quality or breathing	☐	☐
Has a hard time making friends	☐	☐
Has difficulty understanding and following social rules	☐	☐

Please explain any "yes" answers about your concerns. Please give examples.

Birth/Health History

Please explain any difficulties before, during or after the birth of your child (or check none):

None

Please explain any current medical concerns (or check none):

☐ **None**

Please list any medications your child takes regularly (or check none):

☐ **None**

Hearing	**No**	**Yes**	**Please Comment/Explain if yes**
Have you ever had concerns about your child's hearing?	☐	☐	
Does your child use any amplification or other devices to aid hearing?	☐	☐	
Does your child have frequent ear infections?	☐	☐	
Vision	**No**	**Yes**	**Please Comment/Explain if yes**
Have you ever had concerns about your child's vision?	☐	☐	
Does your child currently wear corrective lenses?	☐	☐	

Other Developmental Concerns		
Please indicate if you have had in the past or currently have any concerns in the following areas of development:		
Past Concern	**Current Concern**	**Area of Development**
☐	☐	Motor (e.g., crawling, sitting, walking, running, clumsiness)
☐	☐	Self-help (e.g., dressing, toileting)
☐	☐	Feeding (e.g., drooling, choking, sensitivity to textures)
☐	☐	Early play (e.g., using toys appropriately)
Please explain any concerns indicated:		

Speech & Language Development	
At what age (approximate) did your child begin to do the following:	**Age**
Babble (sound combinations such as “bababa” or “gaga”)	
Say first word	
Jabber in nonsense sentences that sound like adult language	
Begin to put words together (e.g, “Mommy play”, “want drink”)	
Use complete sentences	

Additional Parent/Family Information					
☐ Mother	☐ Father	☐ Guardian	☐ Mother	☐ Father	☐ Guardian
Date of Birth:			Date of Birth:		
Occupation:			Occupation:		
Last grade completed:			Last grade completed:		
Divorced/Separated?			When?		
Is there any family history (including siblings) of speech, language and/or learning difficulties? If so, please describe:					

Sibling Name(s)	Brother/Sister	Age

School Information					
Is your child currently in any kind of school? (preschool, kindergarten, elementary, etc.)				No ☐	Yes ☐
Name of School			Grade		
Teacher Name					
Teacher Email					
School Address					
School Phone		Fax			
Type of Classroom*					
* Montessori, General Education, Special Education, etc.					
Does your child currently have an IEP?	**No** ☐	**Yes** ☐	**<u>If yes, please provide a copy.</u>**		
Evaluation History					
Has your child had any previous evaluations or testing?				**No** ☐	**Yes** ☐
If yes, please list/explain, giving dates and locations of evaluation:					
Was your child given a diagnosis or were any labels used to describe your child's strengths or difficulties as a result of the evaluation/testing?				**No** ☐	**Yes** ☐
If yes, please list/explain:					
Treatment History – OUTSIDE of school (e.g., speech-language, OT, reading, etc.) *Please provide any available reports from these sources*					
Therapy:	**Dates:**	**Location:**			
Comments:					
Therapy:	**Dates:**	**Location:**			
Comments:					

Whom may we thank for referring you to us?	
Name:	**Profession:**

Thank you for taking the time to complete this application. It will help us provide you with the best services possible. Upon receipt of your application, your application will be reviewed by the appropriate clinical supervisor to determine what services are needed. You will then be contacted to inform you of your application status. Return this application including the Consent for Care and Clinic Policies Form and Mutual Exchange of Information Form (if we need to request records from other providers). You can email, fax, or mail these documents

UW Speech & Hearing Clinic
4131 - 15th Ave. NE
Seattle, WA 98105
206-616-1185 (Fax)
shclinic@

Consent for Care and Clinic Policies Agreement Form

Please read each section of this form and initial that you have read and understand each policy. Then provide a signature at the end of this form confirming that you have read and understand each section.

CONSENT FOR CARE

I hereby authorize the UW Speech and Hearing Clinic to provide evaluation and treatment services for the above-named client. Additionally, if the faculty, staff, and/or other clinic personnel determine that the client is in need of emergency medical care, the clinic is hereby authorized to obtain the care required, at the expense of the undersigned.

I have read and understand the Consent for Care statement: _____ (initials)

NOTICE OF INFORMATION PRACTICES & PRIVACY POLICY

We keep a record of the health care services we provide you. You may ask to see and copy that record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it, as well as obtain a copy of the complete Notice of Information Practices and Privacy Policy by calling 206-543-5440.

I have read and understand the Notice of Information Practices & Privacy Policy: _____ (initials)

SUPERVISION OF MINORS POLICY

Under state law, individuals under the age of 18 are considered minors. Parents/guardians are asked not to leave the clinic while a minor under the age of fourteen is in therapy at this clinic. For clients ages 14 to 17, parents/guardians may choose whether or not to accompany the minor to their appointment.
Parents/guardians are solely responsible for determining how their children may safely travel to the UW Speech & Hearing Clinic for their appointment (e.g. bus, drive, walk, bike, etc).

I have read and understand the Supervision of Minors Policy: _____ **(initials)**

MOBILITY TRANSFERS AND RESTROOM POLICY

Clinicians, faculty and staff are not allowed to assist with transfers and toileting. A caregiver or family member of the individual receiving services must be present when the client needs physical assistance with transferring from wheelchair to chair, during ambulation in the clinic, or for bathroom assistance.

I have read and understand the Mobility Transfers and Restroom Procedures Policy: _____ **(initials)**

DISABILITY ACCOMMODATIONS

Both front and back entrances to our clinic are accessible. Both entries have automatic openers, as do our restrooms. Please let us know if you need any accommodations to facilitate receiving services from our clinic.

Accommodations needed:

OBSERVATION AND RECORDING POLICY

The services offered to individuals seen in the Clinic are part of the University's education program. University of Washington faculty, staff, and students receive educational benefits from observing diagnostic, treatment, and other services offered in the University facilities.

Basic Consent: I understand that by accepting services from the Clinic I consent to observation by UW faculty, staff, and students, either live, via recording, or via closed circuit television when I (or the client) receive services.

I understand that I (or the client) may be observed: _____ (**initials)**

Full Consent: In addition, I give my consent to the UW Speech and Hearing Clinic to make audio and/or video recordings of me (or the client) while receiving services to be used for educational purposes, provided the name of the client or other personal identification information is not revealed. These data are only available for educational training purposes. All uses for commercial or research purposes are prohibited unless a separate permission is obtained. Segments of the digital recording with accompanying transcriptions may be presented in the context of academic symposia, university classes, and professional, family or client training activities.

I give my consent to be recorded for educational purposes: _____ (**initials)**

CONSENT TO BE CONTACTED FOR RESEARCH POLICY

UW Speech & Hearing Sciences and the UW Speech & Hearing Clinic are committed to advancing clinical research to improve the lives of people living with communication disorders. Please initial below if you are interested in being contacted by faculty in this department about research studies for which you might be an appropriate participant. You can decline to participate even if you are contacted, you can rescind this offer at any time with no repercussions, your information will not be shared with anyone else on campus or in the community, and you will not be contacted unless you fit the criteria for a specific study.

I give my consent to be contacted about research: _____ (**initials)**

By signing this page, I acknowledge that I have read and agreed to the terms of this Consent for Care and Clinic Policy Agreement Form:

Name of Client: **Date of Birth:**

_____ _____

Signature of Client or Person Responsible for Care **Date of Signature**

If signed by someone other than client, state relationship to client: _____

Consent for Sharing of Digital Records via Email or Cloud Sharing

Please read each section of this form and initial that you have read and understand each policy. Then provide a signature at the end of this form confirming that you have read and understand each section.

CONSENT FOR SHARING OF DIGITAL RECORDS

I hereby authorize the UW Speech and Hearing Clinic to share digital copies of documents, audio recordings, and/or video recordings via email, cloud sharing (such as Dropbox, Google Drive, OneDrive, etc.), or other methods that may be available.

I have read and understand the Consent for Sharing of Digital Records statement: _____ (initials)

NOTICE OF CONFIDENTIALITY RISK

Sharing of digital records via email, cloud sharing (such as Dropbox, Google Drive, OneDrive, etc.), or other methods that may be available may not be secure. The UW Speech and Hearing Clinic cannot guarantee the security and confidentiality of your records that are shared in this manner.

I have read and understand the Notice of Information Practices & Privacy Policy: _____ (initials)

By signing this page, I acknowledge that I have read and agreed to the terms of this Consent for Sharing of Digital Records via Email or Cloud Sharing.

_____ _____

Printed Name of Client **Date of Birth**

_____ _____

Signature of Client or Person Responsible for Care **Date of Signature**

If signed by someone other than client, state relationship to client: _____

SPEECH & HEARING CLINIC
UNIVERSITY of WASHINGTON

RELEASE OF CONFIDENTIAL INFORMATION

Client Name: _____ Date of Birth: _____

The University of Washington Speech & Hearing Clinic is hereby given permission to send summaries of the speech-language and/or hearing evaluations, treatment notes, and/or treatment progress summaries to the individuals listed below. Additionally, I give my permission for the following agencies and/or professionals to release medical/educational information to the University of Washington Speech & Hearing Clinic. I understand that the information will be treated in a confidential manner per this agreement.

Please provide the organization name, ATTN to, address, and fax number for each entry. Check the box to indicate whether we can send information to and/or receive information from each organization below.

Send to ☐ Receive from* ☐

Organization:_____ Fax: _____

ATTN: _____ City: _____ State: _____ Zip Code: _____

Send to ☐ Receive from* ☐

Organization:_____ Fax: _____

ATTN:_____ City: _____ State: _____ Zip Code: _____

Send to ☐ Receive from* ☐

Organization:_____ Fax: _____

ATTN: _____ City: _____ State: _____ Zip Code: _____

Send to ☐ Receive from* ☐

Organization: _____ Fax: _____

ATTN: _____ City: _____ State: _____ Zip Code: _____

*Please provide records for time period of ____ / ____ / ____ through ____ / ____ / ____.

_____ _____

Signature of Client or Person Responsible for Care **Date of Signature**

Consent for release of medical records/confidential information is valid for 365 days from the date of signature.

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Seattle, Washington 98105-6246

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