VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

13637 60th Street SW • Cokato, Minnesota 55321 • (320) 286-2922 • Fax (320) 286-2875

WELCOME TO VILLAGE RANCH!

Thank you for choosing services provided by Village Ranch, Inc. These services may be in the form of individual therapy, family therapy, group therapy, and skills-based therapy (CTSS), and/or a combination of any of the available services through in-home, residential or foster care placement with Village Ranch or another organization.

HISTORY

The Village Ranch began in 1988 in Cokato, Minnesota offering adolescent males a place to live (group home) as well as outpatient therapeutic services. Since then, our original group home has grown to a Residential Group Home with a 34-bed capacity and onsite school. In 2009, we expanded to Anoka, Minnesota where outpatient individual, family, group therapy, and skills-based therapy was offered. In 2010, we opened our first "Independent Living Program" for adolescent males in Hutchinson, Minnesota with 12 beds and, in 2015 we opened a similar 12-bed Independent Living Program for adolescent males in Rochester, Minnesota and, most recently in 2016 we opened our first 16 bed Residential Group Home for adolescent females with an onsite school in Annandale, Minnesota. All four of these residential locations offer a 24/7 staffed living environment, skills-based therapy services and outpatient therapeutic services.

Because we agree with you that consistency in therapy is important in addressing the challenges you and your family may be having, we try to schedule therapy sessions as convenient as possible; however, we understand emergencies happen and there will be times you will need to cancel appointments.

SERVICES AVAILABLE

The following outpatient services are provided through Village Ranch Child and Family Services, Inc.: CTSS services, outpatient individual and family therapy, and diagnostic assessment services. We also offer residential group home and foster care placement which work in tandem with the outpatient therapeutic services. The children and families we support are in need of a rehabilitative mental health package and require varying therapeutic and skills-based therapy levels of intervention with the overarching design to enhance and support overall functioning.

The therapists which you and your family will be working with are all master's level and/or licensed professionals with many years of experience in the field and use a variety of therapeutic techniques. All mental health practitioners who provide skills-based services and training meet the state requirements for training and experience in providing skills-based services to your child/adolescent.

Our philosophy is that every family system is unique, important and has strengths. We believe that working as partners through relationships, support, and caring, families are strengthened and experience greater success. The services provided, areas covered, and goals established are mutually agreed upon between client, family, and provider.

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

FINANCIAL RESPONSIBILITY (OUTPATIENT THERAPY SERVICES ONLY)

Copays, if applicable, are due at the time of your scheduled appointment and will be collected by your provider. The amount of your copay is listed on your insurance card.

NO-SHOW POLICY (OUTPATIENT THERAPY SERVICES ONLY)

If you are unable to keep your scheduled appointments, please notify us at least 24 hours in advance so we can offer that time slot to someone on the waiting list. You may reschedule your appointment when you call us to cancel.

If there is a second no-show you will be required to meet with your therapist and, if applicable, your county worker and others involved with your treatment to discuss options about resolving the no-show issue and possibly transfer to another agency.

LATE CANCEL POLICY

If you cancel your appointment with less than a 24-hour notice occasionally, we do understand. However, if a late cancel pattern develops, you will be required to meet with your therapist and, if applicable, your county worker and others involved with your treatment to discuss options about resolving the late cancel issue and possibly transfer to another agency.

(OUTPATIENT THERAPY SERVICES ONLY - *Not applicable to residential, group home, or foster care placements)*

After the first no-show appointment (without a phone call to cancel) you will receive a phone call to remind you of the missed appointment and to reschedule your appointment. You (not your insurance company) will be charged $50 (using the credit card information that you provided to us during intake) for the time slot we were not able to fill when you were a no-show.

If there is a second no-show occurrence you will be required to meet with your therapist, county worker and others involved with your treatment to discuss options about resolving the no-show issue and possibly transfer to another agency.

We want to keep services available to you and your family. Please feel free to address issues with your therapist or skills worker so we can all work together to resolve issues.

PARENTAL INVOLVEMENT

Through our experience, as well as available research, clients who do the best in treatment have involved families or support systems. Family involvement means actively supporting the therapeutic process which may include monthly family therapy sessions and general consistent contact with the client.

Please complete all the paperwork in a timely manner.

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH
INFORMED CONSENT/CLIENT RIGHTS & RESPONSIBILITIES

CONFIDENTIALITY

The Minnesota Data Practices Act seeks to protect the privacy of the individuals when governmental agencies or private agencies under contract with public agencies collect data about them. The Minnesota Data Practices Act also helps people get information with this facility, whether the contact is in person, by mail, email, or by phone.

Every effort will be made to keep the information clients share with Village Ranch, Inc. staff confidential. All client information is maintained as private and/or confidential, consistent with ethical guidelines of professional practice, and the statutes of the laws of the State of Minnesota. A written consent must be signed before outside persons or agencies can obtain information in records or from family workers.

The Clinical Supervisor supervises all casework and serves as a secondary source of support for families in crisis when practitioners and/or therapists are not available.

CLIENT RECORDS

The client information we collect from you, or that you authorize us to collect from others, is used for the purposes listed below. Because this list of purposes covers a variety of services and programs, some of the purposes will not apply to your information.

- To determine your eligibility for services provided by this agency
- To provide effective care and treatment of medical/social/psychological/educational needs
- For other purposes specifically authorized by you
- To make referrals to other agencies or professionals to provide additional services to you
- To collect reimbursement from other agencies or individuals for services we give you
- The legal or statute requirements, if any, of providing information
- To evaluate and monitor our performance as an agency licensed by the State of Minnesota
- To conduct evaluations and prepare statistical reports
- We cannot guarantee confidentiality of data transmitted (i.e., video, voice, email, etc.)

RELEASE OF CLIENT INFORMATION

Access by Client:

As a client you have access to all public and private records about yourself or your children. (See section on "Minors" for exceptions regarding children.) Upon request you may review your records in the presence of one of our professional staff and may request copies of records at your expense.

Access by Others:

The professional staff of Village Ranch, Inc. will have access to information about you when their work requires it and for purposes of billing and collection of accounts in association with other professional consultation (e.g., accountant, attorney), if necessary. For training, supervision and/or consultation purposes, some clients may be asked to have their sessions observed and/or audio/video recorded. Such observations and/or recordings will only be conducted after the client has been fully informed of the specific uses of the observations/recordings and has consented to participate. All audio/video recordings will be destroyed following the training, supervision, or consultation.

Individuals or entities outside of Village Ranch, Inc. who are authorized with a release signed by you (or guardian), may share information for purposes of consultation, evaluation, diagnosis, and program planning, when necessary to account for federal funds and program, when law enforcement personnel are investigating or prosecuting a criminal or civil proceeding, and with or without a release with appropriate personnel in an emergency.

MINORS: Under certain circumstances, minor clients have the legal right to request that client information be withheld from their parents. This request must be in writing, must explain the reasons for withholding the information, and what you expect the consequences could be if it is not withheld. Your therapist, in consultation

with the professional staff will consider the request and a decision as to whether to withhold information will be made by Village Ranch, Inc. based on the best interests of the requesting minor.

In some cases, the law permits minors to consent to treatment and to withhold information from their parents with a formal request. This may be appropriate for a minor who is over the age of 16 and is financially independent and/or married, or when services relate to pregnancy, drug abuse or sexually transmitted disease. If you have any questions about this, ask the therapist who works with you.

As a rule, we do not encourage the withholding of information from parents except when it is our clinical judgment that it would be clearly detrimental to the minor's welfare to disclose information.

MULTI-PARTY COUNSELING: If you are involved in multi-party counseling such as couples or family therapy, our staff will treat all information acquired in that process in accordance with this confidentiality policy. In addition, Village Ranch, Inc. will stress the importance of maintaining confidentiality with all members of the family or couples therapy process, but we cannot be held responsible for breaches of confidentiality by other participants. Finally, records of such session belong to all participants and cannot be released without the consent of all participants.

In some circumstances individuals participating in couples or family counseling will also be involved in individual sessions with members of our professional staff. At times an individual may share information in individual sessions, which is of central importance to the couples or family therapy process. It is our belief that the family therapist should not place himself or herself in the position of holding secrets of families or couples; thus, by signing this policy you give the therapist permission to disclose information when it is our clinical judgment that such disclosure is in the best interest of the couple or family.

LEGAL REQUIREMENTS

In most cases, you are not legally required to provide the information requested. If there is such a legal requirement, you will be informed of the specific law that requires it. Generally, if you do not provide the information requested, the Court and/or your caseworker will be notified.

MANDATED REPORTING:

Although each provider uses their own judgment regarding the safety of the client and family and decisions to report are made in consultation with the Clinical Supervisor, all employees of Village Ranch, Inc. are mandated reporters and are required by law to report any of the following situations:

- Instances of abuse or neglect of a minor or vulnerable adult
- Behavior that may be a threat to one's life or that of another person
- Receipt of a court order
- Report of sexual abuse by a health professional

OUR RESPONSIBILITIES:

- To meet with you/your family in your home or our office weekly at a convenient time for you.
- To be prompt and accessible for scheduled meetings.
- To listen respectfully and be culturally sensitive.
- To provide you with appropriate support and information.
- To provide collaborating agencies or the court with reports regarding your progress.
- To provide crisis counseling during emergency situations.

YOUR RESPONSIBILITIES:

- To commit to scheduled meetings.
- To communicate and cooperate with staff respectfully.
- To report changes in your condition or symptoms.
- To participate in the choice of goals and progress towards them.
- To notify your provider at least 24 hours in advance if you are unavailable for an appointment and need to reschedule.

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

YOUR RIGHTS:

- To be treated with respect, dignity, consideration, and compassion
- Be informed of the qualifications of your practitioner and/or therapist (education, experience, professional counseling certifications, and license(s))
- Be informed of the limitations of the practitioner and / or therapist's practice to special areas of expertise (career development, ethnic groups, etc.) or age group (adolescents, older adults, etc.)
- Receive an explanation of services offered, your time commitments, fee scales, and billing policies prior to receipt of services.
- Confidential treatment of personal and medical records and the approval of refusal of their release to any individual outside of our agency.
- To see the contents of my file, the reasons for its retention, and any part of the file explained.
- To contest inaccuracies or incompleteness of the data maintained in the client record by submitting a written request to the author of said record. Village Ranch, Inc. replies to such requests within 30 days of receipt.
- Ask questions about the skills/therapy techniques and strategies and be informed of your progress.
- Participate in setting goals and evaluating progress toward meeting them.
- Be informed of how to contact the practitioner and/or therapist in an emergency situation.
- Request a referral for a second opinion at any time.
- Terminate the relationship at any time.
- Prompt and reasonable response to your questions and requests.
- Contact the appropriate professional organization with concerns or complaints relative to the professional's conduct.
- The right to initiate a complaint or grievance procedure and the appropriate means of requesting a hearing or review of the complaint. It is our hope that the client will approach our agency employee first to try resolving the issue directly. A complaint regarding the violation of client's rights may be filed by contacting Village Ranch, Inc. at 13637 60th St. SW, Cokato, MN 55321, or 320-286-2922. You will receive a written response by our Director in 15 working days. If you are not satisfied with the actions taken, you may register a complaint with the Dept. of Human Rights, State Office Building, St. Paul, MN 55155, or 651-296-5663, or the Division of Licensing, Dept of Human Services Building, 444 Lafayette Road North, St. Paul, MN 55155 or 651-296-3971.
- You have the right to file a complaint with the appropriate state licensing Board.
  Board of Psychology: (612) 617-2230 Board of Social Work: (888) 234-1320
  Board of Marriage & Family Therapy: (612) 617-2220 Board of Behavioral Health & Therapy: (612) 617-2178

OUR RIGHTS:

- Staff have a right to privacy and should only be contacted by a client to cancel or reschedule an appointment or in time of family crisis.
- Staff should have the right as for consultation on your case.
- Staff has the responsibility to report to authorities if the client has committed a crime or threatened to commit a crime while receiving services from Village Ranch, Inc.
- Staff have the right to not be harassed by the client, specifically sexual harassment. This includes suggestive sexual language, kissing, dating, sexual touching, sexual penetration, and/or any other type of sexual contact while they are providing treatment to you.

CONSENT TO TREATMENT: I affirm that prior to becoming a client of Village Ranch, Inc., I was given sufficient information to understand the nature of mental health services. I consent to participate in evaluation and treatment and I understand I may refuse services at any time. I am aware the service provider will participate in case consultation/ supervision, as required at the clinic. My signature below affirms my informed and voluntary consent to receive therapy/outpatient services.

_____	_____	_____	_____
Client Signature	Date	Legal Guardian Signature	Date
_____	_____	_____	_____
Therapist/Mental Health Practitioner	Date	Clinical Supervisor	Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH APPLICATION FOR SERVICES

Today's Date: _____

_____ ____ _____ ____/____/_____
First Name MI Last Name Date of Birth

_____ _____ _____ _____ _____
Street Address City State Zip Code County

(____) ____ - _____ Living with: _____ Relationship to Client: _____
Phone First, Last Name (Parent, Foster Parent, etc.)

Office Location: ☐Cokato ☐Hutchinson ☐Rochester ☐Annandale

SERVICES REQUESTED:

☐Individual SKills ☐Family Skills ☐Group Skills ☐RISE ☐CLIMB
☐Individual Therapy ☐Family Therapy ☐Group Therapy ☐Sex-Specific Treatment

1) Are you currently receiving therapy or skills services? ☐**YES** ☐**NO**
(If you answered YES, please provide the name and address of the agency providing the services)

_____ _____
Agency Street Address/City/State/Zip

2) Have you completed a past Diagnostic Assessment? ☐**YES** ☐**NO**
(If you answered YES, Please provide the name and address of the agency with the DA on file)

_____ _____
Agency Street Address/City/State/Zip

B. REFERRAL REASON/GOALS:

☐Supportive Services ☐Psychoeducation ☐Prevent Placement ☐Reunification ☐Assessment Only

Estimated Length of Service(s): _____

C. CLIENT AND CLIENT'S FAMILY *(if applicable)* STRENGTHS/ASSETS:

D. Referent:

☐Self ☐Therapist ☐Social Worker ☐Probation Officer ☐Foster Parent ☐Other:

_____ _____
First Name/Last Name Agency

_____ _____ _____ _____ (____) ____-_____
Street Address City State Zip Code Phone

(_____) ____-_____ (_____) _____-_____ _____
Phone Alternate Phone Email Address

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Specific needs/requirements of Village Ranch (reports, etc.): _____

E. CUSTODIAL (LEGAL) GUARDIANSHIP: ☐ Check if information is the same as above

_____ _____
First Name/Last Name Relationship to Client (Parent, Foster Parent, etc.)

_____ _____ _____ _____ _____
Street Address City State Zip Code County

(_____) _____-_____ (_____) _____-_____ _____
Phone Alternate Phone Email Address

F. FOR RESIDENTIAL AND GROUP HOME PLACEMENTS ONLY:

_____ Placement is: ❒ Voluntary
Placing Worker Date of Placement ❒ Court Ordered

Is client: Adjudicated? ❒ Yes ❒ No Registered offender? ❒ Yes ❒ No

Does client have community work service (CWS) hour or restitution obligations? ❒ Yes ❒ No

If client has restitution, can their restitution be satisfied through CWS hours? ❒ Yes ❒ No

Required hours/amount of restitution? _____

Comments on adjudication status and condition of placement: _____
_____
_____

Client's address prior to placement (if different from address in Section A: Client Information):

_____ _____ _____ _____ _____
Street Address City State Zip Code County

Are there firearms in the home? ❒ Yes ❒ No

If yes, are they secure? ❒ Yes ❒ No

As Parent/Guardian it is my intention to be involved with:

❒ Weekly Phone Calls and Visits ❒ Staffings ❒ Family Therapy ❒ Off-Grounds Visits

❒ Other (please explain): _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH FACE SHEET

I. CLIENT

Client's Name: _____ Nickname: _____

Race: _____ Sex: ❒ M ❒ F Ethnicity: _____

Age: _____ Date of Birth: ___/___/_____ Place of Birth: _____

Social Security Number (optional): _____-____-_____ Religion: _____

Height: _____ Weight: _____ lbs. Hair Color: _____ Eye Color: _____

Special Medical Problems, Safety Concerns or Allergies: _____

_____

_____

_____

_____ _____ _____ _____ (____) ____-_____

Current Address: Street City State Zip Code Phone

Current Student: ❒ Yes ❒ No

Name of Last School Attended: _____

School Contact: _____ Phone: (_____) _____-_____

Grade: _____ IEP: ❒ Yes ❒ No Currently Employed: ❒ Yes ❒ No

Employment Experience: _____

IN CASE OF EMERGENCY, CALL:

Name: _____ Phone: (_____) _____-_____

Name: _____ Phone: (_____) _____-_____

II. FAMILY (please complete if client is under 18 years of age)

PARENT/CAREGIVER DESCRIPTION OF THE PROBLEM (PLEASE INCLUDE FREQUENCY, INTENSITY, DURATION AND ONSET):

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

PARENT/GUARDIAN NAME: ___________________________________ RELATION: ______________________

ADDRESS: ____ CITY/STATE/ZIP: ____________________________

HOME PHONE: (______) _______-_________ CELL PHONE: (______) _______-_________

EMAIL ADDRESS: ______________________________________ DATE OF BIRTH: ___/____/_______

RACE: __________ ETHNICITY: __________ RELIGION: _____________ MARITAL STATUS: ____________

CUSTODY RIGHTS: ______________________________

OCCUPATION: ______________________________ EMPLOYER: _____________________________________

==

PARENT/GUARDIAN NAME: ___________________________________ RELATION: ______________________

ADDRESS: ____ CITY/STATE/ZIP: ____________________________

HOME PHONE: (______) _______-_________ CELL PHONE: (______) _______-_________

EMAIL ADDRESS: ______________________________________ DATE OF BIRTH: ___/____/_______

RACE: __________ ETHNICITY: __________ RELIGION: _____________ MARITAL STATUS: ____________

CUSTODY RIGHTS: ______________________________

OCCUPATION: ______________________________ EMPLOYER: _____________________________________

==

PARENT/GUARDIAN NAME: ___________________________________ RELATION: ______________________

ADDRESS: ____ CITY/STATE/ZIP: ____________________________

HOME PHONE: (______) _______-_________ CELL PHONE: (______) _______-_________

EMAIL ADDRESS: ______________________________________ DATE OF BIRTH: ___/____/_______

RACE: __________ ETHNICITY: __________ RELIGION: _____________ MARITAL STATUS: ____________

CUSTODY RIGHTS: ______________________________

OCCUPATION: ______________________________ EMPLOYER: _____________________________________

==

PARENT/GUARDIAN NAME: ___________________________________ RELATION: ______________________

ADDRESS: ____ CITY/STATE/ZIP: ____________________________

HOME PHONE: (______) _______-_________ CELL PHONE: (______) _______-_________

EMAIL ADDRESS: ______________________________________ DATE OF BIRTH: ___/____/_______

RACE: __________ ETHNICITY: __________ RELIGION: _____________ MARITAL STATUS: ____________

CUSTODY RIGHTS: ______________________________

OCCUPATION: ______________________________ EMPLOYER: _____________________________________

==

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

III. CLIENT'S COUNTY/STATE CARE TEAM

SOCIAL WORKER: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

CHILD PROTECTION WORKER: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

MENTAL HEALTH CASE WORKER: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

PROBATION OFFICER: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

GUARDIAN AD LITEM: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

_____: _____ COUNTY: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: (____) _____-_____ CELL: (____) _____-_____

FAX NUMBER: (____) _____-_____ EMAIL ADDRESS: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

PAYMENT INFORMATION FOR CLIENT: _____

PARTY RESPONSIBLE FOR PAYMENT:

❒ County of Residence
❒ County Different than County of Residence
❒ Self-Pay
❒ Primary Insurance Company
❒ Secondary Insurance Company
❒ Other: _____

Responsible Party: _____ Relation: _____

Social Security Number: _____-____-_____ Date of Birth: ____/____/_____

Employer: _____ Work Phone: (____) ____-_____

Primary Insurance Company: _____ Group #: _____

Policy/Contract #.: _____ ID #.: _____

RXBIN#: _____ Phone: _____

Claims Address: _____ City, State, Zip: _____

Secondary Insurance Company: _____ Group #: _____

Policy/Contract #.: _____ ID #.: _____

RXBIN#: _____ Phone: _____

Claims Address: _____ City, State, Zip: _____

BILLING AND PAYMENT POLICY

INSURANCE BILLING

Village Ranch, Inc. requires all insurance information be provided before services begin. This means any and all primary and secondary insurance policies on which the client is listed, i.e. mother, father, step-parents, etc., as well as medical assistance, so that claims can be properly submitted and processed.

CO-PAYS, CO-INSURANCE, AND DEDUCTIBLES

Co-Pays, if applicable, are due at the time of your scheduled appointment and will be collected by your provider. The amount of your co-pay is listed on your insurance card. If your policy is subject to a deductible, you will receive a bill from Village Ranch if you have not yet met any deductibles for your policy/policies. Any co-insurance due after claims are processed will be billed to the client as well. It is highly recommended that you apply for medical assistance, so that, if you qualify, your financial responsibility can be reduced or perhaps eliminated.

COVERAGE LAPSES

If, at any time and for any reason, your policy is terminated, it is your responsibility to inform Village Ranch immediately so steps can be taken to ensure services are not interrupted. This applies to commercial policies (ones for which a monthly premium is paid) **AND** medical assistance. If coverage is not reinstated, you will be responsible for any and all fees for services. Talk to your social worker or county contact for information regarding medical assistance lapses. If you are unable to meet these requirements, services may be suspended.

SLIDING FEES

If you do not have insurance or medical assistance of any kind, a sliding fee schedule is available for those who qualify. Please speak to your provider for assistance.

By signing below, I understand this Billing & Payment Policy:

____/____/_____ _____ _____

Date Signature of Client or Authorized Person

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Village Ranch, Inc. and Village Ranch Child and Family Services, Inc.
RELEASE OF INFORMATION

Village Ranch Residential
13637 60th St. SW, Cokato, MN 55321
Phone: (320) 286-2922 Fax: (320) 286-2875

Village Ranch Child and Family Services, Inc.
13637 60th St. SW, Cokato, MN 55321
Phone: (320) 286-2922 Fax: (320) 286-2875

Village Ranch Foster Care
13637 60th St. SW. Cokato, MN 55321
Phone: (320) 286-2922 Fax: (320) 286-2875

Village Ranch Residential Girls Home
380 Annandale Blvd, Annandale MN
Phone:(320) 261-5186 Fax: (320) 261-5188

Village Ranch Rochester Group Home
1117 1st Ave NE, Rochester, MN 55906
Phone and Fax: (507) 258-6309

Village Ranch Hutchinson Group Home
851 Dale St SW, PO Box 305 Hutchinson, MN
Phone: (320) 587-3447 Fax: (320) 587-3967

Client's Legal Name: (please print) _____
Date of Birth: ___/____/_____ Previous Names: _____
Address: _____ City, State, Zip: _____
Phone (home/main): (____) _____-_____ Work: (____) _____-_____ Other: (____) _____-_____

1. **I authorize Village Ranch, Inc. and Village Ranch Child and Family Services, Inc. to:**
   ❒ Exchange information with ❒ Release my records to ❒ Obtain my records from
   Person, Clinic, Organization Name: _____
   Address: _____Phone: (___) ____-_____Fax: (___) ____-_____

2. **I would like the following records released:**
   ❒ All pertinent records, **OR** check those that apply below.
   - ❒ Discharge Summary ❒ School Reports ❒ Medical Reports
   - ❒ Mental Health Records ❒ Progress Notes ❒ Treatment Plans
   - ❒ Evaluations/Assessments ❒ Legal Records ❒ Social History
   - ❒ Social Service Records ❒ Other: _____

3. **Purpose:**
   ❒ Care Coordination ❒ Treatment Planning ❒ Evaluation/Assessment
   ❒ Personal Use *(mark personal and confidential)* ❒ Other: _____

4. **Staff member requesting information:** _____ (___)____-_____
   Name Phone

5. **I understand the following:**
   - Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
   - If I do not want these to be released, I will place a check mark here: ❒ I do not want the following records released: _____
   - If I change my mind, I may write to the address in Section 1 to stop the release of my records. This will not apply to records that have already been released.
   - This form expires one year after I sign it, or on (expiration date): ____/____/_____
   - There may be a fee for releasing these records.
   - Once the records are released to the hospital, clinic or person named above, the clinic or hospital releasing my records cannot prevent them from being shared by a third party. At that point, the records may no longer be protected by state or federal privacy laws.
   - To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
   - If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____/____/_____ _____ _____
Date Signature of Client or Authorized Person Authorized Person's Authority to Sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

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A CONTINUUM OF FAMILY SERVICES

Village Ranch, Inc. and Village Ranch Child and Family Services, Inc.
RELEASE OF INFORMATION

Village Ranch Residential
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13637 60th St. SW. Cokato, MN 55321
Phone: (320) 286-2922 Fax: (320) 286-2875

Village Ranch Residential Girls Home
380 Annandale Blvd, Annandale MN
Phone:(320) 261-5186 Fax: (320) 261-5188

Village Ranch Rochester Group Home
1117 1st Ave NE, Rochester, MN 55906
Phone and Fax: (507) 258-6309

Village Ranch Hutchinson Group Home
851 Dale St SW, PO Box 305 Hutchinson, MN
Phone: (320) 587-3447 Fax: (320) 587-3967

Client's Legal Name: (please print) _____
Date of Birth: ___/____/_____ Previous Names: _____
Address: _____ City, State, Zip: _____
Phone (home/main): (____) _____-_____ Work: (____) _____-_____ Other: (____) _____-_____

1. **I authorize Village Ranch, Inc. and Village Ranch Child and Family Services, Inc. to:**
   ❒ Exchange information with ❒ Release my records to ❒ Obtain my records from
   Person, Clinic, Organization Name: _____
   Address: _____Phone: (___) ____-_____Fax: (___) ____-_____

2. **I would like the following records released:**
   ❒ All pertinent records, **OR** check those that apply below.

❒ Discharge Summary	❒ School Reports	❒ Medical Reports
❒ Mental Health Records	❒ Progress Notes	❒ Treatment Plans
❒ Evaluations/Assessments	❒ Legal Records	❒ Social History
❒ Social Service Records	❒ Other: _____	

3. **Purpose:**
   ❒ Care Coordination ❒ Treatment Planning ❒ Evaluation/Assessment
   ❒ Personal Use *(mark personal and confidential)* ❒ Other: _____

4. **Staff member requesting information:** _____ (___)____-_____
   Name Phone

5. **I understand the following:**
   - Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
   - If I do not want these to be released, I will place a check mark here: ❒ I do not want the following records released: _____
   - If I change my mind, I may write to the address in Section 1 to stop the release of my records. This will not apply to records that have already been released.
   - This form expires one year after I sign it, or on (expiration date): ____/____/_____
   - There may be a fee for releasing these records.
   - Once the records are released to the hospital, clinic or person named above, the clinic or hospital releasing my records cannot prevent them from being shared by a third party. At that point, the records may no longer be protected by state or federal privacy laws.
   - To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
   - If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____/____/_____ _____ _____
Date Signature of Client or Authorized Person Authorized Person's Authority to Sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

ACTIVITY INVOLVEMENT AUTHORIZATION FORM

I grant permission for _____ to participate in extra-curricular activities while a resident at Village Ranch Residence. If my child is placed in foster care upon the signing of this form, I give permission for the foster parents to sign permission forms for school and other group events such as class trips or to attend youth group gatherings.

☐ To attend/participate in activities with other clients of Village Ranch, Inc.

Foster Care Placement Only: With regards to Foster Care Providers:

☐ I understand the foster family will be allowed to attend all education meetings including school conferences.

Residential, Group Home, & Foster Care Placement Only: I further state that my child may attend the following:

☐ Routine haircuts ☐ To attend any church and youth group meetings

☐ Bible Study ☐ Any Denomination ☐ Specific Denomination: _____

All of our residents are offered the opportunity to explore their spirituality and/or grow spiritually.

NOTE: Consent for these activities also includes permission for my child (and other family members during CTSS sessions) to be transported to and from such activities by Village Ranch, Inc. staff or community volunteers.

X _____

Parent/ Legal Guardian Signature Date

X _____

Placing Agent Date

PROMOTION AUTHORIZATION FORM

I, _____, give Village Ranch permission to use a likeness or photograph of _____, in brochures or video presentations for public education about Village Ranch, Inc. I also understand that my child could participate in community outreach projects requiring him/her to be in the community under Village Ranch staff supervision. I understand that my child's name will not be used or published, and all data privacy rules and regulations will be followed. This pertains to any pictures or videos taken of my child's rendering of services through Village Ranch. This consent is voluntary and I understand that I may revoke it at any time.

❒ **REFUSED** *(please check if you do not wish your child to participate)*

X _____

Client Signature Date

X _____

Legal Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Consent for Participation in the MCCCA Student Data Reporting System

Village Ranch, Inc. is engaged in ongoing data collection and evaluation of its services through the Minnesota Council of Child Caring Agencies (MCCCA). In cooperation with youth-serving agencies throughout the state, MCCCA collects information provided by member agencies on youth at intake, discharge and six (6) months after discharge. A confidential satisfaction survey will also be sent or given to you at discharge.

This information does not identify individual children or families by name.

You and your child are invited to participate in this evaluation process so that we may better serve all children and families. The information collected will be used in summary form to improve outcomes, complete funding report requirements, and advocate for services for children and families.

If you agree to participate, Village Ranch, Inc. agrees that:

1. All information collected will be treated as private. This will be assured through the use of identification numbers and publication of summary results.
2. The names of children/youth/parents will not appear on any data collection instrument and will be unknown to anyone receiving the data or in any document describing the results.
3. Participation is completely voluntary. Your decision about participation will not affect your relationship with Village Ranch, Inc. If you decide to participate you may withdraw this permission at any time.

If you agree to participate, you authorize Village Ranch, Inc. to:

☑ Include information on your child/family in this data collection, evaluation, and follow-up program. **This information will not identify your child or family by name.**

☑ Contact you and/or the County worker six (6) months after discharge for follow-up information.

NAME OF CHILD: _____

X _____

Client/Legal Guardian Signature Date

X _____

Client/Legal Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

CONSENT FOR MEDICAL TREATMENT

I hereby authorize Village Ranch, Inc. Staff to consent to any routine and emergency medical care (including surgery, anesthesia, tests, etc.) to for medical, dental, and eye exams or treatment, under general or special supervision, and on the advice of a physician, nurse, dentist, or surgeon duly licensed by the State of Minnesota.

I also authorize Village Ranch, Inc. to administer medication to the below-named minor as directed and as prescribed by a duly licensed physician or surgeon.

This authorization shall remain in effect so long as the named minor below is in the care and control of Village Ranch, Inc.

Foster care and residential/group home placement please answer the next two questions:

I AUTHORIZE QUALIFIED MEDICAL PERSONNEL TO:

ADMINISTER REQUIRED IMMUNIZATIONS ❒ **YES** ❒ **NO**

ADMINISTER RECOMMENDED SEASONAL VACCINATION ❒ **YES** ❒ **NO**

ILLNESS/ALLERGY DISCLOSURE

Please indicate when and what illnesses or allergies your child has experienced and the action that was taken. Please use a separate piece of paper if more space is needed.

DATE:	**ILLNESS/ALLERGIES:**	**ACTION TAKEN:**
Example: 9/25/98	*Strep throat, chicken pox, etc.*	*Doctor, Antibiotics, Rest*

By signing this document, I acknowledge I have authority to consent to medical treatment for:

_____ (Child's name)

_____ ___/___/_____

Client/Legal Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

TEXT AND EMAIL NOTIFICATIONS FROM PROCENTIVE SOFTWARE

Client's Name: _____

OVERVIEW

Procentive is the trusted electronic health records system (EHR) for behavioral health. This system allows us to communicate with parents through text and email. With the input of your text number and/or email address our system allows us to set up notifications that will be directly sent to your phone and/or email address to remind you of an upcoming appointment or to review a document that requires a signature.

HOW IT WORKS

- Text/Email Notifications: Our system will automatically send you a text and/or email reminder two (2) days before and the day of your scheduled appointment, reminding you of your upcoming appointment.

- Email Notifications: Using the kiosk feature we are also able to send documents that require a signature electronically through email. The provider will send an email with the subject line "Village Ranch Paperwork". There will be a link directing you to the document.
  *(Note this document can only be opened once). Once opened you can review the document and sign it in the designated signature box using your mouse.

With your permission, we ask that you provide us with your text number and email address:

Text Number: (_____) _____-_____

Email Address: _____@_____._____

How would you prefer to be notified for an upcoming appointment? ❒ Text ❒ Email

_____
Client/Legal Guardian Signature Date

_____
Client/Legal Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Tele-Medicine Consent Form

Client's Name: _____

I, (print name): _____

❒ Agree and consent to the use of tele-medicine as a means of conducting mental health session within the laws and limits of the Minnesota Health Care Programs (MHCP).

❒ Do not approve these services.

Signed: _____

Relationship to child: _____

Date: _____

****

Video Camera Consent Form

For security purposes, we have/may have video cameras installed in rooms where meetings are conducted. These cameras are video only, not audio, in an effort to protect the privacy of the individuals in the meeting. This consent confirms you understand this procedure is for the safety and protection of all individuals involved.

I, _____, understand and consent to this practice of Village Ranch, Inc. and Village Ranch Child and Family Services, Inc.

_____ _____

Signature Date

AspireMN CORE CHILDREN'S OUTCOME REPORTING AND EVALUATION

Consent to participate in the AspireMN Children's Outcome Reporting and Evaluation (CORE) System

__Village Ranch INC & Village Ranch CFS___ are part of a state-wide project with other programs that work with children and families to help improve care and outcomes. This system, called AspireMN CORE, is HIPAA compliant and securely collects demographic, assessment and intervention services data (herein after referred to as "data") provided by programs on children and families at intake, discharge, and six months after discharge. A confidential satisfaction survey is also given out at discharge.

If you agree to share your data, __Village Ranch INC & Village Ranch CFS agrees that:

1. All data collected will be protected. In some cases, demographic data may be shared across service providers for the purpose of connecting records.
2. Only __Village Ranch INC & Village Ranch CFS and the researchers who work on behalf of AspireMN will have access to private data for evaluation purposes. This secured data will be maintained for ongoing research and to inform practice.
3. Participation is completely voluntary. Your decision to participate or not will not impact the services provided to your child or family or your relationship with Village Ranch INC & Village Ranch CFS.
4. Even after agreeing to participate, you can discontinue participation in this data system at any time by contacting Village Ranch INC or Village Ranch CFS.

If you agree to participate, you authorize Village Ranch INC & Village Ranch CFS to:

1. Include data on services, outcomes, and satisfaction about your child and family in the AspireMN CORE system.
2. Contact you, your child, and the person that referred your family/child six months after discharge for follow-up information.

_____
Name of child

_____ _____
Signature of parent/guardian Date

Opt-Out

☐ I do not agree to participation in the AspireMN CORE system.

_____ _____
Signature of parent/guardian Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

RESIDENTIAL ONLY FORMS

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH RESIDENTIAL PLACEMENT AGREEMENT

_____ ❒ **JUVENILE PROBATION** **Agency,**
Name of county ❒ **SOCIAL SERVICE**

INCLUDING ITS ASSIGNED WORKER(S) ("Agency"),

PLACES AND IS FINANCIALLY RESPONSIBLE, FOR:
RECIPIENT OF SERVICES:

_____
First Middle Last

DATE OF BIRTH: _____

AT

Village Ranch Inc. Annandale Location 380 Annandale Blvd. Annandale, MN 55302

AS OF _____

The unit cost from January 1, 20___ through December 31, 20___ is $_____ per day.

The Agency and Village Ranch agree to abide by the provisions outlined in this PLACEMENT AGREEMENT:

1. The Agency shall, by written communication, provide at the time of placement, with a specific statement as to the legal status of the child, and whom or which specific agency has legal custody of the child.
2. Village Ranch shall, within five (5) working days following the last day of each calendar month, submit an invoice to the Agency. The invoice shall contain:
   a) Name of child served;
   b) Number of days of service with daily rate and total cost for providing services.
3. The Agency shall, within thirty (30) calendar days of the date of receipt of the invoice, make payment directly to Village Ranch for services purchased. The Agency is responsible to Village Ranch for the total cost of services incurred by the resident. Any financial arrangements or obligations on the part of the recipient's parents will be between the recipient and the Agency and will not involve Village Ranch.

4. Village Ranch shall inform the Agency within one (1) working day when the child is absent from Village Ranch. A mutual agreement shall be reached within one (1) working day between the Residential Facility and the Agency as to how long the recipient's bed shall be held. All verbal communication must be confirmed in writing by the Agency within five (5) working days.
5. Village Ranch shall provide Social Service Progress Reports to the Agency each quarter after the staffing. Written progress reports will be supplied upon request.
6. Village Ranch agrees to provide the Agency and the child's family with information relative to the procedures at the Residential Facility.
7. The Agency must provide Village Ranch with the following information in writing prior to placement:
   a) Social history on child and family;
   b) Results of recent psychological and/or physical consultations;
   c) Results of physical examination which has been given within the last year as well as history of health problems and immunization records;
   d) Educational data which would include achievement scores;
   e) The Agency case record number and when available, the Medical Assistance number or statement of financial responsibility for medical services.
8. The Agency's participation is required at the time of placement, the Intake Staffing and Reviews. The Agency is responsible for implementing and carrying forth work with the family and to provide reports indicating the goals and objectives of family treatment and the time limits in which they will try to reach them.

At the time of placement, the Agency will have completed a Face Sheet provided by Village Ranch. He/she would also have the consent forms relative to placement signed by the parents or guardian.

_____ ___/___/_____
Agency Worker Signature **Date**

_____
Print Name

_____ ___/___/_____
Village Ranch, Inc. Signature **Date**

_____
Print Name

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH VISITATION SCHEDULE

It is the desire of the Village Ranch to ensure communication continues between our residents and supportive family members. Village Ranch wants to accommodate you in providing a Visitation Schedule that fits into your work schedule.

- **VILLAGE RANCH OFFERS TWO (2) VISITATION OPTIONS:**
  - SATURDAYS: 10:00 a.m. – 1:00 p.m.
  - SUNDAYS: 10:00 – 1:00 p.m.
- **VILLAGE RANCH OFFERS TWO (2) PHONE COMMUNICATION OPTIONS:**
  - THURSDAYS: 5:00 – 8:00 p.m.
  - SUNDAYS: 10:00 – 1:00 p.m.

If these accommodations do not fit into your schedule, please let us know and other arrangements can be made.

There are some situations which require calls and visits to be supervised by a staff member. In this case, the client and the individual(s) involved will be notified by a staff. All supervised phone and visitation are set up on a case-by-case basis. Again, **ALL CALLS must be initiated by individuals on the client's contact list.**

NOTE: IT IS REQUIRED THAT FAMILY THERAPY BEGIN PRIOR TO ANY OFF-GROUND VISIT, UNLESS OTHERWISE SPECIFIED BY THE CLIENT'S THERAPIST.

We apologize for any inconvenience this may cause. Please feel free to contact the office at (320) 286-2922 if you have any questions.

_____

Client/Legal Guardian Signature **Date**

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH ANNANDALE VISITOR/CALL LIST

RESIDENT NAME: _____

VISITOR NAME	RELATIONSHIP	APPROVED YES/NO ☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

RESTRICTED VISITORS	RELATIONSHIP/COMMENTS/IDENTIFY IF NO CONTACT ORDER IS IN PLACE

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH DISCLAIMER OF RESPONSIBILITY

I, _____, do hereby release Village Ranch, Inc. and its employees from responsibility (either monetary or replacement) for personal items that I insist upon keeping rather than returning to home. If any personal item is broken or stolen, I will bear sole responsibility for its loss and/or replacement.

If I acquire additional items during my stay at Village Ranch, which includes any clothing or personal items, I am fully responsible for informing staff and documenting the changes on my inventory sheet immediately.

_____ ___/___/_____
Client/Legal Guardian Signature Date

_____ ___/___/_____
Client/Legal Guardian Signature Date

MEDICATION MANAGEMENT

Resident's Name _____ Date of Birth: ___/___/____

TYPE OF MEDICATION	DOSAGE	QUANTITY UPON ADMISSION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

- Has parental/guardian verbal/written consent been given? ❒ YES ❒ NO
- Has Village Ranch nursing staff been notified: ❒ YES ❒ NO
- Has the medication been verified by prescribing pharmacy? ❒ YES ❒ NO

Please advise how the medication was verified and give documentation of parental/guardian consent:

_____
_____

_____ _____ ____/____/_____
Village Ranch Staff Signature Print Name Date

_____ ____/____/_____
Parent/Guardian Written Consent Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Village Ranch, Inc.
Medication Standing Orders

(PRN = as needed)

Tylenol (acetaminophen) 650 mg PO Q 4-6 hours PRN

- For pain, headache, fever > 99.5 degrees.
- Not to exceed 3000 mg in one day.

Advil (ibuprofen) 200-400 mg PO Q 6 hours PRN

- For inflammatory pain, fever > 99.5 degrees.

TUMS tablets, 1-2 PO PRN, not to exceed 6 in a day

- For heartburn, indigestion, upset stomach.

Imodium AD (per directions on the label)

- For diarrhea.
- Encourage water intake.

MiraLAX (per directions on the label)

- For complaints of constipation and/or no BM for 3 or more days.

Triple Antibiotic Ointment (Neosporin) or Bacitracin topically

- For cuts, skin abrasions- cleanse and apply ointment and bandage.

Robitussin 2 tsp (10 ml) for 12 years of age, 2-4 tsp (10-20 ml) for 13-18 years of age

- For active cough.
- Encourage water intake.

OTC Antifungal Cream for symptoms of Athlete's Foot PRN

- Red, itchy, scaling skin on/between toes and/or on feet.
- If not resolved in 5-7 days, see MD
- Daily wash and dry feet, apply clean socks.

Caladryl/Calamine lotion topically or Hydrocortisone cream 0.1% PRN to itchy rashes or insect bites.

Diphenhydramine 25 mg PO for severe itching due to stings/bites. Follow directions on label.

Comfort Measures:

- Ice pack to affected painful area.
- Icy-Hot or equivalent topical cream for muscle pain.
- Vicks VapoRub to neck, chest or nose with congestion.
- Cough Drop PRN for sore/itchy throat, cough.

I have reviewed these orders and approve of the use of these PRN medications for the symptoms described.

_____ _____

Parent/Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

RESIDENT BASIC RIGHTS

A. Right to reasonable observance of cultural and ethnic practice and religion;

B. Right to a reasonable degree of privacy;

C. Right to participate in development of the resident's treatment and case plan;

D. Right to positive and proactive adult guidance, support, and supervision;

E. Right to be free from abuse, neglect, inhumane treatment, and sexual exploitation;

F. Right to adequate medical care;

G. Right to nutritious and sufficient meals and sufficient clothing and housing;

H. Right to live in clean, safe surroundings;

I. Right to receive a public education;

J. Right to reasonable communication and visitation with adults outside the facility, which may include a parent, extended family members, siblings, a legal guardian, a caseworker, an attorney, a therapist, a physician, a religious advisor, and a case manager in accordance with the resident's case plan;

K. Right to daily bathing or showering and reasonable use of materials, including culturally-specific appropriate skin care and hair care products or any special assistance necessary to maintain an acceptable level of personal hygiene;

L. Right of access to protection and advocacy services, including the appropriate state-appointed ombudsman;

M. Right to retain and use a reasonable amount of personal property;

N. Right to courteous and respectful treatment;

O. If applicable, the Rights stated in Minnesota Statutes, sections 144.651 and 253B.03;

P. Right to be free from bias and harassment regarding race, gender, age, disability, spirituality, and sexual orientation;

Q. Right to be informed of and to use a grievance procedure; and

R. Right to be free from restraint or seclusion used for a purpose other than to protect the resident from imminent danger to self or others, except for the use of disciplinary room time as it is allowed in the correctional facility's discipline plan.

_____ ____/____/_____

Client Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH GRIEVANCE POLICY & PROCEDURES

A. INTERNAL PROCEDURE:

1. Residential Home Staff will provide a Resident who wishes to report a grievance with a copy of the Grievance Form.
2. Resident Grievance Forms completed will be delivered by the staff without reading, altering, interference, or delay to the Chief Executive Officer.
3. Upon receipt of the Resident's Grievance, the Chief Executive Officer will conduct an investigation *(if the grievance is not frivolous)* into the Resident's complaint. The Chief Executive Officer will submit a written report of findings and recommendations, if any, to the Grievance Committee within three (3) working days from the time the grievance was received.
4. When a grievance is of an emergency matter, the Chief Executive Officer will conduct an investigation into the Resident's complaint and complete a written report and the action taken, if any, within 24 hours from the time the grievance was received.
5. The Chief Executive Officer will provide the Resident reporting the grievance with a copy of his findings and recommendations.
6. The Grievance Committee will consist of a member of the Village Ranch Board, a probation/law enforcement officer and the Residential Home Chaplain.
7. The Grievance Committee will:
    a. Review the Chief Executive Officer's investigation and findings.
    b. Hear any added information or rebuttal from the Resident reporting the grievance.
    c. Discuss possible corrective plans of action with the Chief Executive Officer and complaining resident.
    d. Decide on the Chief Executive Officer and Residential Home staff to take steps necessary to implement the corrective plan of action and report back to the Committee on the results of said plan within 30 days.

B. EXTERNAL PROCEDURES

1. Residential Home staff will provide a Resident who wishes to report a grievance with a copy of the Grievance Form.
2. Resident Grievance Forms, if not submitted to the Chief Executive Officer will be mailed to the Residential Home Board according to procedures applying to regular correspondence/private mail.
3. The Residential Care Staff will provide postage to Residents who wish to mail grievances to the Chief Executive Officer or Village Ranch Board.
4. The Residential Care Staff will cooperate with the Grievance Committee in order to resolve the grievance issues.

_____ ___/___/_____

Client/Legal Guardian Signature Date

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361—5188

Please print client's legal name: _____

DOB: _____ Previous Name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

1. **I would like Village Ranch, Inc. to: __X__ exchange information with**
   _____ release my records to
   _____ obtain my records from

☒ Person, clinic, organization name: Allina Clinic Annandale
Address: 440 Elm St E
City: Annandale State: MN Zip code: 55302
Phone: 320-274-3744 Fax: 320-274-8194

2. **I would like the following records released:** ❒ All pertinent records, or check all that apply below:

❒ Discharge summary	❒ School reports	☒ Medical reports
☒ Mental health records	❒ Progress notes	❒ Treatment plans
☒ Evaluations/assessments	❒ Legal records	❒ Social history
❒ Social service records	☒ Other: Medication records, face sheet, paperwork needed for medical necessity, medical records requested by hospital/clinic	

3. **Purpose:**

☒ Care coordination	❒ Treatment Planning	❒ Evaluation/Assessment
❒ Personal use (mark personal and confidential)	☒ Other: ___medical_____	

4. **Staff member requesting information: Case Manager Village Ranch 320-261-5186**
   Name **Phone**

5. **I understand the following:**
   - Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
   - If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
   - If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
   - This form expires one year after I sign it, or on (expiration date): _____.
   - There may be a fee for releasing these records.
   - Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
   - To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
   - If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361-5188

Please print client's legal name: _____

DOB: _____ Previous name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

6. I would like Village Ranch, Inc. to: __X____ exchange information with
_____ release my records to
_____ obtain my records from

☒ Person, clinic, organization name: Buffalo Hospital--Allina
Address: 303 Catlin St
City: Buffalo State: MN Zip code: 55313
Phone: 763-682-1212 Fax: 763-684-7910

7. I would like the following records released: ❒ All pertinent records, or check all that apply below:

❒ Discharge summary	❒ School reports	☒ Medical reports
☒ Mental health records	❒ Progress notes	❒ Treatment plans
☒ Evaluations/assessments	❒ Legal records	❒ Social history
❒ Social service records	☒ Other: Medication records, face sheet, paperwork needed for medical necessity, medical records requested by hospital/clinic	

8. Purpose:

☒ Care coordination	❒ Treatment Planning	❒ Evaluation/Assessment
❒ Personal use (mark personal and confidential)	☒ Other: ___medical_____	

9. Staff requesting information: Case Manager VIllage Ranch 320-261-5186
Name Phone

10. I understand the following:

- Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
- If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
- If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
- This form expires one year after I sign it, or on (expiration date): _____.
- There may be a fee for releasing these records.
- Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
- To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
- If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361--5188

Please print client's legal name: _____

DOB: _____ Previous Name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

11. I would like Village Ranch, Inc. to: __X__ exchange information with
_____ release my records to
_____ obtain my records from

☒ Person, clinic, organization name: Annandale Eye Center
Address: 500 Elm St E
City: Annandale State: MN Zip code: 55302
Phone: 320-274-3701 Fax: _____

12. I would like the following records released: ❒ All pertinent records, or check all that apply below:

❒ Discharge summary	❒ School reports	☒ Medical reports
☐ Mental health records	❒ Progress notes	❒ Treatment plans
☒ Evaluations/assessments	❒ Legal records	❒ Social history
❒ Social service records	☒ Other: Medication records, face sheet, paperwork needed for medical necessity, medical records requested	

13. Purpose:

☒ Care coordination	❒ Treatment Planning	❒ Evaluation/Assessment
❒ Personal use (mark personal and confidential)	☒ Other: ___medical/eye exam_____	

14. Staff member requesting information: Case Manager Village Ranch 320-261-5186
Name Phone

15. I understand the following:

- Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
- If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
- If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
- This form expires one year after I sign it, or on (expiration date): _____.
- There may be a fee for releasing these records.
- Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
- To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
- If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361--5188

Please print client's legal name: _____

DOB: _____ Previous Name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

16. I would like Village Ranch, Inc. to: __X__ exchange information with
_____ release my records to
_____ obtain my records from

☒ Person, clinic, organization name: Distinctive Dental
Address: 612 8th Avenue Box 664
City: Howard Lake State: MN Zip code: 55349
Phone: 320-543-2233 Fax: _____

17. I would like the following records released: ❒ All pertinent records, or check all that apply below:

❒ Discharge summary	❒ School reports	☒ Medical reports
☒ Mental health records	❒ Progress notes	❒ Treatment plans
☒ Evaluations/assessments	❒ Legal records	❒ Social history
❒ Social service records	☒ Other: Medication records, face sheet, paperwork needed for medical necessity, medical records requested	

18. Purpose:

☒ Care coordination	❒ Treatment Planning	❒ Evaluation/Assessment
❒ Personal use (mark personal and confidential)	☒ Other: ___medical/dental_____	

19. Staff member requesting information: Case Manager Village Ranch 320-261-5186
Name Phone

20. I understand the following:

- Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
- If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
- If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
- This form expires one year after I sign it, or on (expiration date): _____.
- There may be a fee for releasing these records.
- Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
- To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
- If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361--5188

Please print client's legal name: _____

DOB: _____ Previous Name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

21. I would like Village Ranch, Inc. to: __X__ exchange information with
_____ release my records to
_____ obtain my records from

☒ Person, clinic, organization name: Central MN Mental Health
Address: 308 12th Avenue South
City: Buffalo State: MN Zip code: 55313
Phone: 763.682.4400 Fax: 763.682.1353

22. I would like the following records released: ☒ All pertinent records, or check all that apply below:

❒ Discharge summary ❒ School reports ☐Medical reports
☐ Mental health records ❒ Progress notes ❒ Treatment plans
☐ Evaluations/assessments ❒ Legal records ❒ Social history
❒ Social service records ☒ Other: Medication records, face sheet, paperwork needed for medical necessity, progress notes, records requested

23. Purpose:

☒ Care coordination ☒ Treatment Planning ☒ Evaluation/Assessment
❒ Personal use (mark personal and confidential) ☐Other: _____

24. Staff member requesting information: Case Manager Village Ranch 320-261-5186
Name Phone

25. I understand the following:

- Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
- If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
- If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
- This form expires one year after I sign it, or on (expiration date): _____.
- There may be a fee for releasing these records.
- Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
- To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
- If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

VILLAGE RANCH, INC. RELEASE OF INFORMATION

Village Ranch, 380 Annandale Blvd, Annandale, MN 55302 • P: (320) 261-5186 F: (320) 361--5188

Please print client's legal name: _____

DOB: _____ Previous Name: _____

Address: _____ City/State/Zip: _____

Phone (home/main): _____ Work: _____ Other: _____

26. I would like Village Ranch, Inc. to: __X__ exchange information with
_____ release my records to
_____ obtain my records from

☒ Person, clinic, organization name: Keaveny Drug
Address: 150 Main Ave W
City: Winsted State: MN Zip code: 55395
Phone: 320-485-2555 Fax: 320-485-4266

27. I would like the following records released: ❒ All pertinent records, or check all that apply below:

❒ Discharge summary ❒ School reports ☒ Medical reports
☐Mental health records ❒ Progress notes ❒ Treatment plans
☐ Evaluations/assessments ❒ Legal records ❒ Social history
❒ Social service records ☒ Other: Medication records, face sheet, paperwork needed for medical necessity, medical records requested, medications

28. Purpose:

☐ Care coordination ❒ Treatment Planning ❒ Evaluation/Assessment
❒ Personal use (mark personal and confidential) ☒ Other: ___medications_____

29. Staff member requesting information: Case Manager Village Ranch 320-261-5186
Name Phone

30. I understand the following:

- Except for psychotherapy notes (which are not included in my medical record), all records will be released to the hospital, clinic, or person named above. This includes details about treatment for mental health, chemical dependency, sickle cell anemia, genetic conditions, and AIDS/HIV.
- If I do not want these to be released, I will place a check mark here: _____, I do not want the following records released: _____.
- If I change my mind, I may write to the address in section 1 to stop the release of my records. This will not apply to records that have already been released.
- This form expires one year after I sign it, or on (expiration date): _____.
- There may be a fee for releasing these records.
- Once the records are released to the hospital, clinic, or person named above, the clinic or hospital releasing my records cannot prevent them from being shared with a third party. At that point, the records may no longer be protected by state and federal privacy laws.
- To be valid, this form must be filled out completely and signed. A copy is valid if it has not been altered.
- If I do not sign this form, I will still be treated, unless treatment is part of a research project.

_____ _____ _____

Date | Signature of client or authorized person | Authorized person's authority to sign (proof required)

Reason client is unable to sign: ❒ Minor ❒ Deceased ❒ Other: _____

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Additional Forms Needed for Treatment

Please Print or Complete During On-site Intake Meeting

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Strengths and Difficulties Questionnaire

S 11-17

For each item, please mark the box for Not True, Somewhat True or Certainly True. It would help us if you answered all items as best you can even if you are not absolutely certain . Please give your answers on the basis of how things have been for you over the last six months.

Your name..... Male/Female

Date of birth.....

	Not True	Somewhat True	Certainly True
I try to be nice to other people. I care about their feelings	☐	☐	☐
I am restless, I cannot stay still for long	☐	☐	☐
I get a lot of headaches, stomach-aches or sickness	☐	☐	☐
I usually share with others, for example CD's, games, food	☐	☐	☐
I get very angry and often lose my temper	☐	☐	☐
I would rather be alone than with people of my age	☐	☐	☐
I usually do as I am told	☐	☐	☐
I worry a lot	☐	☐	☐
I am helpful if someone is hurt, upset or feeling ill	☐	☐	☐
I am constantly fidgeting or squirming	☐	☐	☐
I have one good friend or more	☐	☐	☐
I fight a lot. I can make other people do what I want	☐	☐	☐
I am often unhappy, depressed or tearful	☐	☐	☐
Other people my age generally like me	☐	☐	☐
I am easily distracted, I find it difficult to concentrate	☐	☐	☐
I am nervous in new situations. I easily lose confidence	☐	☐	☐
I am kind to younger children	☐	☐	☐
I am often accused of lying or cheating	☐	☐	☐
Other children or young people pick on me or bully me	☐	☐	☐
I often offer to help others (parents, teachers, children)	☐	☐	☐
I think before I do things	☐	☐	☐
I take things that are not mine from home, school or elsewhere	☐	☐	☐
I get along better with adults than with people my own age	☐	☐	☐
I have many fears, I am easily scared	☐	☐	☐
I finish the work I'm doing. My attention is good	☐	☐	☐

Do you have any other comments or concerns?

Please turn over - there are a few more questions on the other side

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Overall, do you think that you have difficulties in any of the following areas: emotions, concentration, behavior or being able to get on with other people?

No	Yes- minor difficulties	Yes- definite difficulties	Yes- severe difficulties
☐	☐	☐	☐

If you have answered "Yes", please answer the following questions about these difficulties:

- How long have these difficulties been present?

Less than a month	1-5 months	6-12 months	Over a year
☐	☐	☐	☐

- Do the difficulties upset or distress you?

Not at all	Only a little	Quite a lot	A great deal
☐	☐	☐	☐

- Do the difficulties interfere with your everyday life in the following areas?

	Not at all	Only a little	Quite a lot	A great deal
HOME LIFE	☐	☐	☐	☐
FRIENDSHIPS	☐	☐	☐	☐
CLASSROOM LEARNING	☐	☐	☐	☐
LEISURE ACTIVITIES	☐	☐	☐	☐

- Do the difficulties make it harder for those around you (family, friends, teachers, etc.)?

Not at all	Only a little	Quite a lot	A great deal
☐	☐	☐	☐

Your Signature ..... Today's Date .....

Thank you very much for your help

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Strengths and Difficulties Questionnaire

P 11-17

For each item, please mark the box for Not True, Somewhat True or Certainly True. It would help us if you answered all items as best you can even if you are not absolutely certain. Please give your answers on the basis of your child's behavior over the last six months.

Your child's name ..... Male/Female

Date of birth.....

	Not True	Somewhat True	Certainly True
Considerate of other people's feelings	☐	☐	☐
Restless, overactive, cannot stay still for long	☐	☐	☐
Often complains of headaches, stomach-aches or sickness	☐	☐	☐
Shares readily with other youth, for example CD's, games, food	☐	☐	☐
Often loses temper	☐	☐	☐
Would rather be alone than with other youth	☐	☐	☐
Generally well behaved, usually does what adults request	☐	☐	☐
Many worries or often seems worried	☐	☐	☐
Helpful if someone is hurt, upset or feeling ill	☐	☐	☐
Constantly fidgeting or squirming	☐	☐	☐
Has at least one good friend	☐	☐	☐
Often fights with other youth or bullies them	☐	☐	☐
Often unhappy, depressed or tearful	☐	☐	☐
Generally liked by other youth	☐	☐	☐
Easily distracted, concentration wanders	☐	☐	☐
Nervous in new situations, easily loses confidence	☐	☐	☐
Kind to younger children	☐	☐	☐
Often lies or cheats	☐	☐	☐
Picked on or bullied by other youth	☐	☐	☐
Often offers to help others (parents, teachers, children)	☐	☐	☐
Thinks things out before acting	☐	☐	☐
Steals from home, school or elsewhere	☐	☐	☐
Gets along better with adults than with other youth	☐	☐	☐
Many fears, easily scared	☐	☐	☐
Good attention span, sees chores or homework through to the end	☐	☐	☐

Do you have any other comments or concerns?

Please turn over - there are a few more questions on the other side

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Overall, do you think that your child has difficulties in one or more of the following areas: emotions, concentration, behavior or being able to get on with other people?

No	Yes- minor difficulties	Yes- definite difficulties	Yes- severe difficulties
☐	☐	☐	☐

If you have answered "Yes", please answer the following questions about these difficulties:

- How long have these difficulties been present?

Less than a month	1-5 months	6-12 months	Over a year
☐	☐	☐	☐

- Do the difficulties upset or distress your child?

Not at all	Only a little	Quite a lot	A great deal
☐	☐	☐	☐

- Do the difficulties interfere with your child's everyday life in the following areas?

	Not at all	Only a little	Quite a lot	A great deal
HOME LIFE	☐	☐	☐	☐
FRIENDSHIPS	☐	☐	☐	☐
CLASSROOM LEARNING	☐	☐	☐	☐
LEISURE ACTIVITIES	☐	☐	☐	☐

- Do the difficulties put a burden on you or the family as a whole?

Not at all	Only a little	Quite a lot	A great deal
☐	☐	☐	☐

Signature ..... Date .....

Mother/Father/Other (please specify:)

Thank you very much for your help

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Adverse Childhood Experience (ACE) Questionnaire

Finding your ACE Score ra hbr 10 24 06

While you were growing up, during your first 18 years of life:

1. Did a parent or other adult in the household **often** …
   Swear at you, insult you, put you down, or humiliate you?
   or
   Act in a way that made you afraid that you might be physically hurt?
   Yes No If yes enter 1 _____

2. Did a parent or other adult in the household **often** …
   Push, grab, slap, or throw something at you?
   or
   Ever hit you so hard that you had marks or were injured?
   Yes No If yes enter 1 _____

3. Did an adult or person at least 5 years older than you **ever**…
   Touch or fondle you or have you touch their body in a sexual way?
   or
   Try to or actually have oral, anal, or vaginal sex with you?
   Yes No If yes enter 1 _____

4. Did you **often** feel that …
   No one in your family loved you or thought you were important or special?
   or
   Your family didn't look out for each other, feel close to each other, or support each other?
   Yes No If yes enter 1 _____

5. Did you **often** feel that …
   You didn't have enough to eat, had to wear dirty clothes, and had no one to protect you?
   or
   Your parents were too drunk or high to take care of you or take you to the doctor if you needed it?
   Yes No If yes enter 1 _____

6. Were your parents **ever** separated or divorced?
   Yes No If yes enter 1 _____

7. Was your mother or stepmother:
   Often pushed, grabbed, slapped, or had something thrown at her?
   or
   Sometimes or often kicked, bitten, hit with a fist, or hit with something hard?
   or
   Ever repeatedly hit over at least a few minutes or threatened with a gun or knife?
   Yes No If yes enter 1 _____

8. Did you live with anyone who was a problem drinker or alcoholic or who used street drugs?
   Yes No If yes enter 1 _____

9. Was a household member depressed or mentally ill or did a household member attempt suicide?
   Yes No If yes enter 1 _____

10. Did a household member go to prison?
    Yes No If yes enter 1 _____

Now add up your "Yes" answers: _____ This is your ACE Score

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

SHOLUND SCHOOL FOR GIRLS PAPERWORK

VILLAGE RANCH
A CONTINUUM OF FAMILY SERVICES

Sholund School for Girls

380 Annandale Blvd, Annandale MN 55302
Phone: 320-261-5186 Fax 320-261-5188

MULTIPLE AGENCY RELEASE OF PRIVATE STUDENT INFORMATION

Student Name: _____ DOB: __/___/____Grade: _____

Parent Name/Address: _____

Parent Phone: (____) _____-_____ County of Residence: _____

Resident School District: _____

Student's Current Address: _____

AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION

I hereby give permission for representatives from the following agencies to release and exchange verbal, printed, and electronic information which will assist in the development of an educational and/or individual treatment plan for this program.

- ☑ Sholund School for Girls
- ☑ Village Ranch, Inc.
- ☑ County
- ☑ School District Staff:
- ☑ Mental Health Agency Staff:
- ☑ **My email address:** _____

THE INFORMATION TO BE RELEASED/EXCHANGED WILL BE THE FOLLOWING:

- ☑ Educational Assessment, Individual Education Plans, Staff Observations
- ☑ Psychological Reports (including test scores)
- ☑ Health/Medical Reports
- ☑ Other School Records (attendance, grades, etc.)
- ☑ County Social Worker/Court Reports on Student
- ☑ Chemical Abuse Reports

I understand that my records are protected under State and Federal confidentiality regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time and that in any event this consent expires automatically as described below. I understand that information maintained by the organization named above is limited to staff whose work assignments reasonably require access to such information within the purpose specified in the services provided. I further understand that unless specified otherwise below, this Informed Consent will continue in effect during my participation or within one year, whichever is less, within the program for which disclosures of the above-described data is made. A copy of the original is as valid as the original.

_____ ___/___/_____

Client/Legal Guardian Signature Date

**Obtain a new signed release one year from this date, if needed.*

MAWSECO
Meeker And Wright Special Education Cooperative #0938-52
PO Box 1010, 720 9th Avenue
Howard Lake, MN 55349

Melissa Hanson
Executive Director
320.543.1122
mhanson@mawseco.k12.mn.us

Sholund School For Girls

Minnesota Language Survey

Minnesota is home to speakers of more than 100 different languages. The ability to speak and understand multiple languages is valued. The information you provide will be used by the school district to see if your student is multilingual. In Minnesota, students who are multilingual may qualify for a Multilingual Seal upon further assessment. Additionally, the information you provide will determine if your student should take an English proficiency test. Based upon the results of the test, your student may be entitled to English language development instruction. Access to instruction is required by federal and state law. As a parent or guardian, you have the right to decline English learner instruction at any time. Every enrolling student must be provided with the Minnesota Language Survey during enrollment. Information requested on this form is important to us to be able to serve your student. Your assistance in completing the Minnesota Language Survey is greatly appreciated.

Student Name:	**Date of Birth:**

	Check the phrase that best describes your student:	Indicate the language(s) other than English in space provided:
1. My student first learned:	____ A language(s) other than English. _____English and language(s) other than English. _____ Only English.	
2. My student speaks:	____ A language(s) other than English. _____English and language(s) other than English. _____ Only English.	
3. My student understands:	____ A language(s) other than English. _____English and language(s) other than English. _____ Only English.	
4. My student has consistent interaction in:	____ A language(s) other than English. _____English and language(s) other than English. _____ Only English.	

Language use alone does not identify your student as an English learner. If a language other than English is indicated, your student will be screened for English language proficiency.

Parent/Guardian Information	
Parent/Guardian Name (Printed):	
Parent/Guardian Signature:	**Date:**

*** All data on this form is private. It will only be shared with district staff who need the information to best serve your student and forlegally required reporting about home language and service eligibility to the Minnesota Department of Education. At the district and at the Minnesota Department of Education, this information will not be shared with other individuals or entities, except if they are authorized by state or federal law to access the information. Compliance with this request for information is voluntary.**

MAWSECO
Meeker And Wright Special Education Cooperative #0938-52
PO Box 1010, 720 9th Avenue
Howard Lake, MN 55349

Melissa Hanson
Executive Director
320.543.1122
mhanson@mawseco.k12.mn.us

Sholund School For Girls

Email Authorization Form

(Permission to communicate via email)

YES, I authorize the use of email for communication relating to my child's education including but not limited to: due process documents (Individual Education Plan, Prior Written Notice, Evaluation Report, etc.), educational reports, discipline or behavior reports and/or general communication regarding my child's progress.

_____
Student Name

Parent Name: _____

Parent Email Address: _____

Parent Signature: _____

Date: _____

Expiration Date: _____

Please Note: this authorization will expire after one year or with written withdrawal of permission to use email from a parent/guardian.

If you have any questions regarding this release or form, please contact your child's special education teacher.

Teacher: _____
Email: _____
Phone: _____

Or the Executive Director, Melissa Hanson at 320.543.1122
Original Release Placed in Due Process File

_____ (Client/Guardian Initial)

MAWSECO
Meeker And Wright Special Education Cooperative #0938-52
PO Box 1010, 720 9th Avenue Howard Lake, MN 55349

Melissa Hanson, Executive Director
320.543.1122
mhanson@mawseco.k12.mn.us

Sholund School for Girls

Ethnic and Racial Demographic Designation Form

Schools are required to report ethnicity and race to the state and to the US Department of Education. Parents or guardians are not required to answer the federal questions (in bold) for their children. If you choose not to answer the federal questions, federal law requires schools to choose for you. State questions are labeled "Optional question" and schools will not fill in this information for you. This information helps improve teaching and learning for everyone and helps the state identify and advocate for students currently underserved.

1. Hispanic/Latino? □ NO □ YES (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

Optional question. If YES was chosen, please select all that apply from the list below:

□ Decline to indicate □ Guatemalan □ Salvadoran □ Spaniard/Spanish/Spanish-American □ Colombian □ Mexican □ Ecuadorian □ Puerto Rican □ Other Hispanic/Latino □ Unknown

2. American Indian (North America) or Alaska Native? □ NO □ YES (Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition)

Optional question. If YES was chosen, please select all that apply from the list below:

□ Decline to indicate □ Cherokee □ Other North American Indian Tribal Affiliation □ Anishinaabe/Ojibwe □ Dakota/Lakota □ Unknown

3. American Indian from South or Central America? □ NO □ YES

4. Asian? □ NO □ YES (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

Optional question. If YES was chosen, please select all that apply from the list below:

□ Decline to indicate □ Chinese □ Karen □ Other Asian □ Asian Indian □ Filipino □ Korean □ Burmese □ Hmong □ Vietnamese □ Unknown

5. Black or African American? □ NO □ YES (A person having origins in any of the black racial groups of Africa)

Optional question. If YES was chosen, please select all that apply from the list below:

□ Decline to indicate □ Ethiopian-Oromo □ Liberian □ Somali □ Unknown □ African American □ Ethiopian-Other □ Nigerian □ Other black

6. Native Hawaiian or Other Pacific Islander? □ NO □ YES (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

7. White? □ NO □ YES (A person having origins in any of the original peoples of Europe, the Middle East or North Africa)

Student Name	Parent Signature	Date

MAWSECO
Meeker And Wright Special Education Cooperative #0938-52
PO Box 1010, 720 9th Avenue
Howard Lake, MN 55349

Melissa Hanson
Executive Director
320.543.1122
mhanson@mawseco.k12.mn.us

Sholund School for Girls

Internet Access – Information, Ethics and Responsibilities

The Internet represents a powerful educational resource, which allows students to find information on virtually any subject from anywhere in the world. Students can connect personally with businesses, universities, libraries, other schools and other students throughout an international community.

Before any student will be allowed access to the Internet parent(s)/guardian(s) must read and sign a statement acknowledging that they give permission for their student to use the Internet at school, that they have read and reviewed the procedures for acceptable use of the Internet, and agree that they will be responsible for any expenses incurred by their son/daughter while using the Internet at school.

Information Networks:

The Internet is a collection of many worldwide networks that support the open exchange of information. The Internet provides immediate access to information anywhere in the world. A user can look at and print articles, documents, pictures, current events, news, weather and sports. When it is used properly, it can provide countless hours of exploration and enrichment. **This opportunity is a privilege, however. If any of the network access rules are broken, this privilege can be forfeited.**

Some parts of the Internet contain material that is not suited for students. The intent is to use Internet connections which are consistent with our approved curriculum. Anyone who uses the network illegally or improperly will lose his or her privileges.

Who's on the Internet?

The Internet is a "public place". This space is shared with many other users. Millions of individuals may be interacting across the network at the same time. Individual actions can be "seen" by others on the network. If students use a particular service on the network, it is likely that someone knows the connections that are made, knows the computer shareware that you used and knows what was looked at while the student was on the system. Because these connections are granted as part of the curriculum; staff have the right to monitor how the network is used.

Students are expected to use the network to pursue intellectual activities, seek resources, and access other types of learning activities. We want students to explore this "space' and to discover what is available there. We want students to learn new things and share their newfound knowledge with friends, parents and teachers.

When students are using the network and communicating with others, they must keep the following in mind:
1.) You cannot see the people you are "talking" with.
2.) You cannot tell how old they are or if they are male or female.
3.) They can tell you anything and you have no way to know if they are telling the truth.
4.) Absolute privacy cannot be guaranteed so you must be careful what you say and how you say it.

Remember to exercise caution when communicating with others regardless of whom they say they are. DO NOT GIVE YOUR ADDRESS OR PHONE NUMBER NOR THE ADDRESS OR PHONE NUMBER AT SCHOOL TO ANYONE.

If you suspect there may be a problem with information you have received, inform school staff immediately.

RULES FOR ACCESSING THE INTERNET AT SCHOOL:

1. Do not tie up the network with idle activities. The staff will decide when "browsing" is useful and purposeful. If it is not, you will be asked to discontinue. Failure to comply can limit your Internet privileges in the future.
2. Do not play games with others on the Internet without the permission of staff.
3. Do not download huge files unless directed to do so by staff.
4. Download only information you need.
5. Use your access time efficiently. Remember that there are many students who need to use the network.
6. It is against the law to intentionally access any computer system for the purpose of:
    a. Devising or executing any scheme to defraud or extort.
    b. Obtaining money, property or services with false or fraudulent intent, representations or promises.
    c. It is a felony to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data.
    d. Any person committing acts of this kind will face disciplinary action by the school (according to the School Discipline policy), legal action by law enforcement authorities to the fullest extent. (Examples include, but are not limited to: using an unauthorized account, damaging any files, altering the system, or using the system to make money illegally. You may not cause damage to any school or district property. This includes the Internet.)
7. Credit should always be given when using the writing of another person. Failure to do so is "plagiarism." Plagiarism is the taking of ideas or writings from another person and offering them as your own.
8. All computers are to be used in a responsible, efficient, ethical and legal manner. Any unethical or unacceptable behavior is just cause for taking disciplinary action, revoking information network privileges and/or initiating legal action for any activity which:
    a. Uses the network for illegal, inappropriate, or obscene purposes or in support of such activities. Local, state, or federal law defines illegal activities. Inappropriate use shall be defined as a violation of the intended use of the network. Obscene activity shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication system.
    b. Intentionally disrupts information network traffic or crashes the network or connected systems.
    c. Degrades or disrupts equipment or system performance.
    d. Steals data, equipment or intellectual property.
    e. Gains or seeks to gain unauthorized access to resources or entities. Forges electronic mail or uses an account owned by another user.
    f. Make threats of physical injury.
    g. Invades the privacy of individuals.
    h. Posts anonymous messages.
    i. Possess any data that may be considered a violation of these rules in paper, magnetic disk or any other form.

Anyone accused of any of the violations listed has all of the rights that would normally apply if they were accused of school vandalism or any other illegal activity. Program staff have the right to restrict or terminate Internet access at any time for any reason.

MAWSECO
Meeker And Wright Special Education Cooperative #0938-52
PO Box 1010, 720 9th Avenue
Howard Lake, MN 55349

Melissa Hanson
Executive Director
320.543.1122
mhanson@mawseco.k12.mn.us

PERMISSION TO USE THE INTERNET

For Parent/Guardian(s):

I have reviewed the information provided regarding the use of the Information Access Network (Internet). I have discussed this information and the policy regarding use of the Internet with my student. I have emphasized that use of the Internet at school is an opportunity to learn and a privilege. My student understands that if they take advantage of this opportunity or misuse this resource they can lose their internet privileges. I will support the program staff's decisions regarding my student's individual privilege to use the Internet within the approved curriculum.

I agree that if my student incurs any expenses through use of the Internet, I am to be held liable for those expenses.

I further understand that any violation of the stated policies may result in school disciplinary action and/or complete loss of Internet access for my student.

Signed: _____ Date: _____
(Parent/Guardian)

Print Name: _____ Date: _____

For Student:

The Internet may become available to me as a resource to enrich and expand my opportunities to learn within the accepted curriculum. I understand that this opportunity is a privilege and I am agreeing to follow all policies and staff directives in regard to the use of the Internet within my school program.

I have reviewed with my parent/guardian(s) the policies regarding use of the Internet. I understand any privileges granted to me regarding my use of the Internet could be revoked if I violate any of these policies. My use of the Internet at school will only be by individual permission of staff and will be monitored. Any other use will be in violation of policy and can result in limiting or losing my privilege to use the Internet.

Any expenses I incur through my use of the Internet:

1. Will become the responsibility of me and my parent/guardian(s).
2. Will be in violation of the stated policies and will result in losing the privilege of further use of the internet at school.

Signed: _____ Date: _____
(Student)

Print Name: _____ Date: _____