



5022 Campbell Boulevard, Suite L • Nottingham, MD 21236
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Aspire Wellness Center “Aspire” Orientation

I. Introduction to Program

- a. Aspire is an outpatient mental health clinic that provides both onsite and video therapy, as well as psychiatric rehabilitation services, and intensive outpatient mental health services (IOP is not designed for substance abuse or eating disorders). (****Please note, as of 3/2020, due to COVID-19, availability for on-site services may be limited or unavailable until further notice****)
- b. Aspire offers medication management from both psychiatrists and psychiatric nurse practitioners, availability may change.
- c. Aspire conducts a variety of therapy groups such as intensive outpatient, depression and anxiety, teen, etc.
- d. Aspire provides treatment for a wide variety of mental health concerns for children, adolescents, and adults including but not limited to depression, anxiety, trauma, ADHD, substance abuse, etc.
- e. Aspire’s psychiatric rehabilitation program, outpatient treatment, and intensive outpatient treatment, promote the client’s use of natural supports, self-help, greater self-sufficiency, greater choice, greater control of their lives, and increased participation in the community.
- f. **Telehealth:** Aspire utilizes audio/video platforms to conduct all services remotely. As of 3/2020, Aspire will not conduct in-person sessions until further notice. Aspire staff utilize HIPAA compliant platforms to conduct all services. For more information regarding telehealth services and the utilized platforms, please discuss with your provider.

II. Rights and Responsibilities of Persons Served

- a. Client Rights
 - Please see the Client/Patient Rights Section of the Informed Consent
- b. Client Responsibilities
 - Please see the Client Responsibilities Section of the Informed Consent

III. Complaints and Grievance Procedure

- Please see the Grievance Section of the Informed Consent

IV. How to Give Feedback

- a. There is a suggestion box located on a table in the waiting room. Paper and pens are available for use, and all questions, concerns, and comments will be reviewed in a timely manner by both the Clinical and/or Program Director.
- b. Feedback may be provided on Aspire’s website (www.aspire-wellness.com) with the use of the “Get In Touch” box. Messages posted within this channel will be managed by Director level staff, and it is the effort to have all messages responded to within 1-2 business days
- c. Additionally, Aspire offers annual public surveys and semi-annual private (in-session) surveys. The results of the annual survey will be posted the waiting room for all clients to review.
- d. Please feel free to discuss any feedback you have about Aspire with your therapist. If you are searching for outside services or have any questions regarding your treatment, please discuss this matter with your therapist in session or request a meeting with a supervisor.
 - i. If your complaint is with your provider(s) (i.e. therapist, psychiatrist, or psychiatric nurse practitioner), please request to discuss this complaint with your provider’s supervisor or follow the grievance procedure guidelines which can be found in the Grievance Policy and Procedures, and can be requested at any time.



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V. Confidentiality Policies

- a. All information discussed at Aspire is confidential information. None of this information can be shared with an outside source unless a HIPAA release of information is signed for that specific individual or place.
- b. Confidentiality can be broken if a client reports any intent to harm themselves, harm someone else, or if child abuse may be occurring or has occurred.
- c. Any other breaches of confidentiality can be reported (see client/patient right's sheet).
- d. Please note a client may be discharged from Aspire if they breach another client's confidential information.
- e. Please see the Confidentiality Section of the Informed Consent for additional information.

VI. Intent/Consent to Treat

- a. Treatment at Aspire is voluntary. By enrolling in treatment, clients are consenting to diagnostic evaluations and non-invasive treatment deemed as necessary.
- b. Clients will be asked to acknowledge the receiving of a copy of rights and responsibilities.
- c. Termination of services is mutually agreed upon (this may include any breaches of attendance contracts or extended lack of communication with service provider).
- d. Any violation of client/patient responsibilities may result in termination of services from Aspire.
- e. Aspire uses security recording devices, which are limited to public areas and are acknowledged by posted signs. These video monitoring devices are recorded for your safety and the safety of Aspire's staff. Use of these recordings is reserved for the purposes of criminal prosecution when applicable.
- f. Any video or audio recording devices used in session must be approved prior to session by the client, client's provider(s), supervisor(s), Clinical and/or Program Director.
- g. Please see the Informed Consent for additional information.

VII. Behavior Expectations

- a. Clients must treat all Aspire employees with the same respect they would treat themselves.
- b. Aggressive behavior will not be tolerated. Any violation of a behavior contract may mean for discharge from services at Aspire.
- c. If deemed necessary by any staff member at Aspire, 9-1-1 may be contacted as a direct result of aggressive behavior.
- d. No weapons should be brought onto the premises at Aspire. It is up to the discretion of the staff at Aspire to determine if any object is a weapon.
- e. Any object used to intimidate or threaten any staff or client at Aspire will be deemed a weapon, and the client will be discharged immediately from services. 9-1-1 may be contacted if deemed necessary by staff at Aspire.
- f. No phone calls should be made while in the waiting room at Aspire to ensure comfort and confidentiality of all clients and staff. Additionally, no cell phone or other recording device (i.e. photo, video, or audio) are permitted while on Aspire's property without prior consent from the Executive, Clinical, and/or Program Director.
- g. Clients should arrive for scheduled appointments on time or early. It will be up to the discretion of the client's individual provider(s) if they will be seen should any lateness occur.
- h. Continued lateness or absences may result in the implementation of an attendance contract, and/or discharge from services, as per Aspire's attendance policy.
- i. With the use of telehealth as a therapy platform, all clients are expected to maintain the appropriate level of professionalism and behavioral expectations set forth for in-person appointments. If it is determined a client continues to engage in inappropriate behaviors during telehealth appointments (i.e. refusal to wear clothing, refusal to engage in services from a private location, etc.), a client may be discharged from services.
- j. Aspire offers the option of completing advance directives. If an advance directive is completed and needs to be enforced or implemented, Aspire will contact the person chosen to make decisions on the client's behalf. Advance directives are legal documents which allow clients to plan out decisions about their care. Advance directives give clients a way to communicate wishes to family, friends, and health care professionals if they are deemed unable to make their own decisions.



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VIII. Transition/Discharge Criteria

- a. Clients may transition within each program offered at Aspire. Should a client be interested in transitioned between different programs, all necessary documentation will be completed with the client and the provider prior to the start of the new services
- b. Each program, which a client enrolls in, may require different obligations, paperwork, informed consent, etc.
- c. Clients may refuse to voluntarily discharge from services, regardless of the level of care
- d. In some instances, if Aspire cannot accommodate a need for a client within the existing services, a proper referral will be made to external services
- e. Please see the Procedure for Discharge Section of the Informed Consent.
 - i. Refills for certain medications may be provided at the time of discharge and is at the discretion of the prescribing practitioner.

IX. Response to Identification of Potential Risk to the Person Served

- a. Should a provider(s) feel there is an imminent risk to an individual being served, the provider(s) may:
 - i. Contact the client's emergency contact(s).
 - ii. Create a safety and crisis plan/contract with the client.
 - iii. In an emergency, a provider(s) reserves the right to request/require a client to be hospitalized due to imminent danger of harming themselves or others.
 - iv. Any potential treatment risks should be addressed by the therapist to the person served at the beginning of the treatment session.
 - v. Aspire's providers may increase the frequency of individual sessions in response to a client having increased thoughts of harming himself or others.

X. Access to After Hour Services

- a. In the event of an emergency, clients should immediately call 9-1-1 or Baltimore County Mobile Crisis at 410-931-2214.
- b. Aspire also offers on call after-hours emergency services available at 443-442-1568. Please see the Managing a Crisis/Emergencies Section of the Informed Consent for additional information.

XI. Standards of Professional Conduct Related to Services

- a. Aspire strives to maintain the highest standard of professional conduct, including, but not limited to, all administrative staff, therapists, and psychiatric staff.
- b. The successful business operation and reputation of Aspire is built upon the principles of fair dealing and ethical conduct of Aspire staff. Aspire's reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- c. The continued success of Aspire is dependent upon our clients' trust, which we are dedicated to preserve.
- d. Aspire will comply with all applicable laws and regulations and expect its management and staff to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
- e. If any concerns arise regarding treatment at Aspire, please follow the enclosed client grievance sheet or request a grievance form from an administrative staff member

XII. Requirements for Reporting and/or Follow-Up for the Mandated Person Served, Regardless of His or Her Discharge Outcome

- a. Should a provider(s) determine a report must be made for child abuse or if an individual has intent to harm themselves or others; the client may or may not be notified regarding this report.



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- b. All providers at Aspire are mandated reporters; therefore, reports must be made regardless of whether or not the client requests the report not be made.
- c. Reports will be made independent of a client choosing to discharge themselves once a report has been completed.
- d. Reports are made even if the incident occurred out of state.
- e. Clients who are mandated or court ordered to treatment and have a valid HIPAA release with parole/probation/court systems will have monthly reports issued regarding their progress in treatment. This could include: diagnosis, medications, missed groups or appointments, discharge information, etc.

XIII. Financial Obligations, Fees, and Financial Arrangements for Aspire's Services

- a. Aspire serves clients with a wide range of incomes and financial responsibilities, including those who have private insurances, Medicaid, Medicare, or those who pay privately or without insurance.
- b. Should a client have a primary insurance and Medicaid as their secondary insurance, the client's primary insurance will be billed first.
- c. If the primary insurance is one which Aspire does not currently accept, the client may be unable to enroll in services at Aspire or can choose to pay privately for services or on a sliding scale fee.
- d. Should insurance change while already enrolled at Aspire, termination of services and referral to another outpatient mental health clinic may occur due to Aspire's inability to bill for provided services.
- e. Should a client be uninsured or under-insured and chooses to pay for services privately, the client will be responsible for paying for each session with a provider(s) at the time of their appointment.
- f. Fees and payment requirements are as follows, unless placed on a sliding scale fee schedule:

Initial Diagnostic Evaluation	\$150.00
Initial Psychiatric/Medication Evaluation	\$200.00
Psychiatric Follow Up/Med Review/Therapy	\$160.00
Psychiatric Follow-Up (medication management)	\$100.00
Individual Therapy	\$100.00
Intensive Outpatient Treatment (Per Day)	\$125.00
PRP Rehabilitation Assessment	\$75.00
On/Off Site PRP Services (Per Month)	\$475.00
Couple or Family Therapy	\$125.00
Group Therapy	\$25.00
Phone Consultation (between 15-20 min)	\$20.00
Charge for Letters or Reports	\$20.00
Psychiatric Charge for Letters and Reports	\$50.00
Fee for Missed Appointment (w/o 24 hrs notice)	\$25.00
Service Fee for Returned Check	\$35.00

- g. Should a client be unable to pay at the time of their appointment, this appointment may be cancelled or rescheduled until the client is able to pay for the session.
- h. Clients who are unable to obtain the necessary funds for services should contact Aspire's Administrative Office Manager or Billing Manager. Reduced rates may be offered on a case-by-case basis with consideration given to the severity of illness(es) and financial hardship.



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- i. Clients who have overdue balances may be unable to return for additional services until their previous balance(s) have been paid in full (please refer to Aspire's payment policy).
- j. Aspire reserves the right to make attempts to collect overdue balances by contacting clients either by phone or mail.
- k. Please see the Fees Section of the Informed Consent for additional information.

XIV. Program's Health and Safety Policies

a. Aspire Does Not Use Seclusion or Restraint in their Practice.

b. Use of Tobacco Products.

- i. Aspire does not allow the use of any tobacco products inside the building.
- ii. Anyone found using tobacco products inside the building at Aspire will be asked to leave immediately and may be placed on a behavioral contract or discharged from the program.
- iii. Continued violation of the tobacco use policy may result in discharge from Aspire.
- iv. Any client using any tobacco product should stand at least 25 feet from Aspire's entrance. However, please be mindful that Aspire is a non-smoking facility.
- v. It is requested and preferred that clients do not use tobacco products during telehealth appointments

c. Illegal or Legal Substances Brought Into the Program

- i. Clients who bring illegal substances into the building at Aspire will be immediately discharged.
- ii. Illegal substances are defined as any substance (i.e. non-medical marijuana, cocaine, heroin, etc.) or paraphernalia (i.e. bowls, pipes, stems, needles, etc.) associated with the use of any illegal substances.
- iii. Anyone who has provided, sold, or exchanged illegal substances on Aspire property will be discharged immediately and the local police department will be contacted.
- iv. It is at the discretion of the staff at Aspire to determine if the authorities will be informed of any client who brings illegal substances into the building.
- v. Clients should avoid wearing any clothing that is suggestive or representative of any illegal substances.
- vi. Any client who brings illegal substances into the building (i.e. cocaine, heroin, etc.) will be asked to leave immediately.
- vii. If it is determined that the client is under the influence and potentially a danger to themselves or others, Aspire reserves the right to contact 9-1-1 and inform them of any concerns.
- viii. Should a client continue to bring illegal or specific legal substances into the building at Aspire, this may result in a behavior contract and/or discharge from Aspire.
- ix. Any client who uses illegal substances during a telehealth appointment may be discharged and provided with a referral to a substance abuse provider.

d. Prescription Medication Brought into the Program

- i. Clients should avoid bringing prescription medication to appointments at Aspire unless deemed necessary by the client, therapist, and/or psychiatric staff.
- ii. If a client brings prescription medication into the building at Aspire they should inform their provider(s) they are in possession of these medications.
- iii. Clients are encouraged to bring a list of their prescriptions or attend session with empty pill bottles to avoid bringing prescriptions into the building at Aspire.
- iv. Any client who is providing prescription medications to other clients or taking medications from another client will be discharged from Aspire immediately. Additionally, authorities may be notified of the client's medication non-compliance.
- v. Medical marijuana will not be allowed on the premises of Aspire unless specifically requested, as medical marijuana, though locally legal, is still federally illegal.



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e. Weapons Brought into the Program

- i. See behavior expectations section.

XV. The Program Rules and Expectations of the Person Served

a. Restrictions of Persons' Served

- i. Aspire reserves the right to not prescribe medications to any client who has a history of any substance abuse.
- ii. If a client appears to be abusing prescribed medications, they may be required to provide medications at the request of their provider for the purposes of conducting pill counts or may no longer be prescribed these medications. Any client who does not provide medications upon request may be discharged from Aspire. Refills for certain medications may be provided at the time of discharge and is at the discretion of the prescribing practitioner.
- iii. Clients who receive Benzodiazepines from an outside provider will not be eligible for being prescribed Benzodiazepine at Aspire.
- iv. If it is discovered that a client is receiving Benzodiazepines from multiple providers, the client may be discharged immediately, and/or prescriptions for that specific medication may be discontinued.
- v. All clients who seek medication management services at Aspire must also regularly attend individual therapy sessions, unless given prior approval from the Executive Director.
- vi. Aspire reserves the right to determine if a client who is above the age of 65 with any significant medical concerns is appropriate for certain psychiatric medications or if they should have their treatment transferred to a geriatric psychiatrist.

f. Events, Behaviors, Or Attitudes and Their Consequences

- i. Any behavior (i.e. in person interactions, via telehealth, and/or over the phone) that is viewed as aggressive, inappropriate, threatening, or violent will not be tolerated.
- ii. Clients who engage in any behavior deemed inappropriate may be placed on a behavior contract or may be discharged immediately. Clients in violation of a behavior contract may not be allowed to resume services at Aspire.
- iii. All clients should treat Aspire staff with respect and as they wish to be treated.
- iv. All clients who engage in sessions via telehealth should treat all behavioral expectations as if the session were held on-site

g. If Medication is Stolen, Misplaced, or Lost

- i. In the event of stolen medication, a police report must be filed by the client, proving that the medication has been stolen and a copy of the report must be provided to Aspire.
- ii. Some medications will not be refilled even if lost. An appointment with the psychiatrist or psychiatric nurse practitioner must be scheduled to determine a plan of action.
- iii. Should medication be necessary, and an appointment cannot be scheduled, a refill may be provided to a client, at the discretion of the prescribing practitioner. If the client is unable to receive a refill, the client may their your local emergency room or contact Baltimore County Mobile Crisis.
- iv. Continued lost, misplaced, or stolen prescriptions may result in termination from psychiatric services at Aspire with a referral to a detoxification center as deemed appropriate.
- v. If it is determined that any client is selling their medication, or providing medication for someone other than themselves, the authorities will be contacted and services with Aspire will be terminated immediately.



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h. In the Event of an Emergency

- i. In the event of any emergency that occurs on Aspire property, please follow directions given by Aspire staff and exit the building in a calm and respectful manner to ensure everyone's safety.
- ii. In the event of an emergency that does not occur on Aspire property, please feel free to contact Aspire with any concerns and inform the staff of the emergency. If the emergency is life threatening, you should contact 9-1-1 or Baltimore County Mobile Crisis.
- iii. Located at both exits and the administrative area is a map of the building which specifies all exits and fire extinguishers.

i. Missed Appointments

- i. Aspire Wellness Center requires 24 hours notice when canceling an appointment. Any appointment cancelations made without 24 hours notice will be considered a missed appointment.
- ii. Missed appointments may result in the loss of any re-occurring appointment time slots.
- iii. Clients are allowed 2 missed appointments in the first 90 days of treatment, and 3 missed appointments in a 6-month period. Any additional missed appointments may result in a discharge from Aspire.
- iv. Clients who miss appointments with both a therapist and psychiatric staff, or a separate service on the same day will be considered as having two separate missed appointments.
- v. In the case of inclement weather or national emergencies, appointments will be cancelled and excused by Aspire staff. These appointments will be rescheduled with the client for the first available appointment with the client's therapist or psychiatric staff.
- vi. Any client discharged from Aspire may schedule one final appointment with psychiatric staff to receive a final medication(s) refill.
- vii. In the event of an emergency, it is up to the discretion of the staff at Aspire to determine if a missed appointment may be excused.
- viii. If possible, please provide documentation for any missed appointment (i.e. hospitalizations, death in the family, court dates, etc.).
- ix. Should Aspire need to cancel any appointment, the client will be contacted prior to this appointment using the phone number(s) provided by the client.
- x. Continued missed appointments by Aspire should be addressed with your therapist and/or Clinical or Program Director.
- xi. Attendance standards remain the same whether the appointment is scheduled for in-person or telehealth
- xii. Please see the Attendance Section of the Informed Consent for additional information.

j. Means by Which the Person Served May Regain Rights or Privileges That Have Been Restricted

- i. Any missed appointments outside the previous 6-month time span a client has been at Aspire will not be counted (i.e. a missed appointment on 6/1/21 will no longer be counted following 12/1/21).
- ii. Any client who struggles with attendance may be placed on an attendance contract. The means and restrictions of this contract will be determined with the therapist. The contract's expiration dates will be provided and will not exceed a 6-month time frame.
- iii. Re-occurring appointment times may be re-instated upon successful completion of the terms of any attendance contract(s).
- iv. Clients who are discharged from Aspire are eligible to return to services 6 months after their official discharge date unless, otherwise determined by the Executive Director.
- v. Returning clients on their second discharge must wait 1 year before being eligible to return to services at Aspire, unless otherwise determined by the Executive Director.
- vi. Clients who have been previously discharged for any behavioral concerns (i.e. aggression, inappropriate behavior, etc.) may not schedule any future appointments and may be ineligible for return to Aspire.
- vii. Clients who are caught abusing their prescription medication may not be eligible for future services at Aspire.



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k. Familiarization with the Premises, Including Emergency Exits and/or Shelters, Fire Suppression Equipment, and First Aid Kits

- i. Aspire Wellness Center is located at 5022 Campbell Boulevard Suite L Nottingham, MD 21236.
- ii. As of 3/2020, Aspire has transitioned to the use of telehealth as a result of the COVID-19 pandemic. It is anticipated that services may resume in-person at a later date
- iii. In the event of any emergency, clients should exit the building in a prompt and calm manner and 9-1-1 should be contacted immediately.
- iv. Exits are located at the front of the building near the parking lot and in the back of the building off of the right wing.
- v. All exits are properly marked with an "exit" sign.
- vi. In the event of a fire, if the doors are unable to be used or located, windows should be used to exit the building, which are in the waiting room, the two offices in the waiting room, and the two offices located in the left wing.
- vii. Fire suppression equipment (i.e. fire extinguishers) is in the kitchenette, between offices six and seven, and in the hallway of the right wing.
- viii. In the event of any heart concerns or failure, a defibrillator is located behind the administrative staff desk. Instructions of how to use this defibrillator are located with the device. Additionally, the device will explain step-by-step how to properly use it.
- ix. First aid kits are located behind the administrative staff desk.
- x. In the event of any bodily fluid spills or toxic substances, rubber gloves are located in each office of Aspire.

l. Education Regarding Advance Directives

- i. Any client completing intake paperwork will be afforded the opportunity to fill out an advance directive, which will be thoroughly explained upon request by either an administrative staff member or therapist.
- ii. If a client chooses not to fill out an advance directive at the time of intake, they may opt to complete one at any time while enrolled at Aspire. All advance directive paperwork should be collected by Aspire and a copy will be kept in the client's chart.
- iii. Aspire staff may not witness an advance directive.

m. Identification of the Purpose and Process of the Assessment

- i. The assessment is the initial meeting with the client when the clinician gathers information to address the client's immediate needs and to encourage his/her engagement and retention in services.
- ii. Intake appointments may be scheduled with a provider who will not be the ongoing individual therapist. In many cases, it is the sole responsibility of the initial clinician to conduct the diagnostic evaluation
- iii. The assessment also screens clients to determine their need for services, and if so, to determine the model of services which is most appropriate to meet a client's needs, and to assess the client's willingness and readiness to engage in counseling and medication management services.
- iv. Assessment is the process for defining the nature of that problem, determining a diagnosis, and developing specific treatment recommendations for addressing the problem or diagnosis.
- v. Assessments may be conducted in a two-session format in order to allow clinicians to properly gather all relevant information; however, the clinical assessment may be an ongoing process throughout therapy.
- vi. Following the completion of your assessment, you will be scheduled to meet with your assigned therapist and psychiatric staff, when applicable.
- vii. Results for any assessment will not be hidden from clients and copies of the assessments are available upon request.
- viii. Should you have any questions regarding the purpose, necessity, or requirements of these assessments please feel free to ask any administrative staff, therapist, or intake coordinator.



n. Description of How the Person-Centered Plan Will Be Developed

- i. Each client will assist with creating, signing, and implementing their individualized treatment plan which is specific to their needs and wants of their time spent in treatment.
- ii. Goals will be monitored throughout each session through self-report, discussion, art therapy, play therapy, etc. Treatment plans will be updated at a minimum of every six months.
- iii. Goals will be created using a variety of orientations including but not limited to person-centered, educational, cognitive behavioral therapy, etc.
- iv. Signatures may be obtained via a HIPAA compliant online platform as of 3/2020 with the implementation of telehealth

o. Description of the Person's Participation in Goal Development and Achievement

- i. Clients will create, review, and sign an initial treatment plan during the assessment process.
- ii. Through self-report, clients will work to monitor progress on specific goals at each individual appointment.
- iii. Every six months, the client, therapist, and psychiatric professional will collaborate on goal progress, as well as implementation of new techniques and goals.

p. Description of the Potential Course of Treatment/Services

- i. Clients will be seen as needed for individual and medication management appointments.
- ii. Clients may be referred to case management services to assist in different aspects and areas of their lives.
- iii. Aspire only offers outpatient and intensive outpatient mental health treatment. A client will be referred if a higher level of care is deemed necessary.
- iv. Clients will be asked to sign a release of information if a referral to a higher level of care is made to allow collaboration between Aspire and the outside program.
- v. Clients will be discharged when the client and therapist mutually agree that maximum benefit has been achieved through services at Aspire.
- vi. Discharge exceptions will be made due to behavior or attendance concerns.

q. Description of How Motivational Incentives May Be Used

- i. It is the discretion of the client's individual therapist and psychiatric staff to determine the use of incentives. Currently, there are no incentives offered.
- ii. Aspire Wellness Center does not have a motivational incentives program that is universally used by all therapists or psychiatric staff.

r. Description of Expectations for Legally Required Appointments, Sanctions, or Court Notifications

- i. Any client who is enrolled at the Aspire Wellness Center is enrolled on a voluntary basis.
- ii. Clients who are court ordered are done so through the court system, and not based on Aspire Wellness policies or procedures.
- iii. Clients who are court ordered to attend treatment are asked to sign a full release of information for their probation officer to allow Aspire to communicate regarding attendance, treatment policies, concerns, and compliance with treatment.
- iv. Failure to attend sessions at Aspire or if a client is discharged, may or may not have any impact on the court's decision to reprimand or enforce consequences of any kind.
- v. Clients who are court ordered for anger management are required to attend 12 individual and 12 group sessions for a successful completion.
- vi. Clients who are self-pay for services may attend 24 group sessions as a substitute for individual appointments.



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s. Identification of the Person Responsible for Service Coordination

- i. It is the sole responsibility of the client's individual therapist and psychiatric staff to coordinate with any outside services or referrals.
- ii. Coordination will include, but not be limited, to primary care physicians, other outside medical professionals, case management providers, and/or parole/probation officers.

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