



# Good Samaritan Ministries

501 (c) 3

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## APPLICATION FOR COUNSELING SERVICES

**Please read and follow the instructions carefully** to avoid unnecessary delay in finding out if Good Samaritan Ministries is able to provide counseling services or assist you by providing possible referral sources. **Keep this instruction sheet** so that you will know the next steps and what to expect after you have completed your application for counseling services.

### 1. The Application for Counseling Services has two separate sections:

#### a. Confidential Client Intake      b. Symptom Checklist

The **front** and **back** side of the **Confidential Client Intake** sheet needs to be completely filled out without skipping any questions. It is equally important to read the **Symptom Checklist** and check the box next to any symptom you are currently experiencing or have experienced in the past 6 months. Incomplete forms will delay the review process that occurs when your paperwork is turned in to Good Samaritan Ministries (GSM).

2. After the Application for Counseling Services forms (**a.** and **b.** above) are completed and received at the Good Samaritan Ministries office, application paperwork is reviewed to assess what services will best meet your needs: professional or lay counselor, mentor, group therapy or classes. If it is determined that GSM is unable to provide the services that would help you, you will be referred to the appropriate service provider.

3. **You will need to contact GSM during office hours the following week after turning in your Application for Counseling Service forms.** The review for services takes place on Mondays, so it is **best to call Tuesday through Friday**. At that time, you will be informed of the services that will best meet your needs. If individual counseling is indicated by the review of your completed forms, you will be given an appointment if a counselor is available. If a counselor is not available at that time, you have the option of either:

- a. Calling regularly to see if a counselor is available **or**
- b. Asking for a referral to another resource in the community

4. To avoid having to complete the Application for Counseling Services paperwork a **second time**, it is important that you keep GSM informed of your continued interest in waiting for a counselor to become available. GSM will not store your confidential application paperwork after **90 days** passes with no communication from you. **After the 90 days, the paperwork will be shredded.**

5. When you phone Good Samaritan Ministries and a counselor is available, you will be given one appointment at that time. **GSM will contact you the evening before your first counseling appointment** to remind you of the day and time. **After the first appointment**, it will be up to you to rely on your own method of remembering your appointment. **After your first meeting with a counselor**, you are allowed to schedule up to **three appointments** at one time. The appointment intervals will depend upon your counselor's availability and assessment of your need.

**NOTE:** If you are scheduled to meet with a counselor and **fail to keep that appointment and do not contact GSM 24 hours in advance**, you may not be rescheduled for individual counseling. People contact GSM daily, asking to be scheduled to meet with a counselor.

**GSM Offices open Monday through Thursday from 8 am to 9 pm and on Friday from 8 am to 5 pm.**