



Lokahi Counseling and Consulting Services
Tracy C. Kenela, M.A., LMHC, CRC, CEDS, ACHT
Certified Rehabilitation Counselor, Certified Eating Disorder Specialist
Advanced Clinical Hypnotherapist

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WA State Mental Health Counselor License #LH60203946

Disclosure Statement

This Disclosure Statement offers information about me and my counseling practice, and additional information required by law. Please read this statement and feel free to ask me questions prior to signing.

My Background

I earned a Master of Arts degree in Psychology (Marriage and Family Therapy) from Chapman University in 2007, a Bachelor of Arts degree in Organizational Behavior from The Evergreen State College in 2002, and an Associate of Arts degree in Accounting from South Puget Sound Community College in 1991. I was trained to treat children, couples, families, adults and groups at Chapman University, and during a 9-month internship at Behavior Health Resources (BHR) in Olympia, WA.

My counseling career began in 2002, where (after 12 years of corporate experience in Accounting and Human Resources) I became a Vocational Rehabilitation Counselor (VRC). I earned a national certification as a Rehabilitation Counselor (CRC) in 2007. In 2008, I worked as a Vocational Counselor Auditor for the Washington State Department of Labor & Industries. I transitioned into private counseling practice in 2009.

For a number of years before beginning my private practice, I facilitated a community education and support group for eating disorders in Olympia. I decided to pursue advanced education and certification in eating disorders in 2010. In 2012, I earned a certificate in Eating Disorder Treatment at Lewis & Clark College in Portland, Oregon. And in 2013, I earned a national Certification as an Eating Disorder Specialist (CEDS). I also helped form a local group of eating disorder treatment professionals through International Association of Eating Disorders Professionals (IAEDP).

I am also trained to treat trauma and shock using Hypnotherapy, Subtle Energy Techniques, Emotional Freedom Technique (EFT), and Dialectical Behavioral Therapy (DBT). I received training in Hypnotherapy and Subtle Energy at the Wellness Institute In Issaquah, Washington, where I received an Advanced Clinical Hypnotherapist (ACHT) credential. I was trained in EFT Levels I and II by Judith Frost, MSW, LCSW, who is an EFT Expert-2 and Certified EFT Trainer. I have been trained in Dialectical Behavioral Therapy (DBT) by the developer of DBT, Dr. Marsha Linehan, and by The Olympia Center for DBT in Olympia, Washington.

Theoretical Orientation and Approach

I use a unique combination of existential, cognitive and family systems approaches to help individuals, couples and families reach their goals for mental wellness. Depending on your presenting problem, I can offer you the following therapy approaches, all of which I have been trained to use:

- Cognitive Behavioral Therapy – Recognizing the thinking patterns that cause problems, discovering what thoughts are actually true, and finding relief by adopting more truthful and helpful thinking patterns.
- Dialectical Behavioral Therapy - An evidenced-based approach that focuses on mindfulness, crisis survival skills, validation, exposure and regulation of painful emotions, and learning interpersonal effectiveness skills.

- Existential Therapy – An introspective approach that allows clients to reflect on how they are currently living, and learn to use their freedom and creativity to make a plan for a life that is worth living.
- Emotional Freedom Technique (EFT) – An evidence-supported therapy where clients work through painful emotions by talking about stressful events while tapping on acupressure meridian points. This process often helps clients gain relief (and freedom) from stress, anxiety, depression, trauma, and chronic pain.
- Family Systems Therapy - Takes the idea that most problems come from relationship breakdowns, and that the entire family or “system” plays a role in maintaining presenting problems. Once I learn how your family system is operating, we can discover what is blocking you from achieving your goals.
- Hypnotherapy - A method of inducing a trance or dream-like state of deep relaxation so that clients can comfortably re-experience and work through various psychological and emotional disorders or trauma.
- Subtle Energy - The art and science of clearing and cleansing a person's energy system of anything that can be blocking them from physical, mental or spiritual health and wellbeing.

Confidentiality

As a therapist, I make your confidentiality my highest priority so that you will be able to do your work in an environment that is safe. There are a few guidelines, as well as professional ethics, that clarify how I can protect your health information, and outline when I can make disclosures to third parties. The Washington State law requires me to break confidentiality and inform the appropriate agency or person in the following situations:

- 1) If I believe that your life or someone else's life, safety or property is threatened or endangered
- 2) If there is evidence or suspicion of physical or sexual abuse or neglect of a minor child, or vulnerable adult.
- 3) If the State of Washington (Department of Health) or judge orders disclosure for a legal proceeding. In legal proceedings when your psychological health is at issue (e.g., work related stress or divorce custody battles) the attorney for the opposing side may have certain information subpoenaed. In that case, I inform you of the subpoena. If you object to my complying with the subpoena, I may still be required to turn over the information, but only if ordered by a judge or otherwise required by law.

If you are seeing me for family or couples therapy, I may occasionally meet with one person separately. Because Family Systems Theory says that the couple or family is the total client, my relationship is with that **total client**. If I meet with one person alone and he or she reveals important secrets, I must ethically help that person share the secret with others in the family, or reveal it myself.

As part of good professional practice, there are times when I consult with colleagues on some therapeutic issues. Each time I consult with other professionals, I make every effort to omit identifying information to protect your confidentiality.

Your client files are kept on paper, in a locked file cabinet in my locked office. Session notes, documents and treatment plans are kept in those files. Files are archived at a secure location in a locked file cabinet.

Email at tracy@lokahicounseling.com and tracykenela@lokahicounseling.com are securely managed by HIPAA compliant G-Suite, with whom I have a Signed Business Associate Agreement for Confidentiality.

Course of Treatment

The course of treatment for effective counseling (including both frequency and duration) varies widely depending on your needs. If you are in crisis or are working on deeply embedded issues that are significantly impacting your life, we may want to meet on a weekly basis. If your needs are less urgent, meeting for sessions every two weeks may work well for you. Others prefer monthly or even quarterly “check-ups.” The duration of treatment may range from a few sessions for addressing short-term goals, to several months or longer for deeper issues.

Informed Consent and Feedback

In general, counseling is helpful to help people cope with struggles. Although there are risks in any of the treatment methods I employ, including failure to relieve emotional distress, it is also true that failure to receive treatment can lead to risks, including continued emotional distress. Just know that there are numerous forms of mental health treatment based on different theories and techniques, as well as medical interventions that may relieve emotional distress. Therefore, it is helpful if you are a motivated and active participant in your treatment, and that you feel free to choose a course of treatment that is right for you.

If you are dissatisfied with the direction of therapy or any particular session, please let me know. I appreciate your feedback and questions, and you have the right to request changes in the therapeutic process at any point in the process. This can include taking a break from therapy, discontinuing therapy, or requesting a referral to another therapist.

If you believe that an act I have committed is unprofessional, I strongly encourage you to talk with me about your concerns. If, having done this, you feel your concerns are still unresolved, you have a right to notify the Washington State Department of Health at (360) 236-4501 about your concerns. You may also contact the American Counseling Association (ACA) or the Commission on Rehabilitation Counseling Certification (CRCC) to register a formal complaint against me.

Office and Financial Policies

Counseling fees: Initial counseling intake session is \$170, which includes all the necessary forms and releases, family history, diagnosis and treatment plan. Full hour (60 minutes) counseling sessions are \$120. Couples Counseling and Family Sessions (90 minutes) are \$150. Hypnotherapy and Subtle Energy Sessions (90 minutes) are \$200. ****Please note that if I am contracted with your insurance company, the amount you pay for sessions may be significantly less than these fees. ****

Emergencies: I check my voicemail and email messages each working day. If you need to speak with me, please leave information about where I can reach you and I will call you back at my earliest opportunity. If your need is more urgent, please contact the Crisis Line at (360) 586-2800 or dial 911 for immediate help.

Extended Leave: If I am out of the office for an extended time (vacation, training, etc.) I will leave information on my voicemail about whom you may contact if you need to see someone before my return.

Appointments and Cancellations: Appointments for counseling sessions can be made by telephone. **Twenty-four hours notice is required if you need to cancel your appointment, so that I may offer that opening to another client.** With the exception of emergencies and unexpected illnesses, if you cancel an appointment within that 24-hour window, or you do not show up for an appointment, you will be asked to pay \$95. You may call, text or email me cancellation information so that your appointment can be rescheduled.

Insurance Billing: Although I will do my best to verify your insurance benefits prior to our first appointment, insurance companies can sometimes misquote and / or deny mental health counseling benefits. If this occurs, you will be responsible for paying me the balance of the billed amount. I accept cash and checks. Debit, credit and HSA cards can be used for an additional fee (3% of your billed rate).

Electronic Communications: Electronic communications can be relatively easily accessed by unauthorized people, which can compromise the privacy and confidentiality of such communication. Please know that emails and text messages are extremely vulnerable to such unauthorized access. **For Emails:** I use Google's G-Suite, which is a HIPAA Compliant email service with a signed Business Associate Agreement. **I do not offer email encryption unless you specifically request it.** **For Text and Voice Messaging:** My smart phone has a protected passcode on it, and I delete all text and voicemail messages from clients as soon as I receive them. **Please review and sign my "Notice of Privacy Practices under HIPAA" and let me know which way(s) are best for us to communicate with each other.**

Washington State Law requires that the following language appear on every disclosure statement:

“Counselors practicing counseling for a fee must be registered or certified with the Department of Health for the protection of the public health and safety. Registration of an individual with the Department does not include recognition of any practice standards, nor necessarily implies the effectiveness of any treatment.”

“The purpose of the Counselor Credentialing Act (Chapter 18.19 RCW) is (A) To provide protection for public health and safety; and (B) To empower the citizens of the State of Washington by providing a complaint process against those counselors who would commit acts of unprofessional conduct.”

Agreement

Please sign below to indicate that you have read and understand and agree to all of the information in this disclosure, including:

- 1) All of the limits to confidentiality
- 2) That in cases of family counseling, you give me permission to share any one individual’s secrets with other individuals in the family if necessary
- 3) **Financial Policy (separate agreement)**
- 4) That if your insurance company misquotes or denies counseling benefits, you will be responsible for paying me the balance of my billed amount
- 5) **That I have given you a copy of the State brochure entitled "Counseling or Hypnotherapy Clients," and a copy of the "Notice of Privacy Practices under HIPAA."**
- 6) While I am licensed to diagnose and treat mental and emotional disorders, I do not claim to cure any physical condition.

I understand everything stated on this form, and agree to abide by it.

Client _____ Date _____

Tracy Kenela _____ Date _____

Client _____ Date _____

Client _____ Date _____