



OBSERVATION/CONSULTATION AGREEMENT

Puzzle Pieces, LLC provides observation and consultation services on-site focused on a variety of needs that can be individualized to your program. Observations can be specific to a single child or for an entire classroom. Consultation summaries with recommendations will be discussed with Program Directors and provided in writing.

If a single child observation is requested, the parent must have signed a consent to observe form provided by Puzzle Pieces, LLC prior to the date of observation. Parents have the right to revoke this agreement at any time and have the right to all information exchanged on the basis of the observation and consultation including copies of written reports, recommendations and referrals. Parents are also able to meet with consulting clinicians directly to discuss the results in more detail if they so choose either on-site at the program or may contact clinicians via phone or email. The program contract for consultation extends to cover parent feedback and correspondence following an initial report. Ongoing parent correspondence is at the discretion of the Program Director and consulting clinician unless parent contracts Puzzle Pieces, LLC privately.

It is important that Puzzle Pieces, LLC maintains the position of support to children and families. *At no time* may a program pressure a family to seek outpatient clinical services through Puzzle Pieces, LLC as a result of consultation feedback. A listing of available service providers including but not limited to Puzzle Pieces, LLC will be provided to the family upon request. *At no time* may a program use the feedback provided by Puzzle Pieces, LLC to terminate the enrollment of a child from the program. While we understand that information may support an existing position on appropriate placement, the feedback from a Puzzle Pieces, LLC consultation may not be presented to parents as the defining factor in such a decision.

If it is recommended that a referral be made to another agency, medical provider or school, parents will be provided a detailed report with a list of options available in seeking outside evaluations and/or supports.

I, the undersigned agree and understand the role of Puzzle Pieces, LLC for the purpose of observations and consultations for our program. I agree to the terms and conditions of this agreement for an ongoing relationship of collaboration. This agreement is in effect until revoked in writing by either party or if the terms have changed in which case an updated agreement will be provided. Each time a request for observation/consultation is made, it must be done so given the form provided, in writing. Professional development trainings require an additional agreement provided when scheduled. Services rendered will be billed via email invoice the following month. Payment is due within 2-weeks of receipt of invoice.

Rates for Observation & Consultation

\$65 per hour of Direct Service Observation, Consultation, Parent Correspondence & Documentation

Program Director or Authorized Administrator Print Name

Program Director/ Authorized Administrator Signature

Date