



TREATMENT GUIDELINES

People enter into treatment seeking relief from distress or discomfort in their emotional state, behavior and/or relationships. The mission of Center for Family Guidance mission is to provide each individual or family in treatment with us with care that is effective, compassionate and efficiently delivered. The following guidelines are being provided to you to help you understand how our services are provided and to prepare you to participate in our clinical practice. Your sessions may be conducted in person in one of our offices, or by videoconference technology, or by telephone.

Prior to your initial session with a CFG clinician, you will be asked to complete a New Patient Background Questionnaire. This information will give your clinician a good overview of your goals and treatment needs to help your clinician and you decide together on the best treatment plan.

Initial Evaluation

This initial session gives you the opportunity to share with your clinician important information about you, your treatment goals and needs in order to determine which treatment could be most helpful for you. This clinical interview serves as an important initial phase of your care, and helps form the basis of your clinician's understanding and diagnosing of the problems and/or situation that motivated you to seek treatment. During this session and the sessions that follow, you and your clinician can develop a treatment plan together.

Therapy sessions

These sessions address the concerns that may have brought you to seek treatment. During these sessions you may discuss complex issues which go beyond and compliment the part of your care which may be treated through medication.

The sessions, which are longer in session length than medication management sessions, may be individual or involve members of your family or wider support system depending on your needs and preferences. If therapy is being provided along with medication management sessions, communication between your therapist and the clinician prescribing medication for you is an important component of your treatment.

Medication Management Sessions

These sessions involve discussion of your current mood, thoughts, relationships, and daily functioning in relation to the effects of any medications prescribed as part of your treatment. Also incorporated in these visits, when relevant to your emotional and behavioral care and progress, are discussions of any general health conditions, laboratory studies, and pertinent communication with and/or referral to, other behavioral health and general medical clinicians.

These sessions are typically shorter in terms of time compared to therapy sessions, so it is important that you come to them prepared to discuss issues related to your response to medication treatment. Other matters which may be important parts of your recovery plan are to be more completely addressed in sessions with your therapist. Relatives and other support system members, when appropriate and permitted, may be asked to or may wish to provide information to enable the clinician to get the most complete understanding of your progress and ongoing care needs.

Scheduling of Sessions

Your clinicians will advise you on the recommended optimum frequency of all treatment sessions to achieve your goals. It is important to maintain the recommended frequency of sessions as part of your treatment plan to receive full benefit of care. This includes appropriate intervals of medication treatment visits to achieve maximum response to, and safe use of, medications.

Usually after initiation of medication prescribed for you, there will be a follow-up visit within 2 weeks. Timing of subsequent visits will depend on the nature of and response to treatment. The maximum interval between medication management sessions is usually 12 weeks, including follow-up visits to maintain progress once treatment goals have been reached. When medications which are categorized as controlled substances, or other medications which require close ongoing supervision, are part of treatment, shorter intervals between sessions may be needed.

Communication Outside of Office Hours

On occasion, you may find it necessary to communicate with your clinician by telephone between scheduled visits to address a crisis or urgent issues about medication that cannot wait until your next scheduled session. Such telephone calls are not substitutes for scheduled appointments. In such instances of crisis or medically urgent problems, you can contact your clinician through the CFG Access Center answering service at (856) 552-4327.

Most telephone contacts with your clinician should be at most 5 to 10 minutes long with a follow-up plan made, including any recommendations for evaluation at an emergency department or crisis screening center. If the issue involves an acute safety concern that cannot wait for a timely return call from your clinician, please call 911 or go to the nearest emergency room or crisis center, informing your clinician through the Access Center that you have done so.

Prescriptions Renewals

Prescription renewals should occur during medication management sessions. Due to occasional, unforeseen circumstances, there may be times when you need to request a renewal in between scheduled visits. For those occasions, call the CFG Outpatient Prescription line at (856) 552-4350. Please understand that due to the need for your prescribing clinician to review your chart it may take up to 5 business days for the prescription renewal to be completed.

If you have not had a visit with your prescribing clinician at an appropriately safe interval to provide a renewal, or if there are other clinical issues, your prescribing clinician may inform you that a medication management visit must be scheduled and kept before any renewal or new prescription is provided.