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**Integrative Resource Protocol
Consultation Information Handout**

PLEASE READ IN ENTIRETY BEFORE FIRST MEETING!

INTAKE QUESTIONNAIRE

Please complete the Consultation Intake Questionnaire and email it to me prior to our first session. ***Please also send a photo.*** The information contained in your Intake Form will help me to direct my feedback to you in a more specific manner. Additionally, I will use the contact information on your form to enter you into my billing and tracking program.

FEE

- Individual full session: \$200
- Two people sharing full session: \$100 each
- Three people sharing 1-½ hour session: - \$100 each
- Four people sharing 2 hour session: \$100 each
- Three people sharing 2 hour session: \$133 each
- Five to six people: 2 hour session: \$80 each (lowest fee.)
- Other variations are available. Please inquire.

I also have some lower fee slots for students or on an as per needed basis.

All Payments are made through PayPal in US dollars.
You can find a link to my PayPal account on the contact page of my website,
www.alison teal.net

Payment is due on or before your session date.

**MISSED SESSIONS WITHOUT 24 HOUR NOTICE WILL BE CHARGED
AT REGULAR FEE RATES.**

BILLING

I will send you a super bill upon request. ***Please also keep your own records.*** Annotate your Paypal payment and that should suffice for your tax records.

SESSION LENGTH

- Single sessions for individuals or dyads: 50 minutes – an additional 5 to 10 minutes for scheduling and final comments.
- One and one-half sessions for Individuals, dyads or triads: 75 minutes – an additional 5 to 15 minutes for scheduling and final comments

- Double sessions for one or more people: 110 minutes is divided into equal sections for one to four people -- an additional 5 to 10 minutes for scheduling and final comments. For 5 to 6 people, consultees rotate presenting cases.
- Full or half individual sessions are available on request to anyone as per needed.

At the close of each consultee's time we will set up learning goals for the next session.

PRACTICE GROUPS

Some groups desire to do practice sessions. Typically, these are held in person in my office. You would be working with each other and I would be on hand to answer questions and teach as needed. We would also allow time for debriefing.

DEMONSTRATIONS

Some in person groups request a demonstration. i.e., I do an IRP session with a group member. As the milieu is educational rather than therapy, these are annotated – I will periodically comment in real time on my process -- why I am doing what I am doing.

POINT PERSON

Each group will designate a point person who will communicate with me regarding scheduling and scheduling changes.

LOCATION:

In person sessions are held in my Berkeley Office (or by arrangement in other locations such as Portland OR, Nashville TN or Toronto, Canada, etc.)

TELEPHONE CONSULTATION

- Individual consultation: Call in at the appointed time. I will have specified the contact number. Typically, it will be 510-507-9779
- Telephone conference calling for two or more consultees: I use a conference calling service. At the appointed time, simply call the following number and enter the code when prompted.

NUMBER: 1-712-775-8973

CODE: 329369

You will be able to connect into the line up to ten minutes before our scheduled time. If you get disconnected, to rejoin, simply recall and re-enter the code. The number is not an 800 number -- it is a toll call. Depending on your carrier or plan this may be an issue especially if the call is International. If it is, download Google Chrome; they have a calling feature that will allow you to make any call in the US and Canada for free, and very low rates for US and the rest of the world.

ZOOM VIDEO CONFERENCE.

I will send you an invitation on the day of your session.

ADDITIONAL COMMENTS:

- If your group is remote, and you are from the same geographic area, some like to congregate in a colleague's office while others simply call in from wherever they are. Often groups are comprised of people from different states and/or countries.
- While there are some advantages to keeping the group members consistent -- sometimes individuals want additional consultation or have time constraints and want to move at a faster pace -- these individuals can do individual consultation and/or pair up with anyone in their group or any other consultee at a similar skill level. Please inquire as I typically have "floaters" -- people who are not affiliated with a particular group and want to connect with others.
- There is some flexibility about how we structure time within your group. Some like to make their personal consultation time a little shorter so that there is a more Q & A at the end as typically questions arise when listening to other's cases. Typically, groups evolve into their own style over time.

I always appreciate your feedback -- how the group is going and how well it or I am serving your needs. At best, this venture is a cooperative and collaborative effort! The optimum experience for all of us comes from a mutual commitment to stay current about the content and process.

If you have any questions, anytime, please ask! Going forward know that all of your questions are welcome; if it's a question for you, it's a great question to ask!

I look forward to working with you!

Alison