# CLIENT HANDBOOK

## CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Meet Your Therapist ..................................................</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>Contact Information Business &amp; Office Hours .....................</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>Business Procedures, Fees, &amp; Insurance ..........................</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>Informed Consent ........................................................</td>
<td>5</td>
</tr>
<tr>
<td>V</td>
<td>Communication, Phone, Email, &amp; Social Media ....................</td>
<td>6</td>
</tr>
<tr>
<td>VI</td>
<td>Appointments / Cancelations .........................................</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>Counseling / Therapy Statement ......................................</td>
<td>7</td>
</tr>
<tr>
<td>VIII</td>
<td>Confidentiality ............................................................</td>
<td>8</td>
</tr>
<tr>
<td>IX</td>
<td>Polices and Procedures .................................................</td>
<td>8</td>
</tr>
<tr>
<td>X</td>
<td>Supervision ...............................................................</td>
<td>8</td>
</tr>
<tr>
<td>XI</td>
<td>Therapy Programs / Discount Payment Programs ....................</td>
<td>9</td>
</tr>
<tr>
<td>XII</td>
<td>Court Appearance and/or Testimony ..................................</td>
<td>12</td>
</tr>
<tr>
<td>XIII</td>
<td>Complaints .................................................................</td>
<td>13</td>
</tr>
<tr>
<td>XIV</td>
<td>Recovery Treatment ......................................................</td>
<td>13</td>
</tr>
</tbody>
</table>
Meet Your Therapist

Edward C. Dudding, M.S., M.A., LMHC, LPC, CSAT, CMAT

Edward “Ed” Dudding is licensed in the State of Washington (LMHC) and the State of Idaho (LPC). As well, he is a Certified Sexual Addiction Therapist (CSAT®), and a Certified Multiple Addiction Therapist (CMAT®). He has training and experience in mental health, marriage, career, school, and spirituality fields. He is trained to provide therapeutic services to address a variety of situations, which are non-medical in nature. As a non-medical therapist, Ed Dudding does not prescribe medications. **Note:** Licensure/Certification by the states of Idaho and/or Washington does not imply endorsement by their governing bodies or effectiveness of treatment.

Ed is able to provide counseling/therapy for various life issues, yet is committed to specializing in addiction and the issues and problems commonly related to addiction. Some of the typical issues and problems are:

- Sexual Addiction
- Compulsive Cybersex
- Process addictions
- Addiction Interaction
- Trauma issues
- Anxiety & Depression
- Workaholism
- Co-dependence
- Shame, guilt, loneliness
- Anger & Rage
- Grief & Loss
- Attachment

Edward C. Dudding’s credentials:
- M.S. Educational Leadership
- M.A. Mental Health Counseling
- Licensed Mental Health Counselor, State of Washington (LH60647274)
- Licensed Professional Counselor, State of Idaho (LPC-4387)
- CSAT® Certification (No. 2012C-1257)
- CMAT® Certification (No. 2012C-1257)
- National Certified Counselor (#246835)

Contact Information / Office Hours / Business Days

Phone: 208-755-7114
Email: ed@coeurdalene counseling.com or ed@cdacounseling.com
www.coeurdalene counseling.com or www.cdacounseling.com
www.facebook.com/CoeurdAleneCounselingInc
www.twitter.com/cda_counseling

Office hours are by appointment only. Business days are Mondays, Tuesdays, Wednesdays, and Thursdays only **(Fridays are a non-business day).** Coeur d’Alene Counseling, Inc. is closed on major national holidays and some holiday weeks. Business hours are 9:00 AM to 6:00 PM PST.
Business Procedures Insurance & Fees

Standard individual therapy/counseling session is 50 minutes or 75 minutes based on the program or client needs. Time spent working outside the counseling/therapy session (e.g. telephone conferencing, reading or writing reports upon the client’s request) will be charged to the client based upon the current standard rate.

Coeur d’Alene Counseling, Inc. offers discount packages and payment plans. Packages and plans have specific stipulations. Coeur d’Alene Counseling, Inc. offers various special therapy/assessment programs as well. Please ask for current packages, plans, programs, their costs, and details, or you may read more about them in this handbook under Discount Payment Programs.

Clients are required to pay for services at the time and before each session begins. Any and all other arrangements must be discussed with your counselor/therapist.

Coeur d’Alene Counseling, Inc. accepts cash, personal checks, and MasterCard, VISA, & AMEX. Checks are to be made out to Coeur d’Alene Counseling, Inc. A $75 fee will be charged for returned checks. You may make credit card payments through Coeur d’Alene Counseling, Inc.’s web site.

Insurance

Coeur d’Alene Counseling, Inc. does not accept insurance as payment. Services are provided on a fee-for-service basis only. In all cases, the client is responsible for payment of counseling/therapy/materials fees.

At times clients wish to pursue reimbursements from their medical benefits program. As a courtesy to our clients, Coeur d’Alene Counseling, Inc. is pleased to provide receipts to its clients that may be submitted to their medical/health benefits program, only by client request. *NOTE: Health-insurance companies often require a diagnosed mental or emotional disorder (DSM-IV-TR/DSM-V number code) indicating an “illness” before they will agree to reimburse you. Any diagnosis made may become a part of the client’s permanent medical record.

Submitted receipts by Coeur d’Alene Counseling, Inc. to its clients does not guarantee or otherwise assure reimbursement and does not guarantee or otherwise assure credit towards any detectable. Additionally, each listed diagnosis may become part of the client’s permanent medical record.
Professional Rates & Fees:

Initial sessions, 90 minutes ....................................................... $199.00
Individual counseling/therapy, 75 minute session .................... $159.00
Group therapy/counseling, 90 minutes ....................................... $240.00 per seat monthly*
Individual counseling/therapy, 50 minute session .................... $135.00
Marriage/Couple counseling/therapy, 50 minute session .......... $195.00
Copying and/or mailing client material fee ............................. $55.00
Client-requested written report and/or letter .......................... $75.00 each
Returned check fee ................................................................. $95.00
Court appearance and/or testimony fee ................................. * See Section XII, Page 10

*Group therapy is sold as monthly seats through recommendation or particular program only.

Program Materials and Assessments:

MATERIALS
Facing the Shadow 2nd ed. workbook* ........................................ $35.00
Facing the Shadow 3rd ed. workbook* ....................................... $40.00
Facing Addiction workbook* .................................................. $21.00
Recovery Zone I workbook* .................................................. $35.00
Facing Heartbreak workbook* ................................................ $35.00
Facing Codependence ............................................................ $22.00
Mindsight ................................................................................ $21.00
The 40-Day Focus, Book One workbook* (replacement) ........ $150.00
The 90-Day Prep, Book Two workbook* (replacement) .......... $150.00
The 90-Day Focus, Book Three workbook* (replacement) .... $150.00

ASSESSMENTS
Sexual Dependency Inventory 4.0 (SDI 4.0) ............................. $155.00
Post Traumatic Stress Index-Revised (PTSI-R) ........................ $85.00
Inventory for Partner Attachment, Stress, & Trauma (IPAST) .. $85.00
Money & Work Adaptive Styles Index (MAWASI) ................. $55.00
Sexual Addiction Evaluation* ................................................ $450.00

*Some programs require specific materials/assessments. However, not all clients or programs are assigned or required to purchase program materials. Ask for details.
Informed Consent

All clients have the right to understand what the types of service offered to them and the opportunity to decide what best meets their needs. Coeur d’Alene Counseling, Inc. provides new clients the opportunity to understand the services and products offered to them through its “Client Information & Disclosure Statement” document. It is readily available on the Coeur d’Alene Counseling’s website, or upon request a copy can be provided to you.

Informed Consent as a process is very important to Coeur d’Alene Counseling, Inc. For many reasons, therapy does not benefit everyone. It is important to be aware that you may find therapy unsatisfying, unproductive, and/or very challenging and thus consider ending your therapy prematurely. This is important! It is important that you include this possibility when considering purchasing every scheduled session. Most program fees of all types are final and non-refundable. The good news is that most find that therapy adds value to their life.

The following points are important to understand.

• Based on the particular program, fees are due at different times, most program fees of all types are final and non-refundable. Ask your counselor for details pertaining to your program.
• Access is a special payment program offered to FOCUS clients only. Purchases are due every 5th week, and each purchase expires at the fourth business week (Monday through Thursday).
• Access to therapy includes individual and group therapy. Support programs such as twelve step (SLAA, SAA, RCA, etc.) are not considered therapy and such programs are not part of Coeur d’Alene Counseling’s program.
• Scheduling individual therapy sessions is a collaborative agreement between client and therapist – both therapist and client are not obligated by the program to schedule or attend weekly sessions.
• Scheduling sessions is based solely on client need and counselor availability. May include multiply weekly sessions based on the need of the client.
• Access to therapy status continues even if scheduled individual and group sessions are not attended. Group sessions are always considered scheduled. In other words, if scheduled sessions are not attended during a particular business week(s) of access, that business week(s) will count – be considered scheduled.
• Access clients may request a given business week(s) during their four business weeks of access to not be scheduled. Such requests must be made prior to the particular business week(s).
• If an Access payment is not made, all scheduled therapy sessions will be charged the current standard therapy session rate.
• If CdA Counseling, Inc. office is closed during an entire or part of a scheduled business week to which you are not able to attend any scheduled sessions (group or individual), that week will not count as a scheduled business week.
• Clients are never required to make appointments or continue therapy. Therapy is always the choice of the client.
• It is the hope and desire that all clients benefit richly from their therapy.
Communication, Email, Phone, & Social Media

Coeur d’Alene Counseling, Inc. uses email as a significant means of communicating with clients about items such as appointment reminders, session cancellation requests, reschedule session requests, and other non-confidential communications. No therapy is conducted through email.

E-mail transmission cannot be guaranteed to be secure or error-free. Information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete. Coeur d’Alene Counseling, Inc. does not accept liability for any errors or omissions in the contents of email messages, which arise as a result of e-mail transmissions. Email transmissions from Coeur d’Alene Counseling, Inc. to clients will not consist of content that is generally reserved for session conversations and communication.

All telephone conversations are kept strictly confidential between counselor/therapist and client. It is with the highest intention to return all phone call messages within 24 hours on business days. Coeur d’Alene Counseling, Inc. does not text, send texts, or receive texts.

Regarding any and all types of social media, it is the policy of Coeur d’Alene Counseling, Inc. to not participate in social media with current and/or past clients. Exceptions cannot be made.

Appointments / Cancelations

In order for counseling/therapy to proceed most effectively, unless otherwise indicated, counselors/therapists will meet with clients for a standard clinical hour (50 minutes). Sessions will end promptly, as the next 10 minutes will be used by your counselor/therapist to think about the session, write notes, and plan for future directions. Exception: FOCUS clients’ standard session is 75 minutes.

Appointments are generally made on a regular, weekly or every other week basis and the client’s time is held from week to week. In a sense, the client and counselor/therapist have an informal contract whereby the client has the exclusive use of a counselor/therapist’s time for the scheduled appointment. For that reason you will be charged your normal fee for all missed appointments and/or cancellations with less than a 24 business-hour notice (this includes discount package programs). In such cases, an automatic generated bill will be mailed to your mailing address. Notices to cancel may be made by phone call, phone call voice message, or *email message. ***Text messages will not be accepted.

It is expected that appointments will be kept except in case of illness or emergency. If for some reason you fail to keep two consecutive appointments without calling for cancellation, Coeur d’Alene Counseling, Inc. will assume that you have terminated the counseling/therapy...
relationship and will make that appointment time available to other clients. If you wish to resume counseling/therapy you will need to call your counselor/therapist to determine appointment availability and to reschedule.

Problems do not happen overnight and neither do their solutions. Therefore, we ask all clients for an understanding agreement* to meet for a minimum of 4 sessions. At the end of this period three things can be done:

1) We can mutually agree that sufficient progress has been made to terminate services.
2) We can decide that insufficient progress is being made and that termination and/or a referral is in order.
3) We can agree that progress is being made, that further counseling/therapy would be beneficial and counseling/therapy continues until stated objectives are attained and desired goals are reached.

*All such agreements are non-binding and voluntary; thus, clients are free to conclude services at any time with no explanation at their discretion.

**Counseling / Therapy Statement**

Those persons seeking counseling/therapy have the right to choose counselors/therapists who best suit their needs and purposes. It is the purpose and goal of Coeur d’Alene Counseling, Inc. to honor this. Please do not hesitate to discuss with your counselor/therapist your needs, your satisfaction with the therapeutic process, or any concerns you may have regarding the counselor’s/therapist’s style or appropriateness of the client-counselor/therapist match. You as a client always have the right to choose another counselor/therapist in another agency at any time.

Counseling/therapy cannot offer any promise or guarantee about results. Your outcome will depend upon many things. You should know, however, that counseling/therapy is not always easy. You may find yourself having to discuss very personal information. These conversations may be difficult and you may be very anxious during and after such conversations. In fact, it is possible that you might become somewhat depressed. You may experience an increase in the symptoms you’ve sought help to alleviate.

As you learn more about yourself, you might encounter increased conflict with friends, co-workers, and family. Though these difficulties may not happen to you, you should know that during the process of personal growth they are possible. Counseling/therapy is intended to alleviate problems, but sometimes, especially at first, and as you get to the root of some things you may feel the weight of your problems more than you have in the past. Counseling/therapy will challenge you and your old ways of thinking and doing things. It is important to understand that you are always free to move at a pace that is comfortable to you.
Confidentiality

On occasion, your counselor/therapist may desire to consult with other qualified professionals (psychiatrist, psychologist, pastor, educator, attorney etc.) to seek information or input that may be helpful to your case. When it is necessary to speak specifically about the identity of a person, couple or family, we will request a "release of information" which authorizes contact and establishes the parameters for disclosure. No information about a person or persons will be released without this written authorization unless mandated by law.

Consultations, assessments / evaluations, and disclosures between counselor/therapist and client will be held in strict confidence. All counselors/therapists must comply with subpoenas issued by court judges to disclose information. Also, the normal confidential relationship between counselor and client does not apply to: a) the disclosure of child, dependent adult, or disabled person abuse or neglect; or b) threats to the physical well being of oneself or other persons; or c) situations of grave personal disability. Every effort will be made to prevent an attempted suicide or a dangerous action against another person.

The legal standing of confidential communication is less clear in marital and family work where there are multiple clients. In couples counseling/therapy, individual disclosure to the counselor/therapist will remain generally confidential. However, partners will be expected to work toward relevant relational disclosure. While parents or legal guardians may be periodically informed about the general direction of counseling/therapy in which their minor child/adolescent is involved, the specific nature of their son’s or daughter’s disclosures will remain confidential.

Polices and Procedures

Coeur d'Alene Counseling, Inc. operates within stated policies and procedures. The document that outlines the practice’s policies and procedures is available and will be provided upon request.

Supervision

Ed Dudding may discuss clients with a licensed supervisor for review and case management to increase quality assurance and improve therapeutic outcomes. Peer review, assessment and evaluation, and therapeutic strategy for the case are components of the supervision. All disclosures will remain confidential. Coeur d'Alene Counseling, Inc., Inc. honors any questions or concerns regarding this process.
Therapy Programs / Discount Payment Programs

Coeur d'Alene Counseling, Inc. offers different programs to meet most clients’ needs. A brief explanation of two such programs follows. Ask for details regarding other programs.

Therapy Program: Focus³

Focus³ integrates tasks and experiences to achieve competencies vital to sustainably stopping unwanted sexual behaviors. Clients will be able to understand and identify the characteristics keeping them stuck in sexually addictive patterns and develop a sexuality that is vibrant and secure within contexts of healthy boundaries and their values.

Focus³ integrates therapeutic technologies and resources that effectively help clients develop freedom to make their own choices regarding their sexuality. Sex addiction disrupts such freedom through distorted patterns of behavior and thinking. These patterns are unwanted by sexual addicts. Focus³ systematically provides sexual addicts the opportunity to benefit from structure that targets denial, self-delusion, lifestyle imbalance, and isolation. As a result and often for the first time, sexual addicts experience life through sustainable and stable sobriety. It is a thrilling feeling. This program includes all materials and assessments.

The program has two phases. The first phase is a seventeen-week focus on developing stable sobriety. This is called recovery. It involves a highly structured set of tasks guided and supported through individual therapy, group therapy, cutting edge workbook materials, media, and assessments.

The second phase is an emphasis on maintaining sobriety or remaining in recovery. It is the hope that all clients be relapse-free, hence this phase. It involves developing crucial lifestyle changes resulting from understanding the origins of one’s sexual addiction and healing the unresolved grief and pain connected to those origins.

Therapy Program: Program 265

Program 265 is an affordable and accessible alternative to begin establishing a recovery routine in your life that begins combating destructive sexually compulsive behaviors. Program 265 is a “soft” intensive 30-day program. The word “soft” is used because though the work is directly intensive, its design does not require a disruption to your daily life responsibilities. Program 265 may be completed with no needed changes to your personal and vocational life. The direct personal daily work accesses highly effective and proven material with counseling support. Please inquire about other therapy programs offered by Coeur d'Alene Counseling, Inc.

Discount Payment Program: “Access”

What it is. Access is a discount payment program reserved only for Focus³ clients. It operates as a system of discounting steps. Steps are payments that are discounted $50.00 from the previous step. For example, Access’ first step payment is $709.00. Its next step payment is $659.00, and the following is $609.00. These discounted steps continue sequentially down to the
amount of $240.00. At the $240.00 amount, all following step payments are $240.00 for the reminder of the client’s program. Focus\textsuperscript{9} includes all materials and assessments.

**What it does.** The Access program provides full access to both individual and group therapy. Though the number of group therapy sessions is limited to the particular group the client is a member, the only limit to individual therapy is the weekly therapy/clinical needs of the client. Typically every week, Focus\textsuperscript{9} clients receive one 75-minute individual therapy session and one 90-minute group therapy session. It is not unusual that Focus\textsuperscript{9} clients occasionally need more than one 75-minute individual therapy session. The full access to therapy provided by Access allows these clients to access that extra therapy at no additional charge. As Access’ step payments are sequentially discounted, the full access to therapy it provides never changes.

**How it is purchased.** Each Access step payment provides full access to therapy for four consecutive [business] weeks. Of these four weeks, step payments are due the first week - providing full access to therapy during those four consecutive weeks. This system is a sequence of step payments coming due every 5\textsuperscript{th} week. For instance, Access’ first step payment of $709.00 is due the first of the four weeks, and the following week is the 5\textsuperscript{th} week at which the next step payment of $659.00 is due. So Access payments are made every 5\textsuperscript{th} week, they are not made monthly. Table 11.A lists 24 months of payments organized by week each payment is due.

<table>
<thead>
<tr>
<th>Week</th>
<th>Step Payment</th>
<th>Full therapy access</th>
<th>Week</th>
<th>Step Payment</th>
<th>Full therapy access</th>
<th>Week</th>
<th>Step Payment</th>
<th>Full therapy access</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$709.00</td>
<td>Yes</td>
<td>33rd</td>
<td>$309.00</td>
<td>Yes</td>
<td>65th</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>5th</td>
<td>$659.00</td>
<td>Yes</td>
<td>37th</td>
<td>$259.00</td>
<td>Yes</td>
<td>69th</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>9th</td>
<td>$609.00</td>
<td>Yes</td>
<td>41st</td>
<td>$240.00</td>
<td>Yes</td>
<td>73rd</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>13th</td>
<td>$559.00</td>
<td>Yes</td>
<td>45th</td>
<td>$240.00</td>
<td>Yes</td>
<td>77th</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>17th</td>
<td>$509.00</td>
<td>Yes</td>
<td>49th</td>
<td>$240.00</td>
<td>Yes</td>
<td>81st</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>21st</td>
<td>$459.00</td>
<td>Yes</td>
<td>53rd</td>
<td>$240.00</td>
<td>Yes</td>
<td>85th</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>25th</td>
<td>$409.00</td>
<td>Yes</td>
<td>57th</td>
<td>$240.00</td>
<td>Yes</td>
<td>89th</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
<tr>
<td>29th</td>
<td>$359.00</td>
<td>Yes</td>
<td>61st</td>
<td>$240.00</td>
<td>Yes</td>
<td>93rd</td>
<td>$240.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Table 11.A

Discount Payment Program: Discount Packages

Many clients prefer to save money by purchasing a series of discounted individual therapy sessions as a package. Coeur d'Alene Counseling offers two basic discount individual therapy packages.

50-Minute Individual Therapy Session Discount Package. The 50-minute session discount package comes in two types. The first type is a package of four individual therapy sessions discounted 10% off the regular 50-minute session rate. The second type is a package of seven individual therapy sessions discounted 15% off the regular 50-minute session rate. The
individual therapy sessions in both of these packages can be scheduled at any time and there is no expiration date.

**75-Minute Individual Therapy Session Discount Package.** The 75-minute session discount package comes in two types. The first type is a package of four individual therapy sessions discounted 10% off the regular 75-minute session rate. The second type is a package of seven individual therapy sessions discounted 15% off the regular 75-minute session rate. The individual therapy sessions in both of these packages can be scheduled at any time and there is no expiration date. Table 11.B outlines the four different discount packages.

<table>
<thead>
<tr>
<th>Discount Packages Save $$$</th>
<th>50-Minute Individual Therapy Session Discount Package</th>
<th>75-Minute Individual Therapy Session Discount Package</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Regular rate:</strong> $135.00</td>
<td><strong>Regular rate:</strong> $159.00</td>
</tr>
<tr>
<td></td>
<td><strong>Discounted rate:</strong> $121.50</td>
<td><strong>Discounted rate:</strong> $143.10</td>
</tr>
<tr>
<td><strong>10% Discount</strong></td>
<td><strong>Package Price:</strong> $486.00</td>
<td><strong>Package Price:</strong> $572.00*</td>
</tr>
<tr>
<td>Four sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Regular rate:</strong> $135.00</td>
<td><strong>Regular rate:</strong> $159.00</td>
</tr>
<tr>
<td></td>
<td><strong>Discounted rate:</strong> $114.75</td>
<td><strong>Discounted rate:</strong> $135.15</td>
</tr>
<tr>
<td><strong>15% Discount</strong></td>
<td><strong>Package Price:</strong> $798.00*</td>
<td><strong>Package Price:</strong> $945.00*</td>
</tr>
<tr>
<td>Seven sessions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Package price rounded down.

Table 11.B
Court Appearance and/or Testimony

Ed Dudding does not testify in legal proceedings, and if Ed Dudding were called to testify, that would likely create potential harm to the client’s therapeutic relationship that the client has developed with Ed Dudding, and it will initiate a retainer fee charged to the client.

RETAILER FEE: If Ed Dudding is required or asked to appear or testify, you [the client] will be charged a retainer fee. A retainer fee by cash or cashier’s check or certified check for the amount of $1,750.00 will be paid at the time of request of these services, otherwise they will not be granted. This covers the cost of one hour of case preparation, review, and research of pertinent information, travel time & expenses, and up to one hour only of time of presence in court/legal proceedings. This fee is non-refundable.

The retainer fee of $1,750.00 only covers the services listed above. However, if testimony or wait time at court/legal proceedings lasts longer than one hour, an additional charge of $350.00 per hour* will be billed you. This charge is to be paid within three business days.

ADDITIONAL FEES:

- **Non-local** testimony/witness testimony: $1,750.00 per six-hour day. If court/legal proceedings last more than six hours, you will be charged $350.00 per hour (within one calendar day).
- **Local** testimony/witness testimony: $750.00 per hour.
- **Collateral/Consultation Fee**: $150.00 per hour, including phone or written contacts.

PAYMENT: The retainer fee is to be paid in full at the time of request, which is before the actual testimony takes place. Payment will only be accepted in the form of cash, cashier’s check, or certified check (made out to Coeur d’Alene Counseling, Inc.) and no later than 72 business hours prior to the court/legal scheduled proceedings date and time.

IMPORTANT NOTE: It is not likely that private or State insurance will cover these services or costs. These fees are to be paid prior and by the client or guardian with a cashier’s check, certified check, or cash only (checks made out to Coeur d’Alene Counseling, Inc.) 72 business hours prior to court/legal scheduled proceedings date.

ACCOUNT STATUS: All accounts must be brought current, and any past due amount is to be paid immediately along with the retainer fee before we will prepare for and/or attend, court dates and/or related legal meetings, and/or collateral contacts.
Client Complaints

Coeur d'Alene Counseling, Inc. is committed to its services being provided with the highest level of integrity and professionalism. This is particularly so when a client has a complaint. Clients are encouraged to handle any problem directly with their therapist, and it is the expectation that each client will receive adequate attention to any and all problems that they may have.

At times, clients may wish to make a complaint to a state board of licensing. In Idaho, that is the Idaho Bureau of Occupational Licensing office in Boise, Idaho. Though it is Coeur d'Alene Counseling’s hope that clients will address their problems directly with their therapist with the expectation that their complaint/problem will be handled satisfactorily, it is completely appropriate for clients to ask a state board of licensing to address their problems.

Recovery Treatment

Sexual addiction is one of the most complicated addictions and thus one of the most difficult to overcome. As with all addictions, many sexual addicts fail in their recovery because they never make the decision to change. They, rather, make the decision to simply dabble. Puttering attempts to overcome sexual addiction equals failure, every time. The commitment to overcoming sexual addiction is a process of defeating many obstacles, of which not believing in themselves enough is possibly the biggest. The fact is that many sexual addicts experience life with much success, and their success is contributed to certain actions and thoughts that were learned and otherwise acquired through the commitment to change.

Sexual addicts with the greatest success made deeper commitments that were not limited simply to sobriety. They committed to making their lives great by following a relatively predictable process. According to Dr. Patrick Carnes, committing to a recovery that makes your life great is possible by adopting the following five qualities:

1. Having a primary therapist whom they stay with over a significant period of time thus allowing the therapist to know the sexual addict extraordinarily well.
2. Early on, the sexual addict’s partner and family participating in their support and/or therapy. Early family involvement and support plays a significant role in sexual addict’s successful recovery and the deep healing of the partner and family members.
3. Participating in a therapy group regularly (weekly) over a significant period of time allowing them to be known by others and to know others extraordinarily well.
4. Regularly participate in Twelve Step meetings and work through all the Steps.
5. Develop and/or nurture a spiritual life.
Acquiring the above five qualities is the natural outcome through the “task-based” model/approach used by Coeur d’Alene Counseling, Inc. This model consists of 30 tasks with their accompanied competencies. Certified Sex Addiction Therapists (CSAT®) are trained in a “task approach” to addiction recovery. With over 120 hours of classroom training and a minimum of 30 hours of supervision, CSATs are uniquely prepared and qualified with expertise to assess clients and guide them through the task work.

Dr. Patrick Carnes, author of many books including Don’t Call it Love and Facing the Shadow, found that those struggling with sexual addiction had greater recovery success if they worked through tasks. He wrote Facing the Shadows and The Recovery Zone workbooks containing the first 13 of the recovery tasks.

The 30 tasks are divided into four groups and the following points briefly explain them.

1. Tasks 1-7 are tasks designed to develop sobriety. They are commonly referred to as the “Facing the Shadow” tasks, referring to the aforementioned title of the book where clients work through those particular performables.

2. Tasks 8-13 are tasks designed to make changes that last. They are commonly referred to as the “internal tasks”. “Recovery Zone I” is the book where clients work through these particular performables. Making changes that last address the issues of multiple addictions, abuse histories, and shame.

3. Tasks 14-19 are the tasks designed to achieve balance in one’s life. They are commonly referred to as the “external tasks”. Achieving balance in one’s life must address the issues of exercise & nutrition, spirituality, and financial & vocational balance. These tasks do that.

4. Tasks 20-30 are the tasks designed for family recovery. They are commonly referred to as the “family zone tasks”. Family recovery must engage in the process of restoring family relationships, coupleship healing, learning healthy sexuality, and learning & practicing intimacy. These tasks do that.

It is the intention and hope that all Coeur d’Alene Counseling clients work through all 30 tasks. Coeur d’Alene Counseling’s programs are designed to support this process because research shows that sexual addicts will do better developing and sustaining their recovery.

End of Handbook