



Policy and Procedures

MISSION STATEMENT

It is the mission of Skipped Parts, LLC to provide therapeutic services to clients dealing with sexual behavior problems, sexual identity issues, and sexual abuse survival. We use approaches and interventions that promote sexual wellness, sexual safety and improve self-image and overall wellbeing of our clients. Skipped Parts, LLC is dedicated to adhering to best practices. This includes the development of the therapeutic relationship to facilitate change for our clients. Skipped Parts, LLC values creativity, uses imaginative intervention and engages curiosity to provide safe therapeutic space and facilitate healing from shame and sexual trauma.

REFERRALS AND DETERMINATION OF PROVIDING SERVICES

Referral forms can be found on the website: <http://skippedpartscounseling.com> and can be faxed to: 507-528-2406 or emailed to skippedpartsllc@gmail.com.

THERAPEUTIC RELATIONSHIP

Research findings indicate the most important factor in the change process is the relationship the client has with the therapist. It is the intention of Skipped Parts, LLC to adhere to intervention and practice that nurtures the therapeutic alliance. Skipped Parts, LLC does not mean to suggest that a client's denial or inaccurate reporting is ignored or unimportant. It is the responsibility of the therapist to provide a safe space and atmosphere for clients to choose to disclose and process their issues. Skipped Parts, LLC providers will work through the discomfort of changing relationships as well as natural and imposed consequences of problematic behaviors.

SEXUAL HEALTH AND WELLBEING

Skipped Parts, LLC uses research based guidelines for sexual health models as opposed to relative moralistic approaches or provider opinion.

Skipped Parts, LLC uses sex positive and gender equality approach based sexual education curriculum. Some resources used by Skipped Parts, LLC include: Dennis Dailey's Circles of Sexuality, "It's All One Curriculum: Guidelines and Activities for a Unified Approach to Sexuality, Gender, HIV and Human Rights Education" developed by the Population Council, "A Guide to Gender" by Sam Killerman, Planned Parenthood, and Sex Offender Management, Assessment and Planning Initiative by the Office of Justice.



MASTURBATION

Masturbation can be part of healthy sexual living. Skipped Parts, LLC encourages clients to engage in healthy practices and expects that clients will work through inhibitions related to self-pleasure. Skipped Parts, LLC acknowledges body knowledge and experience is positive and encourages clients to work through shame related to masturbation.

SEXUALLY EXPLICIT MATERIAL

Skipped Parts, LLC does not have an “all or nothing” approach to use of sexually explicit materials for all clients. Skipped Parts, LLC does acknowledge that some individuals’ sexual behavior problems have involved possession of and/or viewing of illegal sexual abuse images. All use of sexually explicit materials by forensic clients is expected to be reviewed with providers. Sexual thought journals will be used as a guide for reflection and discussion.

TREATMENT PLANNING

Skipped Parts, LLC encourages clients to take an active role in treatment planning. Guidelines for treatment planning are specific to STABLE 2007 risk assessment, Protective factors by Vries Robbé et. al. (2015) as well as identified responsivity issues.

PSYCHOSEXUAL ASSESSMENT

Skipped Parts, LLC psychosexual assessments include: psychological testing, cognitive functioning evaluation, risk assessments, sexual interest assessment and extensive interview and review of available records.

Skipped Parts, LLC aims to uphold the Association for the Treatment of Sexual Abusers (ATSA) 2014 guidelines for psychosexual assessments by reviewing risk for recidivism, identifying strengths and discussing protective factors relative to the individual. Our assessments are intended to provide recommended types or treatment and level of care recommended by identifying criminogenic needs/dynamic risk factors to be targeted. In addition, we provide an evaluation of identified responsivity factors that may impact the individual’s response to interventions.

Assessment clients meet with providers in any Skipped Parts, LLC location. Providers are willing to travel if the individual is incarcerated or if travel for the client is not an option provided an alternative professional location to complete testing and interview have been agreed upon. Travel costs will be factored into the cost of the assessment.

Turn-around for assessments is 4 weeks from the date of the meeting contingent upon no deviation from scheduled appointment times.

Risk assessments used by Skipped Parts, LLC include:



- The STATIC-99
- The STABLE 2007
- The ACUTE

For juveniles:

- ERASOR
- DASH-13

TESTIMONY

Skipped Parts, LLC is willing to provide testimony in the event it is necessary or related to an assessment written by Skipped Parts, LLC. If testimony is included as part of the assessment agreement, this should be discussed ahead of time and this service will be billed at a separate rate. If Skipped Parts, LLC providers are subpoenaed, we ask that reasonable notice (2 weeks) be provided along with contact for billing purposes for this service. Time billed begins from the provider's home office to the location and back.

COLLABORATION WITH OUTSIDE PROVIDERS

Skipped Parts, LLC values collaboration for client success. Skipped Parts, LLC is committed to respecting the boundaries and limitations of probation, child protection, schools and families of clients while maintaining the role of therapy providers.

It is the intention of Skipped Parts, LLC to provide services directed at reducing risk of re-offending by targeting risk factors and enhancing protective factors. Delivery of services may include individual, couples, family, group therapy or psychoeducational workshop provided by Skipped Parts, LLC. Skipped Parts, LLC will make every attempt to be flexible when possible. However, Skipped Parts, LLC may refrain from making a decision or statement that is outside of the scope of our practice or expertise.

TERMINATION OF SERVICES

Skipped Parts, LLC expects that clients who are on probation or parole make every effort to adhere to those expectations. Skipped Parts, LLC encourages clients to be honest with all providers and will advocate to continue services if a client uses good faith to disclose additional information in the therapeutic process. Disclosure of information alone will not result in termination of services. It is the decision of the probation agent to determine whether a client has violated his or her probation because of a disclosure or polygraph results.

Missed appointments and excessive outstanding balances may result in termination of services.



POLYGRAPHS

As a general practice Skipped Parts, LLC does not engage in polygraph for treatment or therapy services. Denial is not an identified risk factor and research also suggests that individuals who “deny” are in fact demonstrating knowledge that illegal sexual behavior is wrong.

Skipped Parts, LLC understands that it may be a requirement for supervision for forensic clients and Skipped Parts, LLC will support clients through that process.

Skipped Parts, LLC are mandated reporters. If identifying information of unreported sexual abuse victims is provided, we adhere to mandated reporting laws.

SERVICE FEES

Skipped Parts, LLC rates for services are:

- \$145 per hour for individual, couple or family sessions.
- Group session rates are \$75 per hour with a minimum of 5 clients per group.
- Progress reports are \$25 per report.
- Discharge summaries are \$75.
- Missed sessions will result in a \$40 charge for any failed appointment.
- Sexual Boundaries and Healthy Sexuality Workshop \$275.

County or other funded clients will be required to pay balances monthly and verification of funding must be made prior to starting service. Payment for service or agreed upon payment plan must be established at the onset of services.

Clients will be responsible for payment for services not covered by county contract.

As of 11/25/2016, clients will no longer be allowed to have an outstanding balance without making specific arrangements for regular and timely payments. Clients with a balance more than \$200 who do not have an approved payment plan will have services suspended until payment arrangements have been made.

BILLING

Skipped Parts, LLC uses a 3rd party, MB Billing Services, LLC, for billing. If services are covered by insurance, minimum necessary information to complete billing will be provided. All clients will be provided with detailed information related to HIPPA and Protected Health Information to comply with statutes correlating to Protected Health Information.

Private pay clients will be billed for individual sessions or assessments.



Skipped Parts, LLC
Counseling for Sexual Health and Wellness

Counties requesting services for clients from Skipped Parts, LLC are asked to provide any forms such as I-9 or vendor identification at the beginning of those services to ensure a timely payment process.

REVIEW AND COPY OF RECORDS

Skipped Parts, LLC adheres to state statute 144.292 for allowing clients access to health records. Skipped Parts, LLC is willing to review records with clients. Requests for records will be provided at the cost of .75/per page and a \$10.00 retrieval fee.