

Joni C. Stewart, LCSW & Associates, Inc.

“Committed to the empowerment of all people with the ideals of peace, respect, and equality”

MEMORANDUM

This correspondence is to confirm that you understand the evaluation/assessment generally takes 15 to 30 business days to be written, reviewed and finalized by Joni C. Stewart, LCSW. The evaluation/assessment provides a written synopsis of the individual's actions, recommendation(s), and an individual treatment plan.

The assessment will be written and sent accordingly to anyone you authorized for Joni C. Stewart, LCSW & Associates to release.

If we have not received background information on your case such as a police report, reason for DCF involvement or any other information requested by the evaluator this could cause a delay.

You can expect the evaluation to be completed on or before the following date:

30th Business Day Deadline: _____

PRINT NAME

SIGNATURE

DATE

WITNESS

CONFIDENTIALITY NOTICE: CONFIDENTIAL HEALTH INFORMATION ENCLOSED PROTECTED HEALTH INFORMATION (PHI) IS PERSONAL AND SENSITIVE INFORMATION RELATED TO A PERSON'S HEALTH CARE. It is being sent to you after appropriate authorization from the patient or under circumstances that do not require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure, and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality could subject you to penalties described in federal and state law. IMPORTANT WARNING: This message is intended for the use of the person or entity to which it is addressed and may contain information that is privileged and confidential, the disclosure of which is governed by applicable law. If you are not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any disclosure, copying or distribution of this information is STRICTLY PROHIBITED. If you have received this message by error, please notify the sender immediately to arrange for return or destruction of these documents

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