



## COACHING CONTRACT

### HOW THE ADHD COACHING PROCESS WORKS

Coaching is a supportive, practical, concrete process in which the coach and client work together to identify and pursue the client's goals. The primary purpose of ADHD coaching is to help the individual with ADHD develop the structure necessary to function effectively, and to teach practical approaches to the challenges of daily life.

The coach provides encouragement, recommendations, feedback, and practical techniques (e.g. reminders, questions, calendar monitoring, continued goals definition, etc.). Strategies are used to address issues of time management, eliminating clutter in one's home, and becoming more effective in one's personal and professional life.

Regular meetings and check-ins are an essential part of the coaching process. These coaching meetings can be done in person, by telephone, or by e-mail, whichever is preferable to the client. However, before coaching begins coach and client will need to have an in-depth, one hour initial meeting to develop the step-by-step plans needed to achieve goals. Coach and client might also arrange progress reviews periodically as part of the on going coaching process.

Please understand that ADHD coaching is not psychotherapy. Should you determine that you need psychotherapy, you and I can discuss referral options.

### FEES AND PAYMENTS

The initial session will last approximately 1 hour and will cost \$110. Subsequent sessions last approximately 30 minutes and will cost \$55.00 per coaching session.

Payment for the initial meeting and other in-person meetings is due at the meeting.

After the initial meeting I require a commitment of at least one session per week of coaching. Because the needs of each client are different, the coach and client will determine together how this time will be used, i.e. two phone/email check-ins per week or an in-person weekly meeting. Check-ins are prescheduled and brief (10- 15 minute coaching sessions.) Check-ins are billed based on my hourly rate (e.g. two 15 minute check-ins are \$55.00)

Unless we have made a different prior arrangement, payment for check-ins is due at the time of the check-in via credit card. I will provide the receipt/invoice at the time of the next in-person meeting, via US mail, or via e-mail.

Except in cases of emergency, if you fail to give 24 hours' notice when you need to cancel an appointment or a phone check-in, you will be responsible for the fee incurred.

When paying in person, you may pay by check, credit card, or in cash. In the case of phone check-ins your credit card will be billed. Payment is due at the time of service. My services are not typically reimbursable by insurance. If you would like assistance in determining if insurance will reimburse for coaching, please let me know.

**OTHER CHARGES**

**UNSCHEDULED PHONE CONTACT:** Phone calls which are not scheduled in advance and are longer than 5 minutes will be charged at the regular session rate. 5 minute or shorter calls will not be charged.

**TELEPHONE CHARGES:** Clients are responsible for making all check-in calls to the coach. Any long distance call charges incurred by the coach on behalf of the client will be billed to the client.

By signing your name, please indicate that you have read and understand that ADHD coaching is not psychotherapy, and the fee schedule and payment requirements for participating in ADHD coaching.

Client: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach: Betty-Shannon Prevatt, MA, LPA

Signature: \_\_\_\_\_ Date: \_\_\_\_\_