**RUBI Clinic Policies and Procedures**

Welcome to the RUBI Clinic! As part of your intake appointment, we want to review information that will ensure your time with us is as helpful and productive as possible.

**RUBI Program Information**

Your folder includes a handout that describes the RUBI Program as well as a handout that outlines content for the RUBI Sessions. Please take a moment to review these handouts with your clinician. Highlights include:

1. RUBI is an 11 Session program. It may take 16+ weeks to review the materials from all 11 sessions. This 16+ week time frame takes into consideration missed appointments due to holidays, weather, vacations, family illness, etc. as well as possibly needing more than one week to review content from one session.
2. You have the option to add up to two Supplemental sessions (see RUBI Session Outline).

Supplemental Sessions of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. RUBI is an outpatient service. You will meet with your clinician at the Seattle Children’s Autism Center weekly for one hour.
2. Your child does not need to attend the appointments, but we understand if this will be needed in order to attend your appointments. Let us know if your child (or siblings) will be coming so we can have activities available during your session time.

**Your Appointment Day and Time is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RUBI Clinician Information**

The RUBI clinic is a Training Clinic. This means your clinician is a practicum student who is delivering the RUBI program under the supervision of Dr. Karen Bearss, who is a licensed clinical psychologist. A practicum student is someone who is in advanced training, such as at the Masters-, Doctoral-, or Post-doctoral-level, in preparation to be a licensed provider.

The RUBI Clinic is designed as a training clinic because it allows us to serve more families. This is important as we know our families often have to wait a long time to get in to see a provider. We are trying to do our part to decrease that wait time as much as possible. It also creates the opportunity to train the next generation of providers in an evidence-based treatment for youth with ASD and co-occurring disruptive behaviors.

**Your Clinician(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**You Can Reach Your Clinician at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

As part of her supervisory role, Dr. Bearss will meet weekly with your clinician to review progress and support treatment planning. In addition, she may sit in on portions of your therapy sessions to support your clinician’s implementation of the RUBI session.

At any time, feel free to contact Dr. Bearss with any questions, concerns, and/or feedback. She can be reached at: **206-987-2880** or **karen.bearss@seattlechildrens.org**

**Confidentiality**

Anything discussed during our sessions will be kept confidential. That means, for example, if someone contacts our clinic and wants to know what we have been talking about, or even whether you had an appointment here, we will not tell them unless we have your written permission.

An exception for protecting confidentiality is when concerns are raised about your own safety, your child’s safety, or the safety of someone in your family or community. Examples would be that someone may hurt themselves or may have hurt someone else. All of your providers are mandated reporters, which means it is our job to ensure that steps are taken to make sure everyone is safe.

**Cancellation and No Show Policy**

After two consecutive cancellations, we will reach out to see if you would like to take a break from the RUBI program or reschedule your appointments for a different date and/or time.

After two consecutive no-shows, we will have to stop treatment and remove remaining appointments from our schedule so that we can open your therapy slot for another family. You are welcome to reach out at a later time if you are interested in re-starting the RUBI program.

**Family Rights**

1. We will be covering a lot of material in the RUBI program. The amount of information can become overwhelming for some families. Other families have outside challenges that make it hard to practice homework each week. The goal of RUBI is to pace the program so that you can truly work toward mastery of all the different strategies we will be teaching. With this in mind, please let us know at any time if you need to:

* Hold off on your next appointment in order to have additional time to practice a homework assignment or particular skill.
* Have a review session instead of moving onto the next RUBI session.
* Take a break from the RUBI program in order to attend to a more pressing concern/ issue (e.g., medical issues, school-related concerns, employment/health/housing/ financial challenges). If this is the case, we can hold a therapy spot for you so that you can resume the RUBI program when you are ready.

We are also happy to connect you to our center’s Family Resource providers for additional support or referrals.

2) As a training clinic, we regularly have practicum students and outside community providers express interest in observing RUBI sessions in action. Please let us know your preference regarding observation by RUBI clinic visitors:

☐ I consent to having outside practitioners observe my RUBI sessions.

☐ I would like sessions to only include my assigned clinician(s) and supervisor.

**Family Responsibilities**

To ensure that RUBI can be as effective as possible, we ask that you:

* Commit to attending your weekly appointments.
* Bring your RUBI workbook to every session.
* Complete your assigned homework in-between your sessions.
* Give at least 24-hour notice if you will be unable to attend your appointment.
* Please note that our therapy rooms can get cold, so you may want to plan accordingly.

**WELCOME TO THE RUBI PROGRAM AT THE SEATTLE CHILDREN’S AUTISM CENTER!**