

**Chaplain Family Life Ministry & Training Center (FLC)**  
Building 1186, 5950 12<sup>h</sup> Street, Ste. 101  
Fort Belvoir, Virginia 22060-5539  
703-805-2742

## **Family Life Center Introductory Information**

<b>Office Hours:</b>	<b>Counselors' Phone #: 703-805-9445</b>
Monday 10-6	(to leave msg for your counselor)
Tues & Wed 9-7	
Thursday 9-5	

### **Purpose**

The purpose of this Introductory Information is to inform you about the professional procedures of the FLC. Please read it and refer to it again at home. You are encouraged to discuss any aspect of your care with your counselor.

### **Treatment Methods**

The FLC conducts scheduled counseling sessions. It is not resourced to provide walk in counseling. As a training center, we use video recording along with clinical supervision to train our counselors and to enhance counseling resources and effectiveness.

Depending upon individual needs, counseling may be done individually, with couples, families, or in any combination of these. It may be brief, done in intervals of one week, or other frequencies. Various diagnostic tools and treatment methods may be used for counseling. After an initial diagnostic period, your counselor will discuss recommendations with you regarding all of these matters. Please communicate any questions you have about this process. Services will be provided as resources permit.

### **Confidentiality**

All consultations between you and your counselor and any records concerning you are considered confidential. The most rigid professional guidelines will prevail in the handling of your personal information. The FLC maintains confidentiality within the limits of Federal Law, Army regulations, and the Chief of Chaplains policy for Confidential Communications. In all ways, your care remains the highest priority.

### **Relations with other Professionals**

If you have seen, or are currently seeing other professional persons for therapy or counseling, (chaplains, counselor, therapist or psychiatrist) the FLC may need you to sign a Release of Information Form to allow your FLC counselor, if necessary, to talk with that professional to ensure that there is no conflict of treatment.

### **Appointments**

Your scheduled therapy appointment is a time specifically set aside for you. If you are **unable to keep any appointment, please notify the FLC at least 24 hours in advance.** Two consecutive missed appointments without advance notification could result in termination of services.

### **Children:**

**We ask that you do not bring children to the center. We do not provide childcare during sessions and they are not authorized to remain in the lobby during your session.**

### **Office Visits**

The length of an office visit is normally based upon the 50-minute professional hour. Since several persons use the same counseling rooms and the room is signed-out for your scheduled appointment, it is very important that the sessions begin and end at the appointed times. Sessions **cannot** be extended, even if you arrive late. You and your counselor will decide a suitable meeting time as part of your working contract.

### **Emergency Coverage**

If there is a physical or psychological emergency, clients should use the Fort Belvoir Community Hospital emergency room or dial 911. The Fort Belvoir Community Hospital and WTB can be reached at 571-231-0368. The On-Call Duty Chaplain may be contacted through the IOC by calling 703-805-4002/4003.

### **Termination of Counseling**

Your care at the FLC is strictly voluntary, unless you are Command or CRC referred. Termination of counseling is at your discretion; however, it is important that you discuss with your counselor any decision to discontinue your sessions. If you terminate by mutual agreement and decide later that you need further assistance, you may call the FLC to reinstate services. Services will be provided as resources permit. The FLC reserves the right to terminate services if the determinant of needed services is not within the scope of the FLC or if the FLC policies are not followed.

### **Inclement Weather Policy**

See Inclement Weather Policy. Please ask the FLC Coordinator for a copy of the policy if needed. During the winter season we keep the inclement weather policy on the front door and copies in the lobby for your convenience. Your counselor will also discuss the policy with you if the need arises.