

Last Name

Neurological Vocational Services Unit

INTAKE TRACKING FORM

Harborview Medical Center Department of Rehabilitation Medicine

Middle Initial

Dear Client: Please fill out your name, phone number, and how you heard about NVSU below. This form is used to track your intake appointment to ensure we can provide the best possible service and follow-up to you. Thank you.

First Name

Phone How did you hear about Neurology Vocational Services?
(This Space For NVSU Use)
Counselor:
Date seen for intake:
Outcome of intake:
NVSU Counselor: Please fill out, detach, and give this form to the Secretary Senior. Thank you.

Neurological Vocational Services Unit INTAKE FORM

Harborview Medical Center Department of Rehabilitation Medicine

Please read each part of this intake form and answer only those questions that pertain to you. At the end of each section is space for you to comment on anything else that you think would be important for us to know. Your answers and comments will help us understand how we can best serve you.

Harborview ID#:		Date:				
Last Name	First Nam	e	Middle Initial			
Birth Date	Age Today Female	Male	XXXX-XX- Last four of Social Security Number			
Street Address	_	City				
State	Zip Code		E-mail Address			
Cell/ Message Phone	Home Phon	e	Work Phone			
In case of an emerger	ncy, whom would we co	ntact?				
Name	F	Emergency pho	one number ()			
What do you consider t	o be your PRIMARY disa	ıbility?				
What is your HIGHES'	T level of completed educ	cation?				
-	ŧ.		How many times?			
			ces Unit?			
		ocational octivity				
Ethnic Group (optional)			A ' /D 'C T 1 1			
African Americ			Asian/Pacific Islander Other /Multi Racial			
Latino	Nativ	e American	Other / Multi Kacial			

PHYSICAL STREET ADDRESS: 401 Broadway, Suite 2088 ~ Seattle, WA Mailing Address only: 325 9th Avenue / Box 359744 ~ Seattle, WA 98104 Telephone: (206) 744-9130 / FAX: (206) 744-9988 Web: nvsrehab.org

	Part 1					
1.	Do you speak English? Yes No What language(s) do you speak?					
	Do you require an interpreter? Yes No					
2.	Are there any cultural or diversity issues you would like for us to address?					
3.	Are you a Veteran? No Yes, What era did you serve?					
	Service Rank # Years of Service I am a Disabled Veteran.					
4.	Have you ever been convicted of a felony, crime against people, or have a lawsuit pending? No Yes, Please describe:					
5.	Indicate the level of education you have completed and the diplomas you possess: High School Diploma GED Other:					
	Secondary Education: AA AS BA BS MA MS PhD Other					
6.	Have you received special education for your condition? No Yes, Please describe:					
7. 8.	Do you have access to internet services? YesNo What is the level of your computer skills?					

P	art	2
	aıı	

1.	Have you been diagnosed as having epilepsy? No Yes						
	If "yes," complete the "Seizure Disorder Information" form)						
2.	Have you been diagnosed as having multiple sclerosis (MS)? No Yes						
3.	Have you been diagnosed as having a brain injury or head injury?						
	No Yes, Date of injury:						
4.	If you have had a brain injury or head injury, were you in a coma?						
	No Yes, Length of coma in: days hours minutes.						
5.	Have you been diagnosed as having a stroke?						
	No Yes, Date of stroke:						
6.	Please indicate any other neurological condition(s) that you have.						
	Encephalitis Arteriovenous malformation (AVM)						
	Brain tumor Meningitis Cerebral Palsy						
	Anoxia (loss of oxygen to the brain) Autism Spectrum Disorder						
	ADD/ADHD Learning Disorder						
	Other:						

Rev. June 2017 (BB, EP) Z:\Forms\Intake Packet\R2 Intake Packet Forms - Revised 2017.docx

7. Additional comments you wish to make:

	Part 3
1.	Do you have or have you had a mental health condition? No Yes What was the diagnosis or problem?
	Were you hospitalized for this condition? No Yes, Dates
	Did you receive other treatment for this condition? No Yes
	What was the treatment? Are you still receiving treatment?
	No Yes
2.	Do you desire counseling or psychotherapy?
	No Yes, Now Later
3.	Have you had or do you have an alcohol or drug abuse problem? No Yes
4.	Have you received treatment for alcohol or drug use?
	No Yes, Dates
	What was the treatment?
5.	How many alcoholic drinks (beer, wine, or mixed) do you drink?
	per day per week
	Do you binge drink? No Yes, How often?
<mark>6.</mark>	Do you use any recreational drugs/ medical marijuana (e.g., marijuana, cocaine, heroin hallucinogenics, methamphetamine)?
7.	How often do you use the drug(s)? per day per week

8. How often do you drink caffeinated drinks?

10. How much exercise do you get per week?

9. How much sleep do you get per day (24 hours)?

days per week

What type (coffee, soda, etc.)?

minutes

minutes

hours

hours

1. For follow-up services, please list the	e names of two	people (parents, friends) who will always
know how to contact you in the futu	re:	
Name		Relationship
Address		
City	State _	Zip Code
Telephone ()		
Name		_ Relationship
Address		
City	State _	Zip Code
Telephone ()		

	Part 4
1.	Do you see a doctor regularly? No Yes
2.	What type of doctor do you see?
	Neurologist Rehab Physician General Practitioner Other:
3.	Your Doctor's Name
	Address
	City State Zip Code
	Telephone ()
	Date of your last physical examination:
4.	Other than the health issues covered in Parts 2, 3, and 4, do you have any additional medical
	problems? No Yes
5.	In the categories below, please describe the other medical problems that you have and any
	medications that you take:
	Physical
	Sensory
	Emotional
	Mental
	Memory
	Other
6.	Are you satisfied with your medical care? No Yes
7.	Do you currently have health insurance? No Yes

	Part 5					
1. Do you have a driver's license?	NoYes					
2. How do you get around? I dri	ve only I use p	public transportation Both.				
3. What is your marital status? Sing	le Married	_ Divorced Separated Widowed				
4. Are you homeless? No Yes	s, Do you want ho	ousing? No Yes				
5. Where do you live? In a house	In an apartment	Other:				
6. With whom do you live? Alone My spouse and o With roommates/friends, How to	ur children My o	children, Ages				
7. How many people are you financially s	upporting (including y	vourself)?				
8. Are you currently supported by anothe No Yes, What is that pers	•					
9. Identify the benefits program or public	assistance you receive	e and the amount received:				
Program or Assistance	Receive (X)	Amount per month				
TANF / AFDC						
SSI (gold check)						
SSDI (blue-green check)						
Retirement						
Food Stamps						
Unemployment						
Medicaid / Medicare						
VA - Service Connected Disablity	VA - Service Connected Disablity					
GAU (Public Assistance)						

Long-term Disability
Short-term Disability

Other_

	Part 6				
1.	What is your employment status?				
	Employed Underemployed Retired				
2.	Are you workingPart-time?Full Time? If yes: Hours per week				
3.	Do you volunteer? No Yes Hours per week				
4.	Do you enjoy your work or your volunteer position? No Yes Comments:				
5.	Number of jobs you have had in the last three years: Months since last job: Longest job held # Years Months				
6.	What type of compensation do you receive for either your job or your volunteer position? I don't receive compensation I receive free services in exchange for my time. I receive a salary/wage. How much is your salary/wage? \$				
7.	If you are not now employed, have you been employed in the past? No Yes				
8.	If you were employed before, why did you stop working?				
9.	Have you had prior contact with the Division of Vocational Rehabilitation (DVR)? No Yes				
10.	If you have had prior contact with DVR, what was the outcome?				
	I got a job. What was the job?				
	I received training. What was the training?				
	I dropped out of the program. Why?				

11. Who was your DVR counselor?
12. If still active, who is your DVR counselor?
13. Have you ever requested a work accommodation for your disability? No Yes
14. If yes, please indicate the nature of the work accommodation(s) that you requested:
Modification of equipment Installation of new equipment
Change in duties Change in work schedule
Modification of physical facilities Reassignment to another position
Reader Other
15. How motivated are you to go to work now? 1 2 3 4 5 6 7 8 9 1 0
16. By what date do you want to be working?
17. If you had a job offer, that was consistent with your job goal, could you go to work within the
next 10 days? YES / NO
If no, please explain

From Month/Year To Month/Year	Company Name City and State	Volunteer Position Title	Paid Job Title	Hours/ Week	Wage/ Salary	
						Job His
						Job History Form
						urrent r
						esume r
						nay be u
						ısed in p
						lace of
						(A current resume may be used in place of this form)
						n)

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGMENT

The Joint Notice of Privacy Practices of UW Medicine and Certain Other Providers brochure describes how medical information about you may be used and disclosed, how you can get access to this information, and who to contact if you have questions, concerns or complaints.

We have a responsibility to protect the privacy of your information, provide a Notice of Privacy Practices, and follow the information practices that are described in this notice. If you have any questions, please contact: UW Medicine Privacy Office **1-866-964-7744**.

Please do not write comments on this form, refer to the "Notice for instructions on how to make special requests about your Privacy Rights.

We may change our policies at any time. Any significant policy change will be posted. You may request a copy of this notice from the UW Medicine Privacy Office 866-964-7744, or at www.uwmedicine.org

By signing below, I agree that I have received the Joint Notice of Privacy Practices of UW Medicine and Certain Other Providers.

SIGNATURE (PATIENT OR PERSON AUTHORIZED TO GIVE AUTHORIZATION)	DATE
IS CHANGE BY DEPOCAL OTHER THAN DATIENT, DROVIDE DEACH. DELATIONOURE DATIENT AND DE	
IF SIGNED BY PERSON OTHER THAN PATIENT, PROVIDE REASON, RELATIONSHIPTO PATIENT AND DE	SCRIPTION OF THEIR AUTHORITY

FOR OFFICE USE ONLY: REMARKS for the UW Medicine Notice of Privacy Practices:



UW Medicine Health System

Harborview Medical Center – UW Medical Center Northwest Hospital & Medical Center – University of Washington Physicians Seattle, Washington

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT



UH2045 REV DEC 10

WHITE - MEDICAL RECORD YELLOW - PATIENT

CARE AGREEMENT

This form contains facts you should know about your health care at UW Medicine and from Children's University Medical Group, University of Washington Dentists and Oral Surgeons, and Seattle Cancer Care Alliance. If there is any part of this form that is unclear you can ask questions about it. At the bottom of the form there is a place for you to sign your name so that we know you have read this form (or had it read to you) and agree to receive health care from us.

UW Medicine includes:

- University of Washington Medical Center and Clinics
- Harborview Medical Center and Clinics
- UW Medicine Neighborhood Clinics
- UW Physicians Sports Medicine Clinic
- UW Medicine Eastside Specialty Center
- Hall Health Primary Care Center, and
- UW Physicians

Your healthcare team consists of medical doctors, doctors who have completed medical school but are receiving additional training (residents and fellows), nurses, other healthcare professionals, and other health sciences students (for example, nursing students). They will work together to diagnose and treat you. You will have an attending physician. This is the doctor who has primary responsibility for your care.

Photographs, videotapes, or other images of you may be used to keep a record of your care and treatment (including surgery). These images may become part of your medical record.

SIGNATURE

By signing below, it shows that you have read this document and agree to receive health care from UW Medicine. If there is any part of this form that is unclear, be sure to ask questions about it.

DIGNATURE 6		DDINT MARKE		B.+
SIGNATURE (PATIENT OR AUTHORIZE	D REPRESENTATIVE)	PRINT NAME		DATE
IF SIGNED BY PERSON OTHER T	HAN THE PATIENT. CH	ECK RELATIONSHIP TO PA	TIENT:	
1. Guardian	<u></u>	ealthcare Power of Attorney	<u></u>	gistered domestic partner
4. Adult Child(ren)	5. Parent(s)	outhours i over or atternoy	·	er(s)/sister(s)
4. Addit Chilid(ICH)	0.1 drent(3)		O. Addit bloth	ioi (aji aiatoi (a)
FOR MINOR PATIENTS:				
1. Guardian/legal custodian	☐ 2 Court-authorize	d person for child in out-of-ho	me placement	3 Parent(s)
4. Holder of signed authorization	AND THE RESERVE AND THE PROPERTY OF THE PARTY OF THE PART	5. Adult representing self to b	The state of the s	
- 1. Floradi di digita dallanzadi	on nom parona(o)		o a rolativo rospono	ioro for the minor o froattr
PT-NO		UW Medicine		
71.10		Harborview Medical Center University of Washington Ph		•
	į	Seattle, Washington	y31010113	
.1		CARE AGREEMENT		
NAME I Place EPIC Label With	nin Box			
DOB	į	*U0051*	WH	IITE – MEDICAL RECORD

UH0051 REV JUL 07

YELLOW - PATIENT

Neurological Vocational Services Unit RELEASE OF INFORMATION

UW Medicine Harborview Medical Center

Dear C	Client: Please enter your name and current a	ddress, sign, and date this letter of r	elease.
То:	Neurological Vocational Services Unit Department of Rehabilitation Medicine Harborview Medical Center 325 Ninth Ave. Box 359744 Seattle WA 98104		
From:			
other r behalf,	logical Vocational Services Unit is hereby a nedical, mental health, rehabilitation, or of any psychological or substance abuse itation or economic self-sufficiency.	ther government agencies providing	g services on my
Sionati	ire		

Neurological Vocational Services Unit Harborview Medical Center

Participant Grievance Procedures

POLICY:

Participants have the right to file grievances to appeal enrollment decisions or to lodge other complaints regarding program services.

NVSU GRIEVANCE PROCEDURES:

- 1. NVSU complies with the Harborview Medical Center Grievance Policy 5.14. Participants are encouraged to resolve issues and concerns informally with their Employment Specialist or Rehabilitation Counselor.
- 2. If the issue can not be resolved at this level, or the issue is unresolved it can be brought to the Director or Manager of NVSU. A written explanation of the complaint will be directed to the program coordinator for bi-annual review for program improvement purposes.
- 3. In the event the issue cannot be resolved informally, you can meet with the Director of the Vocational Services Unit to further discuss your concerns. This meeting will occur within two weeks from the date a written request is received by the Director. The written results of this meeting will be made available within two weeks to you, the Director, and the sponsoring agency, when appropriate. Complaints can also be directed to the Patient Relations Manager at Harborview Medical Center. Contact Info M-F: 8 a.m. to 5 p.m. Location: 1 EH 99 Box 359942 phone: 206-744-5000 fax: 206-744-4114. Additional information can be located in the "Joint Notice of Privacy Practices" pamphlet that you received at the beginning of your services with NVSU.

CLIENT ASSISTANCE PROGRAM PROCEDURES:

The Client Assistance Program is available to help people who are applying for or receiving services that are funded by the federal Rehabilitation Act of 1973 (as amended). In Washington, this includes the Washington Division of Vocational Rehabilitation, Independent Living Centers, and Project With Industry. If you desire assistance or would like to lodge a complaint regarding one of these services, simply call: (206) 712-5999 (voice or TDD), or 1-800-544-2121 (V/TDD).

I verify that I have received a copy of the above grievance procedures.

SIGNATURE	DATE	
FILE COPY (Signed)		

Neurological Vocational Services Unit Harborview Medical Center

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I verify that I have received a copy of the above grievance procedures.

CLIENT'S COPY. (Signed copy on file.)

Neurological Vocational Services Unit Harborview Medical Center

PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

RESPONSIBILITIES.

RIGHTS.

You have the right to:	You are expected to:			
Be treated in a respectful, ethical and professional manner.	Attend scheduled meetings or call if you are unable to attend.			
Be treated as an individual with unique needs.	Perform job seeking and follow up activities as indicated in the			
Receive services in a timely and efficient manner.	placement plan.			
Participate fully through informed choice in development and implementation of placement plan.	Dress appropriately and demonstrate appropriate hygiene.			
	Maintain communication on a regular			
Review/modify your plan at any time.	agreed upon during placement plan development.			
Be actively engaged in job seeking activities as fully as possible.	Provide employment data from			
Have confidentiality of personal and medical information maintained.	time of hire through 1 year of employment.			
I verify that I have received a copy of the	above rights and responsibilities.			
SIGNATURE <u>FILE COPY</u> (Signed)	DATE			

Department of Rehabilitation Medicine University of Washington

PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

RIGHTS.

RESPONSIBILITIES.

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Attend scheduled meetings or call if you are unable to attend.

Be treated as an individual with unique needs.

Perform job seeking and follow up activities as indicated in the placement plan.

Receive services in a timely and efficient manner.

Dress appropriately and demonstrate appropriate hygiene.

Participate fully through informed choice in development and implementation of placement plan.

Maintain communication on a regular agreed upon during placement plan development.

Review/modify your plan at any time.

Provide employment data from time of hire through 1 year of employment.

Be actively engaged in job seeking activities as fully as possible.

Have confidentiality of personal and medical information maintained.

CLIENT'S COPY. (Signed copy on file.)

Part 10 **Intake Notes:** Staff Initials _____ Date _____

Part 2a: Seizure Disorder Information

Please complete this section only if you now have epilepsy or seizure activity.

	Type of seizures	(check each	that appli	es):			
☐ Tonic Clonic (grand mal)			(date of most recent seizure:)				
	Frequency:		□ day	□ week		□ year	
	Partial Complex Seizure (psychomotor)			(date of m	(date of most recent seizure:		
	Frequency:	per	□ day	□ week	☐ month	□ year	
	Absence (petit mal):			(date of most recent seizure:)	
	Frequency:	per	□ day	□ week	☐ month	□ year	
	Seizure not clearly di	agnosed:		(date of m	ost recent seizure: _)	
	Frequency:	per	☐ day	□ week	☐ month	□ year	
	Other (identify, if known (date of most recent						
	Frequency:					□ year	
	About your seizu	ıres:					
1.	Which of the following do you experience when you have a seizure? (Check all that apply)						
	☐ I walk around, but	I am not awa	are of		☐ I fall down if I a	m standing	
	myself or my surroundings			☐ I become aggressive			
	☐ I am not myself for more than			☐ I have repetitious movements			
	minutes				☐ I require super	vision	
	☐ I have a partial loss of consciousness			☐ I bite my tongue		е	
	☐ I have a complete loss of consciousness			☐ I drop objects I am holding		am holding	
	☐ I cry or shout			☐ I have sudden, jerking movements			
	☐ I stare			☐ I lose bowel control			
	☐ I get a warning aura				☐ I lose bladder c	ontrol	
2.	If you have warnings or auras before a seizure, how often do they appear?						
	☐ Sometimes ☐ Always			How long before a seizure?			

3.	Which of the following might precipitate or start your seizure activity				
	☐ Blinking or bright lights	□ Boredom			
	☐ Menstruation	☐ Use of alcohol or drugs			
	☐ Emotional upset	☐ Physical exertion or fatigue			
	☐ Certain noises; describe:				
	☐ Certain smells; describe:				
	☐ Other:				
4.	Check all that describes how you feel, or what happens	to you, after a seizure:			
	☐ I feel embarrassed	☐ I feel drowsy or sleepy			
	☐ I feel nauseated	☐ I fall into a deep sleep			
	☐ I feel angry	☐ I am confused			
	☐ My walk becomes unsteady	☐ I have a loss of memory			
	$\hfill \square$ I feel fine and just pick up where I left off when it is σ	over			
	\square I get a headache (check one: \square severe; \square bad; \square m	edium; 🗖 light)			
	\square I want to be alone after a seizure (for \square several min	utes; 🛘 several hours)			
	☐ Other:				
5.	How long does it take you to recover from a seizure? _				
6.	When do your seizures usually occur?				
	☐ Only in the early morning				
	☐ Only in the early evening				
	☐ Only when I am sleeping				
	☐ At any time of day or night				
	□ Other:				
_	Us do seed to a Control of the Contr	La company and the state of the			
/.	How do your seizures occur? \square Singly \square	In groups ☐ In clusters			
Q	How old were you when you first started having seizure	nc?			
ο.	Thow old were you when you first started having seizure				
9.	How old were you when you were diagnosed with havi	ng seizures?			
10.	How severe or strong are your seizures?				
	□ Not severe or strong (weak)				
	☐ Moderate or mild				
	☐ Very severe, or strong				
11.	How do seizures affect your normal daily activities?				
	□ Not at all				
	\square A little, or moderately				
	☐ A lot, or significantly				

Medications	

1. If you take any medication(s), please indicate the amount (in milligrams-mgs) that you now take and describe any side effects that you experience.

Code	Trade Name	Generic Name	Amount	Side Effects You Experience
1	Celontin	Methsuximide		
2	Depakene	Valproic Acid		
3	Depakote	Valproic Acid - Coated		
4	Diamox	Acetazolamide		
5	Dilantin	Phenytoin		
6	Felbatol	Felbamate		
7	Gabatril	Tiagabine		
8	Keppra	Levetiracetam		
9	Klonopin	Clonazepam		
10	Lamictal	Lamotrogine		
11	Luminal	Phenobarbital		
12	Mysoline	Primidone		
13	Neurontin	Gabapentin		
14	Ritalin	Methylphenidate		
15	Tegretol	Carbamazepine		
16	Topamax	Topiramate		
17	Trileptal	Okarbazepine		
18	Valium	Diazepam		
19	Zarontin	Ethosuximide		
20	Zonegran	Zonisamide		
21	Other			
22	Other			
23	Other			

Do you	Do you take your medication(s) as instructed?							
_ Alway	rs Usually Sor	netimes	Never					
Please check side effects which you experience from you medication(s):								
	Poor coordination		Slow movement		Drowsiness			
	Slow thinking		Double vision		Blurred vision			
	Dry skin / skin rash		Excessive sweating		Dry mouth / thirst			
	Gum problems		Weight gain		Increased heart rate			
	Diarrhea		Irritability					

3.