

**CORNERSTONE COUNSELING BATTERERS PROGRAM INTAKE**

Client Name \_\_\_\_\_ DATE \_\_\_\_\_

Criminal Case Number: \_\_\_\_\_ DOB \_\_\_\_\_

Family Law Case Number: \_\_\_\_\_

Court City \_\_\_\_\_

Probation County and Office Name \_\_\_\_\_

Home Address \_\_\_\_\_ H Phone \_\_\_\_\_

City \_\_\_\_\_ Cell #(s) \_\_\_\_\_

EMAIL1# \_\_\_\_\_ Email #2 \_\_\_\_\_

Drivers License # \_\_\_\_\_ Other ID Type \_\_\_\_\_

Victim Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Victim Home Address \_\_\_\_\_ H Phone \_\_\_\_\_

City \_\_\_\_\_ Cell #(s) \_\_\_\_\_

EMAIL1# \_\_\_\_\_ Email #2 \_\_\_\_\_

Your Employer Name \_\_\_\_\_ Job Title \_\_\_\_\_

Work City \_\_\_\_\_ Annual Income \$ \_\_\_\_\_

Employer City \_\_\_\_\_ Years with company \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney's Name (If Court Case) \_\_\_\_\_ Phone \_\_\_\_\_

Children's Names \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_ Issues? \_\_\_\_\_

**Substance Abuse and Symptoms (Past and Current):** \_\_\_\_\_ **Treatment:** \_\_\_\_\_

**Past Arrest Charges (number and words)** \_\_\_\_\_ **Year** \_\_\_\_\_ **Plea** \_\_\_\_\_ **Consequence?** \_\_\_\_\_

**Do you own or have in your posclass firearms, knives, or any other kinds of weapons?** \_\_\_\_\_

**Y** \_\_\_\_\_ **N** \_\_\_\_\_ **If yes, please xplain** \_\_\_\_\_

**What do you expect to learn from this program?** \_\_\_\_\_

**Who can we call in the event of an emergency:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email of Contact:** \_\_\_\_\_

**Home Address of Contact:** \_\_\_\_\_

I understand English and have read and agree the above terms and conditions. I understand that my failure to comply with any of the above conditions will likely result in my dismissal from the program and Probation notification. This is always left up to the descretion of Cornerstone Staff.

Client Signature \_\_\_\_\_

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**CORNERSTONE DOMESTIC VIOLENCE PROGRAM CONTRACT**

- 1) I agree to pay my established fee of \$ 35 per class by two hours prior to the start of the class (Venmo/Zelle/Apple Pay/Cash). If I do not pay my fee I will not get a seat in the class that class and it may count as an absence and I will be charged an absence fee equal to my regular program fee.
- 2) I know I will not be considered completed with my financial commitment to Cornerstone if I do not pay all fees in full. I know I need to call **at least 24 hours** prior to missing a class or I will be charged **\$35** for that absence due the next day. Additionally, individual classes may be an option with approval from Cornerstone, Probation, and/or Court. Fee for those is **\$80 per class**.
- 3) I understand my regularly schedule program is held on zoom and I need to complete at least one class per week. I know that I am expected to attend attend a minimum of **52 classes unless some other amount is specified via Court or Probation**.
- 4) Internet/Wifi/Zoom/Phone issues that prevent you from properly attending a class will need to be investigated to see if those will be counted or be excused. No Refunds will be issued if your class is no longer needed by Court or Probation.
- 5) I agree to allow ALL Probation Staff to monitor, participate and make notes of my class (observing the Cornerstone staff) and I will participate as per the rules. I also agree to allow the contents of my case file to be reviewed by the Ventura County Probation Department representatives if I am on Probation. If not on Probation, you will be given the option to take an excused absence.
- 6) I know that recording of any class is prohibited.
- 7) I know that I need to pay for Progress reports. Fee is \$35 for a report with 48 hours or more notice and \$70 for a report with less than 48 hours notice. Probation Officer requested reports will be FREE of charge.
- 8) I know I must demonstrate motivation to change the violent and coercive behavior. I agree to attend program classes free of chemical influence unless previously approved by the group facilitator. I understand that if I violate this rule, I will be told to leave program that day, receive no credit for that class, and still be responsible for my established fee for that day. Probation will be notified of this violation.
- 9) I agree to regularly and honesty participate in program classes by arriving on time, followin all ZOOM rules as outlined on contract **Page 8**, honestly discussing my past violence and abuse, and completing all assignments.
- 10) I understand that if Cornerstone personnel determine that my behavior in program is disruptive or inappropriate in any way, I will be asked to leave that class and could be terminated from the program.
- 11) I understand that Cornerstone Personnel will attempt to contact the **victim** and any legal or social services personnel involved in my case. I agree to provide Cornerstone Personnel with the victim’s phone number and will not to interfere with these contacts and her cooperation with the program. I understand that contacts will include (but are not limited to) this contract, discussions about my past violence, progress in using teachings, additional acts or threats of violence, and a risk assessment of potential violence. She will be encourage to report all abuse to the Police and Probation Officer.

Name of victim: \_\_\_\_\_ Last Phone: \_\_\_\_\_  
Last Address: \_\_\_\_\_

- 12) Due to the nature of the program process and the fact that it often involves making a full disclosure with regard to many matters that may be of a confidential nature, it is agreed that should there be legal proceedings (such as, but not limited to, divorce and custody disputes, injuries, lawsuits, etc.), neither you (the patient) nor your attorney, nor anyone else acting on your behalf will call on any Cornerstone Personnel member to testify in court or at any other proceeding, nor will a disclosure of the psychotherapy records be requested. If, however, you become involved in legal proceedings that require my participation, you will be expected to pay for all of my professional time, including preparation and transportation costs, even if I am called to testify by another party. Because of the difficulty of legal involvement, I charge \$300 per hour for preparation, travel, and attendance at any legal proceeding.
- 13) I know my progress in the program will be disclosed in Progress Reports and telephone conversations with law enforcement and Probation Officers. These will contain: My attendance record, financial record, acts of additional abuse, threats or violence on others, cooperation and participation in the program. Facilitators will make judgements of my comprehension of program teachings and my attitude toward others. Also noted are my acceptance of responsibility for past or current abusive behavior. Other points that facilitators deem appropriate will also be included.

\_\_\_\_\_  
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- 14) I agree to binding arbitration if any legal issues arise with Cornerstone Counseling Center and/or any of the Cornerstone Personnel. I agree to pay all legal expenses and loss of income incurred Cornerstone Counseling Center and/or any of the Cornerstone Personnel due to this action.
- 15) If at any time I become unfit for the program either due to mental health issues, substance abuse, or my overall attitude toward change (i.e., unwilling to follow contract terms, participation requirements, display aggressive actions, etc.) I will be notified that I should take a time-out, leave the program and Cornerstone will write up facts of this event and send this to Probation. You will be instructed on how to proceed with your Batters Treatment Program.
- 16) This program is not Individual Mental Health counseling. If you need individual mental health counseling, psychiatric treatment, psychological assessment, and/or substance abuse treatment, Cornerstone staff will refer you to other professionals for those services.
- 17) This program will not include any advise or teaching on personal legal matters. We do not have attorneys on staff and do not offer legal advice. See an attorney for those services.
- 18) I know that my attendance and progress is not a guarantee of termination of violent behavior.

**Limits to your CONFIDENTIALITY**

- I understand that **Cornerstone Personnel** will attempt to contact the victim in the case while I am in the program. I agree to give **Cornerstone Personnel** the victim’s phone number and will not to interfere with these contacts and her cooperation with the program. I understand that contacts will include (but are not limited to) discussions about my past violence, progress in using teachings, additional acts or threats of violence, and a risk assessment of potential violence and all comments can be used in progress reports.
- I understand and grant permission for **Cornerstone Personnel** to contact my Probation Officer, all other treatment and providers, and any other persons connected with my case. I understand that progress reports will be written by Cornerstone personnel and will be submitted to the appropriate agency for review and can be passed to other providers if I transfer.
- If I am determined unsuitable for treatment at any time by Cornerstone staff, I will be asked to leave the program. I know that I may return to the program if my status of suitability changes. Cornerstone will inform Probation of this termination and note all facts.
- I will keep all comments made by other program members confidential. I know I am prohibited from disclosing of any information obtained through participation in the group or during group classes regarding other participants in the program, their victims and/or current partners, and anyone else whose name is mentioned in group. This does include conversations, events, and the identity of other participants in the program. Violation of the terms of the confidentiality agreement shall require the removal of the defendant from the program and immediate return to Court
- Cornerstone could call and speak to **anyone** who answers my phone numbers regarding my case.
- I know that I must notify Cornerstone personnel of any additional **acts of violence or threats of violence**. Cornerstone Personnel will first encourage me to self-report them to Probation and law enforcement. Cornerstone Personnel will report these to Probation immediately. I know that if Cornerstone facilitators determine that I am a danger to the person or personal property of another, they will report it to law enforcement and attempt to warn the potential victim and any foreseeable bystanders.
- I understand that if Cornerstone personnel assess that neglect, emotional or physical abuse of children, dependent adults or elders has occurred or is occurring, Cornerstone personnel will **immediately** make a phone report to Protective Services followed with a written report in 36 hours.
- If Cornerstone personnel determine I have obtained a weapon, Cornerstone personnel is required to report this to police and Probation.
- If you are determined by Cornerstone personnel to be a danger to **self**, Cornerstone personnel will disclose such information to those we deem necessary to attempt to prevent you from self-harm.
- Cornerstone staff can share confidential information with the Batters Intervention Program Providers’ Committee. The committee is comprised of program providers and probation officers supervising domestic violence cases in Ventura County. The committee oversees domestic violence cases and program standards. I authorize the release and exchange of all information, including but not limited to diagnosis, treatment plan, prognosis, progress, clinical test results, dates of treatment, client records, and summary of treatment to the above

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recipient solely for the purpose of case management and continuity of care. I understand that I have a right to receive a copy of this authorization. I also understand that any cancellation or modification of this authorization must be in writing.

- I will not hold Cornerstone Personnel liable for violating confidentiality for any reasons as noted.

**What is Domestic Violence (Various Types)?**

- **Domestic violence** means willfully or recklessly causing or trying to cause bodily injury to a household member or placing a household member in fear or serious injury. There are many ways of exerting power and control over another person which are considered violent.
- **Physical Violence:** This includes striking, hitting, grabbing, slapping, shoving, pushing, kicking, choking, scratching, punching pulling, hitting with weapons or objects, stabbing or shooting.
- **Emotional Violence:** This includes a systematic attempt to control another person's thinking and control of another person's behavior by the threat or perceived threat of violence.
- **Sexual Violence:** This occurs when someone forces another person to have sexual contact by means of physical force or threats. Included are oral sex, sodomy, or forced sex with objects or with other people.
- **Economic Violence:** This involves control of another person's behavior through the threat of economic repercussions.
- **Verbal Abuse:** This involves consistent degradation of another person verbally.
- **All** these types of violence are ways in which someone can dominate, control and intimidate another person.
- **All** these types of violence have serious psychological and physical consequences for the victim and for the unintended victim such as children or other household members.

**Cornerstone Program promotes within the Batterer the following awareness, attitudes, and behavior:**

1. Accountability as demonstrated by divestiture of all power and control over the victim/partner.
2. Elimination and reshaping of all behaviors, language, values and beliefs used to maintain power over intimate partners and support abusive conduct.
3. Respect for the equal rights of partners in a relationship.
4. Empathy for victims' experiences.
5. The financial, personal and social costs of abusive behavior to victims and their families.
6. Accountability, as demonstrated by acting promptly and comprehensively in meeting legal and financial obligations and paying restitution for losses to the victim of the battering and abuse.
7. The importance of the batterer demonstrating what has been learned and what commitment to change has been made.
8. The importance of and responsibility to become involved in community efforts to decrease domestic violence by:
  - a. Confronting other abusers in everyday situations.
  - b. Bringing other abusers into the program.
  - c. Encouraging non-violent attitudes and behaviors in the community by participation in educational functions and activities which promote non-violence in relationships.

I understand English and have read and agree the above terms and conditions. I understand that my failure to comply with any of the above conditions will likely result in my dismissal from the program and Probation notification. This is always left up to the discretion of Cornerstone Staff.

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Client History and Abuse Assessment:

Please answer the following questions as best as you can. If you have any questions, please discuss them with therapist during your intake class.

Relationship History:

How did you meet the victim/partner: \_\_\_\_\_ When? \_\_\_\_\_
How long were you together: \_\_\_\_\_ Did you marry?: Y N Marriage date: \_\_\_\_\_
Any separation? Y N If yes, when, why and for how long?: \_\_\_\_\_

How many episodes of violence have there been in the past year of the relationship?
Physical Property Sexual Psychological
How frequent have these abuse incidents been in the past six months? Please explain.

Have you noticed that the violence is increasing in severity and frequency over time? Y N
If yes, please explain.

Childhood History information:

Cities you grew up in: \_\_\_\_\_ Other Facts: \_\_\_\_\_
Did your parents divorce? Y N If yes - how old were you and who did you live with most of the time?: \_\_\_\_\_

Where you arrested as a juvenile: y n if yes for what: \_\_\_\_\_

Did you graduate from HighSchool? Y N Name of School \_\_\_\_\_
Did you attend college? Y N Did you graduate college?: Y N
Did you consider yourself physically or psychologically abused as a child? Y N
If yes, please explain.

Who was the primary disciplinarian in your family? Father Mother Other
Please give examples of the types: \_\_\_\_\_

Did you ever know of or observe a parent or other adult physically or psychologically abuse another person? Y N
If yes, please explain.

Did you ever physically attack one of your parents or an adult in the home as a juvenile? Y N
If yes, please explain.

Have you ever been a victim of sexual assault by a family member or anyone outside your family? Y N
If yes, please explain.

Did you have any problems with violent behavior as a child or teenager? Y N
If yes, please explain.

Did you ever abuse a pet? Y N
If yes, please explain.

If you have children, have they been involved in or observed any violent episodes between you and your partner? Y N
If yes, please explain.

How do you discipline your children? Please explain. \_\_\_\_\_

What kinds of injuries have your partners in the past sustained as a result of your violence?
Knocked or choked unconscious Bleeding Swelling
Wounds from use of weapons Broken nose Broken bones Scratches
Bruises Black eye Muscle sprains Needed surgery Other
Have you ever sought professional help in the past to stop the violence? Y N
If yes, please explain.

Did you or your partner use alcohol or other drugs prior to or during this incident? Y N
If yes, please explain.

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## CORNERSTONE COUNSELING BATTERERS PROGRAM INTAKE

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### **Batterers Program Treatment Goals:**

The goal of the batterers program is to end the abusive behavior. This shall be achieved by confronting and dispelling the individual batterer's justifications for the use of violence within the relationship. Particular attention should be paid to the belief systems that promote the use of intimidation, violence and coercion against intimate partners and children.

Cornerstone's program curricula include the following themes, as specified in Penal Code Section 1203.097 (c)(1)(F), with cultural, ethnic, sexual orientation and class sensitivity.

- gender roles
- socialization
- the nature of violence
- the dynamics of power and control
- the effects of abuse on children and others

These themes shall be presented through education and group interaction for a thorough exploration and understanding of the following:

1. The specific elements of a violent incident and the forms of abuse including physical, emotional and sexual abuse, economic manipulation or domination, property destruction, terrorist threats, and acts jeopardizing the well-being and safety of children and other family members or friends.
2. Abuse, battering, and domestic violence as defined in this document.
3. Techniques for achieving non-abusive, non-controlling attitudes and behavior.
4. The batterer's intent to obtain power over and control of an intimate partner and how the use of violence and coercion achieves that intention.
5. The willful decision, not "the loss of control", to act violently.
6. Victim blaming, denial, minimizing, and other techniques for justifying the use of violence.
7. Beliefs that facilitate legitimize and sustain abuse and inhibit desistance including misogyny and entitlement/ownership of intimate partners.
8. The support and perpetuation of abuse based on traditional gender roles and privilege.
9. The unacceptable excuse of violence as a cultural norm.
10. The rationales of both majority and minority ethnic cultures, which provide support for denying and minimizing domestic violence, and which prevent widespread community condemnation of the violence.
11. The connections and similarities between domestic violence and racist oppression imposed by the dominant culture.
12. The batterer's identification of all abusive conduct, the pattern of that conduct, and the cultural supports that legitimize or excuse both individual acts and the larger pattern of battering.
13. How heterosexist and homophobic beliefs, attitudes, and behavior contribute to oppression, dominance and control.
14. The destructive impact the use of violence creates upon self esteem, affection, and upon the perceptions of adult and child victims and witnesses of domestic violence.
15. The impact of battering on children and the incompatibility of violence and abuse with responsible parenting.
16. The adverse legal and social consequences imposed for abuse and battering including any violation of the terms of a criminal or civil restraining order.
17. How substance abuse does not cause violence but may substantially increase the risk of injury to victims. The risk of lethality is increased both during intoxication and withdrawal from substances.
18. How childhood events cannot be used to explain, excuse, or condone a batterer's present use of violence.
19. The erroneous concept of inter-generational inevitability of violence without denying the significance and pain of childhood experiences of violence.

**I understand English and have read and agree the above terms and conditions.**

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**Program Topic Curriculum**

**CORNERSTONE BATTERERS TREATMENT LESSONS**

<b>Lesson</b>	1.	<u>Denial, Accountability, and the Costs of Domestic Violence</u>	<u>3</u>
	2.	<u>Definitions of Abuse, Domestic Violence, Cycle of Violence and Power and Control</u>	<u>5</u>
	3.	<u>Barriers To Change</u>	<u>6</u>
	4.	<u>What Recovering Batterers Want You To Know</u>	<u>8</u>
	5.	<u>Batterer Treatment Goals</u>	<u>9</u>
	6.	<u>Domestic Abuse Scale Questionnaire</u>	<u>11</u>
	7.	<u>Time-out! How and When to Take One</u>	<u>12</u>
	8.	<u>Power and Control in Relationships</u>	<u>13</u>
	9.	<u>Equality in Relationships</u>	<u>14</u>
	10.	<u>Comparing the These Two Wheels and Your Examples</u>	<u>15</u>
	11.	<u>Who taught you how to be a Man?</u>	<u>17</u>
	12.	<u>The Non-Violence Model</u>	<u>18</u>
	13.	<u>Response Choices with Your Partner and Others</u>	<u>19</u>
	14.	<u>Matrix of Responses Choices</u>	<u>20</u>
	15.	<b><u>Video Lesson - Why are you so Angry?</u></b>	<b><u>68</u></b>
	16.	<u>Assertive Requests</u>	<u>21</u>
	17.	<u>How Couples Work Together as a Team</u>	<u>22</u>
	18.	<u>Assertive Refusals and When Saying No Is Necessary</u>	<u>23</u>
	19.	<u>Active Listening Skills</u>	<u>24</u>
	20.	<u>Empathy: What does it mean and how to apply it</u>	<u>25</u>
	21.	<u>Feeling Word Vocabulary</u>	<u>27</u>
	22.	<u>Moods, Reactions and Meds and Guidelines to Fair Fights</u>	<u>28</u>
	23.	<u>Parenting Toolkit</u>	<u>29</u>
	24.	<u>Assertive Expressions: Definitions and Practice</u>	<u>30</u>
	25.	<u>The Power of Language</u>	<u>32</u>
	26.	<u>Motivation and Visualization and Communication Roadblocks</u>	<u>33</u>
	27.	<u>Anger Triggers</u>	<u>34</u>
	28.	<u>Identifying High Risk Situations</u>	<u>35</u>
	29.	<u>General Differences in Men's And Women's Communication Styles:</u>	<u>36</u>
	30.	<u>Things Partners do to Abuse Each other</u>	<u>37</u>
	31.	<u>Stress Signals and Relief</u>	<u>38</u>
	32.	<u>Understanding Jealousy</u>	<u>39</u>
	33.	<u>Stages of A New Relationship and How to Manage Them</u>	<u>40</u>
	34.	<u>Critical Moment Log Lesson</u>	<u>41</u>
	35.	<u>Adversity Response Choices (AQ) and Cognitive Distortions</u>	<u>42</u>
	36.	<u>The ABCD Format</u>	<u>43</u>
	37.	<u>Managing Tasks</u>	<u>44</u>
	38.	<u>Coaching Boys into Men</u>	<u>45</u>
	39.	<u>Why Battered Women Stay</u>	<u>46</u>
	40.	<b><u>Video Lesson – Telling Amy’s Story (Verizon)</u></b>	<b><u>68</u></b>
	41.	<u>Batterer Thinking and Codependence and Managing Holiday Stress</u>	<u>47</u>
	42.	<u>Cultures and Characteristics</u>	<u>48</u>
	43.	<u>The Bully vs. The Bullied</u>	<u>49</u>
	44.	<u>Steps to De-Escalate Conflicts in Relationships</u>	<u>51</u>
	45.	<u>Drug Use and Anger</u>	<u>52</u>
	46.	<u>Checklist of symptoms leading to Relapse (For Addictions or Violence)</u>	<u>53</u>
	47.	<u>16 Motivators of Life</u>	<u>54</u>
	48.	<u>Networking Lesson (NQ) and the LCS Exercise</u>	<u>55</u>
	49.	<u>Couples Communication Model</u>	<u>56</u>
	50.	<u>Lesson on Attitude and Change – Part I and Dialogue Facts</u>	<u>57</u>
	51.	<u>Lesson on Attitude and Change – Part II – Your Legacy</u>	<u>58</u>
	52.	<u>The Road Map of Your Life Lesson</u>	<u>59</u>
	53.	<u>Work Trap – Balancing Work and Family</u>	<u>60</u>
	54.	<u>7-Step Model to Setting and Achieving Your Goals</u>	<u>61</u>
	55.	<u>Workplace Assertiveness</u>	<u>62</u>
	56.	<u>Lesson on Life – Sorting Through the Messages</u>	<u>65</u>
	57.	<u>Lesson on Life – Moving Toward Acceptance and Gratitude</u>	<u>66</u>
	58.	<u>Lesson on Life – Success, Money and Stuff</u>	<u>67</u>
	59.	<b><u>Video Lesson – Unforgivable (John Ritter)</u></b>	<b><u>68</u></b>
		<u>Reminders and Resource List</u>	<u>69</u>

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# Cornerstone Counseling Center – Online Rules

805-390-6384

Ventura – Simi Valley – Thousand Oaks – Chatsworth – Agoura Hills

Scott Barrella, MS LMFT – Clinical Director and Facilitator

- All above contractual obligations still apply and you agree to these conditional online terms.

## Virtual Group Rules

1. Camera must be on at all times (even if you leave and go to bathroom)
  2. Full face to top of shoulders in camera at all times
  3. If outside must have headphones/earbuds and be alone with back against wall
  4. No face masks allowed must see entire face
  5. No walking around
  6. No smoking
  7. No cooking
  8. No eating a meal
  9. Must have good lighting and be seen clearly
  10. Must be alone (if not must have wall behind you with headphones/earbuds)
  11. No Driving
  12. Must not be a passenger in a car
  13. If in a parked car must be alone and must have good lighting
  14. No filters allowed at all
  15. No lying down must be sitting upright directly in front of camera
  16. No watching TV
  17. Not be distracted doing anything other than group
  18. No children over the age of 2 allowed
  19. Participants must be dressed appropriately
  20. No answering or talking on another phone
  21. Provider must have defendant to sign rules at intake
  22. If a rule is broken defendant can be removed from the group with no credit given and no refund of fee
  23. These are not limited and can be amended; other rules will be added if needed
  24. Facilitator/Therapist camera must be on at all times
- If you go off camera or appear distracted, Cornerstone will ask you to conduct a 360 degree scan of your immediate area to ensure you are **alone, not using drugs and are not being distracted**. If you are out of compliance you will be disconnected and you will lose credit for the class.
  - Additional conditions may apply and those are at the discretion of Cornerstone Facilitators.
  - I understand English and have read and agree the above terms and conditions. I understand that my failure to comply with any of the above conditions will likely result in my dismissal from the program and Probation notification. This is always left up to the discretion of Cornerstone Staff.



Client\_Name \_\_\_\_\_

DATE \_\_\_\_\_

**DO NOT FILL THIS PAGE OUT - Information only**

**Notice of Complaint Process and Form:**

- At Cornerstone Counseling Locations (ask your group leader) or off visit our website.

**How to file a complaint:**

- Request and complete a complaint form and drop-off at Cornerstone
- Scan and Email to Cornerstonesb@aol.com

<ul style="list-style-type: none"> <li>• <b><u>Cornerstone Complaint Form:</u></b></li> </ul>
---

Please complete all this form. Use the back of this page if you need to.

- Your Name: \_\_\_\_\_ DOB \_\_\_\_\_ Date: \_\_\_\_\_
- Why are you taking the Class? \_\_\_\_\_
- Probation Officer or Social Worker Name: \_\_\_\_\_
- Your Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_
- Cell Phone: \_\_\_\_\_ day/eve message Okay? Yes No
- Work Phone: \_\_\_\_\_ day/eve message Okay? Yes No
- Facilitators Name: \_\_\_\_\_ Class Location: \_\_\_\_\_
- Please tell us what/when/where/how/why it happened. Please provide any detailed information which you think will help us resolve the situation. Write on the back of this form if necessary.

- \_\_\_\_\_
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- What would you like us to do to help resolve the situation? What do you want done about this?

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Email to [CornerstoneSB@aol.com](mailto:CornerstoneSB@aol.com) or Mail to 1633 Erringer Rd, Suite 201C, Simi Valley CA 93065

- You will receive a written and/or verbal response within five business days from the date of this form being received in our offices.
- If you do not agree with the response provided, you have the right to ask us to change the findings by filing an Appeal.

**If you have an urgent problem:**

- Contact Scott Barrella, LMFT Clinical Director at: 805-390-6384 or Email at [CornerstoneSB@aol.com](mailto:CornerstoneSB@aol.com)

I understand English and have read and agree the above terms and conditions. I understand that my failure to comply with any of the above conditions will likely result in my dismissal from the program and Probation notification. This is always left up to the descretion of Cornerstone Staff.

Client Signature \_\_\_\_\_  
Property of Cornerstone Counseling Center – Return to the Office at Time of Intake - 2025 Intake

Date \_\_\_\_\_