



Send completed form to:
Beatrice Birch, Director and
Laura Young, Office Manager
Inner Fire, Inc. 26 Parker Road
Brookline, VT 05345
(802) 221-8051
beatrice.innerfire@gmail.com
laura.innerfire@gmail.com

Admissions Application

Applicant Name _____ Date of Birth ____/____/____
Home Phone _____ Cell _____
Email: _____
Parent(s) / Guardian(s) _____

Is Inner Fire a Fit for Me? (Intake Assessment)

Please Indicate Yes or No and offer an explanation where appropriate.

Are you 18 years of age or older? Y / N

Do you believe you can reclaim your life and engage in life in a fulfilling way? Y / N

Are you ready to proactively work through my trauma and / or life challenges? Y / N

Are you currently safe to yourself and others? Y / N

Are you ready to change habits and grow? Y / N

If so, what does this mean to you? _____

How do you feel about living, working with and being supportive of other participants at Inner Fire?

When do you feel fear and why? _____



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When do you feel safe and why? _____

When do you feel unsafe and why? _____

When do you feel angry? _____

How do you express your anger? _____

Have you been physically violent to yourself or others? Y / N
If so, why?

Do you wish to live with minimal or no psychotropic medications? Y / N
Why or why not?

Would you like support to establish and maintain daily rhythms as you withdraw and heal from the challenges? Y / N
Why or why not?

Do you have any reason, medical or otherwise, affecting your ability to work outside, do physical labor or go on long hikes? Y / N



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Please share what, if any medications you have taken:

Medications and Vaccines	How old were you when you started?	How old were you when you stopped?	Why did you take it?	Benefits or side effects?



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Current Medications including any PRN's

Medication	Dose	Time Taken or Needed	Reason Prescribed	Side Effects if any	Will You Bring This With You?

Please provide all your medical records. Each Seeker will need to provide proof of a physical exam with a doctor 90 days prior to admissions or IF must help facilitate one within 45 days after admission.

HEALTH AND SAFETY INFORMATION*

Most recent physical: Date _____ Doctor _____ Phone _____

Describe any official medical diagnosis _____

Have you any allergies? If so, to what? _____

Have you any adverse reactions to medications? Is so, which and please describe reaction: _____

Indicate any medical aids/devices you use such as glasses/contact lenses, hearing aids, or CPAP sleep aids? _____

Indicate whether applicant currently has or has had any of the following medical problems. If any of them require ongoing treatment, please provide medical records*.

- | | | |
|--|--|---|
| <input type="checkbox"/> Anemia/Other Blood Disorder | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Dizziness, Fainting, Seizures | <input type="checkbox"/> Major Surgeries |
| <input type="checkbox"/> Asthma/Lung disease | <input type="checkbox"/> Fractures | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Back problems | <input type="checkbox"/> Head Injury | <input type="checkbox"/> Neck / Back Injury |
| <input type="checkbox"/> Blood Pressure | <input type="checkbox"/> Heart Disease / Murmur | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Thyroid |
| | <input type="checkbox"/> High Risk for TB | <input type="checkbox"/> Other _____ |



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If any, please explain _____

Describe your capacity to engage in physical outdoor work and long hikes _____

Describe any physical limitations or restrictions* _____

Indicate any medical care or follow/up needed* _____

What makes you feel vulnerable? _____

How do you help yourself at such times? _____

Anything else you would like to share about your health?

Advance Directive: Do you have an advance directive? Y N

If yes, would you be willing to share it with us? Y N

If no, under Vermont State law, you have the right to provide / formulate one for Inner Fire. You may complete our Advance Directive document on the next page, or refer to page _____ for a list of organizations to help you with this.

I understand I have this right: Signature _____ Date _____



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Advanced Directive Form

Seeker's Name _____ Date _____

Physician's Name _____ Phone No. _____

Please check one of the Following:

Level 1 _____

Comfort measures only, i.e. nursing care, relief of pain, oral fluids and controlling fever if present. No Cardiopulmonary Resuscitation.

Level 2 _____

Comfort measures with additional treatment available. This would consist of the above plus medications, most frequently antibiotics. No Cardiopulmonary Resuscitation.

Level 3 _____

Transfer to acute care hospital without Cardiopulmonary Resuscitation. If serious deterioration occurs, the individual is transferred to an acute care hospital. Assessment would be made at the hospital and a decision made as to whether to admit the individual or to take them home with family. No Cardiopulmonary Resuscitation and no admission to the ICU.

Level 4 _____

Transfer to acute care hospital with Cardiopulmonary Resuscitation. If serious deterioration occurs, the individual is transferred to an acute care hospital and if necessary may be admitted to the ICU. Cardiopulmonary Resuscitation may be performed if required.

Other _____

Individuals or their Power of Attorney for Care/Substitute Decision Maker(SDM)/Guardian or Empowered Agent(AB) may submit their own requests for treatment if different from the above.

This treatment plan can be cancelled or changed at any time, either verbally or in writing, by the individual or the Power of Attorney for Care/SDM/Guardian or AB.

Seeker/POA/SDM/Guardian/AB Date _____

Witness Date _____

Renewals:

Name _____ Level# _____ Relationship/Self _____ Signature _____ Date _____

Name _____ Level# _____ Relationship/Self _____ Signature _____ Date _____



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Financial Information

Fees

At Inner Fire, we endeavor to keep all program costs as low as possible, while offering the highest quality of care in an intensive therapeutic environment. While we attempt to pay all Inner Fire employees and consultants at least a livable wage, even the most senior staff receive modest salaries, consistent with Inner Fire's non-profit purpose. We are constantly fund-raising in an effort to make Inner Fire available to all, regardless of financial capacity, and currently offer limited financial assistance, including through our Sponsor-a-Seeker Scholarship Fund.

The Seeker fee for Inner Fire is currently \$450 per day (\$13,700 monthly and \$164,000 yearly) and is subject to change with a thirty day notice. This fee covers private room and board, program services, all individual and group therapeutic activities, cultural and social events and local transportation to scheduled Inner Fire events. Inner Fire provides facilities at no charge where Seekers are expected to do their own laundry. The Seeker fee does not include expenses for outside medication, medical or dental visits, personal expenses such as clothing and toiletries, special transportation beyond fifty miles round trip, or temporary one-on-one staff coverage (\$30/hour). In addition, individualized supplemental fees may be charged from time to time for specialized outside classes or programs.

In the event a Seeker is absent or on leave from the program, the standard fee will continue to be charged in the Seeker's absence from the program to maintain the Seeker's place in the program for up to thirty days. If the Seeker does not return or confirm in writing his/her desire to continue in the program within that thirty day period, termination from the program will occur.

In the event a Seeker is discharged from Inner Fire for hospitalization or medical necessity and the family wishes to hold a place in the program in anticipation of returning, a charge of one-half the normal daily rate will be charged for the first thirty days. After that time, if the family still wishes to hold the place, the full daily rate will be charged.

Invoicing

Prior to arrival, a deposit of one monthly fee (currently \$13,700) is required to hold a place at Inner Fire. Upon the first day of the Seeker's arrival, please come prepared to pay the first month's fee in full. Payments for subsequent months are due on the first calendar day of each month, with the initial deposit applied as payment for the final month. Because of the initial effort involved in admissions and transitional costs, if a Seeker leaves Inner Fire before completing a full term, the deposit is not refundable. The full program term is one year, unless a separate arrangement is agreed to prior to arrival. Should a Seeker come to Inner Fire in the middle of a month, a prorated portion of the first monthly payment will be credited to the Seeker's second month.

If a Seeker leaves before completing the full term, a refund will be issued for the prorated portion of any month paid if a replacement Seeker is enrolled. The maximum financial responsibility, however, in any event will not exceed one month, prorated to reflect the date at which a replacement seeker is enrolled. This commitment period is necessary to be able to maintain and adjust staffing and other



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operational requirements due to an early departure, and is not intended as a penalty. The last day of a Seeker's stay is billed at the full rate regardless of the time of departure.

Statements are sent out around the 25th of each month. A statement includes the fee for the coming month, as well as any expenses incurred by a Seeker in the previous month. For example, it could be that a block of time during the winter months is spent working with a blacksmith or other craftsperson affiliated with Inner Fire, in which case such costs would be included in the previous month's billing. We ask all balances be paid by the 10th of the month, as prompt payments are critical to ongoing operations. Accordingly, a three percent (3%) per month service charge will be imposed on all balances unpaid thirty days after the invoice date.

To facilitate both the ease and speed of payment, we request that electronic bank transfers or on-line payment options be set up for regular monthly payments to Inner Fire whenever possible. Our bank routing and deposit information is available upon request.

Monthly Personal Allowances

Most Seekers receive a monthly allowance of personal spending money paid for by the family. This amount is determined by the Seeker and his/her family. The allowance for the month will be billed in the monthly statement for the coming month and is used to cover personal needs such as clothing, toiletries, ancillary activities and sundry items. No advances will be made on allowances. Inner Fire will administer these funds and keep an account of amounts charged against the allowance. Once all invoiced fees are paid, unused allowance funds shall be returned once a Seeker leaves Inner Fire.

Health Insurance

Inner Fire has not contracted with any insurance company, and most families find that their attempt to get insurance reimbursement for our program is rejected. However, as a courtesy we will make every effort to assist you with securing insurance reimbursement for your family member's stay with us. The first step in using your insurance for a family member at Inner Fire is to contact your insurance provider as soon as an admission date is confirmed with our admissions team. For insurance purposes, Inner Fire may be classified as providing "non-medical outpatient therapeutic services" or as a "residential treatment center."

The next step is for you to let us know at the time of admission that you have arranged for us to pursue insurance reimbursement. We will not start this process for a family after a Seeker has been in our care five days or more.

Because the insurance claim process can be quite lengthy and might extend well beyond a Seeker's stay, families remain responsible for the full financial obligation when it is due. Inner Fire cannot wait for insurance payments whether they are sent to the individual, the family, or Inner Fire itself. In the event that insurance does not cover the entire daily fee, families are responsible for the difference and will be billed accordingly.

Even if you are not intending to seek reimbursement from an insurance company for the Seeker fee or any portion of the Seeker fee, each Seeker must, on arrival, bring their health insurance card, their insurance billing address, and any pre-authorization information. This information is important if a



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Seeker needs to see a medical doctor, dentist or needs to go to the hospital. It is the responsibility of the Seeker or family member to provide this information at the time of admission.

Some Seekers come with Medicaid or Medicare or are eligible for these programs. Inner Fire needs to be aware of this information as well. Medicaid/Medicare does not usually cover the cost of non-medical outpatient services or residential treatment, and out-of-state Medicaid will not cover any expenses which are incurred in Vermont.

Medical Doctor Visits and Related Pharmacy

Inner Fire has a full-time health coordinator who is responsible for arranging Seekers' local doctor visits. If the Seeker has health insurance, we will provide that information to the doctor's office. Otherwise, Inner Fire will provide billing information to the medical practitioner as provided on the Admissions Form.

Inner Fire maintains good referral relationships with a local psychiatrist, physician and homeopath, and will make a referral to each of those upon request.

Inner Fire fees do not cover pharmacy bills. Inner Fire works primarily with one pharmacy in Brattleboro and we assist families to arrange for payment directly to that pharmacy at the time of admission. Whenever possible, the pharmacy will bill the Seeker's health insurance. Please be aware that sometimes the pharmacy is unable to bill out-of-state insurance companies.

Please note there is a monthly medication management fee of \$30 which covers the pharmacy cost of dispensing medication according to the psychiatrist's orders. This will appear as a separate line item on your bill each month and is not covered by insurance.

Miscellaneous

Inner Fire does not charge Seekers for long-distance phone calls and will make telephone service regularly available to Seekers, however, there is no cell phone reception at Inner Fire and cell phone use is not permitted. International calls are not covered by Inner Fire and must be made using prepaid calling cards. Please also note that Seekers will be held financially responsible for damage to rooms, furniture, and equipment beyond normal wear and tear.

I have read, understand and agree to the above terms.

Seeker Signature

Date

Signature of Person(s) Financially Responsible

Date

Signature of Person(s) Financially Responsible

Date

Signature of Person(s) Financially Responsible

Date



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Seeker Clarification & Agreement Form

You are engaging in a proactive, healing experience combining inner transformative work with outer practical activities which will serve you in many ways.

The Inner Fire Program experience will be part of your healing process or one could say, your rebalancing on a deeper soul level. You will be part of a small, intentional community focused around a specific program aimed at nurturing your soul and empowering you. The work program and specific proactive therapies will help you reconnect with who you really are becoming. Proactivity leads to empowerment which in turn leads to a renewed enthusiasm for life. At the same time, we acknowledge that to inwardly shift from the experience of victim to that of creator can be both frightening and exciting.

MEDICATIONS

As a community we are committed through insight and understanding, love and patience, commitment and perseverance to facilitate the beginning of your healing process. You have come to Inner Fire, Inc. because either you want to avoid medications or you would like support to come off your medication while participating in the detox program with the oversight of very supportive psychiatrist, therapists and guides. We take seriously the withdrawal of your medications and timing is essential. Once you have settled into the program at Inner Fire, Inc. and engaged in the rhythm, then, with the support of Dr. Nels Kloster and the Inner Fire guides, a tapering plan will be created and you may begin to come off your medications. All medications will be kept in a safe at Grace Brook Farm ("GBF") and will be taken when a designated guide is present.

Remember - by coming to the Day Program you are promising and agreeing that you will take your medications according to the tapering plan, honoring the fact that to withdraw safely takes time and support. The soul needs to be nurtured; one needs to be engaged in creative and practical activities while dealing with the challenge of the withdrawal symptoms and reclaiming one's essential self. Please acknowledge your cooperation by signing the statement below:

I will not attempt to withdraw from my meds before the agreed time. I will follow the tapering plan, will keep all my medications at GBF and take them in the presence of a designated guide.

Seeker Signature: _____ Date _____



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INNER FIRE PROGRAM

We have made every effort to be clear with you about the Inner Fire Program to prevent misunderstanding. Of course, if there are any, we trust you to express them so we may work through the challenges together. To participate in the Inner Fire Program, please show your agreement with our protocol and policies by initialing where indicated and signing at the end of this clarification and agreement section. If you have questions, feel free to contact us and we can discuss them.

x _____ **Phone Use** I understand Inner Fire has no cell phone access and computers are not allowed as they detract from building community and from staying present and drawing upon those in one's company. I understand I may use a landline phone for 15 minutes each weekend after the first three months and will not bring or use a cell phone or computer while at Inner Fire.

x _____ **Bedrooms** I agree that bedrooms are private and will not enter into another seekers bedroom for any reason without having asked and being given permission first. I understand I may lock my bedroom door, but will respond if a guide knocks.

x _____ **Kitchen** I understand the kitchen is used solely for preparing food and eating meals together as a community and that it is off-limit at all other times. I know a snack is offered every afternoon and will not help myself to food at other times.

x _____ **Substances and Candy** I understand that no alcohol, cigarettes, drugs or candy are allowed under any circumstances, on the premises or during the Inner Fire Program and will not possess or use any during my time here at Inner Fire, Inc.

x _____ **Weapons and weapon-like objects** I understand no seeker is allowed to have in his or her possession any item which could be considered a weapon.

x _____ **Search of my belongings** Upon my arrival, I agree to allow a designated guide to search my belongings ensuring I have no alcohol, cigarettes, drugs, food, candy, weapon-like objects, or electronics. If any of these are found, I accept that they will be removed, held in the office and possibly returned to me when I finish the program. I understand this will be discussed with me. I understand my bedroom may be inspected and searched by guides at any time if deemed necessary.

x _____ **Walking** I understand during my first three months at Inner Fire, I must walk with someone and not alone. After this time, if all has gone well, and I am allowed to walk alone, I must tell a guide where I plan to walk, and when I plan to return.

x _____ **Photographs** You may photograph me while I am at Inner Fire.

I am aware of the Inner Fire Program, agree with the guidelines, and am willing to fully engage.

Seeker Name _____ Date _____

Seeker Signature _____ Date _____



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Anger Is OK, Violence Is Unacceptable Policy and Disclosure

ANGER IS OK, VIOLENCE IS UNACCEPTABLE POLICY

Inner Fire continuously seeks to ensure a safe environment for all seekers, staff, and visitors. Inner Fire exercises a zero tolerance policy for violence which could lead to immediate dismissal from the program. Examples of violence may include, but are not limited to:

- Verbal or written threats that express intent to harm.
- Verbal assaults
- Physical assaults, including: biting, kicking, punching, scratching, spitting, etc.
- Any perceived act that causes fear or harm to one's self, seeker, staff or visitor.
- Intentional destruction of property.

Acts of violence will be assessed on a case by case basis, resulting in appropriate, immediate interventions. All cases of violence will be assessed by thorough investigation and evaluation of the circumstances surrounding the violent event. Inner Fire reserves the right to contact parents/guardians of the offender in the event of a violent episode. This process is intended to help Inner Fire determine what can be done to prevent the same, or similar events from reoccurring and maintaining a safe environment for all.

REPORTING A VIOLENT EVENT

Any witnessed violent events will be immediately reported verbally by phone or in person to an Inner Fire administrative team member who will then complete an incident report as soon as is safely possible, within the same shift of the violent incident. An in-person review of the incident with the administrative leadership team will be scheduled as soon as is possible to process and determine next steps.

Inner Fire maintains a no retaliation policy ensuring all seekers, staff, and visitors in no way will be retaliated upon for reporting violent actions. Inner Fire will initiate steps to begin a restorative plan to recover property damage resulting from violent episodes. We will also initiate restorative justice as a way to reestablish safe and healthy community relationships that may have been damaged by a violent episode. Any expenses incurred due to property damage are the responsibility of the seeker (parents/guardians) for full reimbursement.

VIOLENCE DISCLOSURE

As tapering can be traumatic, and individuals may not always be in control of their feelings, we understand there is the possibility of expressed anger and violent situations. We acknowledge that anger is blocked creative energy which when claimed and redirected can support deep healing. Transparency is essential in our mutual intention to support the seeker in his/her healing journey. In order for us to work more consciously work with the striving individual, it is essential that we know of any violence (including self-harm) that has been part of a seeker's history. Full disclosure of any past violent episodes enables us to provide proper support and be fully prepared to work through incidents that may arise in a manner that is safe for all.



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Inner Fire Service Agreement

Applicant Name _____ has agreed to participate in the programs and services offered by Inner Fire, Inc. The starting date for services is _____. The terms and conditions shall survive and remain after discharge or termination of services, and unless a new Agreement is signed by the parties replacing this Agreement, the terms of this Agreement shall govern and remain in effect in the event of a discharge with a subsequent readmission to the program within 90 days of said discharge. The terms and conditions governing participation in this program are detailed in the following sections of this agreement.

Consent and Authorization

The participant above-named (the "Seeker") and the Seeker's family, agree that they have been informed of the nature and scope of the professional services that are available at Inner Fire, and, by virtue of their execution of this Agreement, acknowledge that they have each been provided with information governing participation in the programs and conduct expected while participating in the programs. Seeker and Seeker's family have read, understood, and agree with the terms and conditions set forth in this Agreement.

The Seeker and Seeker's family also acknowledge that some of the services provided are voluntary in nature, and that they are also aware that many services are provided in an open, rural, agricultural and/or wilderness setting. It is further understood and agreed that there are inherent and other risks associated with participation in these types of programs in these various settings, including but not limited to the possibility that the Seeker could leave the immediate care area or setting of a given Inner Fire program. The Seeker and Seeker's family consent to the rendering of care and treatment by Inner Fire, Inc. and its authorized representatives and/or employees, and further authorize Inner Fire to provide or arrange for such mental health care or treatment as deemed appropriate by the Seeker's therapist, psychiatrist, primary care provider or other treating physician. If the Seeker does not have a therapist, psychiatrist, primary care provider or other treating physician, those decisions will be made by Inner Fire.

Expected Behavior

The Seeker agrees that he or she will refrain from any and all disruptive or inappropriate acts or behaviors, including but not limited to: physical violence and/or threats toward themselves or others, any inappropriate sexual acts, or sexual advances, use of alcohol, cigarettes, illegal drugs or other harmful or mood-altering substances, except as appropriately prescribed by a physician, while enrolled and participating in the Inner Fire programs.

Seekers may not bring cigarettes or alcohol to, or use/consume them on, the premises of Inner Fire, Inc., or during any Inner Fire-sponsored activity, regardless of its location. Seekers are to maintain abstinence from cigarettes, alcohol and other drugs, except as appropriately prescribed by a physician, during the entire time of their stay, including visits away from Inner Fire. There are many reasons for this abstinence, which include but are not limited to: interference with appropriately



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prescribed medications, sensitivity to other Seekers who struggle with addiction issues, and the possibility of any resulting disruptive or offensive behavior. Violation of these or any other rules or regulations of Inner Fire can result in immediate or other termination from Inner Fire and/or any of its programs.

When a seeker begins their stay at Inner Fire, the seekers mentor will have the seeker hand over their wallet, phone, any other electronics, sharp objects, any substances and food or candy that is not allowed. They will search the seekers belongings with the seeker present. After this, guides may at any time, search a seekers room.

The Seeker agrees that he or she will follow any and all posted notices, warnings, advice, and/or cautionary or other instructions, and to obey all rules and regulations as may be amended from time to time. The Seeker and the Seeker's family understand and agree that decisions or definitions as to what constitutes disruptive or inappropriate acts or behaviors shall be made by Inner Fire in its sole discretion.

Notice of Intent to Terminate Program Participation by Seeker

Seeker and Seeker's family recognize that in order to provide the services covered by this Agreement, Inner Fire, Inc. will incur liabilities, including but not limited to committing staff time for the type and time of the services provided. Therefore, Seeker and Seeker's family agree to provide Inner Fire, Inc. with advance notice of four (4) weeks of their intention to terminate such services.

Inner Fire, as indicated, has the right to terminate this Agreement at any time if it believes it is reasonably necessary to do so for appropriate purposes, including attempting to ensure the physical and emotional security and safety of the Seeker, other Seekers, staff, employees, and non-staff located within the community. The Seeker and Seeker's family agree that at such time as they are notified of the termination of this Agreement by Inner Fire, Inc., that they will immediately arrange for the safe departure of the Seeker from the Inner Fire property and its programs, regardless of whether the termination is noticed because of medical, psychiatric, legal, or behavioral reasons.

If the Seeker and/or Seeker's family cannot or will not arrange for such immediate departure when requested, it is agreed that Inner Fire, Inc. is therefore authorized to make such arrangements as are necessary in connection with such termination. It is further agreed that the Seeker and the Seeker's family will be responsible for any costs or other expenses incurred in connection with that action.

The Seeker and Seeker's family acknowledge that if Inner Fire, Inc. terminates this Agreement and/or any services to be provided under it, that in that case there is no guarantee that any state or local community resources will be able to step in and provide any continuation of services. In such a situation, it may be appropriate for the Seeker and/or Seeker's family, or lacking appropriate action on their part, Inner Fire, Inc. to arrange for the Seeker's return to his or her home or that of the Seeker's parents.

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Acknowledgement Regarding Services and/or Care

The Seeker and Seeker's family understand and agree that mental health care is not an exact science, and that no guarantees are made as to results of the provision of any such care and/or services or programs associated therewith, nor that such guarantees should be expected.

Furthermore, and having this statement in mind, the Seeker and Seeker's family understands that a therapeutic recovery program and/or action plan will be developed by Inner Fire professionals with the Seeker in mind, and that the plan will be the focus of the Seeker's at Inner Fire.

Importantly, while Inner Fire may accept solicited or unsolicited comments or advice from the Seeker's family or prior physicians relating to the Seeker's recovery, a therapeutic recovery program and/or action plan will be developed solely by Inner Fire professionals in concert with the consulting psychiatrist referred to in the "Therapeutic Recovery Program Coordination" section below, without regard to who is making any financial contribution to the costs of the Seeker's participation in the Inner Fire program. A discharge and/or transition plan will be developed as appropriate, following successful completion of the therapeutic recovery program and/or action plan, or at the time of discharge. It is also important to realize that any therapeutic recovery and/or action plan, as well as any discharge and/or transition plan, contains private, medical treatment information that is protected from unauthorized disclosure by state and federal law, and Inner Fire will not comply with any request for copies of such plans without appropriate written consents.

Under the direction of our consulting psychiatrist, our general goal will be to coordinate and monitor a thoughtful and sensitive gradual reduction in, and elimination of, the use of psychotropic medications for each Seeker. It is important to recognize that this detoxification process is unique to each individual and can be a difficult transition. Although the benefits of a drug-free life can be enormous, there are risks to psychotropic drug withdrawal that need to be recognized by the Seeker and their family. Although Inner Fire will make every effort to insure the safety of the Seekers at all times, Inner Fire assumes no liability for actions any Seeker may take that cause harm to self or others.

Therapeutic Recovery Program Coordination

The consulting psychiatrist is the Seeker's primary treating psychiatrist during the time of the Seeker's participation in the Inner Fire program and is an integral part of the care/services team. As such, the psychiatrist will participate in the decision making and sharing of information necessary for the program/services provided.

All Seeker information will be maintained in confidence among those delegated by Inner Fire to receive such information in connection with any program or service being provided to the Seeker. It is further agreed that such medical and/or mental health information will only be shared with those outside the Inner Fire, Inc. programs as Inner Fire, Inc. shall deem appropriate and/or necessary, or otherwise as directed by the Seeker and/or mutually by the Seeker and Seeker's authorized family member(s), and only consistent with applicable laws and regulations. It is, however, agreed that consent to disclosure initially authorized by the Seeker and any consented-to or consenting family member, may not be modified or revoked without the express written consent provided to Inner Fire of all persons who signed the initial consent.



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beatrice.innerfire@gmail.com
laura.innerfire@gmail.com

While it is recognized that additional/outside consultations may be beneficial and/or helpful to the Seeker, the Seeker and the Seeker's family specifically agree not to engage in such outside consultations and/or alternative treatments or care during the time that the Seeker is participating in any Inner Fire program without the approval of the Seeker's therapeutic recovery care team at Inner Fire, not to be unreasonably withheld. This consent requirement is not intended to restrict care, but is intended to reflect that care must be coordinated. The Seeker and the Seeker's family acknowledge and agree that the universe of treatment options and theories is so broad as to accommodate conflicting treatment plans and options which, on a case by case evaluation, may each be successful for different individuals. The Seeker and the Seeker's family understand and agree that coordination of any treatment is vital so that the Seeker is not placed in a situation where he or she is being told to follow conflicting treatment theories, plans or practices. In addition to other rights to terminate the seeker's participation in the Inner Fire program, Inner Fire reserves the right to terminate the Seeker's participation in the program if Inner Fire believes that any additional or outside consultants are providing advice to the Seeker that conflicts with the Seeker's treatment and/or action plan or the fundamental goals and/or treatment philosophy of Inner Fire.

Hold Harmless and Indemnification Agreement

The Seeker and the Seeker's family agree, to the fullest extent permitted by applicable law, to hold harmless and indemnify Inner Fire, Inc., its authorized representatives and employees, and any other Seekers from any loss or harm or damage of any kind, without restriction, which results in any way from the Seeker's failure to abide by the terms of this Agreement, and/or the appropriately posted rules and regulations of Inner Fire, Inc., and/or those rules and regulations that are a part of any of the Inner Fire programs. In the event that enforcement of these rights by Inner Fire, Inc. is required by resort to legal process, the Seeker and Seeker's family agree to hold harmless Inner Fire, Inc. and its authorized representatives and employees from any and all costs and expenses associated therewith.

Payment of Services and Fees

In consideration of the services to be provided and/or programs in which there shall be participation, it is agreed by Seeker and Seeker's family that any such service and/or program fees and expenses will be paid in a timely fashion and in accord with the current fee structure described in the "Financial Information Document" provided with this Agreement. Fees are subject to change, in which case we will give you a 30 day notice.

Forum Selection

This Service Agreement shall be construed and interpreted in accordance with the laws of the State of Vermont. The parties hereto agree that all action or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State and Federal Courts located in Vermont. The above stated choice of venue is intended by the parties to be mandatory and not permissive in



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nature, thereby precluding the possibility of litigation between the parties with respect to or arising out of this Agreement in any jurisdiction other than that specified in this paragraph. Each party hereby

waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceedings brought in accordance with this paragraph, and stipulates that the State and Federal Courts located in Vermont shall have in personam jurisdiction and venue over each of them for the purpose of litigating any dispute, controversy or proceeding arising out of or related to this agreement.

Prior to instituting litigation, the aggrieved party shall make his, her, or its concerns known in writing to the other party, and the parties will attempt to resolve the differences without litigation. If this is unsuccessful, the parties will meet face to face in an attempt to resolve the differences without litigation. If this is unsuccessful, the parties will mediate the dispute with a mutually acceptable mediator, and shall only proceed to litigation after taking each of these steps, during which all parties agree to act in good faith.

Acknowledgment

By signing this document, the Seeker and Seeker's family acknowledge that they have received and read the Agreement, and that any questions or concerns which they had related in any way thereto have been answered to their satisfaction. They further acknowledge that they have read the financial information document, the rules and regulations information documents they have been provided, and that they are freely and voluntarily entering into Inner Fire programs with the full knowledge of and agreement to comply with all of the terms and conditions that are either set forth herein or which can be necessarily inferred from the terms and conditions of this Agreement. The term Seeker's "family" is used throughout this Agreement. It is used to signify, with respect to a Seeker who is a minor, all of the Seeker's parents and/or legal guardians, and all such persons shall sign this Agreement unless Inner Fire waives that requirement.

As to all other Seeker's signatories, that term means the persons (other than Inner Fire or the Seeker) signing this Agreement. The parties understand that a person who does not sign an agreement is not definitively bound by that Agreement, but the Seeker's "family" shall endeavor to educate other members of the Seeker's immediate family and/or support group with a general understanding of Inner Fire and this Agreement. Inner Fire shall have full and complete discretion as to whether to advise the Seeker of who has signed or has declined to sign any Inner Fire Agreement.



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Affirmation

I have contacted my health insurance carrier to request coverage for Inner Fire fees. Yes No
I intend to pursue insurance reimbursement for Inner Fire with my insurance company. Yes
No

Seeker _____ Date _____

Person Financially Responsible _____ Date _____

Family Member? Yes No Relationship to Seeker _____

Person Financially Responsible _____ Date _____

Family Member? Yes No Relationship to Seeker _____

Inner Fire, Inc., by its duly authorized representative Date _____

Signatures - I have read, understand and agree to the above terms.

Seeker Signature Date _____

Signature of Person(s) Financially Responsible Date _____

Signature of Person(s) Financially Responsible Date _____

Signature of Person(s) Financially Responsible Date _____



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SEEKER WAIVER

Under the direction of our consulting psychiatrist, our general goal will be to coordinate and monitor a thoughtful and sensitive gradual reduction in, and elimination of, the use of psychotropic medications for each Seeker. This detoxification process is unique to each individual and can be a difficult transition. Although the benefits of a drug-free life can be enormous, there are risks to psychotropic drug withdrawal that need to be recognized by the Seeker and their family. Although Inner Fire, Inc. will make every effort to ensure the safety of the Seekers at all times, Inner Fire, Inc. assumes no liability for actions any Seeker may take that cause harm to self or others.

Hold Harmless and Indemnification Agreement

The Seeker and the Seeker's family agree, to the fullest extent permitted by applicable law, to hold harmless and indemnify Inner Fire, Inc., its authorized representatives and employees, and any other Seekers from any loss or harm or damage of any kind, without restriction, which results in any way from the Seeker's failure to abide by the terms of this Agreement, and/or the appropriately posted rules and regulations of Inner Fire, Inc., and/or those rules and regulations that are a part of any of the Inner Fire, Inc. programs. In the event that enforcement of these rights by Inner Fire, Inc. is required by resort to legal process, the Seeker and Seeker's family agree to hold harmless Inner Fire, Inc. and its authorized representatives and employees and volunteers from any and all costs and expenses associated therewith.

Seeker gives permission to Inner Fire employees and volunteers to advocate and speak on their behalf in the case of an emergency or other occasion to speak with physicians, medical care professional, ambulance people, etc. and to share that they do not want to be administered drugs because of their history with drugs, alcohol, medications, etc. Seeker agrees and understands that Inner Fire will not be liable or responsible if any medical provider administers drugs or medications as a result of the decision of the medical provider or as a result of statements made by the Seeker.

Seeker Agreement

Our work together is possible because of the covenant of trust between you, the Seeker and us (the staff, guides, therapist and volunteers) at Inner Fire, Inc. By enrolling in this program, you will be asking us to support you in your care for your personal physical and emotional needs, while at the same time creating a safe, nurturing community. During the program you may be outside, walking barefoot, working with sharp tools and fire, contact and lifting rocks and trees, jumping into streams, paddling and swimming in fast moving rivers, carrying heavy loads over uneven ground, caring for and tending animals, and working and being in the elements (all with the possibility of getting overheated or cold, sun-burned, or soaking wet, and much more). It is our job at Inner Fire, Inc. to be well prepared to do all we can to protect and take care of all of you Seekers. Thus we work year-round to maintain the highest quality of safety and constantly update our emergency medical training.



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In return we ask for your trust and cooperation as our most important partners in this work. By signing this agreement, you acknowledge that:

1. You are a willing participant in this program, and have been informed about the activities, planned and unplanned, and the potential risks involved. You also accept that planned program activities and itineraries may change without notice.
2. You are confirming here that you have carefully read and understood the Inner Fire, Inc. Seeker Handbook.
3. You have accurately completed Inner Fire's medical information and emergency contact information forms.
4. You authorize Inner Fire, Inc. staff, guides, therapists and/or volunteers to give routine or emergency medical care to you if needed, within the limits of common sense. If urgent care is necessary, you give permission for Inner Fire, Inc. to seek professional help and/or to transport you to a medical facility. You agree to pay all costs associated with that care and transportation.
5. You agree to be responsible for the repair or replacement of any items that are lost or damaged under your care and use, other than normal wear and tear.
6. You give Inner Fire, Inc. permission to use any photographs or audio/video recordings of you without your face, without the use of your name, taken during your participation in Inner Fire, Inc. programs, for any publicity or promotional materials, both online and in print. (Note: Inner Fire, Inc. respects your privacy, and will never publicly publish, trade, or share your name, address or contact information.

Seeker Signature _____ Date _____
Parent/Guardian Signature _____ Date _____
Seeker Date of Birth: _____ Seeker SSN: _____
Seeker's Insurance Company and Number: _____



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Liability Release Form for Seekers

Please read this entire document carefully before signing. This document informs you about your responsibilities and assumption of risks and includes a release of liability, indemnification and surrender of certain legal rights. In consideration of the services of Inner Fire, Inc. and its agents, officers, employees, volunteers, independent contractors and all other persons or entities associated with it, other participants, sponsors, advertisers, and, if applicable, owners and lessors of premises used to conduct activities (hereafter, "Releases"), Seekers and their parent(s)/guardian(s) agree as follows:

ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS: Inner Fire, Inc. activities may include a variety of outdoor and indoor, farming, and community service activities. We acknowledge that these activities involve inherent and other risks, hazards, and dangers. The following describes some, but not all of those risks, hazards and dangers. Farm chores and service projects: can include risks associated with activities such as, but not limited to, weeding, digging, lifting, light construction and clean-up projects and the use of tools and equipment that can cause injury resulting from use, misuse or malfunction. Farm animals can move suddenly or behave in unpredictable ways that can cause injuries. Travel can be on foot or by motor vehicle, boat, bicycle, or other means and can be over rough and unpredictable terrain or via lakes and rivers, in snow, sleet, rain or other adverse weather conditions. Activities may take place in remote locations, several hours from medical facilities, causing potential delays in communication, transportation, evacuation and medical care. Wilderness living: Seekers will very likely go barefoot at times, and experience small cuts or abrasions to the feet and hands. Seekers may be near an open fire and are subject to the risk of burns from flames or hot coals. Seekers will drink water from wells and natural springs, and will likely be offered raw, wild, or unprocessed foods, both from the wilderness (nuts, berries) or from the farm (produce, milk, eggs). Camp sites may be subject to high winds, falling trees, and/or branches, floods and other weather-related hazards. All Seekers may experience brief periods of time, stationary, alone. Seekers may have periods of unsupervised free time. Outdoor adventure: Seekers' travel may be subject to lightning, strong winds, fast moving water, falling rocks, extremely hot or cold weather or cold water, snow and ice, fallen timber, stinging or disease carrying insects, poisonous plants, wild animals and other natural or man-made hazards. Water activities: include potential water obstacles or hazards such as boulders, trees, waterfalls, and holes, the risk of falling overboard, impacting the lake or river bottom, being swept into a river current or experiencing a boat capsize or collision. Human behavior and decision making, including, without limitation, the risk that an Inner Fire, Inc. staff member, representative, volunteer or co-participant may misjudge a Seeker's capabilities, health or physical condition, or misjudge some aspect of instruction, medical treatment, weather, terrain, water level, and the risk that Seeker's mental, physical or emotional condition combined with participation in these activities could result in injury, damage, death or other loss.

These and other risks, hazards and dangers may result in participants: falling, being struck, colliding with objects or people, experiencing vehicle or boat collision or capsize, reacting to weather conditions, becoming lost or disoriented, suffering gastro-intestinal complications or allergic reactions. These and other circumstances may cause hypothermia, hyperthermia, dehydration, frostbite, drowning, broken bones, paralysis, concussions or other injury, damage, death or loss. Seekers (and parent(s)/guardian(s)) assume



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and accept full responsibility for participant, for the inherent and other risks of these activities (both known and unknown) and for any injury, damage, death or other loss suffered by Seeker resulting from these risks, or resulting from Seeker's own negligence or other misconduct.

Release and Indemnity Agreement: I, for myself, and for and on behalf of my family members, heirs, executors, representatives and estate, agrees as follows:

1. To release and agree not to sue Inner Fire, Inc. or any above named Releases, with respect to any and all claims, liabilities, suits or expenses (including attorneys' fees and costs) (hereafter collectively "claim" or "claim(s)", for any injury, damage, death or other loss in any way connected with my enrollment or participation in these activities, or use of Inner Fire, Inc. equipment or facilities. I understand that in signing this document, I, anyone acting on my behalf, and my spouse and other family members surrender, to the fullest extent allowed by law, our respective rights to make a claim against Inner Fire, Inc. (or above Releases) as a result of any injury, damage, death or other loss suffered by me;

2. To defend and indemnify ('indemnify' meaning protect by reimbursement or payment) Inner Fire and Releases with respect to all claim(s) brought by or on behalf of me or a family member for any injury, damage, death or other loss in any way connected with my enrollment or participation in these activities, or use of Inner Fire, Inc. equipment and facilities.

This Release and Indemnity Agreement includes any losses caused or alleged to be caused, in whole or in part, by the negligence (but not gross negligence or willful, wanton or criminal misconduct), and includes claims for personal injury, property damage, wrongful death, loss of consortium, breach of contract or otherwise. I have carefully read, understand and voluntarily sign this document and acknowledge that it shall be effective and binding upon me and other family members, and my heirs, executors, representatives and estate.

Seeker Signature _____ Date _____

Seeker's Parent(s)/Guardian(s) _____ Date _____



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Statement of Care for Inner Fire Seekers

As you, the applicant and, if relevant, the family member/guardian, have read and we at Inner Fire have clearly stated, Inner Fire is for individuals who want to be proactive in their healing process as they are supported to slowly and carefully withdraw from their mind altering, psychotropic medications. We honor the fact that withdrawing is a totally individual experience and for some people it can be very challenging. Individuals may experience altered states of consciousness and find themselves behaving in unfamiliar ways. As guides, we are committed to assisting in the journey toward balance and health as professionally and conscientiously as we are able.

Inner Fire is not a lockdown facility. Only when someone is in danger of harming themselves or others, might we intervene. We do not physically prevent people from leaving the premises and we do not follow people off of the premises. We only call the police if absolutely necessary. In principle, we do not use trackers. We do not force medication.

Suicidal ideations can accompany the treatment by or withdrawal from psychotropic medications. Our goal at Inner Fire is to help individuals move through and transform these ideations. Nevertheless, if someone is determined to take their life, this can be very hard to prevent. We will do everything in our power to prevent such an outcome, but we cannot be held responsible for someone's suicide. By signing here, you are acknowledging our commitment to protecting life and at the same time, you are acknowledging our powerlessness.

Seeker

Guardian or Family Member of Seeker

I realize that if I wander off the Inner Fire property, I will not be followed and it is my responsibility to find my way back.

Seeker

Guardian or Family Member of Seeker

I realize if I am wandering, there may be circumstances, where for my own good, Inner Fire guides recommend I wear a tracker for my safety. I understand it may not be possible for me to remain at Inner Fire if I continue wandering and choose not to wear a tracker.

Seeker

Guardian or Family Member of Seeker

Date: _____

Date: _____



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I understand getting adequate sleep is essential for my participation in the program. Difficulties obtaining consistent, restful sleep will be met with help, whether through natural remedies, a sleep improvement program, or allopathic medication, in accordance with the unique needs of the individual. I understand it may not be possible for me to remain at Inner Fire when sleeplessness becomes debilitating and I resist sleep and/or refuse to accept help around sleeping.

Seeker

Guardian or Family Member of Seeker

I will hold no guide or therapist responsible for my actions. By “guide” we mean everyone who works at Inner Fire. This includes weekend guides, overnight guides, day guides, therapists and other Inner Fire staff. I trust that each guide will do his/her utmost to support me in my healing journey and care for my safety.

Seeker

Guardian or Family Member of Seeker

Thank you for your trust in all of us at Inner Fire as we guide your healing process and for acknowledging that your healing is your responsibility. We cannot ‘fix you’, nor would we trespass in this way. We honor your will and freedom to heal and can only assist as midwives assist a birth.

Date: _____

RESIDENT RIGHTS



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As per Inner Fire's Seeker Handbook, application, forms and other documents, you will see that our program is designed in such a way that voluntarily adjusts some of the below rights as a resident of a therapeutic community in Vermont during some periods of time (i.e. initial limited outside contact and telephone / computer access. While we cannot, nor do we wish to ask you to waive your rights, your decision to engage in the program at Inner Fire affirms that you are voluntarily choosing to participate in the program as it has been designed. We believe that over time and affording it the opportunity, you will embrace the value of this program's design and its benefit to you.

In the State of VERMONT, your rights as a resident of a Therapeutic Community Residence are as follows:

6.1 Every resident shall be treated with consideration, respect and full recognition of the resident's dignity, individuality, and privacy. A residence may not ask a resident to waive the resident's rights. A resident has the right to exercise any rights without reprisal.

6.2 Each residence shall establish and adhere to a written policy, consistent with these regulations, regarding the rights and responsibilities of residents, which shall be explained to residents at the time of admission. Receipt of the rights by the resident shall be indicated by a signature and date by the resident on a line for that purpose on the admission agreement.

6.3 Residents may retain personal clothing and possessions as space permits, unless to do so would infringe on the rights of others, would create a danger to others, would create a security risk or would create a fire, health or safety hazard.

6.4 A resident shall not be required to perform work for the licensee. If a resident chooses to perform specific tasks for the licensee the resident shall receive reasonable compensation which shall be specified in a written agreement with the resident.

6.5 Each resident shall be allowed to associate, communicate and meet privately with persons of the resident's own choice, including family members, unless such access has been restricted by a court. Residences shall allow visiting hours from at least 8 a.m. to 8 p.m., or longer. Visiting hours shall be posted in a prominent public place.

6.6 Each resident may send and receive personal mail unopened, unless such access has been restricted by a court.

6.7 Residents have the right to reasonable access to a telephone for private conversations unless such access has been restricted by a court. Residents shall have reasonable access to the residence's telephone except when restricted because of excessive unpaid toll charges or misuse. Restrictions as to telephone use shall be in writing. Any resident may, at the resident's own expense, maintain a personal telephone or other electronic equipment in his or her own room, unless such access has been restricted by a court.



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6.8 A resident may file a complaint or voice a grievance without interference, coercion or reprisal. Each residence shall establish an accessible written grievance procedure for resolving residents' concerns or complaints that is explained to residents at the time of admission and posted in a prominent, public place on each floor of the residence. The grievance procedure shall include at a minimum, time frames, a process for responding to residents in writing within ten (10) days, and a method by which each resident filing a complaint or grievance will be made aware of the designated Vermont protection and advocacy organization as an alternative or in addition to the residence's grievance mechanism.

6.9 Residents may manage their own personal finances unless a representative payee or financial guardian has been appointed. The residence or licensee shall not manage a resident's finances unless requested in writing by the resident and then in accordance with the resident's wishes. The residence or licensee shall keep a record of all transactions and make the record available, upon request, to the resident or legal representative, and shall provide the resident with an accounting of all transactions at least quarterly. Resident funds must be kept separate from other accounts or funds of the residence.

6.10 The resident's right to privacy extends to all records and personal information. Personal information about a resident shall not be discussed with anyone not directly involved in the resident's care, treatment or supervision. Release of any record, excerpts from or information contained in such records shall be subject to the resident's written approval, except as requested by representatives of the licensing agency to carry out its responsibilities or as otherwise provided by law.

6.11 The resident has the right to review the resident's medical or financial records upon request. The resident has the right to provide written comments about the medical or financial record and the comments shall be made part of the resident's record at the request of the resident.

6.12 Residents shall be free from mental, verbal or physical abuse, neglect, and exploitation. Residents shall also be free from seclusion or restraints. All residents have the right to be free from corporal punishment. All residents have the right to be free from restraint or seclusion, of any form, imposed as a means of coercion, discipline, convenience, or retaliation by staff. Psychoactive drugs shall not be administered involuntarily.

6.13 When a resident is adjudicated mentally disabled, such powers as have been delegated by the Probate or Family Court to the resident's guardian shall be exercised by the guardian.

6.14 Residents notified about a pending discharge from the residence under Section 5.4 of these regulations, absent an emergency, shall: (a) Be allowed to participate in the decision-making process of the residence concerning the selection of an alternative placement; and (b) Receive adequate notice of a pending transfer.



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6.15 Residents have the right to refuse care to the extent allowed by law.

(a) Except for residents who are prohibited from doing so by a court order, this right includes the right to discharge himself or herself from the residence.

(b) The residence must fully inform the resident of the consequences of refusing care. If the resident makes a fully informed decision to refuse care, the residence must respect that decision and is absolved of further responsibility, unless the resident is in a secure residential recovery facility and has been court-ordered to take medication or receive care.

(c) If the refusal of care will result in a resident's needs increasing beyond what the residence is licensed to provide, or will result in the residence being in violation of these regulations, the residence may issue the resident notice of discharge.

6.16 Residents have the right to fill out a document called an "advance directive" in accordance with Title 18, chapter 231 and to have the residence follow the residents' wishes, unless such wishes are contrary to a court order. The residence shall provide residents with information about advance directives and, upon request, may support a resident's efforts to complete the documents.

6.17 Residents shall have help in assuming as much responsibility for themselves and others as possible, and in participating in residence activities.

6.18 Residents shall have explained to them the reasons and risks associated with the use of any prescribed medication they are taking.

6.19 Residents shall be free to terminate their relationship to the residence.

6.20 The enumeration of residents' rights shall not be construed to limit, modify, abridge, restrict or reduce in any way any rights that a resident otherwise enjoys as a human being or citizen, unless those rights have been limited by a court.

6.21 The obligations of the residence to its residents shall be written in clear language, large print, given to residents on admission, and posted in an accessible, prominent and public place on each

floor of the residence. Such notice shall also state the residence's grievance procedure and directions for contacting the designated Vermont protection and advocacy organization.

6.22 If a resident has a chronic condition, he or she has the right to receive competent and compassionate medical assistance to manage the physical and emotional symptoms of that condition.

6.23 Residents have the right to have a family member or another person of the resident's choice be notified of the admission to the residence. Residents also have the right to decline to have anyone notified of the admission. A facility may not disclose information about a resident's admission without



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obtaining the resident's authorization. The decision by the resident regarding notice shall be documented at the time of admission to the residence.

6.24 Residents have the right to obtain the opinion of a consultant at the resident's own expense.

6.25 Residents have the right to vote.

6.26 Residents with limited English proficiency have the right to have oral or written translation or interpretive services and cannot be required to pay for such services.

6.27 Residents have the right to have accommodations made to a disability (or disabilities) to ensure that there are no barriers to their receipt of services and that they understand the care and treatment being provided. Such accommodations shall include, but are not limited to, sign language interpretation and having documents provided in accessible formats, as applicable. The resident shall not be required to pay for these services.

6.28 Residents have the right to receive services without discrimination based on race, religion, color, gender (including pregnancy), sexual orientation, gender identity, national origin, disability or age.

By signing here, you indicate you have read and understand your rights as a resident of a Therapeutic Community in Vermont. You understand that your rights regarding phone use, meeting with family & friends, writing letters and having access to computers and other electronics are not being removed, but that you are simply choosing to follow and work within Inner Fire's program for your benefit. Your rights still exist. You may choose to exercise them or not.

For your reference and access, these rights are also displayed at Grace Brook Farm in our front door entryway and at our Inner Fire Home in the East Wing beside the Guide bedroom.

Applicant Name _____

Applicant Signature _____ Date _____



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Grievance Policy and Procedure

The Seeker and Seeker's family should understand that mental health care is not an exact science, and that no guarantees are made as to results of the provision of any such care and/or services or programs associated therewith, nor that such guarantees should be expected. However, our wish is to ensure that any complaint or grievance by a Seeker or the Seeker's family is addressed, no matter how large or small, in a respectful and timely manner. We will give a meaningful response to the person or persons issuing the complaint or grievance and there will be no compromise to the quality of care due to any complaint or grievance issued either verbally or in writing.

DEFINITION OF TERMS:

Complaint: A "complaint" is an oral/verbal expression of displeasure or dissatisfaction voiced by a Seeker or Seeker's family that can be resolved quickly by staff who are present at the time of the complaint or who can quickly be present to resolve the complaint.

Grievance: A "grievance" is a written or oral concern which has not been resolved at the time it was raised or was postponed or referred to other staff for later resolution, requires investigation, and/or requires further actions for resolution, then the complaint is a grievance. A concern or complaint expressed in writing is always considered a grievance. An email or fax is considered written.

PROCEDURE:

Upon admission, each seeker is provided with a copy of the Seeker Handbook which includes Inner Fire's Grievance Procedure.

Seekers are encouraged to discuss concerns directly with their mentor or staff. Many concerns can be resolved in this manner.

If the mentor or staff present cannot resolve the complaint to the Seeker's satisfaction, or if the Seeker chooses not to pursue a complaint with the mentor or staff, the Seeker may initiate a formal grievance.

A Seeker or the Seeker's Family may initiate a grievance at any time by providing a statement that explains the problem and any relief requested to any Inner Fire employee. A Seeker may receive assistance in transcribing an oral grievance from anyone, including Inner Fire staff.

Inner Fire will accept grievances in any written form or format.

When an Inner Fire employee receives a written grievance, the employee shall provide the Seeker or Seeker's family with a copy of their grievance. The Executive Director of Inner Fire will be informed and provided with the name of the Seeker or Seeker's family initiating the grievance and the nature of



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the grievance. The Inner Fire employee will then forward the original copy of the written grievance to the Executive Director.

Upon receipt of the grievance, a committee will be formed with two or more Inner Fire staff to investigate the grievance, which may or may not include the Executive Director.

If a grievance is with the Executive Director of Inner Fire, we request you put your grievance in writing and give to your mentor who will take the grievance to a Board of Directors representative.

If the grievance includes any allegation of abuse or neglect, staff will also follow the Inner Fire's mandated reporting policy.

All grievances will be investigated and responded to in writing within a reasonable timeframe, usually within five (5) working days, but in no event beyond ten (10) working days.

The Seeker or Seeker's family member may appeal the response to their grievance if they are dissatisfied with their response.

Upon conclusion of the investigation into a grievance, the Executive Director of Inner Fire, or designated Inner Fire staff member, shall ensure that a written response to the grievance is provided to the Seeker or Seeker's family.

APPEAL PROCESS:

The Executive Director and additional staff shall form a committee and:

1. Review the grievance decision and take such other action to investigate the matter as the Committee deems appropriate.
2. Provide the Seeker or Seeker's family with a written notice of the decision, including the steps taken to investigate the appeal and the reason for the decision. The Committee's decision will be final.



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Laura Young, Office Manager
Inner Fire, Inc. 26 Parker Road
Brookline, VT 05345
(802) 221-8051

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laura.innerfire@gmail.com

EXTERNAL RESOURCES FOR COMPLAINTS AND GRIEVANCES:

Commissioner
Vermont Department of Mental Health
26 Terrace Street, Redstone Building
Montpelier, VT 05602
802-828-3867

Department of Disabilities, Aging &
Independent Living,
Division of Licensing and Protection
103 South Main Street
Waterbury, VT 05671-2306
802-871-3333 or toll-free at 1-800-564-1612

Vermont Department of Health
108 Cherry Street, Burlington, VT 05402
1-800-464-4343 (toll free in Vermont)
802-863-7200

Medical Practice & Hospital Licensing Board
Vermont Department of Health
P.O. Box 70
Burlington, VT 05402-0070
802-657-4220, 800-745-7371

Green Mountain Care Board
89 Main Street, Third Floor, City Center
Montpelier, Vermont 05620
802-828-2177

Vermont Board of Medical Practice
P.O. Box 70, Burlington, VT 05402-0070
1-800-745-7371 (toll free in Vermont)
802-657-4220

Disability Rights Vermont
141 Main St., Suite 7, Montpelier, VT 05602
802-229-1355

The Joint Commission
One Renaissance Blvd., Oakbrook Terrace, IL
60181
630-792-5000

Department of Financial Regulation
89 Main Street, Montpelier, VT 05620
802-828-3301



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What to Bring

The seasons here in Vermont bring different needs, and most suggestions are perhaps obvious. Work clothes will be worn more than any dress clothes. Underlined items are not needed necessarily needed during the three-day visit if you do not have your own yet. Be sure to bring all other items listed for your three-day visit.

For Autumn and Winter

- Long johns
- Microspikes*
- Mittens
- Scarf
- Snow boots
- Snowshoes*
- Warm clothes
- Warm hat
- Warm work gloves

For Spring and Summer

- Crocs
- Light clothing to layer
- Rain boots
- Rain hat
- Rain jacket
- Sandals
- Sun hat
- Sunscreen
- Swim suit
- Umbrella
- Water shoes
- Work gloves

Additionally, please bring the following:

- Alarm clock (without radio)
- An up-to-date photo of yourself that includes your name and birthdate
- Any transportable instrument you have and can play
- **Bed linens for twin size bed (pillow cases, sheets, blankets, comforter)
- Books, songs and poems to share
- Enough wool yarn for knitting a scarf
- Flashlight
- Head lamp
- Hot water bottle for liver compresses
- Journal
- Laundry basket
- Laundry detergent, biodegradable
- Personal toiletries (natural & fragrance free)
- The book, *Why on Earth* by Signe Schaeffer
- Tick remover / key
- Towels
- Writing and art materials: crayons and colored pencils, paper etc.

*As winter sets in, these are essential and enable us to get into the snowy woods which are so silent, beautiful and interlaced with wildlife tracks.

** If a Seeker is unable to provide their bed linens, Inner Fire will provide these until such time a Seeker is able to acquire their own.

I understand and will bring the above needed items to Inner Fire.

Applicant Signature _____ Date _____



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Notice of Privacy Practices and Acknowledgement - HIPAA

SCOPE OF POLICY

The U.S. Health Insurance Portability and Accountability Act (HIPAA) privacy standards apply to Inner Fire, its participating employees, guides and all personnel who provide any support or assistance to or on behalf of Inner Fire.

STATEMENT OF POLICY

Inner Fire is required by law and our policies to protect the privacy of health information that may reveal the identity of a Seeker and must provide a copy of the privacy practice notice (the "Notice") to each Seeker.

IMPLEMENTATION OF POLICY

- 1) Notice will be displayed in a binder in the waiting areas of each Inner Fire site.
- 2) Seekers will receive a copy of the Notice at the time of their arrival.
- 3) Seekers will be requested to sign an acknowledgement of receipt of the Notice.
- 4) The acknowledgement will be kept in the Seeker's medical record.
- 5) All employees and business associates of Inner Fire will treat Seekers' health information consistent with the requirements of the Notice or a Joint Notice as applicable.

THIS NOTICE OF PRIVACY PRACTICES ("NOTICE") DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by law to protect the privacy of health information that may reveal your identity, and to provide you with a copy of this Notice which describes the health information privacy practices of Inner Fire. A copy of our current Notice will always be maintained in our office. You will be given a Notice at the time you arrive. You will also be able to obtain your own copy at our office during normal business hours.

This Notice does not cover health information generated and maintained by a hospital for hospital services provided to you by a physician. Please refer to the hospital notice of privacy practices for how that medical information may be used or maintained.

WHAT HEALTH INFORMATION IS PROTECTED

We are committed to protecting the privacy of information we gather about you while providing health-related services. Some examples of protected health information are:

- information indicating that you are an Inner Fire Seeker or receiving treatment or services from Inner Fire;
- information about your health condition (such as a disease you may have);
- information about health care products or services you have received or may receive in the future (such as an operation); or



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- information about your health care benefits under an insurance plan (such as whether a prescription is covered); when combined with: demographic information (such as your name, address, or insurance status); unique numbers that may identify you (such as your social security number, your phone number, or your driver's license number); or other types of information that may identify who you are.

REQUIREMENT FOR WRITTEN AUTHORIZATION

We will obtain your written authorization before using your health information or sharing it with others outside Inner Fire, except as we describe in this Notice. Uses and disclosures of health information that require your written authorization include: most uses and disclosures of psychotherapy notes (where appropriate), most uses and disclosures of protected health information for marketing purposes, and disclosures that constitute a sale of protected health information. Uses and disclosures of your protected health information by us not described in this Notice will be made only with your written authorization. If you provide us with written authorization, you may revoke that written authorization at any time, except to the extent that we have already relied upon it. To revoke a written authorization, please contact the office. You may also initiate the transfer of your records to another person by completing a written authorization form.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION WITHOUT YOUR WRITTEN AUTHORIZATION

There are some situations when we do not need your written authorization before using your health information or sharing it with others. They are:

1. Treatment, Payment, and Health Care Operations

Inner Fire may use your health care information or share it with others in order to provide health care services to you, obtain payment for those services, and run Inner Fire's normal business operations. In some cases, we may also disclose your health information for payment activities and certain business operations of another healthcare provider or payor. Below are further examples of how your information may be used and disclosed for treatment, payment, and normal business operations without your written authorization.

Treatment: We may share your health information with doctors or others who are involved in taking care of you, and they may in turn use that information to diagnose or treat you. Inner Fire, its Guides and volunteers may share your health information with another doctor, clinician, or someone at another medical practice or hospital, to determine how to diagnose or treat you. Your doctor or clinician may also share your health information with another doctor to whom you have been referred for further health care.

Payment: We may use your health information or share it with others so that we obtain payment for your health care services. For example, we may share information about you with your health insurance company in order to obtain reimbursement after we have treated you. In some cases, we may share information about you with your health insurance company to determine whether it will cover your treatment.

Health Care Operations: We may use your health information or share it with others in order to conduct our business operations. For example, we may use your health information to evaluate the performance of our staff in caring for you, or to educate our staff on how to improve the care they provide for you.

Business Associates: Inner Fire currently has no "business associates. However, if that changes, we may disclose your health information to contractors, agents, and other business associates who need the information in order to assist us with obtaining payment or carrying out our business operations. For example, we may share your health information with a billing company that helps us to obtain payment from your insurance company. Another example is that we may share your health information with an accounting firm or law firm that provides professional advice to us about how to improve our health care services and comply with the law. If we do disclose your health information to a business associate, we will have a written contract to ensure that our business associate protects the privacy of your health information.



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2. Friends and Family Involved in Your Health Care

If you do not object, we may share your health information with a family member, relative, or close personal friend who is involved in your care or payment for that care.

3. Emergencies or Public Need

Emergencies: We may use or disclose your health information if you need an emergency treatment or if we are required by law to treat you but are unable to obtain your written consent. If this happens, we will try to obtain your written consent as soon as we reasonably can after we treat you.

As Required by Law: We may use or disclose your health information if we are required by law to do so. We also will notify you of these uses and disclosures if law requires notice.

Public Health Activities: We may disclose your health information to authorized public health officials (or a foreign government agency collaborating with such officials) so they may carry out their public health activities under the law, such as controlling disease or public health hazards. We may also disclose your health information to a person who may have been exposed to a communicable disease or be at risk for contracting or spreading the disease if a law permits us to do so. We may also release your health information to government disease registries. And finally, we may release some health information about you to your employer if your employer hires us to provide you with a physical exam and we discover that you have a work-related injury or disease that your employer must know about in order to comply with employment laws.

Victims of Abuse, Neglect, or Domestic Violence: We may release your health information to a public health authority that is authorized to receive reports of abuse, neglect, or domestic violence.

Health Oversight Activities: We may release your health information to government agencies authorized to conduct audits, investigations and inspections of our office. These government agencies monitor the operation of the health care system, government benefit programs such as Medicare and Medicaid, and compliance with government regulatory programs and civil rights laws.

Product Monitoring, Repair, and Recall: We may disclose your health information to a person or company that is regulated by the Food and Drug Administration for the purpose of: (1) reporting or tracking product defects or problems; (2) repairing, replacing, or recalling defective or dangerous products; or (3) monitoring the performance of a product after it has been approved for use by the general public.

Lawsuits and Disputes: We may disclose your health information if we are ordered to do so by a court or administrative tribunal that is handling a lawsuit or other dispute. We may also disclose your information in response to a subpoena, discovery request, or other lawful request by someone else involved in the dispute.

Law Enforcement: We may disclose your health information to law enforcement officials for certain reasons, such as complying with court orders, assisting in the identification of fugitives or the location of missing persons, or if necessary to report a crime that occurred on our property.

To Avert a Serious and Imminent Threat to Health or Safety: We may use your health information or share it with others when necessary to prevent a serious and imminent threat to your health or safety, or the health or safety of another person or the public. In such cases we will only share your information with someone able to prevent the threat. We may also disclose your health information to law enforcement officers if you tell us that you participated in a violent crime that may have caused serious physical harm to another person, or if we determine that you escaped from lawful custody (such as a prison or mental health institution).



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National Security and Intelligence Activities or Protective Services: We may disclose your health information to authorized federal officials who are conducting national security and intelligence activities or providing protective services to the President or other important officials.

Military and Veterans: If you are in the Armed Forces, we may disclose health information about you to appropriate military command authorities for activities they deem necessary to carry out in their military mission. We may also release health information about foreign military personnel to the appropriate foreign military authority.

Inmates and Correctional Institutions: If you are an inmate or you are detained by a law enforcement officer, we may disclose your health information to the prison officers or law enforcement officers if necessary to provide you with health care, or to maintain safety, security, and good order at the place where you are confined. This includes sharing information that is necessary to protect the health and safety of other inmates or persons involved in supervising or transporting inmates.

Workers' Compensation: We may disclose your health information for workers' compensation or similar programs that provide benefits for work-related injuries.

Coroners, Medical Examiners, and Funeral Directors: In the unfortunate event of your death, we may disclose health care information to a coroner or medical examiner. We may also release this information to funeral directors as necessary to carry out their duties consistent with applicable law.

Organ and Tissue Donation: In the unfortunate event of your death, we may disclose your health information to a medical examiner for his other records.

4. Marketing, Research and Fundraising

Marketing: We may not disclose your health information or share it with others outside Inner Fire for purposes of marketing without your prior authorization. Marketing is a communication about a product or service that encourages recipients of the communication to purchase or use the product or service.

5. Completely De-identified or Partially De-identified Information

We may use and disclose your health care information if we have removed any information that has the potential to identify you so that the health information is "completely de-identified." We may also use and disclose "partially de-identified" health information about you if the person who will receive the information signs an agreement to protect the privacy of the information as required by federal and state law. Partially de-identified health information will not contain any information that would directly identify you (such as your name, street address, social security number, phone number, fax number, electronic mail address, website address, or license number). A separate information and disclosure discusses use of your photograph or image without identifying information.

6. Incidental Disclosures

While we will take reasonable steps to safeguard the privacy of your health information, certain disclosures of your health information may occur during or as an unavoidable result of our otherwise permissible uses or disclosures of your health information. For example, during the course of treatment session, other Seekers in the treatment area may see or overhear discussion of your health information.

YOUR RIGHTS TO ACCESS AND CONTROL YOUR HEALTH INFORMATION

We want you to know that you have the following rights to access and control your health information:

1. Right to Inspect and Copy Records

You have the right to inspect and obtain a copy from us in a timely manner of any of your health information that may be used to make decisions about you and your treatment for as long as we maintain this information in our records. This includes medical and billing records. To inspect or obtain a copy of your health information, please submit your request in writing to the manager of Inner Fire. If you request a copy of the information, we may charge a fee for costs of copying, mailing, or other supplies we use to fulfill your request. If the information you request is stored electronically, we will



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provide the information in the form and format you request if the information is readily producible in that format, or, if not, we will reach an agreement with you as to alternative readable electronic format. Under certain very limited circumstances, we may deny your request to inspect or obtain a copy of your information. If we do, we will provide a written denial that explains our reasons for doing so and a complete description of your rights to have that decision reviewed and how you can exercise those rights.

2. Right to Amend Records

If you believe that the health information that we have about you is incorrect or incomplete, you may ask us to amend the information for as long as the information is kept in our records. To request an amendment, please write to the manager of Inner Fire. Your request should include the reasons why you think we should make the amendment. If we deny part or all of your request, we will provide a written notice that explains our reasons for doing so. You will have the right to have certain information related to your requested amendment included in your records.

3. Right to an Accounting of Disclosures

You have a right to request an "accounting of disclosures," which identifies certain other persons or organizations to whom we may have disclosed your health information in the previous six years. Many routine disclosures we make will not be included in this accounting; however, the accounting will include many non-routine disclosures. To request an accounting of disclosures, write the request indicating a time period within the past six years for the disclosures you want us to include and address it to the manager of Inner Fire. You have a right to receive one accounting within every 12-month period for free. However, we may charge you for the cost of providing any additional accounting in that same 12-month period. The scope of your right to request an accounting may be modified by changes in federal law from time to time.

4. Right to Request Additional Privacy Protections, Including Restriction of Disclosures to Health Plans

You have the right to request that we further restrict the way we use and disclose your health information to treat your condition, collect payment for that treatment, or run our business operations. You may also request that we limit how we disclose information about you to family or friends involved in your care. To request restrictions, please write to the manager of Inner Fire.

We are not required to agree to your request for a restriction, and in some cases, the restriction you request may not be permitted under law. However, if we do agree we will be bound by our agreement unless the information is needed to provide you with emergency treatment or comply with the law. Once we have agreed to a restriction, you have the right to revoke the restriction at any time. Under some circumstance we will also have the right to revoke the restriction as long as we notify you before doing so; in other cases we will need your permission before we can revoke the restriction. You have the right to restrict certain disclosures of protected health information to a health plan where you pay, or another person on your behalf pays, out of pocket in full for the health care item or service.

5. Right to Request Confidential Communications

You have the right to request we contact you about your medical matters in a way that is more confidential for you, such as calling you at home instead of at work. To request more confidential communications, please write to the Inner Fire manager. We will not ask you the reason for your request, and we will try to accommodate all reasonable requests.

6. Right to Have Someone Act on Your Behalf

You have the right to name a personal representative who may act on your behalf to control the privacy of your health information. Parents and guardians will generally have the right to control the privacy of health information about minors unless the minors are permitted by law to act on their own behalf.

7. Right to Obtain a Copy of Notices

You may obtain a copy of this Notice by requesting a copy at your visit. We may change our privacy practices from time to time. If we do, we will revise the notice maintained in the office. You will also be able to obtain your own copy of the revised notice. The effective date of the Notice will always be noted in the top left corner of the first page. We are required to abide by the terms of the Notice that is currently in effect.



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8. Right to File a Complaint

If you believe your privacy rights have been violated, you may file a complaint with us at our office. No one will retaliate or take action against you for your complaint.

9. Right to be Notified Following a Breach of Unsecured Protected Health Information

If you are affected by a breach of your unsecured protected health information, you have the right to, and will, receive notice of such breach. Unsecured protected health information is health information that has not been secured through the use of technology, such as encryption, to render your protected health information unusable, unreadable, or indecipherable to unauthorized individuals.

10. How to Learn About Special Protections for Certain Kinds of Information

Special privacy protections apply to certain kinds of information under state laws (e.g. HIV-related information). Some parts of this general notice of privacy practices may not apply to these types of information. If your treatment involves this specially protected information, you may be provided with separate notices explaining how the information will be protected. To request copies of these other notices, please contact the Privacy Official.

11. To exercise any of your individual rights, contact our office.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I received a copy of the Inner Fire Notice of Privacy Practices.

Seeker's Name (Printed) _____

Seeker Signature _____ Date _____

If not signed by seeker, please indicate relationship of signer: _____

Signer's Name (Printed) _____

Signer's Signature _____ Date _____

Witness Name Printed _____

Witness Signature _____ Date _____



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Consent Form

As a Seeker engaged in the Inner Fire, Inc. Program, you are aware that therapists, doctors and work masters have created a 'care circle' around you and are committed to supporting you in your process of rebalancing on a deeper soul level as well as physically. Depending on the severity of your situation and how long you may have been on medication, this journey may be particularly challenging. Communication is crucial and because each Seeker's path is unique, we ask you to sign this Consent Form so that therapists, doctors and the other guides may respectfully and consciously share with each other, if necessary, without your presence, knowing that the intention is, whenever possible, for communication to happen in your company and / or that of your family members.

Name _____ Date _____

I, _____, give Inner Fire Guides and Therapists permission to speak freely with the following family members, friends, caregivers:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____