



# The Jones Center for Children's Therapy and Assessment

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## **CONSENT TO SERVICES FOR MINORS**

Welcome to The Jones Center for Children's Therapy and Assessment, herein referred to as JCCTA. This document includes important information about our professional services and business practices. Please read it carefully and make note of any questions you may have so they can be discussed and addressed during your child's next session. When you sign this document, it will represent an agreement between you and JCCTA.

### **Psychotherapy Services**

Psychotherapy is not easily described in general statements. It varies depending on the personalities of the clinician and patient, and the particular problems brought forth. There are many different methods your child's clinician may use to deal with the problems you and your child hope to address. Psychotherapy is generally unlike any services your child may receive from a physician in that they require your, and/or your child's, active participation and cooperation.

There are both benefits and risks to psychological treatment. Since therapy often involves discussing unpleasant aspects of life, your child may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. You may also notice a temporary increase in negative behavior. On the other hand, psychotherapy has also been shown to have benefits for people who go through it. Therapy often leads to better coping skills, healthier behaviors, better relationships, solutions to specific problems, and significant reductions in feelings of distress. However, there are no guarantees and you and your child may or may not achieve desired results.

Clinicians at JCCTA typically conduct a clinical interview during the initial session in order to collect relevant developmental history regarding your child and information with respect to current concerns. By the end of the initial session, your clinician will be able to offer you some first impressions of what your child's treatment will include, should you decide to continue with therapy. You should evaluate this information along with your own opinions of whether you feel comfortable working with that clinician. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about our procedures, please present them as soon as possible and we will do our best to address them.

Clinicians at JCCTA utilize empirically validated treatment approaches to alleviate a variety of symptoms. The length of treatment may be brief for minor issues or may last longer for more complex problems. Typically, patients are seen for 45 minute therapy sessions once weekly or biweekly, but this may be more or less frequent depending on your child's needs. Once an appointment is scheduled, you are expected to pay for it unless you provide 24 hours advance notice of cancellation, not to include Saturdays, Sundays, and observed holidays. If you need to get in touch with your clinician between sessions, please email the clinician or call our office at (817) 453-2400 and your call will be returned as quickly as possible.

***If you have an emergency, call 911.***

Cancellation of standing appointments – JCCTA reserves the right to modify or cancel all scheduled/standing appointments at any time and, more specifically, if:

1. Two (2) scheduled/standing therapy appointments are missed consecutively without proper notification.
2. The patient does not present for a session with his or her primary clinician for 60 days.
3. Attendance at scheduled/standing therapy appointments is inconsistent for any reason.

### **Psychological, Neuropsychological, and Psychoeducational Assessment Services**

There are a variety of purposes for psychological, neuropsychological, and psychoeducational testing, most notably to provide diagnostic clarity and guide treatment recommendations and goals. These evaluations typically include the following:

- Review of relevant records - You may wish to voluntarily provide your child's records to supplement testing conducted by JCCTA. Records may include results of previous testing and other mental health and medical records.
- Information collected during the clinical interview and from the patient history form.
- Observer report forms typically completed by the child's parent(s) and teacher(s).
- Empirically validated assessment tools administered to your child - These assessment tools include, but are not limited to, tests of intellectual functioning, academic achievement, language ability, perceptual processing ability, executive functioning, communication skills and social interaction, critical thinking skills, and emotional, ideational, and personality functioning.

After the testing session(s) concludes, the evaluator scores the test data, which is analyzed and interpreted by the supervising psychologist who then produces a comprehensive report detailing the aforementioned data, summarizing the results, listing DSM-5 diagnostic impressions, and providing appropriate recommendations for further direction.

A feedback session is typically scheduled upon completion of the assessment report with the testing clinician and/or supervising psychologist. During this session, test results and assigned diagnoses and recommendations will be reviewed and explained. Under most circumstances, you will receive an unofficial copy of the report during the feedback session, which you will be permitted to take with you that day. You will receive an official copy of the report once all financial obligations have been fulfilled.

### **Clinician Information**

Jessica O. Jones, PsyD, LPC-S is a Clinical Psychologist licensed to practice independently in the state of Texas. She provides direct patient services and supervises other clinicians employed at JCCTA. Dr. Jones is also a Professional Counselor licensed in the state of Texas with certification to supervise LPC Associates.

JCCTA employs licensed clinicians at both the doctoral and master's levels, including Psychologists, Professional Counselors, Marriage and Family Therapists, Clinical Social Workers, and/or Psychological Associates. These individuals are duly authorized to practice psychology in the state of Texas, independently or under the direct supervision of Dr. Jones, as dictated by the applicable licensing board.

### **Patients of Divorced Parents/Legal Guardians**

The parent or guardian who brings the child patient for therapy and/or an assessment at JCCTA will be responsible for payment at the time that service is rendered, or if any fees for other services are accrued, regardless of what a divorce decree may state. Any judgment regarding court ordered financial responsibility must be determined between the individuals involved, without the inclusion of JCCTA personnel.

### **Confidentiality**

In general, the privacy of all communications between a patient and a psychologist, or other mental health professional, is protected by law, and information about services provided can only be released to others with written permission. However, when working with minors, the law may provide parents the right to examine their child's treatment records and receive information regarding the child's treatment.

It is the policy of JCCTA to request an agreement from parents to allow their child the right to confidentiality unless that child assents, or provides permission, to have certain information revealed. If you agree, you will be provided with general information about your child's therapy and his or her progress. However, if there is reason to believe your child is at risk for harming him or herself or someone else, you will be notified of that concern. If there is reason to believe your child has been harmed seriously by someone else, you will be made aware of this. Before giving you any additional information, your child's clinician will discuss the matter with your child and, if possible, will do his or her best to handle any objections your child may have with what needs to be addressed with you.

There are additional conditions in which confidentiality may be violated. These include:

1. Evidence of abuse of a minor, elder, or mentally impaired individual.
2. Evidence of imminent suicidal or homicidal intent.
3. Your child is a client referred by the court or an agency.
4. Your child's records have been subpoenaed by a court of law (see Litigation Policy).
5. Your child's health insurance company (payer source) requires certain patient information as dictated by law.
6. Your child is being treated by a supervised clinician, in which case said treatment will be discussed with Dr. Jones, clinical supervisor.

7. It is determined by your child's treating clinician consultation or collaboration with another clinician employed by JCCTA is clinically appropriate and warranted.
8. Certain patient information is submitted to a collection agency in order to collect the balance of an overdue account.

## Professional Records

The laws and standards of the profession of psychology require clinicians to keep treatment records. Because these records contain information that can be misunderstood and/or misinterpreted by someone who is not a mental health professional, it is JCCTA's general policy patients and/or their parents/legal guardians not review them. However, a treatment summary may be provided at your request, if appropriate and if doing so would not be emotionally damaging. If you choose, JCCTA will send records and/or a summary of treatment to another qualified health professional who is working with your child, with proper authorization.

## Professional Fees

The fee for the initial clinical interview, which must occur prior to initiation of therapy and/or assessment services, is \$250.00. Subsequent individual therapy sessions are \$200.00, unless the appointment lasts a duration of 53 minutes or more, at which time the cost of the session is \$225.00. The fee for a family therapy session is also \$200.00. Insurance benefits can be utilized for psychotherapy services, as is applicable.

The charges for psychological, neuropsychological, and psychoeducational assessments vary depending on the testing conducted. Insurance benefits can be utilized for assessment services, as is applicable.

Services related to the independent diagnosis of Irlen Syndrome are **not** billable to insurance and are as follows:

1. Irlen Screening - \$250.00
2. Irlen Overlay Color Check - \$125.00
3. Irlen Diagnostic Filter Evaluation when Irlen Screening was conducted at JCCTA - \$450.00
4. Irlen Diagnostic Filter Evaluation when Irlen Screening was conducted outside JCCTA - \$525.00
5. Irlen Diagnostic Filter Evaluation when no Irlen Screening has been conducted - \$675.00
6. Irlen Filter Check - \$225.00
7. The cost for Irlen Spectral Filters, worn as glasses or contact lenses, varies depending on, for example, the individual's lens prescription and chosen filter color or color combination. These fees will be outlined more specifically following the Irlen Diagnostic Filter Evaluation and at the time the filter order is placed.

Please review the following list which outlines fees due directly to you.

1. Any missed therapy appointment or standing therapy appointment not cancelled with 24 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$65.00 fee. Payment of any assessed cancellation fee(s) is due by the date of the next scheduled appointment.
2. Any missed testing appointment or testing appointment not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$300.00 fee. Testing cannot be rescheduled until this fee is paid in full.
3. Any missed Irlen Screening appointment or screening appointment not cancelled with 24 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$100.00 fee. An Irlen Screening cannot be rescheduled until this fee is paid in full.
4. Any missed Irlen Diagnostic Filter Evaluation not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$250.00 fee. An Irlen Diagnostic Filter Evaluation cannot be rescheduled until this fee is paid in full.
5. Any missed Irlen Filter Check appointment not cancelled with 48 hours advance notice, not to include Saturdays, Sundays, and observed holidays, will result in a \$150.00 fee. An Irlen Filter Check cannot be rescheduled until this fee is paid in full.
6. Each additional Irlen overlay purchased beyond those provided at the time of the Irlen Screening or Irlen Overlay Color Check is \$6.00.
7. Cost of an Irlen Cling is \$9.00.
8. Cost of an Irlen Magnifying Bar is \$11.00.
9. Cost of a small Irlen lens cleaner is \$7.00, and a large lens cleaner costs \$26.00.
10. All checks returned to JCCTA will result in a \$35.00 fee.
11. Any document created and/or completed by a clinician at the request of the patient's legal guardian or by an authorized party will be finalized within three (3) business days following payment of a \$25.00 or \$40.00 fee. The

associated fee is dependent on the scope of the request and the time required by the clinician to complete related documentation.

12. Any faxed or mailed copy of patient mental health records (with proper authorization) will be provided within three (3) business days following payment of a \$25.00 fee. Records requested by another mental health or medical professional are not subject to this fee.
13. A requested replacement copy of a patient assessment report will be provided within three (3) business days following payment of a \$25.00 fee. A copy of said report requested by another mental health or medical professional is not subject to this fee.

*\*\*JCCTA fees may be amended from time to time, prior to which you will receive email and/or written notification.*

## Litigation Policy

Active litigation, such as custody disputes, is often detrimental to the therapeutic relationship and can hinder a clinician's ability to treat a patient, namely due to the fact it often involves full disclosure of matters of a confidential nature. As such, it is agreed that, should there be legal proceedings, you (the parent/legal guardian presenting this child for treatment), your attorneys, or anyone acting on your behalf will *NOT* subpoena JCCTA records, or any JCCTA clinician or employee to provide a deposition, testify in court, or engage in any other legal process or proceeding. If any JCCTA employee is subpoenaed to provide records or testimony in violation of this agreement, you agree to pay any and all fees accrued for document preparation and professional time, even if said records or testimony is requested by another party. Should this occur, which is again in violation of this agreement, JCCTA reserves the right to terminate treatment of the child patient and/or his/her family immediately. Referrals to other mental health professionals will be provided.

By signing this Consent to Services for Minors, you hereby agree to this Litigation Policy in its entirety. You also acknowledge the applicable fees outlined below represent reasonable compensation for the expertise of our clinicians, and are hence considered liquidated damages in the event this agreement is violated, regardless of which party issues the subpoena. These fees are to be paid in full at least five (5) business days prior to preparation of requested documents or appearance at any legal proceeding:

- **\$200.00** – One (1) copy of the child's mental health records and other pertinent documentation.
- **\$200.00 (per hour)** – Telephone deposition or consultation call.
- **\$1200.00** – Availability of the treating licensed clinician from 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm (half day) within 50 miles of the JCCTA office.
- **\$2000.00** – Availability of the treating licensed clinician from 8:00 am to 5:00 pm (full day) within 50 miles of the JCCTA office.
- **\$3000.00** – Availability of the treating licensed clinician for any amount of time between 8:00 am to 5:00 pm beyond 50 miles of the JCCTA office.
- **\$2000.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones, and Dr. Jones herself, from 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm (half day) within 50 miles of the JCCTA office.
- **\$3500.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones, and Dr. Jones herself, from 8:00 am to 5:00 pm (full day) within 50 miles of the JCCTA office.
- **\$4500.00** – Availability of the treating clinician, who provides services under the required supervision of Dr. Jones, and Dr. Jones herself, for any amount of time between 8:00 am to 5:00 pm beyond 50 miles of the JCCTA office.

## Insurance Reimbursement

If your child has a health insurance policy, it will usually provide some coverage for mental health treatment. JCCTA will fill out forms and provide you with whatever assistance we can in helping you determine and receive the benefits to which your child is entitled. If benefits cannot be determined prior to or at the time of service, and/or when there is any doubt regarding financial responsibility, payment is expected in full. Keep in mind, your child's insurance policy is a contract between the carrier of the insurance and the provider and we are not a party to that contract. You should carefully read the section in your child's insurance coverage booklet that describes mental health services. If you have questions about the coverage, call the plan administrator. Of course JCCTA will provide you with whatever information we can based on our experience and will be happy to help you in understanding the information you receive from your child's insurance company. If it is necessary to clear confusion, JCCTA will be willing to call the company on your behalf.

In accordance with Texas law, actively licensed psychologists have the authority to delegate the provision of therapeutic and assessment services to certain other clinicians who are not eligible for managed health care (insurance) panels. The

supervising Licensed Psychologist (i.e., Dr. Jones) remains responsible for the psychological services rendered by these individuals. This provision does not ensure, however, your insurance company will duly reimburse for said services.

*All co-payments, co-percentage payments, payments toward a deductible, and costs of services not covered by your child's insurance are due and payable at the time services are rendered, unless agreed upon otherwise. Any balances due to JCCTA after your child's insurance carrier has provided any applicable payment will be billed to you. Remember, **YOU** (not your child's insurance company) are responsible for full payment of all fees.*

If your child's account has not been paid for more than 60 days and arrangements for payment have not been agreed upon, JCCTA reserves the right to use legal means to secure payment. This may involve hiring a collection agency or going through small claims court.

You should also be aware most insurance companies require you to authorize JCCTA to provide them with a clinical diagnosis for your child. Sometimes we have to provide additional clinical information, such as treatment plans or summaries or copies of the entire record. This information will become part of the insurance company files and will probably be stored in a computer. Though all insurance companies claim to keep such information confidential, JCCTA has no control over what they do with it once it is in their hands. In some cases, they may share the information with a national medical information databank. JCCTA will provide you with a copy of any report submitted, if requested.

**If insurance benefits are being utilized, please review the statements below and initial here.** \_\_\_\_\_

1. I authorize use of this form for all of my child's insurance submissions.
2. I authorize release of information to my child's insurance company.
3. I authorize JCCTA to act as my agent in helping me obtain payment from my child's insurance company.
4. I authorize payment from my child's insurance company to be made directly to JCCTA.
5. I understand I am ultimately responsible for any and all fees accrued, to include those not payable under my child's insurance policy.

**If insurance benefits are NOT being utilized, please review this statement and initial here.** \_\_\_\_\_

I am not using insurance benefits and understand I am, therefore, responsible for 100% of any and all applicable fees at the time services are rendered.

**Termination of Services**

If the treating clinician and/or clinical supervisor determine appropriate services can no longer be provided to your child and/or his/her family for any reason, treatment will be terminated and referrals to other professionals will be provided.

**Consent to Services**

I, \_\_\_\_\_ (Consenting Guardian), hereby give clinicians at JCCTA permission to provide appropriate psychological services to my child, as necessary. I acknowledge I have read The Jones Center for Children's Therapy and Assessment Consent to Services for Minors in its entirety, including the limits of confidentiality, and the Patient Privacy Notice (HIPPA). I understand I have the right to revoke this consent, in writing, at any time. I also understanding any changes to JCCTA policies and procedures occurring after the date indicated below will be discussed with me in a timely manner.

\_\_\_\_\_  
Consenting Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to patient

**LEGAL RIGHT TO ACCESS RECORDS**

The Health Insurance Portability and Accountability Act (HIPPA) is a federal regulation which outlines laws, rules, and procedures health care providers, including mental health professionals, must abide by in protecting and disclosing an individual's Protected Health Information (PHI). PHI takes account of, but is not limited to, all identifying information, such as name, date of birth, social security number, address, and family members, as well as all data concerning an individual's treatment, including dates of services, services rendered, interventions, diagnoses, progress, prognosis, etc.

Per HIPPA regulations, PHI cannot be released to outside parties without explicit authorization by the patient or the patient's legal guardian(s) or representative(s). At the same time, PHI is accessible, in the best interest of the patient and as is clinically appropriate, to said patient and/or his/her legal guardian(s) or representative(s). JCCTA recognizes and adheres to all guidelines set forth by HIPPA concerning protection and disclosure of all PHI. Please review JCCTA's Consent to Services for Minors in detail for additional information.

The following individuals have the **LEGAL** right to access PHI for:

Minor Child  Date of Birth

Name:  DOB:  Relationship to Minor:

Name:  DOB:  Relationship to Minor:

Name:  DOB:  Relationship to Minor:

Name:  DOB:  Relationship to Minor:

Acknowledgement

I, , legally authorized consenting guardian for , minor child, acknowledge the following by

*initialing* below:

I have the legal right to consent to the psychological treatment of this minor.

All individuals with the legal right to access this minor's PHI are listed.

[redacted] I have not intentionally omitted any individual with the legal right to access this minor's PHI.

[redacted] A JCCTA representative and/or my child's treating clinician may, in the best interest of the minor and as is clinically appropriate, contact any or all of the individuals with the legal right to access this minor's PHI.

[redacted] Should an aforementioned individual with the legal right to access this minor's PHI contact JCCTA, representatives and employees of JCCTA may, in the best interest of the minor and as is clinically appropriate, disclose relevant information concerning the minor's care at JCCTA.

[redacted] In the event an individual contacts JCCTA and asserts the possession of the legal right to access release of this minor's PHI, a representative of JCCTA may contact me and request official legal documents which affirm or refute the individual's declaration.

[redacted] If an individual contacts JCCTA and asserts the possession of the legal right to access this minor's PHI, a representative of JCCTA may request from that individual official legal documents which affirm or refute the individual's declaration. No patient identifying information will be released until said official legal documents are provided, and those documents affirm the declaration of the right to access.

[redacted] I agree to inform JCCTA as soon as possible should any changes occur in terms of who has the legal right to access and/or authorize release of this minor's PHI. I understand I may be asked to provide official legal documentation of any such change.

[redacted] \_\_\_\_\_  
Consenting Guardian Signature                      [redacted]                      [redacted]                      [redacted]  
DOB                      Relationship to Minor                      Date

**Acknowledgement of the  
Health Insurance Portability and Accountability Act (HIPAA)**

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I acknowledge I have reviewed the Jones Center for Children’s Therapy and Assessment (JCCTA) Patient Privacy Notice (Notice) which provides detailed information concerning the uses and disclosures of my child’s Protected Health Information (PHI) by JCCTA, my individual rights, how I may exercise these rights, and JCCTA’s legal duties regarding my child’s PHI.

I understand JCCTA reserves the right to change the terms of its Notice. If changes to this notice occur, JCCTA will provide a copy of the revised Notice upon request.

\_\_\_\_\_  
Consenting Guardian Signature

\_\_\_\_\_  
Date



# IRLEN EDUCATIONAL INTAKE

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Relationship: \_\_\_\_\_

What grade is this child in currently? \_\_\_\_\_ What school? \_\_\_\_\_

Has this child ever repeated a grade? YES or NO If yes, what grade(s)? \_\_\_\_\_

Has this child ever received formal testing for issues such as learning disabilities, ADHD, or emotional disturbances?

YES or NO If yes, who conducted testing (ie; ISD, Scottish Rite, psychologist)? \_\_\_\_\_

Please explain purpose of testing and findings: \_\_\_\_\_

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Has this child ever received special education services? YES or NO If yes = RtI 504 SLD ID/MR OHI ED ASD

If yes, what specific services is this child receiving? For example, weekly tutoring (one-on-one or small group), meets with Reading Specialist, extra time on tests, inclusion classroom, etc.: \_\_\_\_\_

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Is this child currently experiencing academic problems? YES or NO Reading Writing Math Science Social Studies

Comments: \_\_\_\_\_

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Describe what kind of marks this child is currently receiving in school in general: \_\_\_\_\_

ELA = \_\_\_\_\_ Math = \_\_\_\_\_ Science = \_\_\_\_\_ Social Studies = \_\_\_\_\_

Other core classes = \_\_\_\_\_

Does this child exhibit behavioral problems at school, including being off task, distractible, hyper, struggling with peers, disrespectful, etc. YES or NO If yes, please explain: \_\_\_\_\_

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At what level do you estimate your child's intelligence? \_\_\_\_\_ below average \_\_\_\_\_ average \_\_\_\_\_ above average

# IRLEN QUESTIONNAIRE

Patient: \_\_\_\_\_

DOB: \_\_\_\_\_

Rater/Observer: \_\_\_\_\_

Date: \_\_\_\_\_

<b>WRITING</b>	<b>Y</b>	<b>ST</b>	<b>SUNLIGHT SENSITIVE</b>	<b>Y</b>	<b>ST</b>
Unable to stay on the line			Eyes hurt, ache, burn, etc.		
Up or down hill			Headache or head is bothersome		
Poor spacing			Tired or drowsy		
Unequal letter size			Nauseated or stomachache		
Leaves out letters, words, punctuation			Frequently want to wear sunglasses outside		
Trouble proofreading written work			<b>FLUORESCENT LIGHT SENSITIVE</b>	<b>Y</b>	<b>ST</b>
Disorganized paragraphs/essays			Eyes hurt, ache, burn, etc.		
<b>COPYING</b>	<b>Y</b>	<b>ST</b>	Headache or head is bothersome		
Lose place			Tired or drowsy		
Leave out letters or words			Nauseated or stomachache		
Careless errors			<b>GENERAL LIGHT SENSITIVE</b>		
Slow			Bothered by glare		
Difficulty refocusing eyes			Anxious, antsy, or fidgety in bright light		
<b>MATH</b>	<b>Y</b>	<b>ST</b>	Performance deteriorates in bright light		
Misalign numbers in columns when writing			<b>SPORTS PERFORMANCE</b>	<b>Y</b>	<b>ST</b>
Difficulty seeing numbers in correct column			Problems tracking a flying ball in the air		
Mix up numbers, signs, symbols			Trouble catching and/or hitting a ball		
Miss decimal points/put in incorrect place			Trouble learning to ride a bike		
Reverse numbers when reading them			Trouble jumping rope		
Reverse numbers when writing them			Trouble with baseball/tennis/volleyball		
<b>DEPTH PERCEPTION</b>	<b>Y</b>	<b>ST</b>	<b>TIRED, EYES HURT, HEADACHE IF</b>	<b>Y</b>	<b>ST</b>
Difficulty getting on and off escalators			Reading		
Difficulty walking up/down stairs			Listening		
Difficulty judging distances			Doing paper and pencil tasks (writing/math)		
Often bump into things (i.e.; tables)			Copying material		
Often drop or knock things over			Writing long assignments		
Drift into another person when walking			Doing visually intensive activities		
Feel dizzy/light headed when walking			Looking at stripes, patterns, bright colors, etc		

Please provide any additional information regarding symptoms and/or challenges which may be relevant: \_\_\_\_\_

\_\_\_\_\_