Be respectful of other’s differences in regards to ethnicity, marital status, education, age, employment, and residential status. These are intimate topics, and we are thankful our clients are willing to give us this information.

1. Never make assumptions.
   - Preferred language when it comes to translator/intake form
   - Need for translator or alternate language intake form.
   - Ethnicity - regardless of appearance, always ask.

2. Respect the information provided by the client.
   - Spelling of name
   - Relationships
   - Gender

3. Ask clarifying questions.
   - Be sure to ask in a gentle and respectful manner and only if it pertains to the information required.

Always be aware of your personal reactions to those who may be different from you.