
FORENSIC COUNSELING SERVICES

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Program Director

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SUPERVISED VISITATION REFERRAL CHECKLIST

Thank you for your interest in our Supervised Visitation services. The first step in registration is to obtain a court order or written agreement by all parties to utilize our services. The order or agreement should specifically name Forensic Counseling Services as the supervision provider. Please see our forms page for a sample order outlining needed information as well as our intake documents.

Before we can begin services, we will need the following:

- _____ 1. A copy of the **full** court order or written agreement. **Court orders or agreements of the parties should include specific language regarding directives on the times, days, and locations of the visits**, as outlined in our sample order. *If any formal findings of domestic violence or protective orders exist, please include copies of those documents, as well as any other relevant documents (orders, evaluations, police reports, CPS findings, etc.).*
- _____ 2. A **fully completed** intake packet from each adult involved (including visiting and custodial parents, as well as any other visiting adults). This includes:
 - Supervised Visitation Data Form
 - Supervised Visitation Guidelines (initialed, signed, and dated)
 - Acknowledgement of Notice of Privacy Practices
 - Color copy of their identification (driver license, passport, State ID, etc.) – please mail or email these, as faxed copies do not transmit adequately
- _____ 3. Pictures of each child involved in our services (please mail or email these, as faxed copies do not transmit adequately).
- _____ 4. Registration fees and initial retainers (via check or money order).
- _____ 5. After **all** parties have sent in the above required items, we will contact each party to schedule an orientation appointment to complete the intake process. This appointment is generally conducted via telephone, lasts approximately 45 minutes, and will need to be completed prior to scheduling the first visit.

All required items *must* be received by our office no later than 5:00 p.m. on the Wednesday prior to the visit. All parties *must* complete orientation prior to visits being scheduled.

*Please do **not** send any information to our interviewing office.
All correspondence should be delivered to our mailing address above.*