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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 formal agreement for all parties to utilize our Supervised Visitation services. The order or agreement should specifically name Forensic Counseling Services as the supervision provider.

Before we can begin services we will need to the parties to complete the following:

- 1___ Provide a **certified** copy of the full court order or the parties' agreement. Please include any formal findings of domestic violence or copies of protective orders if either exists. Court orders or agreements of the parties must include specific language regarding directives on the times, days, and locations of the visits, as outlined in our sample order.
- 2___ Each party must submit fully completed intake information. This includes the data form, acknowledgement of Notice of Privacy Practices, a color copy of each party's ID, and pictures of each child involved in our services. Please mail these in as fax copies do not transmit adequately.
- 3___ Provide a signed and initialed copy of the Visitation Guidelines from the custodial parent and each person who is authorized by the court to visit the children.
- 4___ Submit the registration fee and initial retainer (via check or money order) from each party involved.
- 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 prior to orientation. All parties must complete orientation prior to visits being scheduled.

All correspondence should be delivered to our mailing address above.