



# Faith & Liberty's Place Family Center (FLP)

*Supervised Visitation & Monitored Exchange Services*

## GENERAL INFORMATION FOR BEGINNING SERVICES

FLP Family Center provides services that allow children to have access to their parents in a child-friendly environment that emphasizes parent and child safety. Families have an opportunity for supervised visitation and safe exchange of children in situations involving domestic violence, dating violence, child abuse, sexual assault, or stalking. Parents are typically referred to the center with a Dallas County court order or written agreement between parents, although an order from the court is not required to access services. Services at the center are limited to those by and between two parents (biological or adopted) although exceptions can be considered on a case by case basis.

### CONTACT INFORMATION:

8915 Harry Hines Blvd. Dallas, Texas 75235  
Phone: 214-956-0100 Fax: 214-956-0133

(Extensions: 203 – Intake & Information, 204-Scheduling for Current Clients, 201-Case Manager, 200-Program Director)

FLP Family Center receives a high volume of calls and it is necessary to leave a message; all voice messages are documented and returned in an ongoing basis.

<b>Administrative Office Hours</b>	
	Tuesday-Friday 10:00 AM-5:00 PM---- Closed Mondays

<b>Visit Service Hours</b>	
Weekday Visits(1-2 hour slots)	Monday, 5:30 PM- 8:30 PM Make-Up Visitation Services
	Tuesday-Thursday 5:30 PM- 8:30 PM
Weekend Visits (1-2 hour slots)	Saturday 9:00 AM- 6:00 PM Sunday 12:00 PM - 6:00 PM
<b>Exchange Service Hours</b>	
Weekday Exchanges	Tuesday-Thursday 5:30 PM & 8:30 PM (scheduled around evening visits)
Weekend Exchanges	Friday (1,3,5 <sup>th</sup> weekends) 6:00 PM
	Saturday & Sunday 9:00 AM, 12:00 PM, 3:00 PM, 6:00 PM

## Frequently Asked Questions

- **No services for visits or exchanges are scheduled until both parents have completed an orientation process at the center.** This process allows the center to fully prepare parents and children, as well as receive information that is important to providing safe and supportive services.
- **All intake paperwork must be complete according to the instruction sheet which accompanies the packet.** We suggest that parents call to clarify if they have any questions or need assistance. Not completing the packet per the instructions will generate a letter detailing the missing items and will halt or delay the intake process. **This is the number one reason for delays in starting services.**
- **Once intake paperwork is complete, the packet may be returned via mail or by dropping it off at the front lobby of Child and Family Guidance Center clearly marked for FLP.** Upon receipt of the packet, staff will review the information and call to arrange an intake interview once all information needed is received. The intake interview takes about 1-1.5 hours. A separate child orientation will be scheduled with the residential/custodial parent once arrangements have been made for the first visit and/or exchange. *Parents who drop off paperwork in the lobby with the receptionist during business hours without an appointment do so at their own risk as we cannot assure the other party is not in the lobby when you are there.*
- **Parents please do not come to FLP without an appointment.** Parents arriving at the center without an appointment will not be seen. This allows the center to help prevent both parents being at the center or in the parking lot at the same time. **We ask for your assistance in not exposing children to adult conflict by NOT coming to the center without an appointment or when no services are scheduled.**
- **Inquires about your family's status in starting services must be made in writing.** Parents or Attorneys can request an intake status update from the center that documents what steps a parent has taken to finish the orientation process and begin services. A request needs to be sent via mail or fax to the center and we will respond with the information as you requested.
- **The length of time it takes to begin visit or exchange services is determined by how much time it takes both parents to complete the intake process.** Average length of time is 2-3 weeks depending on each parent's ability to turn in paperwork, attend an interview, and agree to a schedule that accommodates parent's and center availability. *\*When a waiting list is in place length of time will vary.*
- FLP will make every effort to schedule services according to the court order and agreement of parties, however **all services are scheduled according to the times available at the center, which may not be as written in your order.** Visits are scheduled for up to 2 hour time slots at a maximum of twice a week (subject to change) and exchanges are scheduled with timing that allows for staggered arrival and departures. Service times for exchanges will be adjusted in order to best accommodate the other services at the center.

## FLP FAMILY CENTER INTAKE CHECK LIST

The intake packet must be completed and returned to FLP Family Center via mail or by drop off in person at The Child & Family Guidance Center front desk. Please read and follow the listed directions as intake interviews cannot be scheduled until all paperwork is returned and complete. ***Failure to complete paperwork per these instructions, will delay the intake process.*** Please keep in mind that the intake process must be completed by both parents before any scheduling occurs at FLP.

**The following sections/forms must be thoroughly completed:**

Completed	Section
	<b>Biographical Information</b> All pages need to be completed, do not leave any answers blank, write "N/A" or "I do not know" or "I do not wish to answer" (p. 3-7 signed & dated)
	<b>Statement of Understanding:</b> Receiving Supportive Visitation Services (p. 9 signed & dated)
	<b>Disclosure Notice:</b> Records and Information Procedures (p. 10 signed & dated)
	<b>Authorization for Emergency Release</b> (For <u>parents seeking monitored exchange services</u> and <u>custodial parents of those seeking supervised visitation</u> ) (p. 11 signed & dated)
	<b>Availability Notification</b> (For <u>parents seeking visitation services</u> (p. 12 signed & dated)
	<b>Guidelines for Parents</b> (p. 14-23 Initialed, signed and dated)
	<b>Confidential Surveys</b> (Parent/Family Name will NOT be attached to this information) (p. 25-27 completed)

### SUPPORTING DOCUMENTATION:

The following supportive documentation must be received by EACH parent wishing to access services. *Failure to provide supportive documentation will delay your intake process.*

Completed	Section
	Clear copy of your current photo ID <i>Examples: driver's license, state ID and/or passport</i>
	A completed and signed copy of your most recent court order ordering services. If a previous final order exists, a copy will also be required. If you have recently attended court and only have a handwritten form, it will suffice until the orders are completed
	A complete and signed copy of <b>any and all</b> <i>active or inactive</i> protective, restraining and/or no contact orders
	Clear copy of ALL emergency contacts photo ID'S: Examples: driver's license, state ID and/or passport

FLP Family Center is unable to accept faxed intake packets/supportive documents due to an inability to receive clear faxed copies.

**Should you require accommodations/assistance due to disability or language barrier, please contact the FLP Case Manger at 214-956-0100 Ext. 201.**



## Biographical Information

## PARENT/FAMILY INFORMATION

Today's Date: \_\_\_\_\_

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

Date of birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_

Gender Identity:  Man  Woman  Transgender  \_\_\_\_\_

Make, model, year, and color of car: \_\_\_\_\_

License plate #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

County: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to emergency contact: \_\_\_\_\_

Are you the  custodial (residential) or the  visiting (non-residential) parent?

Are you seeking FLP Family Center for:  visitation services  exchange services

### **Your ethnicity:**

African American / Black

Hispanic / Latino

Asian

Caucasian

American Indian / Native Alaskan

Asian / Pacific Islander

Other: \_\_\_\_\_

### **Do you identify as:**

immigrant  refugee  asylum-seeking

What languages do you speak? \_\_\_\_\_

What is your primary language? \_\_\_\_\_

What is your current relationship status with your child(ren)'s biological parent?

Married  Divorced: Date of Divorce: \_\_\_\_\_

Separated: Date of separation: \_\_\_\_\_  Never Married  Other: \_\_\_\_\_

What events lead to the current need for supervised visitation or exchange?

\_\_\_\_\_  
\_\_\_\_\_



Does the other parent have a criminal record that you were the complainant on?  Yes  No  
If yes, when and what for? \_\_\_\_\_

Are there any pending criminal cases that you are the complainant on?  Yes  No  
If yes, when and what for? \_\_\_\_\_

Do you presently have any fire arms in your home?  Yes  No  
Are you aware of fire arms in the other parent's home?  Yes  No

**CHILDREN'S INFORMATION**

Please provide the following information on children who will be attending services at FLP Family Center. If you do not have information due to limited contact, please write "unknown" or "not applicable" where it applies.

**Child Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Ethnicity/Race:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Does your child identify as:**  Immigrant  Refugee  Asylum-seeking **Language/s Spoken:** \_\_\_\_\_  
**Primary Language:** \_\_\_\_\_  
**Primary home/present living arrangement:** \_\_\_\_\_  
*Has this changed in the last 24 months?*  Yes  No

**School/Day Care:** \_\_\_\_\_

**Disability/Special Condition:** \_\_\_\_\_

What type of problems has your child had with visitations or exchanges? \_\_\_\_\_

Do you have any special concerns that FLP Family Center should be made aware of? \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Ethnicity/Race:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Does your child identify as:**  Immigrant  Refugee  Asylum-seeking **Language/s Spoken:** \_\_\_\_\_  
**Primary Language:** \_\_\_\_\_  
**Primary home/present living arrangement:** \_\_\_\_\_  
*Has this changed in the last 24 months?*  Yes  No

**School/Day Care:** \_\_\_\_\_

**Disability/Special Conditions:** \_\_\_\_\_

What type of problems has your child had with visitations or exchanges? \_\_\_\_\_

Do you have any special concerns that FLP Family Center should be made aware of? \_\_\_\_\_

**CHILDREN'S INFORMATION CONTINUED**

**Child Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Ethnicity/Race:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Does your child identify as:** \_\_\_\_\_ **Language/s Spoken:** \_\_\_\_\_

*Immigrant*  *Refugee*  *Asylum-seeking* **Primary Language:** \_\_\_\_\_

**Primary home/present living arrangement:** \_\_\_\_\_

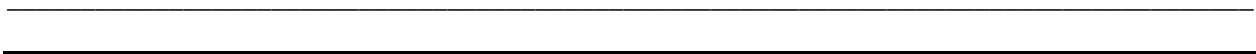
*Has this changed in the last 24 months?*  Yes  No

**School/Day Care:** \_\_\_\_\_

**Disability/Special Condition:** \_\_\_\_\_

What type of problems has your child had with visitations or exchanges? \_\_\_\_\_

Do you have any special concerns that FLP Family Center should be made aware of? \_\_\_\_\_



**Child Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Ethnicity/Race:** \_\_\_\_\_ **Eye Color:** \_\_\_\_\_

**Does your child identify as:** \_\_\_\_\_ **Language/s Spoken:** \_\_\_\_\_

*Immigrant*  *Refugee*  *Asylum-seeking* **Primary Language:** \_\_\_\_\_

**Primary home/present living arrangement:** \_\_\_\_\_

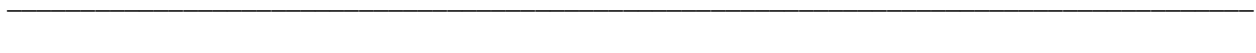
*Has this changed in the last 24 months?*  Yes  No

**School/Day Care:** \_\_\_\_\_

**Disability/Special Condition:** \_\_\_\_\_

What type of problems has your child had with visitations or exchanges? \_\_\_\_\_

Do you have any special concerns that FLP Family Center should be made aware of? \_\_\_\_\_



For additional children, please attach sheet with above requested information for each child.



**LEGAL INFORMATION**

Judge: \_\_\_\_\_ Court #: \_\_\_\_\_ County: \_\_\_\_\_

Court Order Number (if applicable): \_\_\_\_\_

**Attorney for Custodial/Residential Parent:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Attorney for Non-Custodial/Non-Residential Parent:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Ad Litem's (Child's attorney):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

When was your last Court appearance? \_\_\_\_\_

When is your next scheduled Court appearance? \_\_\_\_\_

What is the Current Visitation / Exchange schedule?

\_\_\_\_\_  
\_\_\_\_\_

**Effective October 1, 2013 FLP Family Center services are free of charge. Please note funding of non-profits can often fluctuate and should the need arise to charge fees in the future, families will be notified 30 days in advance.**

By signing below I am certifying that the information provided in this form is true and correct.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FLP Intake Worker: \_\_\_\_\_ Date: \_\_\_\_\_



## Statement of Understanding & Service Agreements with FLP

Includes the following:

- Statement of Understanding
- Disclosure Notice
- Emergency Release
- Availability Notification

# STATEMENT OF UNDERSTANDING

## RECEIVING SUPPORTIVE SUPERVISED VISITATION SERVICES

Welcome to FLP Family Center. It is important to us that you know what to expect from the services you receive at our Center. For this reason, we ask that you read and understand the information provided here, as it explains several aspects of how we work. Please ask us if there is anything unclear to you, we will be glad to explain it in more detail.

**ABOUT FLP FAMILY CENTER:** FLP Family Center is a private, non-profit program that provides supportive supervised visitation and monitored exchange services. FLP was established to provide a safe, conflict-free setting for children to visit with their non-residential parent. A goal of FLP is to provide a consistent environment that fosters positive emotional growth.

**ABOUT THE SERVICES YOU WILL RECEIVE:** FLP Family Center will provide supportive supervised visitation services in collaboration with you and your children. Supportive supervised visitation means that a staff member will supervise your child during visitation at FLP and will provide support for creating a safe and nurturing place for your child to visit. **Supportive supervised visitation is not therapy however, staff will actively engage with parent's and children.** Supportive supervised visitation will allow: An opportunity to enhance the child's ability to adjust to changes surrounding divorce, separation, and/or family violence through positive intervention in a supportive environment during visitation; A safe place for the child to visit so that separation issues are less traumatic; The child the opportunity to establish, reestablish, or continue a relationship with the non-residential parent; Staff to model positive parenting behaviors and communication; The parents the opportunity to improve their parenting skills and communication skills; The residential parent a greater sense of equity in parenting responsibilities. Staff support will include such things as help with modeling appropriate behaviors and communication, and educating about playing with, connecting with, and understanding children. As a way to create distance for children from their parents' disputes, and thus foster resiliency, FLP has implemented a set of guidelines for parents to follow.

**CONFIDENTIALITY:** FLP Family Center does not provide a confidential service in regards to information kept on file. Information will be sent to the referring Court, attorneys of record, Attorney Ad Litem (if applicable), court appointed psychologist/psychiatrists, court appointed custody evaluators, Child Protective Services (if applicable), and Probation or Parole Officers (if applicable). If the child(ren) is in therapy, the therapist(s) may be contacted to contribute and receive information regarding services at FLP Family Center. All information on your case may be shared with all FLP Family Center staff, including contract staff and/or security staff, as well as other parties listed on the Authorization to Release Information form. Additionally, **all records are subject to subpoena by the Court.**

**STAFF:** FLP Family Center has made every effort to select and screen staff in a responsible manner and to prepare them for proper observation and supportive supervision activities. Staff and volunteers are trained in numerous fields including substance abuse, marriage and family counseling, play therapy, domestic violence, and child abuse.

**SECURITY:** Staff is not trained for, nor are they expected to intervene in moments of danger to anyone participating in a visit or exchange. Appropriate medical and law enforcement notification is the extent of their responsibility at such times. A guarantee that no harm will occur during such Court ordered or voluntary use of service at FLP Family Center is neither inherent nor implied, and while every precaution short of physical intervention will be taken to secure the child(ren)'s or adult's safety, it cannot be guaranteed. In the event of an emergency, children may be transported to a safe place until such time as an appropriate custodian can be contacted.

This is to confirm that I understand that FLP's Place will be providing supportive supervised visitation services while my child is visiting with his/her father/mother. As proof of having read and agreed to each statement above, I am signing in the space provided below.

Printed Name	Signature	Date
FLP Staff Signature		Date

## DISCLOSURE NOTICE: RECORDS AND INFORMATION PROCEDURES

FLP Family Center will make a reasonable effort to not release information about a client's name, address, phone number, or any other personal identifying information generated by that client to anyone other than that client. For a client to obtain their own personal identifying information a written signed request is required. FLP Family Center may provide copies of a client's records maintained, received, or generated by FLP Family Center in connection with the services provided by FLP Family Center with a business records request and accompanying business records affidavit or when both clients under a court order have agreed in writing that the records may be used in connection with a court-ordered social study. FLP Family Center reserves the right to require a subpoena with valid service in lieu of a business records request.

FLP may share information and records about the case with the referring court, any attorney of record, Dallas County Family Court Services, court appointed Therapists / Psychologists / Psychiatrists, court appointed evaluators, Child Protective Services, Probation /Parole officer, on site security staff, any Therapist / Psychologist / Psychiatrist for the child(ren). FLP does have limited confidentiality and will report accordingly to law enforcement agencies or other appropriate entities information that is warranted.

### RECORDS

FLP keeps records in their standard course of business. Records will be secured in a locked filing cabinet when not in use. Records kept during our course of business may include intake records, photographs of all parties for identification purposes only, attendance records, visit observation notes, both verbal and written correspondence, guidelines, and service agreements.

### OBTAINING RECORDS

A written request or a formal Business Records Affidavit is required to obtain records. FLP will make a reasonable effort to copy records in a timely fashion, however typically 10-15 business days are required.

Effective October 2013, records are provided with no additional fees; this is subject to change with 30day written notice to families. **Due to our limited non-profit resources, excessive requests for business records will not be fulfilled and could result in the need for subpoena to obtain future records.**

FLP will destroy all paper records five years after the last service date. Limited electronic files that FLP may have, such as attendance records, may be available after this time.

As proof of having read and understood the statement above, I am signing in the space provided below.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FLP FAMILY CENTER  
AUTHORIZATION FOR EMERGENCY RELEASE**

\*\*To be filled out by visiting custodial/residential parent and both exchange parents\*\*

I, \_\_\_\_\_, hereby authorize FLP to release my child(ren) to the following individuals in any emergency situation when I cannot be reached. I understand that in a non emergency situation my children will not be released to the following individuals unless I have given my written or verbal approval prior to the scheduled service. **I am aware that if I elect not to release my child (ren) to any other individuals, CPS will be notified in the event that I cannot be reached.**

Emergency Contact #1:

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

Relation to child (ren): \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_ Other: \_\_\_\_\_

DL#: \_\_\_\_\_ License Plate: \_\_\_\_\_

*\*Don't forget! You need to include a copy of their photo ID*

Emergency Contact #2:

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

Relation to child (ren): \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_ Other: \_\_\_\_\_

DL#: \_\_\_\_\_ License Plate: \_\_\_\_\_

*\*Don't forget! You need to include a copy of their photo ID*

**I have attached copies of above listed individual's valid driver's license/photo ID. I understand that failure to provide a copy of my emergency contacts' valid drivers' license/photo ID will extend the timeline to beginning services.**

Signed: \_\_\_\_\_

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

FLP Staff: \_\_\_\_\_

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

**FLP FAMILY CENTER  
AVAILABILITY NOTIFICATION**

**NOTICE FOR ALL PARENTS REQUESTING VISITATION SERVICES**

Due to high volume, FLP Family Center sometimes experiences limited scheduling availability. Although you may choose to begin and complete our intake process FLP can not guarantee a specific date for services to begin. Once you and the other party complete the intake process you may be added to a waiting list at the center. Your services will be scheduled accordingly as other families transition out of services leaving visit slots open.

**As proof of having read the statement above, I am signing in the space provided below.**

\_\_\_\_\_

Printed Name	Signature	Date
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\_\_\_\_\_

Signature of Staff Person	Date
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**FLP Family Center**  
*Supervised Visitation and Exchange Program*  
**Guidelines for Parents**

Please initial each guideline, sign the final page and then return to FLP. You can request a copy of the guidelines during intake or make a copy for yourself at this time.

**\*\*Failure to initial each guideline will result in a delay beginning services\*\***

## FLP FAMILY CENTER: GUIDELINES FOR PARENTS

### 1. GETTING STARTED AT FLP

\_\_\_\_\_ [7.1.01] Request of an intake packet begins the intake process. Intake packets may be requested by appointment in person or via mail. Individuals that show up without an appointment will have to return at a later designated time. All intake paperwork must be completely filled out and returned to FLP via mail or dropped off by appointment. Once received, staff will follow up with you by phone or mail regarding missing items or to schedule an intake appointment.

\_\_\_\_\_ [7.1.02] The intake appointment lasts about an hour and a half. This is a time where parents can review their situation and address questions and concerns with staff. Plan on the intake process requiring a minimum of 2 weeks. Plan on a minimum of 5 business days after both intakes are complete before services will be scheduled.

\_\_\_\_\_ [7.1.03] A completed intake includes but is not limited to the completed intake form for all adults authorized by the court to visit or exchange, court orders including protective orders, signed and initialed guidelines, photos of children and all individuals accessing services, emergency release form including attachments, completed evaluation form for internal tracking purposes and any other information requested by staff. Parents will be responsible for making sure all information is current and updated in their file, including changes to or new court orders and contact information.

\_\_\_\_\_ [7.1.04] Both parents will be required to **provide a copy** of current drivers license or valid government photo identification in their intake packet.

\_\_\_\_\_ [7.1.05] At time of intake, photographs may be taken of adults to be placed in file for identification purposes. Photos of children may be taken during their separate orientation.

\_\_\_\_\_ [7.1.06] Intake appointments can be scheduled Tuesday through Friday between 10:00 AM and 5:00 PM. Please discuss requests for alternative appointment times with staff.

\_\_\_\_\_ [7.1.07] **We ask that child/ren not accompany parent during intake.**

\_\_\_\_\_ [7.1.08] Once both parents complete their intakes, the residential parent will schedule and attend an orientation appointment with the child/ren. Orientation will last about 30 minutes, will serve to orient the child to the facility and to the staff. It is ideal that your children understand why they are coming to FLP (example: to visit other parent) prior to their orientation. FLP Staff can provide resource information to help you with this conversation.

\_\_\_\_\_ [7.1.09] An emergency release form must be completed to authorize any other adult to pick up or drop off child/ren and staff approval must also be secured. The designated adult must provide the following items along with the emergency release form for their file: license plate number of vehicle, copy of current auto insurance, and **copy** of valid Texas Driver's License or another form of valid identification. Valid identification will be required at time of service. Prior notification must be given when other authorized adults will be picking up or dropping off children.

\_\_\_\_\_ [7.1.10] If an intake interview is cancelled within 3 business days or less of the scheduled appointment, or no-shows, the parent will be placed at the bottom of the list for scheduling. This may delay the completion of the intake process.



\_\_\_\_\_ [7.1.11] Only parents and/or guardians named in the court order will be permitted to discuss your family's services. This includes (but is not limited to) communication with staff, schedule appointments, cancel appointments, or be present during exchanges or visitation with children. FLP may consider additional authorized persons to communicate with FLP about services on a case by case basis.

## **2. SCHEDULING SERVICES FOR VISITS AND EXCHANGES**

\_\_\_\_\_ [7.2.01] FLP will schedule drop off and pick up dates and times for services, and will provide confirmation of scheduled services. Services must be confirmed 3 days in advance of services or they may be cancelled. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.2.02] Each party is expected to drop off and pick up children at scheduled times. Parties should not linger or wait in the area at any time. *Individual circumstance around waiting for children during services can be discussed with a staff member.*

\_\_\_\_\_ [7.2.03] FLP will not arrange unscheduled services with less than 7 days notice. Exceptions may be considered, please discuss with staff.

\_\_\_\_\_ [7.2.04] For individuals who arrive more than 10 minutes late, you must provide written documentation advising the reason. Your next service will not be scheduled unless documentation is provided 7 days in advance.

\_\_\_\_\_ [7.2.05] If parents have been late three or more times (without notifying FLP, and have been more than 15 minutes late) this could result in suspension or termination of services.

\_\_\_\_\_ [7.2.06] Following 2 unauthorized absences for scheduled services, parties may be notified that the case has been changed to inactive status. The parent with missed absences will need to provide written documentation and discuss with the case manager any problems that might be occurring. Case manager will then make a determination about reinstatement of services. If determination is made to terminate services, all parties will be notified.

## **3. SCHEDULING SERVICES, EXCHANGES ONLY (Visitation parents skip to #4)**

*If you are only accessing visitation services, this section does not apply to you.*

\_\_\_\_\_ [7.3.01] On the first part of the exchange, the pick-up parent will arrive 15 minutes prior to scheduled pick-up time, will sign in and will wait inside. The drop-off parent will arrive at the scheduled time, drop off children and leave. After 15 minutes the pick-up parent and the children may leave. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.3.02] On the second part of the exchange, the pick-up parent arrives 15 minutes prior to the scheduled time, signs in and waits. The drop-off parent will then arrive with the child/ren at the scheduled time, sign in, drop of children, then leave. After 15 minutes the pick-up parent and the children may leave. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.3.03] On the first part of an exchange where a protective order, restraining order, family violence conviction, or security risk exists, or has existed in the past, the pick-up parent always arrives 15 minutes prior to the scheduled time, signs in, and waits. The drop-off

parent then arrives with the child/ren, signs in and leaves the child/ren. The pick-up parent waits 15 minutes, then may leave with child/ren. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.3.04] On the second part of the exchange where a protective order, restraining order, family violence conviction, or security risk exists, or has existed in the past, the drop-off parent arrives with child/ren 15 minutes prior to the scheduled time, signs in, and waits. The pick-up parent arrives on schedule, picks up children, and leaves. The drop-off parent waits 15 minutes then leaves. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.3.05] An exchange may be cancelled if either party is more than 15 minutes late and has failed to notify FLP by phone prior to the original scheduled time. FLP retains the right to adjust scheduled times as needed to accommodate services for all families in an efficient manner.

#### **4. SCHEDULING SERVICES, VISITATION ONLY: (exchange parents skip to #5).**

*If you only are accessing exchange services, this section does not apply to you.*

\_\_\_\_\_ [7.4.01] Visits can occur from one to two hours depending on the court order and scheduling availability at FLP. FLP will adjust scheduled times as needed to accommodate visitation for all families in an efficient manner.

\_\_\_\_\_ [7.4.02] The visiting parent will always arrive 30 minutes prior to the visit and leaves 30 minutes after visit ends, depending on when the custodial parent leaves. A minimum of 15 minutes must be observed after the residential parent leaves and staff will determine this. Time prior may be used to plan for the visit, watch parenting videos or read parenting literature. The 30 minutes after the visit may be used to obtain information about community referrals, ask questions, or to speak to staff.

\_\_\_\_\_ [7.4.03] Residential parent and child/ren should plan on arriving 10-15 minutes prior to the visit and can use the time to prepare for the visit.

\_\_\_\_\_ [7.4.04] If a visiting parent is late in arriving, they must call prior and follow staff instructions. If the visiting parent arrives after the scheduled start time (less than 15 minutes), with staff approval, the visit will start and end at the regularly scheduled time. Written documentation concerning lateness may be required prior to next scheduled service.

\_\_\_\_\_ [7.4.05] If the residential parent is late dropping child/ren off, the visit will begin at that time and make-up time may be given in the next visit or at another time. Written documentation concerning lateness may be required prior to next scheduled service. The residential parent should call FLP to notify staff of late arrival.

\_\_\_\_\_ [7.4.06] If either party is 15 minutes late or more, the visit will be terminated and the late party will be required to provide written documentation.

\_\_\_\_\_ [7.4.07] **Outside professionals may not use the visitation setting to conduct assessments or evaluations.** FLP provides supportive visitation services that remove children from adult conflict, in the interest of providing visitation that is child focused, we do not permit assessment or evaluation.

\_\_\_\_\_ [7.4.08] Visitors may be considered after 3 one-on-one visits between child and parent have occurred. A visitor request form should be submitted 2 weeks prior to the scheduled visit and staff retains the right to determine if visitors are appropriate.

\_\_\_\_\_ [7.4.09] No more than 2 visitors can be requested for any services and excessive use of visitor requests may be prohibited. FLP staff retains the right to adjust this to accommodate services for all families in an efficient manner.

\_\_\_\_\_ [7.4.10] Approved visitors may be interviewed by a FLP staff member prior to attending a visit. Visitors must adhere to all FLP guidelines. If the visitor interferes with the positive nature of the visit in any manner, the visitor will be limited or denied access. Unauthorized visitors will not be allowed.

\_\_\_\_\_ [7.4.11] Scheduled visits will remain inside the center. The visitation staff member will guide parents to activities during scheduled visits, if needed. The focus of the activities should match the child's age and situation. Video games, movies, etc. must be approved by staff so that focus remains on the parent-child relationship.

\_\_\_\_\_ [7.4.12] The residential parent will arrive at the time the visit ends. After the visit staff may need extra time with a child or the residential parent and the 15 minutes following the visit may be used. In this event, departure time for residential parent would be no more than 15 minutes after the visit ends, and departure time for the visiting parent would be 15 minutes after the residential parent leaves the building. The visit supervisor will notify the visiting parent when they may leave.

## 5. LATE AND CANCELLATION GUIDELINES:

\_\_\_\_\_ [7.5.01] Parents must notify FLP if they are going to be late for scheduled services.

\_\_\_\_\_ [7.5.02] Agency clock in front office is standard for all times concerning lateness and cancellations.

\_\_\_\_\_ [7.5.03] If lateness creates a security risk, services may be terminated.

\_\_\_\_\_ [7.5.04] A parent may cancel an exchange or visit 3 days prior without the need to provide written documentation.

\_\_\_\_\_ [7.5.05] In the event one parent cancels a scheduled service; FLP will make a reasonable attempt to notify the other parent of the cancellation. It is that parent's responsibility to call to confirm with FLP that they received the cancellation message. Any further communication on the issue must take place between the parents and/or their attorneys.

\_\_\_\_\_ [7.5.06] The parent who cancels **less than 3 days** prior to service or who does not show for scheduled service will be responsible for providing written documentation concerning the absence. This includes a situation where the court has altered the court orders. It is that parent's responsibility (not the court's or the other party) to notify our office of the changes.

\_\_\_\_\_ [7.5.07] Any cancellations less than 3 days prior to service requires written documentation concerning the absence. It is preferred that if an absence is caused by illness that a doctor's note is obtained. It is the responsibility of the cancelling party to provide written documentation for the absence within *7 days* of the next scheduled service.

\_\_\_\_\_ [7.5.08] It is the responsibility of both parents to call FLP to confirm a visit/exchange by noon at least 3 business days prior to service regardless of whether they received a message from FLP. Parents who do not confirm visits/exchanges within 3 business days risk cancellation of services.

## **6. GUIDELINES FOR PARENTS:**

\_\_\_\_\_ [7.6.01] A parent or authorized adult must accompany child/ren inside FLP, must remain with the child/ren until staff determine they may leave the facility, and must sign in and out.

\_\_\_\_\_ [7.6.02] All parents are responsible for their child/ren during visit and exchange services. At the center parents should set limits and boundaries without any form or threat of physical discipline, including spanking.

\_\_\_\_\_ [7.6.03] Interaction with children at FLP should always be positive and supportive. All parents should demonstrate that the well being of child/ren is their highest priority.

\_\_\_\_\_ [7.6.04] All parents should control their behavior and language when interacting with child/ren, others, and staff. FLP staff may redirect behavior and/or conversations. Parents should follow staff guidance and redirection without complaint or comment. Positive and respectful behavior will be displayed at all times at FLP.

\_\_\_\_\_ [7.6.05] Physical contact with child/ren should be visible to staff. Staff may intervene if they determine that physical contact is disrespectful or harmful in any way. Parents should follow staff direction without complaint or comment.

\_\_\_\_\_ [7.6.06] Communication between parents and child/ren will be audible (no whispering) and understandable to staff at all times. Parents should follow staff direction without complaint or comment.

\_\_\_\_\_ [7.6.07] Conversation between parents and child/ren should be present focused. Discussion of past events and individuals unknown to the visitation supervisor is not allowed.

\_\_\_\_\_ [7.6.08] During supervised visitation, parent's focus should be on their child/ren. Staff may interact when necessary but the visiting parent should focus conversation or activity on child/ren during the visit. Parents should follow staff direction without complaint or comment.

\_\_\_\_\_ [7.6.09] If the time immediately following an exchange or visit when the parent is waiting to leave the facility is not enough time to ask questions or have discussion with staff, the parent may put in a written request for questions or call the case manager (does not apply to grievances – see grievance policy section).

\_\_\_\_\_ [7.6.10] Cell phones, pagers and/or any form of visual or audio recording devices are not allowed inside FLP. If you anticipate an emergency call please notify staff prior to visit.

\_\_\_\_\_ [7.6.11] Only the exchange of the child/ren and the items specifically for the child/ren will be handled by FLP during provision of services. Parents can not use FLP to pass messages, letters, cards, photos, exchange items, make child support payments, initiate non-emergency

legal proceedings, or serve papers on either parent. Items brought will be documented, inspected and can be excluded from visits at the sole discretion of staff. FLP assumes no responsibility for any item brought to exchanges or visits.

\_\_\_\_\_ [7.6.12] Only notes concerning the child/ren's health or schedule may be passed between parties. Parents must give notes to FLP staff and all notes are read and copied for files. Staff may determine that a note should not be passed and they will not pass it.

\_\_\_\_\_ [7.6.13] Gifts may be given to the child/ren on their birthday and one other holiday of choice. During intake the FLP Gift Form will be filled out and will detail gift and card giving. Gifts will be given in bags or easily opened containers and will be inspected by staff prior to presentation to child/ren. As deemed by staff, gifts will be age and situation appropriate, moderate and reasonable in size and number, and will be something child/ren can take with them at the end of the services. Money (cash, coins, checks) may not be given to child/ren; gift cards are appropriate. Staff may refuse or restrict gift giving at any time. If the custodial parent wishes to refuse or restrict this policy it must be done in writing prior to services and communicated to all parties on the FLP Gift Form.

\_\_\_\_\_ [7.6.14] **Items may NOT leave the visitation center from a visit unless they fall under the gift policy and are detailed on the FLP Gift Form.** This includes but is not limited to any item brought into the visit by the visiting parent, food, candy, drinks, and any arts and crafts products made during the visit.

\_\_\_\_\_ [7.6.15] Child/ren should be comfortably dressed in non-revealing play clothing. All adults accessing services must be dressed in attire that is respectful of the FLP environment and of the other families in services.

\_\_\_\_\_ [7.6.16] Toys, trash and messes will be cleaned up by parties by end of services.

\_\_\_\_\_ [7.6.17] If parent feels need for assistance with parenting skills or education, parent may approach staff after services are ended and request resources or referrals.

\_\_\_\_\_ [7.6.18] If guidelines are not followed, it is at the discretion of FLP to determine the level of response. An incident report may be recorded by staff and placed in file.

\_\_\_\_\_ [7.6.19] State law requirements about reporting suspected instances of abuse or neglect will be adhered to by staff at FLP.

\_\_\_\_\_ [7.6.20] Any illegal activity including but not limited to harassment, threats, threats of kidnapping, or illegal physical contact will result in law enforcement notification.

\_\_\_\_\_ [7.6.21] Neither party may have contact or attempt to have contact with the other party or the other party's property while in the area, including the parking lot of FLP. Failure to abide by this guideline will be considered a security risk.

\_\_\_\_\_ [7.6.22] The custodial parent of an infant in visitation will need to supply FLP with milk or formula for that infant, and/or diapers, in order for visits to take place uninterrupted. If the custodial parent wishes to allow the visiting parent to supply food or diapers, they can notify FLP in writing.

**7. RESTRICTIONS:**

- \_\_\_\_\_ [7.7.01] Weapons of any kind are not allowed.
- \_\_\_\_\_ [7.7.02] Profanity is not allowed.
- \_\_\_\_\_ [7.7.03] Derogatory remarks or comments that paint other parties in a negative light in the presence of or directed at the child/ren, other parties or staff will not be tolerated.
- \_\_\_\_\_ [7.7.04] Parents should refrain from having discussion about the litigation, current legal situation, possible future issues, the court, or grievances with FLP in front of other parties or with child/ren present. Examples of this are: “If you get to live with me.....” “When this is all over.....” etc.
- \_\_\_\_\_ [7.7.05] Communication or behavior that is threatening in any way to the child/ren will not be allowed. Discussion about weapons or violence is not allowed in any context. Interrogation of child/ren and/or questions that appear to make child/ren uncomfortable or that seek to encourage the child/ren to discuss inappropriate information will not be allowed.
- \_\_\_\_\_ [7.7.06] Parents are not to deliver messages through the child/ren to the other parent, other parties, or to the staff.
- \_\_\_\_\_ [7.7.07] Whispering will not be allowed.
- \_\_\_\_\_ [7.7.08] Smoking, illegal drug use and/or alcohol use is not allowed at FLP. If any party appears to be under the influence of drugs or alcohol, or seems to be experiencing emotional/mental problems that endanger the welfare of the child/ren, services may be suspended or terminated.
- \_\_\_\_\_ [7.7.09] If custodial parent has concerns about material (such as toys, movie ratings, video game ratings, etc) they can discuss their concerns during intake.
- \_\_\_\_\_ [7.7.10] Pets or other animals are not allowed in the facility. As required by law, service animals are permitted; FLP requests advance notification of service animals for safety purposes.
- \_\_\_\_\_ [7.7.11] Video, photography or any audio/visual taping or recording is not allowed. Photographs may be permissible through the use of a disposable camera (no digital devices are allowed for safety reasons). Excessive photography that interrupts the visitation service will not be allowed. To conserve the confidentiality of all individuals, parents are asked to only photograph their family. If this guideline is not followed any materials generated will become property of FLP Family Center.
- \_\_\_\_\_ [7.7.12] Prescription, over-the-counter or home remedy medications/supplements are not allowed in FLP. A doctor’s note is required if medicines are to be taken during visits.

**8. CASE SELECTION:**

- \_\_\_\_\_ **[7.8.01] FLP shall retain the right to refuse services if it is determined that risk factors are unmanageable and the safety of child/ren and adults cannot be reasonably ensured. In addition, if there is a conflict of interest, or the provisions of services would place undue demand on resources, cases will not be accepted.**

\_\_\_\_\_ [7.8.02] Referrals to FLP Family Center will be made primarily from the Dallas County Family Courts.

\_\_\_\_\_ [7.8.03] Supervised visitation and safe exchanges will be provided as options for parents and their child/ren where there is a history of family violence, child abuse, stalking and/or sexual assault.

\_\_\_\_\_ [7.8.04] Supervised visitation and safe exchanges will not be provided to support child/ren in foster care, kinship care, or in protective custody of courts or social services.

\_\_\_\_\_ [7.8.05] The decision to provide services will not be made until both parents have completed an individual intake process at FLP and a determination has been made that the safety of the children and adults can be reasonably ensured.

\_\_\_\_\_ [7.8.06] The decision to provide services will not be made until both parents have agreed to follow the guidelines of FLP.

## **9. TERMINATION OF SERVICES:**

\_\_\_\_\_ **[7.9.01] When termination of services is being considered by FLP, both parents will be advised separately about the issues. Once the decision to terminate has been made, the reason for termination will be confirmed in writing to all parties.**

\_\_\_\_\_ [7.9.02] When safety or other issues cannot be effectively addressed by FLP, all parties will be notified of termination.

\_\_\_\_\_ [7.9.03] Termination of services may occur when one or both parties fail to comply with any and all guidelines and/or conditions of participation in the program.

\_\_\_\_\_ [7.9.04] Upon determination by FLP that the health, safety, or welfare of the child/ren might be endangered, at any time during a visit or exchange, the visit or exchange may be terminated. No further visits or exchanges will be scheduled pending a review and/or contact with involved parties and the court. If it is determined that services need to be terminated, all parties on record will be notified.

\_\_\_\_\_ [7.9.05] Services may be suspended or terminated and proper authorities notified if any party is under the influence of drugs or alcohol, or appears to be experiencing emotional/mental problems to the extent the physical or emotional well being of the child/ren or other parties accessing services might be endangered.

\_\_\_\_\_ [7.9.06] Acts of or threats of violence will result in termination of services.

\_\_\_\_\_ [7.9.07] Any one guideline that is not followed can or will result in termination of a visit or exchange and may result in termination of services. A guideline violation that occurs near the end of a visit may result in the cancellation of the following scheduled visit.

\_\_\_\_\_ [7.9.08] Services may be terminated after 3 unauthorized late violations of 15 minutes or more.

\_\_\_\_\_ [7.9.09] Following 2 unauthorized absences for scheduled services, both parties will be notified that the case has been changed to inactive status. The party responsible for the missed absences must make an appointment with the case manager to discuss any problems that might be occurring. The case manager will then make a determination about reinstatement of services. If the determination is made to terminate services, all parties and the court will be notified.

\_\_\_\_\_ [7.9.10] If a case has been inactive for more than 3 months parents may be required to complete a new intake process.

## **10. GRIEVANCE PROCEDURES:**

\_\_\_\_\_ [7.10.01] All concerns and/or grievances must be addressed in writing to the Visitation Center Director. Staff members will be unable to take any action until the grievance is received in writing.

\_\_\_\_\_ [7.10.02] Once a concern/grievance is received, the Visitation Center Director will review it and may have staff provide a response by phone, in writing, or in person, as he/she determines, within 10 business days.

\_\_\_\_\_ [7.10.03] If resolution has not been reached, the Visitation Center Director will respond by phone, in writing, or in person by appointment, as he/she determines, within the next 10 business days.

## **11. SECURITY AND SAFETY:**

\_\_\_\_\_ [7.11.01] FLP will take reasonable precautions and implement security measures that will provide a safe and conflict-free environment for child/ren and adults. **The agency cannot, however, guarantee the safety of all parties, and the adults involved remain responsible for their actions.**

\_\_\_\_\_ [7.11.02] A review of information from the family courts as well as separate intakes on adult parties will be reviewed and a determination made regarding safety and risks involved by providing services. If determined that by providing services safety cannot be reasonable ensured, services will not be permitted.

\_\_\_\_\_ [7.11.03] Parties must arrive and depart using separate designated building entrances for each parent. Parties must park on the end of the building nearest the entrance they will use during services, and must arrive and depart using the driveway nearest their building entrance.

\_\_\_\_\_ [7.11.04] During exchanges and supervised visitation an off duty Dallas Police Officer will be on the premises at all times.

\_\_\_\_\_ [7.11.05] A metal detector and wand will be in place in the facility and parties entering FLP will be required to pass through the metal detection process in order to receive services. Once parties have passed metal detection they will not be allowed to leave the building until their scheduled sign-out time.



\_\_\_\_\_ [7.11.06] Weapons of any kind will not be allowed on the premises of FLP. Should staff deem it necessary, any person accessing services may be searched. If weapons are found, they will become property of FLP.

\_\_\_\_\_ [7.11.07] There will be an examination of all items, bags, containers, and packages brought by parties into the facility. Staff may ask you to leave unnecessary items and packages in the front office.

\_\_\_\_\_ [7.11.08] Visiting child/ren will not be left unattended by staff while in the facility. A staff person will accompany visiting parents at all times during supervised visitation.

\_\_\_\_\_ [7.11.09] FLP does not provide off-site visitation or exchanges.

\_\_\_\_\_ [7.11.10] Child/ren will not be released to any unauthorized or undesignated adult without an emergency release and secured approval from FLP prior to the service delivery.

\_\_\_\_\_ [7.11.11] Photographs of child/ren will be kept on file for identification. Parents will sign a consent form to photograph child/ren.

\_\_\_\_\_ [7.11.12] All parents must have a valid driver's license or other state issued photo identification to receive services. Photographs will be kept on file for identification. Parents shall sign a consent form to photograph.

\_\_\_\_\_ [7.12.12] Only the parent listed on the court order **or** one emergency contact adult will be allowed in FLP or the parking lot; other adults should not be in the area.

I have read and signed the above FLP guidelines. I understand all of the guidelines and agree to adhere to them. FLP reserves the right to manage its business and to amend these guidelines and procedures at any time, without notice.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FLP Staff Signature

\_\_\_\_\_  
Date



## Confidential Forms

The confidential information is designed to assist us in improving the quality of our services and in evaluating our program. Your name/identity will be removed and this items will not become part of your file.

Includes the following:

- Confidential Intake Survey
- Anonymous Statistical Report
- Confidential Resource Request



# CONFIDENTIAL INTAKE SURVEY

This confidential survey is designed to assist us in improving the quality of our services and in evaluating our program. Your name/identity will be removed and this survey will not become part of your file. Please help us by taking a few minutes to answer the following questions.

**Name:** \_\_\_\_\_

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

*Please respond to the next two sets of statements using the following guide*

**1** = almost never    **2** = seldom    **3** = about half of the time    **4** = often    **5** = almost always    **N/A**= Not applicable

**Within the past 30 days, how often has your son/daughter:**

Had trouble going to sleep?	1	2	3	4	5	N/A
Had bad dreams?	1	2	3	4	5	N/A
Seemed fearful without good reason?	1	2	3	4	5	N/A
Cried without good reason?	1	2	3	4	5	N/A
Seemed sad and withdrawn?	1	2	3	4	5	N/A
Got frustrated too easily?	1	2	3	4	5	N/A
Complained about aches & pains?	1	2	3	4	5	N/A
Seemed to be easily startled?	1	2	3	4	5	N/A
Acted aggressively?	1	2	3	4	5	N/A

**Within the past 30 days, how often have you:**

Felt threatened by your child's other parent?	1	2	3	4	5	N/A
Felt in danger from your child's other parent?	1	2	3	4	5	N/A
Been threatened by your child's other parent?	1	2	3	4	5	N/A
Worried about being abused by your child's other parent?	1	2	3	4	5	N/A
Worried about your child being abused by the other parent?	1	2	3	4	5	N/A
Been abused by your child's other parent?	1	2	3	4	5	N/A
Called the police about your child's other parent?	1	2	3	4	5	N/A
Had to have your child's other parent arrested?	1	2	3	4	5	N/A

**How do you hope that the Faith and Liberty's Place will benefit you and your child(ren)?**

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## ANONYMOUS STATISTICAL REPORT

**Please complete the items below.**

**This is for statistical purposes only and will not be identified with you or your file.**

Please indicate the behaviors that were done to you by the partner with whom you had the children who will be receiving our services.		NUMBER OF TIMES:			
		0	1-3	4-10	11+
1.	Gave you angry looks or stares				
2.	Threatened to hit or throw something at you.				
3.	Pushed, grabbed, shoved, slapped, hit or punched you				
4.	Verbally raged at you.				
5.	Threaten or used a knife, gun or other weapon against you.				
6.	Attempted to make you feel crazy				
7.	Used your children to threaten you (e.g., told you that you would lose custody, said he/she would leave town with the children).				
8.	Said things to scare you/him/her (e.g., told you something "bad" was going to happen, threaten to commit suicide).				
9.	Made you do something humiliating or degrading (e.g., begging for forgiveness, asking for permission to use the car, or do something).				
10.	Checked up on you (e.g., called you repeatedly, showed up unexpectedly, followed you).				
11.	Instilled fear in you by looks, gestures, or actions.				
12.	Attempted to control what you did.				
13.	Attempted to control what you watched on TV or listened to.				
14.	Refused to do housework or child care.				
15.	Stopped you or tried to stop you from going to work or school.				
16.	Displayed weapons.				
17.	Threatened to kill you or someone else.				
18.	Attempted to limit your involvement with others (e.g., friends, relatives).				
19.	Used jealousy to justify actions against you.				
20.	Restricted your use of the phone.				
21.	Restricted your leaving the house.				
22.	Controlled the money by either giving you an allowance or controlled your use of money.				
23.	Made major financial decisions without your equal participation.				
24.	Attempted to make you feel guilty about children.				
25.	Threatened to abuse children.				
26.	Yelled or screamed at children.				
27.	Children have witnessed violence.				
28.	Documented reports of child abuse against your child by the other parent.				
29.	Pressured you to have sex in a way that you didn't like or want.				
30.	Physically forced you to have sex or physically attacked sexual parts of your body				
31.	Used a knife, gun or other weapon against you.				
32.	Physically restrained you by holding or by tying you up.				
33.	You have suffered physical injury (e.g., lost hair, cuts, black eye(s), broken bones, human bite, and/or burns).				



## CONFIDENTIAL RESOURCE REQUEST

This confidential resource request will assist intake staff to connect you with community referrals during y our intake interview.

Parent Name: \_\_\_\_\_

Check all that interest you:

- Parenting classes
- Divorce classes
- Family counseling
- Domestic violence support groups
- Individual or group counseling for crime victims
- Individual counseling for children
- Play therapy for children
- Legal Services
- Alcohol and addiction intervention and prevention
- Batterers Intervention and Prevention counseling

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FOR OFFICE USE:

- Brochures given

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

Signed: \_\_\_\_\_  
(FLP staff member)