

Initial Monitored Exchange Intake Checklist

For Non-Custodial Parent

Non-Custodial Parent Name: _____

Address: _____

Contact numbers: Work: _____ Cell: _____

E-Mail: _____

	Name	Age
Names and ages of Child(ren):	_____	_____
	_____	_____
	_____	_____

Emergency contact name(s), relationship & phone number(s):

Have you reviewed, printed, and signed your copy of the Supervision Handbook?

YES _____ NO _____

*****Copies of current relevant Court Orders are required, including Orders of Protection or signed agreements by both parties. ***** Are these documents attached? YES _____ NO _____ N/A _____

Information regarding any previous supervised visitation arrangements attached?

YES _____ NO _____ N/A _____

Is DCS involved? YES _____ NO _____

If yes, Is a copy of the permanency plan and court orders attached? YES _____ NO _____

Please list details of the reasons for the need of Monitored Exchange for the Non-Custodial Parent:

Please list risk factors (if any) including risk of abduction and/or any history of family violence:

Please specify history of parental dysfunction including anger management, mental illness, developmental delay, or substance abuse:

Please list any concerns about issues that may arise during exchanges with the child(ren):

Please list any requests for special restrictions during exchanges:

Please list practical information for the exchange (i.e., diet/food, medication, toileting, clothing):

Details for scheduling the Monitored Exchanges:

Where: _____

When: _____

Who can exchange the children:

Duration of exchange

Please list or attach any information on prior or current evaluations relevant to visitation and current psychotherapists (if any):

Attorney for Mother: _____
Name Phone

Attorney for Father: _____
Name Phone

Guardian ad Litem: _____
Name Phone

DCS Case Manager (if Applicable): _____
Name Phone

*****Do Not Write Below This Line*****

Request Reviewed by: _____
Date: _____
Notes: _____

Board Final Approval: _____ ☐ Yes ☐ No

Checklist:

- ☐ copy of current DL or state ID
- ☐ copy of ALL relevant custody, visitation court orders including current Parenting Plan
- ☐ copy of ALL DCS related Court Orders and Permanency Plan