

APPENDIX I.

Minimal Documentation Form (which meets the requirements of SVN Standard 7.3)		
Date:	Visit Start:	Visit End:
Case Name:	Supervisor:	
Child(ren)'s names/ages:		
Non-Cust. Parent's name:	Relationship to child:	
Person bringing child(ren), if not NCP	Relationship to child:	
Scheduled arrival time:	Actual arrival time:	
Other observers, if any		
Cust. Parent's name:	Relationship to child:	
Scheduled arrival time:	Actual arrival time:	
Actual Departure Time: Child:	Visitor:	
Duration of contact:		
<p style="text-align: center;">Supervisor: Check any that apply and document on reverse.</p> <p><input type="checkbox"/> Critical incident, if any (Document on separate form)</p> <p><input type="checkbox"/> Visit cancelled (Document day/time notice given, and day/time other parent notified)</p> <p><input type="checkbox"/> Child refused to visit (Document circumstances, conversation with custodial parent, and notification given to other parent)</p> <p><input type="checkbox"/> Visit suspended or terminated (Document reason for intervention separately)</p>		
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Supervisor's signature Time Date </div>		

APPENDIX II

Sample Expanded Documentation
Sample Visitation Center Supervised Visitation Observation Report Form

Constant___Intermittent___ Minimal Supervisor:_____Date:_____Time:_____

Case Name: _____ Case Number: _____

Child(ren): _____

Cust Parent (or Rep.) Name: _____ Arrival Time: _____ On Time: Yes ___ No ___

Non Cust Parent (or Rep.) Name: _____ Arrival Time: _____ On Time: Yes _____ No _____

Additional Visitors: _____

Gifts or Food brought: No:___ Yes:_____

Arrival Experience: _____

Visit Summary:

Incidents/Interventions: No Yes:

Visit Supervisor Sign & Date _____

Program Manager Sign & Date _____

This report is a summary of observations only and is not intended to provide a basis for evaluation of any participant. These observations have been made in a monitored setting and should not function as evidentiary to any prediction of future interactions outside of this environment.

APPENDIX III Sample Form for recording Narrative Observation Notes, with instructions
VISITATION OBSERVATION NOTES

Date: Date of Visit Case number#

Custodial Parent (CP) 1st + Last Name (nickname for notes) Relationship to Child

Non-Custodial Parent (NCP) 1st + Last Name (nickname for notes) Relationship to Child

Child(ren): 1st + Last Name

Other Visitors: 1st+ Last Names and relationship to the child.

Child Access Supervisor's Initials:

BEFORE VISIT

Time NCP scheduled Arrived

Time CP scheduled: Arrived

Discussion with NCP : Comment generally on the comments of the NCP before the visit as well as any information about today's visit that you may have shared with the NCP. It is okay to simply write: Mrs. Smith had no comments about today's visit.

Material brought by NCP (be specific): With snacks, please be specific, e.g.: breakfast sandwich from McDonald's, or Ordered pizza for the kids. With gifts or toys, please describe them so the reader can know what kind of gifts or toys, e.g.: army figures, stuffed animal (duck)include the kind of snacks

Discussion with CP: Comment generally what you and the CP talked about before the visit i.e. Did the CP have any special comments or concerns about today's visit, e.g.: Mrs. Smith said "Sally has a cold and asked that they stay in today." It is appropriate just to write, Exchanged Hello's with Ms. Smith, she didn't express any concerns for today.

Material brought by child(ren) (be specific): Include any toys, pictures, snacks, etc. that the child is bringing into the visit.

Separation from CP: Describe here what the separation is like between the child and their CP. Include things such as "Mom said, "bye, see you later, have a good time" and the child said Okay, see ya!" or Sally and her father didn't say anything when Sally came with me upstairs.

DURING VISIT

Time visit started: The time you and the children entered the room

Greeting between NCP and child(ren): Describe the actual greeting between parties, was there an exchange of hello's, were there any hugs her kisses. It is okay to write something like, Sally came into the room and began playing right away. Mom said Hi, honey

Interventions made, reason, and response: Describe the behavior before your intervention, what you said or did and what the response was from everyone for each intervention.

Separation from NCP at end of visit: Describe how the child and parent actually said good-bye to each other, e.g. "They exchanged Good-Bye's I love yous" They hugged each other goodbye.

AFTER VISIT

Time Visit ended : The time you and the child left the room

Return with CP : Describe what the greeting was like between the child and parent when you return them to the waiting room. E.G. Dad said, "Hi, bud, you have a good time", and the child said "yeah, let's go"

Discussion with CP : Describe any comments you made to the CP or anything they said to you. I told Mr. Smoth that the visit was without incident; no interventions were made. He replied, "Okay," and left.

Discussion with NCP : Generally describe what the NCP had to say about the visit. If they raised specific questions about the visit include those. "If the NCP chooses to vent about the other parent of the process, you can write things like "Mr. Jones said, "I want to be able to play ball with my son in my own ball with my son in my own backyard" He further stated, "It's all her fault; there is no reason for me to have to see my son here (emphasis on "here")

Supervisor's Initials

Observations during visit

[illegible]

Date:

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Observations during visit

[illegible]