



# Neutral Ground Solutions

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## Supervised Parenting Time Intake Process Overview and Parent Checklist

Neutral Ground Solutions offers a comprehensive intake process to ensure a thorough understanding of each family's unique circumstances, needs, and safety requirements so the best services are offered. Both parents are required to participate in an individual intake process.

Most of the intake process is completed electronically. The length of time to complete the intake process depends on the supervisor's availability, parents' ability to agree on services and decide on a schedule, and correspondence turnaround time. However, most families can complete the process within the calendar week and schedule parenting time the following week.

### Parent Checklist

- \_\_\_\_\_ 1. Complete initial phone call with Neutral Ground Solutions (optional)
- \_\_\_\_\_ 2. Sign the Service Agreement and Fee Schedule (DocuSign)
- \_\_\_\_\_ 3. Review Parent Guidelines, complete intake paperwork, and pay intake fee (DocuSign/QuickBooks)
- \_\_\_\_\_ 4. Attend an intake meeting (in-person or on Zoom) and participate in creating the visit schedule and visit plan.
- \_\_\_\_\_ 5. Complete child's meet-and-greet
- \_\_\_\_\_ 6. Confirm the Visit Schedule and Visit Plan (DocuSign)