

# CHECKLIST FOR THE HOME VISIT

Please plan for all of the following materials to arrive at our office **at least two days before** the scheduled home visit:

- \_\_\_\_\_ Read our Description of Home Visit at <http://member.familylight.com/add-public-content/ind-s/ii/pro/home-visit>
- \_\_\_\_\_ **Service Agreement** completed and returned (Remember to allow us to fill in the blanks. The copy on the web is there only so you can see the standard language.)
- \_\_\_\_\_ **Service Agreement Addendum** completed (if changes were made to the original Service Agreement)
- \_\_\_\_\_ **Authorization to Release Information** form completed and returned
- \_\_\_\_\_ **FamilyLight Fact Sheet** completed and returned
- \_\_\_\_\_ **Consulting fee** paid by credit card, wire transfer, or personal check. An advance payment toward travel expenses may also be required. Speak with Tom for details.
- \_\_\_\_\_ Copies of **clinical and academic records**. **Please do not send originals.**
- \_\_\_\_\_ A **short biography of the young person's life**, written by the parents (Please include significant events from infancy to the present as well as your impressions about the current problems.) Remember we seek a biography rather than a clinical summary. We want to know the strengths to build on and happy, positive events.
- \_\_\_\_\_ Put **releases** in place with doctors, therapists, schools, and programs so that Tom may speak with them.

To have the above information arrive on time, you may email or fax it to **775-890-0597**

**OR**

Send it **Overnight** (if necessary) for weekday arrival to -

**Thomas J. Croke and Associates, Inc**  
**11 Torrington Drive**  
**Greensburg, PA 15601**

If you have any questions, please feel free to contact us at **724-216-6843 or 212-537-6386**.

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