

Approved Counselling Service Over 22 Hours Report

Use this template to request approval for further counselling hours (above the approved 22 counselling hours).

The purpose of this report is to outline the reasons for further counselling hours and the expected therapeutic outcomes for the client.

The report need only be brief, but must include a paragraph regarding outcomes derived from counselling to date. Approved Counsellors should also discuss with clients their options for accessing other counselling or support when approved counselling under the Service is completed.

Approved Counsellors must obtain prior approval from Victims Services to provide approved counselling before commencing further counselling sessions with the client. **Payments may not be made to Approved Counsellors who see clients without approval.** To assist with legibility, please ensure reports are typed not hand written.

Part 1: Client's details

Reference No.

Name

Address

Postcode

Date of birth (dd/mm/yyyy)

Report date (dd/mm/yyyy)

Part 2: Details about the request for further hours

1. Does the client support the continuation of further hours?

Yes

No

2. Are you aware of the client being approved for counselling hours for another act of violence against them?

Yes

No

3. Why have further hours been requested?

4. How many extra hours are being requested? (a maximum of 22 hours can be requested)

5.What are the outcomes that can be expected as a result of any further hours recommended?

6.Have any referral options independent of Victims Services been considered?

Part 3: Counsellor's details

Name		
Practice address		Postcode
Phone number	Email address	

Where to submit this report

Please email completed reports to Victims Services to vs@justice.nsw.gov.au

An electronic fillable version of this report can be downloaded from Victims Services website at:
www.victimsservices.justice.nsw.gov.au

For further information contact Approved Counselling Programs Team on:
1800 633 063 or email vs@justice.nsw.gov.au