

Approved Counselling Service

Final report

When to use this report

Submit a final report when the client has completed counselling.

A final report should be prepared when:

- 21 hours have been completed and no further hours are needed,
- the AC and/or the client has indicated that counselling is no longer required,
- the AC is unable to continue with that client, for example client needs a specialist referral or breakdown in the therapeutic relationship, and
- 6 months has lapsed from the last appointment and there has been no client contact.

Please note: where the client has not used all their approved counselling hours they can be still accessed at a later stage.

Ensure the client has at least 30 minutes of hours left, to enable you to claim the 30 minutes allocated to report writing.

To assist with legibility, please ensure reports are typed not hand written.

Where to submit this form

Completed forms may be returned to:

Email: vs@justice.nsw.gov.au (please mark the subject of your email as 'Approved Counselling Programs Team')

Fill out the form, save it and press the submit button above to email the form to Victims Services.

For further information, phone Approved Counselling Programs Team: [1800 633 063](tel:1800633063)

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Part A: Client details

Name	Title	Surname
	First	Middle
Address	Home	
	Suburb	State
		Postcode
Date of report		(dd/mm/yyyy)
Claim number		
1. How many counselling hours have been completed by the client?		
2. Reason for ending counselling?		
3. Describe client's current symptoms/functioning		
4. Treatment summary and what therapeutic outcomes have been achieved?		
5. Recommendations		
6. Approved Counsellor's name		