



Between Two Homes®, LLC

www.childreninthemiddle.com

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Parenting Coordination Advisement Form

Cause Number: _____

Children's Names: _____

I, the undersigned client, understand that the court has appointed Bradley S. Craig, LMSW-IPR, CFLE, Client Services Director of Between Two Homes, LLC., to provide Parenting Coordination services in regard to litigation pertaining to the above-named children. I understand that the Parenting Coordinator has full discretion regarding program implementation as outlined in this document.

Philosophy of Services

Parenting Coordination services focus on reducing parental conflict in order to enhance the children's emotional functioning and facilitate shared Parenting. A Parenting Coordinator is a neutral person to whom parents can turn when in dispute on matters relating to the children. The Parenting Coordinator will examine a case and follow the orders of the court to assist the parents in compliance with the orders. The Parenting Coordinator may also assist the parents in enhancing their coParenting relationship.

Mr. Craig's Parenting Coordination process uses an education based model utilizing Bradley S. Craig, LMSW-IPR, CFLE serving as the Parenting Coordinator and at times a communication coach may be involved. The Communication Coach will attend sessions with the parents and provide additional support. The Communication Coach monitors communications, assists during meetings, implements and reviews homework, may lead meetings, and may manage cases when the Parenting Coordinator is not available.

Parenting Coordination is an attempt to coordinate and implement a coParenting plan that addresses current and future issues related to raising children between two homes. The role of the Parenting Coordinator is to help parents reach successful resolution of disagreements regarding Parenting issues themselves. If authorized to do so by court order, the Parenting Coordinator may also make recommendations (other than those related to possession, custody, or access to a child) for the parents in the event the parents are unable to agree on solutions. Parenting Coordination does not involve adult's property, finances, or other issues that do not directly involve coParenting.

Mr. Craig's process involves the parents meeting together virtually with Mr. Craig in joint sessions.

Intake

In order to begin services with families, a copy of the Order, a copy of all additional current orders related to coParenting and the children, and the following must be on file for each adult:

1. a fully completed data form including fax or e-mail addresses for professionals
2. a fully completed intake form
3. attorney release form with all attorneys of record listed
4. mental health professional release form
5. medical release form
6. a consent for teleservices
7. a non-modified signed copy of this advisement form with my initials on each page
8. a \$1000.00 retainer

Assuming the Parenting Coordinator agrees to accept the referral, additional information may be required depending on the order of the Court.

Basic Service Arrangements

Initiating services: After a case has been accepted for services parents or their lawyers must then provide any unaltered pertinent reports in electronic format via fax or e-mail. These may include additional intake information, affidavit material, records regarding either parent, records regarding the children, correspondence, reports, prior assessments, etc. These may be reviewed by the Parenting Coordinator prior to setting meetings and are charged to the parties.

Meetings: Most, if not all, meetings will be held with both parents. Depending on the specific role establish in the order of the court, the Parenting Coordinator may have joint sessions with the parents, individual sessions with one or both of the parents, sessions involving other relevant family members, meetings with the children, consultation with other family service providers, and home visits as necessary. Occasionally, meetings may take place with other professionals such as the attorneys, school staff, counselors, or other professionals or paraprofessionals. Generally, meetings occur every other week during the initial period of services with the goal to eventually wean families off the need for services all together.

Unless prohibited by the court order, the Parenting Coordinator is authorized to interview the child(ren) privately in order to ascertain the child's needs as to the issues. In conducting such interviews, the Parenting Coordinator will not encourage or facilitate the children choosing between the parents but may encourage the child to understand they live in multiple homes.

During meetings with the parents or others the Parenting Coordinator may provide education about coParenting, communication, and child development. The Parenting Coordinator may provide training for the parents on how to better communicate with each other and their children and may refer the parents to other professionals for additional services. I agree that no electronic/tape recordings will be made during meetings with the Parenting Coordinator without the consent of all parties.

After each meeting a session summary is provided to the parents generally within one to two business weekdays after the session. Parents are to review the session summary and, if any corrections are needed, respond to the Parenting Coordinator at no cost within 48 hours of the time the summary is posted in Our Family Wizard. If no changes are requested the summary stands as the coParenting plan of action. Parents are encouraged to submit each summary to their attorney.

Between meetings: Between live or virtual meetings the Parenting Coordinator and/or communication coach will review communications between the parents through ourfamilywizard.com at no cost. Parents however are charged for Parenting Coordinator or communication coach responding to a

parent or both parents when they do not follow the [guidelines for e-mail communication](#) or [rules for coParenting](#), or in rendering other services as set forth in the Parenting Coordination order.

Between sessions parents are expected to complete assigned homework by the deadlines provided. Homework is then reviewed by the Parenting Coordinator and/or communication coach for follow up.

Making Two Homes Work CoParenting Class: Completion of both parts of the [Between Two Homes™: Making Two Homes Work](#) online class within the past six months is required prior to the session. Parties are required to fax or scan their certificate of completion to the Parenting Coordinator not later than 48 hours business days (M-F) from the start time for the initial scheduled appointment (*For example, if the initial appointment is on Friday at Noon, the certificate is due not later than Wednesday at Noon. If the appointment is Monday at Noon, the certificate is due Thursday by Noon.*) Failure to complete the class within the past six months and providing the Parenting Coordinator with a certificate of completion later than 48 hours business days (M-F) from the start time for the initial scheduled appointment will terminate the initial appointment and any parent not completing the course prior to this date will be charged the entire appointment fee of 3 hours (\$750.00). For example, if the initial session is scheduled for Wednesday at 10 a.m., your certificate of completion is due by the preceding Monday at 10:00 a.m..

<https://betweentwohomes.com/making-two-homes-work>

Ourfamilywizad.com: Parents are required to enroll in the Our Family Wizard program (www.ourfamilywizad.com) and are required to direct communication to each other through Our Family Wizard. There is no pecuniary association between Between Two Homes®, LLC. or staff and the Our Family Wizard company. Communication by the Parenting Coordinator through Our Family Wizard to one or both parents is considered part of Parenting Coordination sessions and individual feedback may be provided similar to the feedback provided in individual appointments with each parent.

Upon receipt of the initial appointment notice, the parents are required to set up an Our Family Wizard account if they have not done so already: <https://www.ourfamilywizad.com/>

After enrolling, parents are to set up professional access for the Parenting Coordinator by going to the following link for instructions: <https://www.ourfamilywizad.com/knowledge-center/tips-tricks/parents-website/link-to-practitioner>

The requested information for access to the Parenting Coordinator professional access is:

Bradley Craig brad@childreninthemiddle.com

Additional Information

Contacting the Parenting Coordinator: The Parenting Coordinator and communication coach will not communicate with parents via phone. Any calls to the Parenting Coordinator by a parent (or other persons associate with that parent) will not be returned and messages left will incur the charges to that parent of transcription detailed under parental financial obligations. Communication initiated from the parents to the Parenting Coordinator should occur via Our Family Wizard once the Parenting Coordinator has accepted appointment of the case, and via e-mail to brad@childreninthemiddle.com

prior to acceptance of the case. All information to the Parenting Coordinator must be sent via fax or posted in digital format in Our Family Wizard. Please do not contact the Coordinator by e-mail after the Parenting Coordinator has accepted an appointment unless directly requested by the Parenting Coordinator. The Parenting Coordinator may respond in writing as deemed appropriate by the Parenting Coordinator. Responses may include scheduling additional appointments with one or both parents before providing specific feedback.

The parents shall direct any disagreements regarding the children to the Parenting Coordinator before seeking court action, unless a child's safety is jeopardized. Any concerns or complaints regarding the Parenting Coordinator or the Parenting Coordination process should be addressed to the Parenting Coordinator in writing.

Confidentiality: Reports to the Court are limited to whether the Parenting Coordination process should or should not continue.

By the way of a release, all therapists, attorneys, ad litems, visitation supervisors, physicians, child care providers, educators, and significant others involved, and previous or current evaluators are authorized to disclose information directly to the Parenting Coordinator.

No electronic/tape recordings will be made during meetings with the parenting coordinator without the consent of all parties.

The Parenting Coordinator is **required to report** certain matters, such as incidents of **child abuse or threats of physical violence**. Confidentiality does not extend to these matters.

Emergencies: Parenting Coordination is not an emergency service. If an emergency occurs during the time families are receiving services, the parents are to call 911 or other crisis intervention services.

Disruption: Parenting Coordination may be initiated where there have been allegations (confirmed or otherwise) of violence or threats of violence. Most, if not all, meetings will occur virtually. However, if an in person session occurs, while appropriate precautions will be taken to ensure the safety of participants a guaranty that no harm will occur is neither stated nor implied. Special arrangements may be made to allow for increased security, such as changing arrival times if there is a Protective Order in place and a request by either parent.

Professional Practices and Notice to clients: Bradley S. Craig, LMSW-IPR, CFLE is a licensed social worker. The Texas Behavioral Health Executive Council investigates and prosecutes professional misconduct committed by marriage and family therapists, professional counselors, psychologists, psychological associates, social workers, and licensed specialists in school psychology. Although not every complaint against or dispute with a licensee involves professional misconduct, the Executive Council will provide you with information about how to file a complaint. Please call 1-800-821-3205 for more information.

Texas Behavioral Health Executive Council
333 Guadalupe St., Ste. 3-900
Austin, Texas 78701
www.bhec.texas.gov

I understand and acknowledge that the outcome of this process may or may not favor my position or be something that I am in agreement with. I understand that complaints regarding conclusions and recommendations in this process must be directed to the court, as the licensing board handles only complaints regarding violation of licensing rules and regulations.

I understand that in the event of Mr. Craig’s death, incapacity, or termination of practice, custody and control of records maintained by Between Two Homes®, LLC. will be turned over to Dr. Aaron Robb or Cecilia Powers or, in the event of Dr. Robb’s and Ms. Power’s death, incapacity, or termination of practice, other successors as selected by the program director.

Termination of Services: The Parenting Coordinator reserves the right to withdraw should they feel that effective change is no longer occurring. The parents and their respective attorneys will be given notice of the decision to withdraw. Referrals for trained professionals available to assume the role of Parenting Coordinator may be provided to both parents on request. In addition, the Court may terminate services and both parents may terminate services upon agreement in writing.

Parental Financial Obligations

Financial understanding: I understand that although I may be providing payment to the Parenting Coordinator they are working for the court and the recommendations made by the Parenting Coordinator may or may not favor my position or be something that I am in agreement with. I understand I am responsible for any and all fees incurred by the Parenting Coordinator in relation to this case, and any and all time spent working on this case by the Parenting Coordinator.

Fees: Fees for Parenting Coordination are \$250.00 per hour, calculated in 15-minute increments. This includes all services of the Parenting Coordinator and/or communication coach including reviewing documentation, records management, meetings, correspondences, phone contact, email, legal expenses, consultation with other family service providers, issuance of recommendations when parents are unable to resolve issues themselves if authorized by the court, travel time outside over 100 miles of Wood County, and any other time spent working on the case.

With the exception of the initial retainer, payments for services may be made via credit card, PayPal, or other P2P payment apps and are expected to be paid on the day the invoice is posted in Our Family Wizard.

Cancelations: If either parent must cancel a session, it must be done in writing in OFW within 48 weekday business hours of the scheduled appointment. Business hours are defined as weekday business, non-holiday hours, Monday through Friday. *(For example, if the appointment is on Friday at Noon, the cancelation notice is due in OFW not later than Wednesday at Noon. If the appointment is Monday at Noon, the cancelation notice is due Thursday by Noon.)* Arriving in person or virtually after 15 minutes of the scheduled meeting beginning time will be considered a cancellation. Cancellations of any appointment with less than the required notice detailed above will result in the canceling party being billed the entire fee for the period the session was scheduled. Payment for the canceled session is due at the time the invoice is posted in Our Family Wizard.

If a parent leaves a session early the remainder of the time for that session will be charged to that parent. If the Order to participate in Parenting Coordination services stipulates that only one parent be financially responsible and the other parent cancels without the 48 weekday business hours of the

scheduled appointment notice, the canceling parent is still responsible for that charge.

Retainer: An initial retainer equal to 4 hours of service (\$1000.00) is due in advance from each of the parties. If one party is ordered to pay for all costs of services, that parent will also need to pay both retainers. Payment may be made by check or money order made payable to “Between Two Homes”. No electronic payments are accepted for the initial retainer. Services may be charged against the retainer provided that the parties continue to maintain a retainer of \$600.00 when billed. If a party is late in replenishing the retainer services may be suspended until such time as the retainer is replenished or pending further instructions from the court. Should the services be terminated, if there is remaining retainer on account for the case refunds will only be issued on request and then only up to the amount of retainer on account. Requests must occur within 60 days of closing the case file. Should one side fail to provide full payment issues of reimbursement may have to be addressed to the court.

Other costs: Each of the parties is responsible for any fees for production of third party records or other information related to services. Costs for copying of records by the Parenting Coordinator and other administrative costs will be deducted from the retainer. Copies of records produced by Between Two Homes® are billed at the same fee as charged by the Dallas County District Clerk’s office. Time in administrative tasks, including correspondence to parties, attorneys, or reports to the court, is billed at the Parenting Coordinator’s standard hourly fee. Returned checks will be charged the maximum fee allowable under law.

Billing: With the exception of individual sessions, charges for services will generally be divided equally between the parents unless otherwise specifically ordered by the court. If the order to participate in Parenting Coordination stipulates that only one parent is financially responsible and the other parent cancels without 48-hour notice the fee will be deducted from the retainer on file, although the canceling parent is responsible for reimbursing that charge to the other parent.

There may also be times when, similar to individual sessions, the Parenting Coordinator deems it appropriate to charge only one parent a particular fee, such as when one of the parties is disproportionately utilizing service time. This determination is solely at the Parenting Coordinator’s discretion.

Formal appearances: I understand that if I or my attorney requests a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig or the communication coach there will be a minimum charge and deposit of eight hours at \$250.00 per hour (\$2000.00) per day for live attendance or a deposit of four hours at \$250.00 per hour (\$1000.00) for virtual attendance per professional requested. If the court or both attorneys request a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig, these fees are split unless otherwise addressed in the order. Once the deposit is received Mr. Craig and/or the communications coach will block off the time to appear. Such fees are due at least one week (7 business days) before the scheduled appearance and are nonrefundable within a week (7 business days) of the scheduled appearance as we must clear our schedule whether the hearing occurs or not. Please note: if an appearance request and the deposit is received without a minimum 7 but not less than 3 business days, the nonrefundable deposit is due immediately and there will be an additional \$250.00 express charge (\$2250.00) for live attendance or (\$1250.00) for virtual attendance per professional. Such fees are nonrefundable within a week (7 weekday business hours) of the scheduled appearance as Mr. Craig must clear his schedule whether the hearing occurs or not. **I hereby agree that failure to provide the nonrefundable deposit**

at least three days (72 weekday business hours Monday through Friday, excluding holidays) constitutes release from the requested appearance.

Other Terms of Service

Services not provided: I understand and acknowledge that the Parenting Coordinator is not providing, nor am I requesting, therapy, counseling, or any form of treatment. Should these or other service needs be indicated during the course of services appropriate recommendations will be made. I understand that the Parenting Coordinator is not providing mediation or Parenting coordination, although the parties may reach agreements regarding this dispute which may then be drafted into enforceable documents by their attorneys. I understand that the Parenting Coordinator is not an attorney and that if I have any questions regarding legal matters I should consult with an attorney. I understand I am advised to consult with attorneys in order to be properly counseled about my legal interests, rights, and responsibilities.

Insurance coverage: I understand that the services provided to me by the Parenting Coordinator may not be covered by insurance as Parenting Coordination is for legal, not treatment purposes. I understand the Parenting Coordinator will not provide me with a specific diagnosis or billing code, nor complete insurance reimbursement paperwork.

Communications: I have been informed and I understand that any communications or statements by me or the children will NOT be privileged or confidential and that:

- The Parenting Coordinator may be required to make a report to the court and the attorneys of record limited to whether or not Parenting Coordination should continue. A copy of the written report and the written materials provided to the court are provided to the attorneys of record and clients who represent themselves at the time the report is filed with the court.
- The Parenting Coordinator may confer with mental health professionals, doctors of medicine, education and child care personnel, personal references, other governmental entities, attorneys of record, and such other persons as have or need information directly related to the best interest of the children in question.
- The Parenting Coordinator may be required to disclose situations where clients are a danger to themselves or someone else; abuse, neglect, or exploitation of a child, elderly, or disabled person; or as otherwise required by law.

Understandings:

I understand that the Parenting Coordinator cannot change the legal custody status of our child(ren). I understand that the Parenting Coordinator has full discretion regarding program implementation as outlined in this document.

I understand that I am to address concerns/questions about the Parenting Coordination process with the Parenting Coordinator first. If concerns continue I will consult with my attorney and if still not resolved, with the court. I also understand Parenting Coordinators are governed by their licensing board and I have reviewed the section entitled **Professional Practice Statements** of this document.

I understand I am responsible for any and all fees incurred by the Parenting Coordinator in relation to

this case, and any and all work done by the Parenting Coordinator in relation to this case. I understand payment for services are due at the end of each session or on the day of receipt of an invoice. If I do not make payment at the end of each session or upon receipt of an invoice, notice may be provided to the court, services may be suspended, and I will be charged for all attempts to seek compensation including written notices and legal fees incurred.

I understand that my participation with a Parenting Coordinator can be instrumental reducing the conflict between coparents. I agree to maintain a serious committal to the program by abiding by the guidelines and requirements of the program as noted herein. I agree to follow guidelines such as e-mail guidelines and to complete homework as assigned by the deadlines specified. Further, I agree to maintain scheduled appointments and will not interfere in the process by refusing to attend sessions, arriving late for sessions, or frequently rescheduling appointments.

I understand Parenting Coordination is an attempt to coordinate and implement a coparenting plan that addresses current and future issues related to raising children between two homes. Further, I understand Parenting Coordination does not involve adult's property, finances, or other issues that do not directly involve coparenting.

I understand that I or my agents will serve no subpoenas, citation, writs, or other process at or near the location of any Parenting Coordination session on any person entering, leaving, or attending any Parenting Coordination session.

I understand by signing this I am authorizing all mental health professionals, judicial staff, attorneys, visitation supervisors, medical professionals, child care providers, educators, day cares, and significant others involved, and previous or current custody evaluators to disclose information directly to the Parenting Coordinator.

I understand I am to notify the Parenting Coordinator in writing within 48 hours of any changes in my contact information, legal representation, residency, relationship status, Parenting time, ability to access communications, occupants of my home, the involvement of any and all mental health professionals involved with myself or my children, the involvement of any and all educational or family coaches involved with myself or my children, any changes in medication for myself or my children, or any other changes to the information provided in my personal data form. Notification includes full address and full contact information for professional individuals.

I understand copies of all correspondence from either parent to the Parenting Coordinator must be mailed, emailed, posted on ourfamilywizard.com, or faxed to the other parent on the same date the information is submitted to the Parenting Coordinator, with "cc:" noted on the correspondence, unless otherwise specifically addressed per correspondence by the Parenting Coordinator.

I have reviewed both the "Privacy and other government-required notifications" and "Business Relationships" notice and disclosures located at <https://childreninthemiddle.com/notices-and-disclosures>.

I, the undersigned and with regard to my children, agree to retain Bradley Craig as a Parenting Coordinator for service and conditions as described above.

Willingness to Act in Good Faith

I understand that my participation with a Parenting Coordinator can be instrumental in reducing the conflict between co-parents. I agree to maintain a serious commitment to the program by abiding by the guidelines and requirements of the program as noted herein. Further, I agree to maintain scheduled appointments and will not interfere in the process by refusing to attend sessions or frequently rescheduling appointments.

I understand by signing this I am allowing free and open disclosure between the Parenting Coordinator and each parent and any child or children subject to the case.

I understand that we may make joint Parenting decisions in our children's best interests at any time without the Parenting Coordinator's assistance. I will provide notice to the Parenting Coordinator of any agreements reached with the other parent outside of the Parenting Coordinator process.

My signature reflects that I will abide by **all** conditions and expectations outlined in this document.

Do not sign this advisement form unless you have initialed each page and read and understood it.

Signed this _____ day of _____, 20_____.

Client Signature: _____

Printed Name: _____

Witness Signature: _____ Date: _____

Printed Name: _____