

Bradley S. Craig, CFLE
PO Box 541702
Grand Prairie, TX 75054
(972) 897-0440
Fax (972) 704-2912
brad@childreninthemiddle.com

Co-parenting Case Management Advisement Form

Co-parenting Case Management services offered by Bradley Craig focus on reducing parental conflict in order to enhance the children's emotional functioning and facilitate shared parenting. While several skills of the mental health professionals are used in assisting families, this service is not psychotherapy or counseling.

A Co-parenting Case Manager is a neutral person to whom parents can turn when in dispute on matters relating to the children. The Co-parenting Case Manager will examine a case and follow the orders of the court to assist the parents in compliance with the orders. The Co-parenting Case Manager may also assist the parents in enhancing their co-parenting relationship.

The role of the Co-parenting Case Manager is to help parents to reach successful resolution of disagreements regarding parenting issues themselves. However the Co-parenting Case Manager is also empowered by the parents or by Court Order to make recommendations for the parents in the event the parents are unable to agree on solutions.

Intake

In order to begin services with families, the following must be on file for each adult:

- a fully completed data form
- a completed intake form
- a copy of the court order
- a consent form
- a signed copy of this contract with initials on each page
- a \$450.00 deposit

Assuming the Co-parenting Case Manager agrees to accept the referral, parties will receive an intake questionnaire or may print the form out online. Additional information may be required depending on the order of the Court.

After a case has been accepted for services parents or their lawyers must then provide any pertinent reports. 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 Co-parenting Case Manager prior to setting meetings and charged to the parties.

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Meetings

Depending on the specific role established in the order of the court, the Co-parenting Case Manager 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. Generally, these meetings occur weekly during the initial period of services.

Unless prohibited by the court order, the Co-parenting Case Manager is authorized to interview the child(ren) privately in order to ascertain the child's needs as to the issues. In conducting such an interview, the Co-parenting Case Manager will not encourage or facilitate the child choosing between the parents, but may encourage the child to understand they live in two homes.

During the meetings with the parents or other relatives the Co-parenting Case Manager may provide education about co-parenting, communication, and child development. The Co-parenting Case Manager may coach the parents to better communicate with each other and our children, and may refer the parents to other professionals for additional services.

Telephone Contact

All telephone contact initiated by the parents will be limited to scheduling of appointments. Telephone calls initiated by the parents will be returned at the discretion of the Co-parenting Case Manager. Communications outside scheduled sessions should occur in writing via email, fax, or mail.

Confidentiality

By the way of a release, all therapists, attorneys, ad litem, visitation supervisors, physicians, child care providers, educators, and significant others involved, and previous or current evaluators are authorized to disclose information directly to the Co-parenting Case Manager. In turn, the Co-parenting Case Manager is authorized to discuss significant information with these individuals or service providers in order to assist in the process.

Parties are prohibited from recording sessions electronically without the written consent of the Co-parenting Case Manager.

The Co-parenting Case Management process requires open and honest communication in order to succeed. No electronic and/or tape recordings will be made during Co-parenting Case Management without the consent of all parties.

The Co-parenting Case Manager is **required to report** certain matters, such as incidents of **child abuse or threats of physical violence**. Confidentiality does not extend to these matters.

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Emergencies

Co-parenting Case Management is not an emergency service. If an emergency occurs during the time families are receiving Co-parenting Case Management services the parents are to call 911 or other crisis intervention services.

Disruption

While every precaution short of physical intervention will be taken to ensure the safety of participants a guaranty that no harm will occur during sessions 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.

Process Regarding Complaints

If either parent is dissatisfied with the performance of the Case Manager they may request that the court terminate services or appoint another Case Manager.

Termination of Services

The Case Manager reserves the right to withdraw from the role as Case Manager should he or she feel that effective change is no longer occurring. The parents and their respective attorneys will be given two weeks notice of the decision to withdraw. Names of trained professionals competent to assume the role of Case Manager will be provided to both parents. The Case Manager may elect to continue to act as Case Manager until such a time as a smooth transition has been achieved to the new Case Manager.

Financial Obligations

An initial deposit of \$450.00 per parent is required and each parent must maintain a deposit of \$150.00 as long as services are active. Payments for the deposit and futures sessions may be made with cash, check, or money order. Checks should be made out to Bradley Craig. Missed appointment and late notice of cancellation fees will be billed to the parent canceling and payment is expected within 2 days of the missed appointment. If payment is not made, the session will not be rescheduled until payment is received. Payment for the canceled session will be paid by the parent or parents and will be for the entire session fee for the duration the session was scheduled. There is a \$30 returned check fee per returned check.

If either parent must cancel, it must be done within 48 weekday business hours of the scheduled appointment. Arriving after 15 minutes of the scheduled meeting will be considered a cancellation. When the appointment is a joint meeting, the canceling party will notify all participants of this change and the date and time of the rescheduled visit. If cancellation is not done within 48 weekday

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business hours of the scheduled visit, the entire appointment fee will be charged to the canceling party. Payments for the canceled visit must be paid prior to the next scheduled visit.

Business hours are defined as weekday business, non-holiday hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Children in the Middle Co-parenting Class

Completion of the Children in the Middle Co-parenting Class is required within the first month of signing this contract. Class schedules are available at www.childreninthemiddle.com/classes2.htm.

Each Parent's Fee Schedule Includes

The rate for Co-parenting Case Management services is \$150 per hour rounded up to the nearest 15 minute increment. This includes all services of the Co-parenting Case Manager including reviewing documentation, records management, deliberation and issuance of decisions when parents are unable to resolve issues themselves, meetings, correspondences, phone contact, email, court time, legal expenses, and consultation with other professionals.

With the exception of individual sessions, charges for the service will be equally divided between the parents unless the Co-parenting Case Manager is provided with a certified copy of the divorce decree or order that states otherwise. If the judge's order to participate in the program stipulates that only one parent be financially responsible and the other parent cancels without 24 hour notice, the canceling parent is responsible for that charge.

There may be other times when, similar to individual sessions, the Co-parenting Case Manager deems it appropriate to charge only one parent a particular fee. This determination is solely at the Co-parenting Case Manager's discretion. Fees for phone calls and emails specific to that parent will be billed to the parent who initiates the call or necessitates an email from the Co-parenting Case Manager unless otherwise directed in the order.

Summary

I understand that the Co-parenting Case Manager cannot change the legal custody status of our child(ren). I understand that the Co-parenting Case Manager has full discretion regarding program implementation as outlined in this document.

I understand that my participation with a Co-parenting Case Manager can be instrumental reducing the conflict between co-parents. I agree to maintain a serious committal 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, arriving late for sessions, or frequently rescheduling appointments.

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

I understand by signing this I am allowing free and open disclosure between the Co-parenting Case Manager and each parent, children, lawyers, teachers, Courts or other parties as deemed necessary at the full discretion of the Co-parenting Case Manager.

I understand I may not engage the Co-parenting Case Manager in conversation outside of scheduled sessions unless specifically addressing scheduling issues related to Co-parenting Case Management appointments, or otherwise instructed by the Co-parenting Case Manager.

I understand copies of all correspondence from either parent to the Co-parenting Case Manager must be mailed, emailed, or faxed to the other parent on the same date the information is submitted to the Co-parenting Case Manager, with "cc:" noted on the correspondence, unless otherwise specifically addressed per correspondence by the Co-parenting Case Manager.

I understand telephone calls to the Co-parenting Case Manager shall be conducted only during weekdays and the regular business office hours of the Co-parenting Case Manager. These calls are in regards only to scheduling issues, and other issues need to be addressed in writing. I understand that messages left for the Co-parenting Case Manager may take up to 24 weekday business hours to return, and I will not call more than once per 24 hour period unless I am calling to cancel a previous request for a return call. I understand if an emergency arises, I am to call 911, child protective services, or a crisis hotline.

I will attempt to resolve disagreements with the other parent whenever possible. Unless otherwise addressed in the Order of the Court or other previously written agreement of the parties through their attorneys, I understand and agree to empower the Co-parenting Case Manager to make binding recommendations when both parents are not able to reach resolution over a co-parenting issue. Such binding recommendations will be consistent with existing Court Orders, and one or both parties will have their lawyers submit a Rule 11 Agreement prior to finalization of any recommendations.

I understand that the Co-parenting Case Manager does not offer legal advice or offer legal counsel, and that I am advised to consult with attorneys in order to be properly counseled about my legal interests, rights and responsibilities.

I understand I am to notify the Co-parenting Case Manager in writing within 48 hours of any changes in my contact information, legal representation, residency, or occupants of my home.

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I understand that we may make joint parenting decisions in our child(ren)'s best interests at any time without the Co-parenting Case Manager's assistance. I will notice the Co-parenting Case Manager of any agreements reached with the other parent outside of the Co-parenting Case Management process.

I the undersigned and with regard to my children, agree to retain Bradley Craig as a Co-parenting Case Manager for service and conditions as described above.

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

Parent Signature: _____ Date: _____

Witness Signature: _____ Date: _____