



## **INFORMED CONSENT FOR COPARENTING COACHING SERVICES**

This document contains important information about the professional services and business policies of Between Two Homes®, LLC. By signing this agreement, you give permission to Bradley S. Craig, LMSW-IPR, CFLE through Between Two Homes®, LLC to provide Coparenting Coaching services for you. Please read this information carefully, note any questions so they can be discussed, initial each page, and sign off on the last page.

### **THE COACHING PROCESS**

Coparenting Coaching is a supportive relationship with a coach whose job it is to work closely with you to support your appropriate coparenting behaviors without suffering more hurt or inflicting more damage on others than is necessary. In some cases, the client, the coach, and the client's attorney can work as a team to focus on the issues that are most important in your situation. Sometimes the intensity of the emotions associated with a breakup can lead people into doing things that inflict needless pain on their children and others. Because your coach has your best interest at heart, you can expect your coach to let you know when you may be doing this and to be there in your corner as you work to replace unwanted behaviors with ones that will encourage a more favorable resolution. It can be useful in the litigated family law disputes and is part of the Collaborative Law divorce process in which lawyers and mental health professionals work as a team to provide a strategy for achieving reasonable settlement while minimizing the damage to the family.

### **PROFESSIONAL COMMITMENT**

During the initial consultation period, you and your coach will jointly determine if your coach is the appropriate Coparenting Coach to work with you. If not, your coach will refer you to other professionals within Between Two Homes®, LLC or outside of the agency. The coaching role is a guiding and supportive relationship; however it is not therapy. If at any time while working together, your coach determines that you would benefit from collateral work with other professionals, your coach will discuss this with you, and if needed, will provide you with the names of appropriate professionals. Examples of such referrals would include psychotherapists and physicians. If at any time during the coaching process you have any questions about the services being provided, please ask for clarification. Your initial impressions, suggested procedures and goals, and your feelings about whether you are comfortable working with your coach, are all an

important part of the process and are essential to a successful client-professional relationship.

## **SESSIONS AND AVAILABILITY**

A Coparenting Coaching session is typically scheduled for 2 hours in duration. During a session, you and your coach may agree to extend the time, in which case you will be charged a prorated fee. If you will be late for a session, please call and leave a message at (800) 239-3971 or e-mail us. If we do not hear from you, your coach will wait for 15 minutes at the office, after which time your coach will not be available and you will need to reschedule. When you make an appointment, that time is reserved for you. If you are unable to make an appointment, cancellation by phone or e-mail is expected. You will be charged for appointments not canceled with at least 48 hours advance notice. You will be responsible for the entire cost of the session.

We try to return calls the same day and typically return calls during regular business hours Monday-Friday unless other arrangements have been made. Our office is closed during the weekends. The best way to contact us is by e-mail.

## **EMERGENCY SITUATIONS**

Although we check our voice mail and e-mail often, your coach may not be available for immediate emergencies, nor are we available 24-hours a day. If you require this kind of professional support, please let your coach know and your coach will refer you to other mental health professionals who offer this service. If a situation should arise in which you believe that immediate help is needed and Between Two Homes®, LLC not available, we suggest that you call your primary care physician or any hospital emergency room. You can also call 911.

## **CLIENT CONFIDENTIALITY AND CLIENT SAFETY**

The coaching process is designed to be confidential and supportive. While the role is designed to be confidential, you are encouraged to notice court professionals such as a custody evaluator, parenting coordinator/facilitator, or court connected therapists of your involvement with your Coparenting Coach. Your coach will protect your confidentiality as much as possible, however if subpoenaed your coach may be required to divulge information to the court.

If a client communicates directly to the Coparenting Coach a threat of physical harm to an identifiable person, or damage to an identifiable person's property, your coach is required by law to warn the intended victim and notify the police. If your coach believes that a client is in such mental or emotional condition where he/she poses a danger to him/herself or others, your coach may breach confidentiality or contact others to facilitate the client's safety. If your coach has a

reasonable suspicion that a client may be unable to care for him/herself, or may be unable to provide for his/her basic personal needs for clothing and shelter, your coach may breach confidentiality to facilitate the client's safety.

If, in your coach's professional capacity, your coach has reasonable suspicion of child abuse or neglect, or abuse of a dependent, disabled or elder adult (age 65 or older), your coach is required by law to file a report with the designated protective agencies.

If the use of a collection agency becomes necessary, Between Two Homes®, LLC will furnish them with the required information to collect the fees due. While this summary of exceptions to client confidentiality should prove helpful in informing you about the potential breaches of confidentiality, you should be aware that the laws governing these issues are often complex and the staff at Between Two Homes®, LLC are not attorneys. We encourage our active discussion of these issues. However, if you would like more specific advice, formal legal consultation may be desirable.

## **RELEASE OF INFORMATION**

By signing this document, you agree to allow your coach to fully communicate with your attorney of record if you have one. In addition, in order to more effectively provide coparenting coaching, it may be important for your coach to communicate with any previous or concurrently treating professionals. To this end, your coach may ask you to sign a confidentiality waiver form allowing such communication.

## **PROFESSIONAL PRACTICE STATEMENT**

Bradley S. Craig, LMSW-IPR, CFLE is a licensed social worker. An individual who wishes to file a complaint against a Licensed Social Worker may write to Complaints Management and Investigative Section P.O. Box 141369 Austin, Texas 78714-1369, or call 1-800-942-5540 to request the appropriate form or obtain more information.

I understand that in the event of the coparenting coach's death, incapacity, or termination of practice, custody and control of records maintained by The coparenting coach will be turned over to Aaron Robb, PH.D. or other individual upon the death or unavailability of Dr. Robb.

## **FEES**

Fees are \$200.00 per hour rounded up to 15 minute increments. Payment for services is expected at the time services are rendered. Payments may be in cash, credit card, or check made out to Between Two Homes®, LLC. There will

be a \$35.00 charge on all returned checks. Recognizing that there may be times when you will need to speak with your coach by telephone, the following fee schedule applies: phone conversations and email correspondences will be billed in 15 minute increments in proportion to the \$200.00 hourly rate. In the unlikely event that payment is not made, the use of a collection agency may become necessary, in which case you would receive written notification of the agencies intent to do so.

You are responsible for any fees for production of third party records or other information related to services. Costs for copying of records by the Coparenting Coach and other administrative costs will be deducted billed to you. Copies of records produced by Between Two Homes, LLC. are billed at the same fee as charged by the District Clerk's office. Time in administrative tasks, including correspondence to parties, attorneys, or reports to the court, is billed at the Coparenting Coach's standard hourly fee.

### **CHILDREN IN THE MIDDLE COPARENTING CLASS**

We have found that families that have attended coparenting education have a greater success rate, better follow-through, feel more empowered, and utilize their time more effectively. Completion of both parts of the Children in the Middle live class or the Between Two Homes™: Making Two Homes Work online class within the past six months is strongly encouraged prior to the initial session.

### **SUMMARY**

I understand and acknowledge that the coparenting coach 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 coparenting coach is not providing mediation or parenting coordination. I understand that the coparenting coach 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.

I understand that the services provided to me by the coparenting coach will not be covered by insurance as coparenting coaching is for legal, not treatment purposes. I understand the coparenting coach will not provide me with a specific diagnosis or billing code, nor complete insurance reimbursement paperwork.

I have been informed and I understand that:

- The coparenting coach may be required to testify in open court in the course of any litigation. Any information provided to the court may become public record.
- The coparenting coach may be required to make a report to the court, the attorneys of record, and/or release the coach's file. 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.
- All information provided to the coparenting coach will become part of the coparenting coach's records and may be available for review by the attorneys of record and clients who represent themselves.
- The coparenting coach 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.

I understand that the coparenting coach has full discretion regarding services implementation as outlined in this document.

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 coparenting coach in relation to this case, and any and all work done by the coparenting coach 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, 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 if my attorney or I request a court appearance, deposition, or participation in any type of settlement conference by the coparenting coach there will be an additional fee of \$250.00 per hour, with a minimum charge and deposit of three hours (\$750.00) per day. Once the deposit is received the coparenting coach will block of the time to appear. Please note: if an appearance request and the deposit is received without a minimum of one week notice the nonrefundable deposit is due immediately and there will be an additional \$250.00 express charge (\$1000.00). Failure to provide the nonrefundable deposit or at least 48 weekday business hour (Monday through Friday, excluding holidays) notice as specified constitutes release from the requested appearance. Deposits are nonrefundable unless cancelation of the appearance request is received by the requesting individual or attorney not less than 10 business workdays in advance.

I understand that my participation with a coparenting coach can be instrumental reducing the conflict between coparents. I agree to maintain a serious committal to the process. Further, I agree to maintain scheduled appointments.

I understand that the coparenting coach's office and office location(s) are designed to be a safe haven for facilitating coparenting. As such, I understand that Pursuant to Section 30.06, Penal Code (trespass by a license holder with a concealed handgun) and Section 30.07 Penal Code (trespass by a license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter the office or office location(s) of the Coparenting coach with a concealed or openly carried handgun. Further, I understand that I or my agents will serve no subpoenas, citation, writs, or other process at or near the location of any coparenting coaching session on any person entering, leaving, or attending any coparenting coaching session.

I understand telephone calls to the coparenting coach shall be conducted only during weekdays and the regular business office hours of the coparenting coach. I understand that messages left for the coparenting coach may take up to 24 weekday business hours to return. I understand if an emergency arises, I am to call 911, child protective services, or a crisis hotline.

I have reviewed both the "Privacy and other government-required notifications" and "Business Relationships" notice and disclosures located at [childreninthemiddle.com/noticesanddisclosures.htm](http://childreninthemiddle.com/noticesanddisclosures.htm).

I the undersigned and with regard to my children, agree to retain Bradley Craig of Between Two Homes®, LLC as a coparenting coach for service and conditions as described above. My signature reflects that I will abide by all conditions and expectations outlined in this document.

**Do not sign this 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: \_\_\_\_\_