



**Between Two Homes®, LLC**

www.childreninthemiddle.com

Office (800) 239-3971

Fax (972) 704-2912

Support@childreninthemiddle.com

## **Parenting Facilitation 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 facilitation services in regard to litigation pertaining to the above-named children. I understand the parenting facilitator is serving as an extension of the court. I further understand that the parenting facilitator has full discretion regarding program implementation as outlined in this document.

Parenting Facilitation services offered by Bradley Craig focus on reducing parental conflict in order to enhance the children's emotional functioning and facilitate shared parenting. I understand Mr. Craig's parenting facilitation process uses an education based model utilizing Bradley S. Craig, LMSW-IPR, CFLE serving as the parenting facilitator and at times a communication coach may be involved. Other staff or contractors may be involved in the parenting facilitation services and are considered part of the parenting facilitation process.

A parenting facilitator is a neutral person to whom parents can turn when in dispute on matters relating to the children. The parenting facilitator will examine a case and follow the orders of the court to assist the parents in compliance with the orders. The parenting facilitator may also assist the parents in enhancing their coparenting relationship. The parenting facilitator may contract with other professionals, such as a communication coach, who 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 facilitator is not available.

Parenting facilitation 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 facilitator is to help parents reach successful resolution of disagreements regarding parenting issues themselves. If authorized to do so by court order, the parenting facilitator 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 facilitation 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 with Mr. Craig in joint sessions.

## **Intake**

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

- a fully completed data form including fax or e-mail addresses for professionals
- a fully completed intake form
- a copy of the court order
- a general consent form
- attorney release form with all attorneys of record listed
- mental health professional release form for each individual listed on the personal data form
- medical release form for each medical professional listed on the personal data form
- a non-modified signed copy of this advisement form with initials on each page
- a \$600.00 retainer

Assuming the Parenting Facilitator agrees to accept the referral, 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 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 Facilitator prior to setting meetings and 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 Facilitator 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 weekly 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 Facilitator 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 Parenting Facilitator will not encourage or facilitate the child choosing between the parents, but may encourage the child to understand they live in two homes.

During meetings with the parents or other relatives the parenting facilitator may provide education about coparenting, communication, and child development. The parenting facilitator 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. No electronic/ recordings are allowed during meetings with the parenting facilitator 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 facilitator at no cost within 48 hours of receipt if changes need to be made or the summary stands as the coparenting plan of action. Parents are encouraged to submit each summary to their attorney.

Between live sessions the parenting facilitator and/or communication coach review communications between the parents through ourfamilywizard.com at no cost. Parents are charged for online sessions of the parenting facilitator and 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 facilitation order.

Between sessions parents may be expected to complete homework. Homework is then reviewed by the parenting facilitator and/or communication coach for follow up.

### **Telephone Contact**

All telephone contact initiated by the parents to the parenting facilitator, communications coach, or staff/contractors of the parenting facilitation process will be limited to a call if a parent is running late for session or last minute is unable to attend a session. All other calls to the parenting facilitator 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. Communications outside scheduled sessions occur in writing via ourfamilywizard.com, email, fax, scan, or mail.

### **Confidentiality**

By the way of a release, all mental health professionals, judicial staff, attorneys, ad litems, visitation supervisors, medical professionals, child care providers, educators, day cares, and significant others involved, and previous or current custody evaluators are authorized to disclose information directly to the Parenting Facilitator. In turn, the Parenting Facilitator is authorized to discuss significant information with these individuals or service providers in order to assist in the process.

No electronic/tape recordings are allowed during meetings with the parenting facilitator without the consent of all parties.

The Parenting Facilitator 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 Facilitation is not an emergency service. If an emergency occurs during the time families are receiving Parenting Facilitation services the parents are to call 911 or other crisis intervention services.

## **Disruption**

Parenting facilitation may be initiated where there have been allegations (confirmed or otherwise) of violence or threats of violence. 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 Practice Statements**

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 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 Mr. Craig will be turned over to Aaron Robb, M. Ed., NCC, LPC-S, Kim England, LSCW, or other individual upon the death or unavailability of Mr. Robb or Ms. England.

## **Process Regarding Complaints**

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

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

## **Termination of Services**

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

## **Parental Financial Obligations**

The rate for Parenting Facilitation services is \$200.00 per hour rounded up to the nearest 15 minute increment. This includes all services of the Parenting Facilitator and/or Coach including reviewing documentation, records management, meetings, correspondences, phone contact, e-mail, court time, reports, legal expenses, consultation with other professionals, deliberation, and issuance of recommendations when parents are unable to resolve issues themselves if authorized by the court.

With the exception of individual sessions or individual training in person or in writing, charges for the service will be equally divided between the parents. Fees for phone calls and written communications specific to that parent will be billed to the parent who initiates the call or necessitates the written communication from the Parenting Facilitator. This applies unless the parenting facilitator is provided with a copy of a current order that states otherwise, or if the parenting facilitator determines that one of the parties is disproportionately utilizing service time, in which case the party disproportionately utilizing service time will be billed based on time used. This determination is solely at the Parenting Facilitator's discretion.

With the exception of the initial retainer, payments for services may be made with cash, check, PayPal, credit/debit, or money order and are expected to be paid at the end of each session or on the day of receipt of an invoice. Checks should be made out to Bradley Craig. There is a \$35 returned check fee per returned check.

Returned checks will be charged the maximum fee allowable under law.

If either parent must cancel a session, it must be done in writing within 48 weekday business hours of the scheduled appointment. Business hours are defined as weekday business, non-holiday hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. Arriving after 15 minutes of the scheduled meeting beginning time will be considered a cancellation. Cancellations of any appointment with less than 48 weekday (Monday through Friday, excluding holidays) hours notice will result in the canceling party being billed the entire service fee. Payment for the canceled session is to be made upon receipt of invoice. Payment for the canceled session will be paid by the parent who did not cancel on time, was late, or did not attend and will be for the entire session fee for the duration the session was scheduled. 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 facilitation 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:** A retainer equal to three (3) hours of service, or \$600.00, is due in advance from each of the parties. Each parent must maintain a retainer of \$400.00 as long as services are active. If one party is ordered to pay for all costs of services they will also need to pay \$12,00.00 for both parties and maintain a retainer of \$800.00. Payment for the initial retainer may only be made by check or money order made payable to "Between Two Homes"; no

electronic payments are accepted. Services will be charged against the retainer provided that the parties continue to fully replenish the retainer when billed. If a party is late in replenishing the retainer services may be suspended until such time as the retainer is replenished. Should services no longer be needed, refunds will be issued only if there is remaining retainer on account for the case, and then only up to the amount of retainer on account. Should one side fail to provide full payment issues of reimbursement will be charged to that individual for all attempts to seek compensation including written notices and legal fees.

**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 Facilitator and other administrative costs will be deducted from the retainer. 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 parenting facilitator’s standard hourly fee.

**Children in the Middle Coparenting Class**

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 required prior to the session. Parties are required to fax or scan their certificate of completion to the parenting facilitator not later than 9 a.m. the weekday before the initial scheduled appointment. Failure to complete the class within the past six months prior to the meeting will terminate the initial appointment and any parent not completing the course prior to this date will be charged the entire appointment fee.

**Ourfamilywizard.com**

Parents are required to set up and maintain an Our Family Wizard account and are required to direct communication to each other through Our Family Wizard. There is no pecuniary association between Between Two Homes®, LLC or BTH staff and the Our Family Wizard company. Communication by the parenting facilitator through Our Family Wizard to one or both parents is considered part of parenting facilitation sessions and feedback may be provided similar to the feedback provided in sessions.

Prior to or upon receipt of the initial appointment e-mail, the parents are required to set up an Our Family Wizard account: <https://www.ourfamilywizard.com/>

After enrolling, parents are to set up professional access for the parenting facilitator by going to the following link for instructions: <https://www.ourfamilywizard.com/help/getting-professional-linked-your-family>

The information for the professional access is:

First Name: Bradley  
Last Name: Craig  
E-mail: [brad@childreninthemiddle.com](mailto:brad@childreninthemiddle.com)  
(please leave phone number blank)

## Summary

I understand and acknowledge that the parenting facilitator 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 facilitator is not providing mediation or parenting coordination. I understand that Mr. Craig 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 Mr. Craig will not be covered by insurance as parenting facilitation is for legal, not treatment purposes. I understand Mr. Craig will not provide me with a specific diagnosis or billing code, nor complete insurance reimbursement paperwork.

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 facilitator may be required to testify in open court in the course of litigation. Any information provided to the court may become public record.
- The parenting facilitator is required to make a report to the court and the attorneys of record. 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 parenting facilitator will become part of the parenting facilitator records and is available for review by the attorneys of record and clients who represent themselves.
- The parenting facilitator 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 facilitator 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 Parenting Facilitator cannot change the legal custody status of our child(ren). I understand that the Parenting Facilitator has full discretion regarding program implementation as outlined in this document.

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

I understand that although I may be providing payment to the parenting facilitator they are working for the court and the recommendations made by the parenting facilitator 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 facilitator in relation to this case, and any and all work done by the parenting facilitator 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 if I or my attorney requests a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig there will be a minimum charge and deposit of three hours (\$750.00) per day. 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 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 at least 48 weekday business hours (Monday through Friday, excluding holidays) constitutes release from the requested appearance. Deposits are nonrefundable unless cancellation 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 Parenting Facilitator 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 Facilitation 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 Facilitation does not involve adult's property, finances, or other issues that do not directly involve coparenting.

I understand that the Parenting Facilitator'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 Parenting Facilitator 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 parenting facilitation session on any person entering, leaving, or attending any parenting facilitation 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 Facilitator. In turn, the Parenting Facilitator is authorized to discuss significant information with these individuals or service providers in order to assist in the process.

I understand I am to notify the Parenting Facilitator 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 I may not engage the Parenting Facilitator in conversation outside of scheduled sessions unless specifically addressing scheduling issues related to Parenting Facilitation appointments, or otherwise instructed by the Parenting Facilitator. I understand Mr. Craig's process involves the parents meeting together with Mr. Craig in joint sessions.

I understand copies of all correspondence from either parent to the Parenting Facilitator 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 Facilitator, with "cc:" noted on the correspondence, unless otherwise specifically addressed per correspondence by the Parenting Facilitator.

I understand telephone calls to the Parenting Facilitator shall be conducted only during weekdays and the regular business office hours of the Parenting Facilitator. 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 Parenting Facilitator 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. If 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 Parenting Facilitator to make binding recommendations when both parents are not able to reach resolution over a coparenting issue. Such binding recommendations will be consistent with existing Court Orders.

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

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 as a Parenting Facilitator 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 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: \_\_\_\_\_