

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

## **Parenting Facilitation Advisement Form**

Cause Number: \_\_\_\_\_

Children's Names: \_\_\_\_\_

I, the undersigned client, understand that I have agreed to or the court has ordered my participation in parenting facilitation in regards to litigation pertaining to the above-named children. I understand that the appointed parenting facilitator Bradley S. Craig, LMSW, CFLE 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.

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 co-parenting relationship. The parenting facilitator may contract with other professionals, such as a coach, who will attend sessions with the parents and provide additional support.

Parenting facilitation is an attempt to coordinate and implement a co-parenting 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 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 co-parenting.

### **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 non-modified signed copy of this advisement form with my initials on each page
- a \$450.00 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 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**

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. Generally, these meetings occur weekly during the initial period of services.

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 co-parenting, 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/tape recordings will be made during meetings with the parenting facilitator without the consent of all parties.

### **Telephone Contact**

All telephone contact initiated by the parents will be limited to the scheduling of appointments. Telephone calls initiated by the parents will be returned at the discretion of the Parenting Facilitator. Communications outside scheduled sessions should occur in writing via ourfamilywizard.com, email, fax, scan, 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 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 will be made 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**

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.

### **Professional Practice Statements**

Mr. Craig 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 will 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 \$150 per hour rounded up to the nearest 15

minute increment. This includes all services of the Parenting Facilitator and Coach including reviewing documentation, records management, meetings, correspondences, phone contact, e-mail, court time, legal expenses, and 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, charges for the service will be equally divided between the parents. 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 Parenting Facilitator unless otherwise directed in the order. 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.

An initial retainer of \$450.00 per parent is required and each parent must maintain a retainer of \$300.00 as long as services are active. Payments for the retainer and futures sessions may be made with cash, check, or money order and are expected to be paid at the end of each session or 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.

If either parent must cancel a session, it must be done within 48 weekday business hours of the scheduled appointment. Arriving after 15 minutes of the scheduled meeting beginning time will be considered a cancellation. If cancellation is not done within 48 weekday business hours of the scheduled visit, the entire appointment fee will be charged to the canceling party. Payment for the canceled session 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 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 the judge's order to participate in the 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.

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

**Retainer:** A retainer equal to three (3) hours of service, or \$450.00 is due in advance from each of the parties. If one party is ordered to pay for all costs of service the initial retainer is \$900.00. Payment may be made by check or money order. Services may be charged against the retainer provided that the parties continue to fully replenish a \$300.00 retainer balance when billed. If a party is late in replenishing the retainer, services may be suspended until such time as the retainer is replenished and will be charged for all attempts to seek compensation including written notices and legal fees.

**Other costs:** Each of the parties will be 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 Mr. Craig, time in administrative tasks, including correspondence to parties, attorneys, or reports to the court, are billed at the standard hourly fee.

## **Children in the Middle Co-parenting 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**

Prior to the initial sessions, the parents are required to enroll in the Our Family Wizard program ([www.ourfamilywizard.com](http://www.ourfamilywizard.com)) and will be required to direct communication to each other through Our Family Wizard. The professional access form to allow the Parenting Facilitator to monitor the case is located at the following link:

[www.ourfamilywizard.com/ofw/index.cfm?LinkServID=3BA972B7-E7DE-1976-EB44404FE3927D58&showMeta=0](http://www.ourfamilywizard.com/ofw/index.cfm?LinkServID=3BA972B7-E7DE-1976-EB44404FE3927D58&showMeta=0)

The information for the professional access is:

Name: Bradley Craig  
User Name: bradsCraig  
Phone Number: (972) 897-0440  
E-mail: [brad@childreninthemiddle.com](mailto:brad@childreninthemiddle.com)

## **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 may 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 although I may be providing payment to the parenting facilitator the parenting facilitator is 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 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 my attorney or I request a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig there will be an additional fee of \$250.00 per hour, with a minimum charge of three hours. 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. Such fees are due at least one week before the scheduled appearance. Please note: if an appearance request is received without a minimum of one week notice the appearance fee is due immediately and there will be an additional \$250.00 express charge. Failure to provide the fee as specified constitutes release from the requested appearance.

I understand that my participation with a Parenting Facilitator 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. 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 co-parenting

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 co-parenting.

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

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 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 co-parenting issue. Such binding recommendations will be consistent with existing Court Orders.

I understand I am to notify the Parenting Facilitator in writing within 48 hours of any changes in my contact information, legal representation, residency, or occupants of my home.

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 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 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: \_\_\_\_\_