



## CENTER FOR PARENTING FACILITATION AND COORDINATION

### PARENTING FACILITATOR RESPONSIBILITIES

Parent Facilitation is solution-based coaching that finds solutions to the practical problems of co-parenting.

1. The Parent Facilitator works as a neutral and objective party to assist both parents in resolving conflict in the best interest of their child(ren).
2. The Parent Facilitator may be called upon as necessary to assist the family with any new conflicts until the child(ren) is(are) 18 years old.
3. A Parent Facilitator may also recommend resources, evaluations and/or other therapeutic interventions as he finds that action to be in the best interests of the child(ren).
4. The Parent Facilitator may communicate with any professional including both of the parents' attorneys.
5. Parent Facilitation is not an emergency service. If an emergency occurs during the time families are in Parent Facilitation, the parents are to call 911 or other crisis intervention services.

#### **Intake:**

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

1. A completed intake form;
2. A completed release of information form;
3. A signed advisement form;
4. A signed program costs form; and
5. A copy of the court order, or Rule 11 agreement.
6. \$500 retainer per side

#### **Parenting Facilitation Meetings:**

1. The Parent Facilitation process begins with a minimum of one individual meeting for each adult.
2. After the individual meetings are completed, the parents will begin to meet jointly. These joint meetings are usually held until the parents and the Parent Facilitator agree that the process is complete.
3. The parent facilitator will determine the frequency of meetings, if not otherwise

stated in the court order.

4. While the child(ren) is(are) under the age of 18, parents may return for appointments as they encounter further conflict as the child grows up.
5. The Parent Facilitator will schedule joint and individual meetings based on the unique needs of the families.
6. Extended family may be asked by the Facilitator to attend any joint meetings if their attendance in the opinion of the Facilitator will help to resolve conflict in the case. The parent facilitator may request a meeting with the child at any point during the process.

**Communication:**

Communication is first and foremost face-to-face. Telephone consultations and individual meetings will be made at the discretion of the Facilitator. Email is only used for short responses, scheduling purposes, or as otherwise indicated in session.

**Confidentiality:**

**Parent Facilitation is NOT therapy and it is NOT a confidential process.** The taping of meetings is not allowed unless specifically agreed to by all parties.

**Reports:**

If requested by the court, periodic status reports may be submitted to the court. In addition, the Parent Facilitator may choose to send a status report when significant events have occurred in the case, or in the case of non-compliance. Copies of all reports will be sent to the court and each of the parents' attorneys unless court documents direct otherwise. Parents are required to pay for all fees for written memos including the fees for the final report prior to the conclusion of the program.

**Complaints:**

Any concerns or complaints regarding the Parent Facilitator or the parent facilitation process should be addressed to the Parent Facilitator in writing and then an individual appointment scheduled to discuss the concerns. If after the individual appointment, the concerns are not resolved then the parent may request that the court terminate services or appoint another Parent Facilitator.

**Conclusion:**

The Parent Facilitation process may be concluded in the following ways:

1. The process is successful and the participants agree that further meetings are not needed.

2. In the opinion of the Facilitator, the process is not working due to non-compliance by one or both of the parents. The Facilitator will inform the court of the reasons that prohibit the process being successful.

I will abide by the process as outlined.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_