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PARENT COORDINATION INTAKE FORM

Date: _____ **Referred by:** _____

Name: _____ **Date of Birth:** _____

If remarried, name of new spouse: _____ Year of remarriage: _____

Home Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Can we call? YES _____ NO _____

Work Phone: _____ Can we call? YES _____ NO _____

Cell Phone: _____ Can we call? YES _____ NO _____

Best time and phone number to reach you _____

Email: _____

Case Guardian ad litem (if any): _____ **Phone:** _____

Attorney: _____ **Phone:** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you been in Parenting Coordination before? YES _____ NO _____

If yes, briefly provide details:

Parenting Coordination Agreement

This agreement is being executed between _____ and _____
(parents) and Melanie Torno, MS LPC-MH QMHP, Parenting Coordinator.

Melanie Torno, MS LPC-MH QMHP, Parenting Coordinator agrees to work with the above parties in order to promote cooperation and coordination in the parenting of their minor children. Parenting coordination is a child-focused dispute resolution process designed to help parents develop and/or institute their parenting plan, minimizing conflict and avoiding litigation whenever possible.

Responsibilities of the Parenting Coordinator may include:

1. Developing a Parenting Plan if one has not been completed and filed with the court.
2. Assisting parents in the implementation of the Parenting Plan and creating approaches to carrying out the Parenting Plan that reduces conflict between the parents.
3. Establishing protocols for communication and teaching appropriate communication tools and techniques to encourage cooperative parenting and independent problem resolution.
4. Teaching principles of child development and tools for age- appropriate parenting as needed.
5. Modifying a Parenting Plan when the parents agree to the need for modification. If agreement cannot be reached, the Parenting Coordinator will make recommendations to the parties' legal counsel and/or the court.
6. Mediating conflicts regarding the intent of the Parenting Plan, deciding how the plan will be implemented including temporary changes in the parenting schedule, holiday or vacation planning, logistics of pick-up and drop off, suitability of accommodations, and the roles of stepparents and significant others.
7. Communicating with other interested parties, including teachers, counselors, etc., in order to best understand the needs and interests of the minor children.
8. Maintaining communication with the parties' counsel and the court regarding decisions made through Parenting Coordination services.
9. Mediating parental conflict whenever possible to achieve agreement without litigation.
10. Follow the current court order and/or orders that have been established previously regarding custody and/or roles of Parent Coordination.

Please Note:

1. The Parenting Coordinator does not function as a mental health counselor, legal representative, parenting evaluator or crisis intervention specialist. If those services are needed an appropriate referral will be made.
2. The Parenting Coordinator does not have the authority to substantively change the Parenting Plan or to discuss child support issues.
3. There will be no confidentiality regarding information obtained by and statements made to the Parenting Coordinator by you or third parties unless the Parenting Coordinator believes that the information may be harmful to the children.
4. The Parenting Coordinator has a duty to report reasonable suspicion of possible harm or abuse to minor children.
5. The Parenting Coordinator will report to appropriate authorities information leading to a reasonable belief that criminal behavior is intended which may result in serious bodily harm or death.

Responsibilities of the parents include:

1. To cooperate with the Parenting Coordinator and take part in the parenting coordination process.
2. To direct parenting disagreements to the Parenting Coordinator for discussion and mediation.
3. To cooperate in scheduling appointments with the Parenting Coordinator at a frequency determined by the Parenting Coordinator and to use session time to address significant parenting issues.
4. To assure all communication with the PC is in the presence of the other parent or with full disclosure to the other parent, such as all emails are to be cc ed to other parent and Parent Coordinator.
5. To provide the Parenting Coordinator with copies of all documents pertinent to the Parenting Plan including judgments, marital settlement agreements, child custody evaluations and other evaluations relevant to a comprehensive understanding of the needs and rights of the minor children.
6. To sign release forms authorizing the Parenting Coordinator to obtain information from third parties (e.g. therapists, teachers, doctors, lawyers) and to authorize third parties to release information and copies of documents to the Parenting Coordinator.
7. To assure all fees for Parenting Coordination services are paid in a timely manner.

Parenting Coordination Agreement

Fees for services:

Unless otherwise agreed or ordered by the court, all fees will be split equally between the parties. The initial financial commitment is \$2000 nonrefundable. Fees for service are billed at \$175 per hour for appointments with Parent Coordinator, review of files and documentation, emails, contact with one or both parents, updates to attorneys, and other non-court related activities. Fees for court preparation and court testimony are billed at \$275 per hour. Fees for services will be billed against the retainer and additional funds will be requested when the retainer balance reaches \$250. Parent Coordinator reserves the right to discontinue services until adequate funds are received and will then resume services when payment is received.

When sessions are scheduled, that time is reserved for you. APPOINTMENTS NOT CANCELED WITHIN 24 HOURS WILL RESULT IN A CHARGE FOR THE TIME RESERVED TO THE CLIENT WHO CANCELED.

Exclusions:

1. The parties waive their rights of action against the Parenting Coordinator when providing good faith services under this agreement.
2. The Parenting Coordinator does not provide crisis intervention services. All professional services will be provided during regularly scheduled appointments. All emails will be addressed within 24 hours to determine if the issue can be resolved via email or through scheduled appointment.
3. Significant financial matters will not be discussed during parent coordination sessions.

Mother

Date

Father

Date

Melanie Torno, MS LPC-MH QMHP, Parenting Coordinator

Date

FAMILY AND PARENTING QUESTIONNAIRE:

Name: _____ **Date:** _____

Household Members:	Name	Age	Date of Birth
Father (bio/step):	_____	_____	_____
Mother (bio/step):	_____	_____	_____
Children:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Please list other persons living in the household and relationship to child(ren): (if any):

SECTION 1: MARITAL AND SEPARATION HISTORY

What year did you meet? _____

What year did you get married? (if applicable) _____

What year did you separate? _____

What year did you divorce? (if applicable) _____

A. Who initiated the separation? Father _____ Mother _____ mutual decision _____

Please explain:

B. Please describe your post-separation feelings and relationship with your ex at each point in time:

During the first year: _____

During the second year: _____

Between 2-4 years: _____

After 5 years: _____

Presently: _____

C. To what do you attribute the change in your relationship over the years? Check all that apply and explain below:

- | | |
|---|--|
| <input type="checkbox"/> the passage of time | <input type="checkbox"/> the need to co-parent |
| <input type="checkbox"/> personal growth | <input type="checkbox"/> individual therapy |
| <input type="checkbox"/> a new love interest | <input type="checkbox"/> my remarriage |
| <input type="checkbox"/> influence of other people | <input type="checkbox"/> a particular incident or crisis |
| <input type="checkbox"/> change of job | <input type="checkbox"/> making new friends |
| <input type="checkbox"/> change in my ex's attitude | <input type="checkbox"/> the children getting older |
| <input type="checkbox"/> family therapy | <input type="checkbox"/> my ex's remarriage |
| <input type="checkbox"/> change of finances | <input type="checkbox"/> change in attitude |
| <input type="checkbox"/> other _____ | |

Please explain the above selections and make any comments here.

SECTION II: SHARING TIME AND PARENTAL RESPONSIBILITY

A. What is your parenting time agreement?

B. How do you feel the parenting plan works? Identify problems and strengths of your current parenting plan.

C. How have the schedule and living arrangements changed? What were the reasons for the changes?

D. What issues, events, or situations cause(d) problems between you and your ex regarding parenting responsibilities?

- who pays for what
- discipline
- making decisions about school
- buying gifts for kids
- activities in which your ex involves the children
- crisis management (e.g. the child has a problem)
- putting children's needs first
- curfew
- religious difference
- different ideas about health
- step-parent or live-in
- different standards
- school performance
- buying necessities for the kids
- relationships with in-laws (grand-parents)
- your ex's personal habits (e.g. drinking, cursing, etc.)
- your ex's dating habits
- wanting more flexibility
- attendance at school functions (conferences, plays, games, etc.)
- last minute changes in schedule
- vacation time
- pickup/drop-off time
- wanting more structure
- division of parenting time
- other _____
- other _____
- other _____
- other _____

Please explain the above selections, including whether the difficulty still exists and any resolutions or agreements

SECTION III: CO-PARENTING

A. I respect the mother/father of my child(ren) as a parent:

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

B. If I don't agree with my child(ren)'s other parent's approach to child rearing, I can accept that we are different and still support him/her:

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

C. I restrain myself from talking badly about my child(ren)'s other parent in front of the child(ren):

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

D. I believe my child(ren)'s other parent restrains him/herself from speaking negatively about me or other family members in front of the child(ren):

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

E. I discuss with my child(ren)'s other parent issues which are relevant to the child(ren) (i.e. medical, educational, extracurricular activities, sports activities, family events, awards, etc.)

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

F. My child(ren)'s other parent is willing to discuss with me any issues which are relevant to the child(ren):

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

G. I think it is important for my child(ren) to maintain regular contact with their other parent and his/her family (i.e. grandparents, extended family) regardless how I feel about or think of them:

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

H. I believe my child(ren)'s other parent feels it is important for my child(ren) to maintain regular contact with me and my extended family no matter what he/she feels about and/or thinks of us:

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

I. I believe my child(ren)'s other parent refrains from discussing adult issues and decision with the child(ren):

Never_____ Rarely_____ Sometimes_____ Usually_____ Always_____

Additional comments:
