

**Ben C. Ghozali, Psy.D., P.A.**  
Qualified Parenting Coordinator

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**Parenting 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:

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**Parenting Coordination Agreement**

This agreement is being executed between \_\_\_\_\_ (parent) and Ben C. Ghozali, Psy.D., Parenting Coordinator.

Ben C. Ghozali, Psy.D. 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 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. 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 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.

**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 make decisions regarding financial issues. The Parenting Coordinator does not have the power to change the primary residence of the children.
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 any information leading to a reasonable belief that criminal behavior is intended which may result in serious bodily harm or death.

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**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 Parenting Coordinator is in the presence of the other parent or with full disclosure to the other parent.
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.

**Fees for services:**

Unless otherwise agreed to or ordered by the court, all fees will be divided equally between the parties. The initial financial commitment is for five hours. This includes the intake and four subsequent meetings as well as administrative time to set up contacts and communicate with interested parties (e.g. attorneys, therapists, etc.). Thereafter, fees for service are billed at \$175 per 60 minute meeting. Any administrative work pertaining to the case will be billed in 15-minute increments. All fees are due prior to the start of the session.

When sessions are scheduled time is reserved for you. **APPOINTMENTS CANCELED WITHOUT 24 HOUR NOTICE WILL RESULT IN A CHARGE FOR THE TIME RESERVED TO THE CLIENT WHO CANCELED.**

**Exclusions:**

1. The Parenting Coordinator will not testify in court.
2. The parties waive their rights of action against the Parenting Coordinator when providing good faith services under this agreement.
3. The Parenting Coordinator does not provide crisis intervention services. All professional services will be provided during regularly scheduled appointments.
4. Significant financial matters will not be discussed during parenting coordination sessions.

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ben C. Ghozali, Psy.D., Parenting Coordinator

\_\_\_\_\_  
Date

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**Parenting Coordination Questionnaire**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Household Members:</b>	Name	Age	Date of Birth
Father:	_____		
Mother:	_____		
Children:	_____		
	_____		
	_____		
	_____		

Please list other persons living in the household; (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? husband \_\_\_\_\_ wife \_\_\_\_\_ mutual decision \_\_\_\_\_

Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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B. Please note your post-separation feelings with your ex at each point in time: Identify the current status with an \*

	<b>Extremely Hostile</b>	<b>Hostile Angry</b>	<b>Moderately Cold</b>	<b>Civil But Friendly</b>	<b>Very Friendly</b>
During the first year?					
During the second year?					
Between 2-4 years?					
After 5 years?					

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.

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**SECTION II: SHARING TIME AND PARENTAL RESPONSIBILITY**

A. What is your time sharing agreement?

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B. How is the sharing working out? Identify problems and strengths of your current time sharing plans.

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C. How have the schedule and living arrangements changed as the children got older? Was it because their needs, your needs, or your spouse's needs changed? Please explain:

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D. What issues, events, or situations cause(d) problems when you and your ex share 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

Please explain the above selections in greater detail. State whether the difficulty still exists and include any problem that is not listed above.

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### SECTION III: WORKING AS A CO-PARENT WITH YOUR EX

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 \_\_\_\_\_

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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 or herself from speaking badly about me 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) no matter what I 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 thinks of us:

Never \_\_\_\_\_ Rarely \_\_\_\_\_ Sometimes \_\_\_\_\_ Usually \_\_\_\_\_ Always \_\_\_\_\_

Additional comments:

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