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### Parenting Coordination Intake Form

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_

Home# \_\_\_\_\_

Work# \_\_\_\_\_

Cell# \_\_\_\_\_

E-Mail \_\_\_\_\_

***Please do not list numbers or e-mails where it is not ok to contact you***

Date of Divorce \_\_\_\_\_

Attorneys Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Attorney Phone Number \_\_\_\_\_

Please list the children whose needs we will be addressing

Children	DOB	Age	Living with	Special Needs
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you tried Parenting Coordination or Mediation in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who was your Parenting Coordinator? \_\_\_\_\_

Primary reasons for seeking Parenting Coordination now \_\_\_\_\_

Primary Goals for your work in Parenting Coordination \_\_\_\_\_

### INTAKE QUESTIONNAIRE

It is helpful for me to know about you and your perspectives on your family, your co-parent and your divorce situation in general. Please take some time to answer these questions and bring this form to your initial consultation.

1. How frequent is your contact with your other co-parent?
2. Please describe the nature of the contact (please include methods of communication, topics as well as how much conflict you have in these interactions).
3. On a scale of 1 to 10 (10 being the highest), how would you rank the level of conflict that exists between you and your other co-parent?
4. Briefly describe your children, your worries about your children and your children's strengths.
5. Briefly describe any concerns you have regarding your other co-parent. (please note that these forms are not confidential)
6. Please describe your other co-parent's strengths.
7. Please say a little bit about what you, personally will have to work on in order to be able to co-parent with less conflict.

## GOALS AND EXPECTATIONS

The **short term** goals of Parenting Coordination consist of helping parents discuss and resolve current parenting problems. Agenda items will be chosen by the parents and can include any topic related to the children such as school choices, activities or minor and temporary changes to the schedule. Topics can also be related to the co-parenting relationship such as problems with communication or disrespect.

The **long term** goal of Parenting Coordination is to achieve an overall improvement in the communication and level of cooperation and trust between parents. *This goal is crucial because hostility and conflict between parents is strongly related to emotional dysfunction and deterioration in the mental health of children in divorced families.*

My role and responsibility is to keep the focus on the best interest of the children at all times. You have the right to expect me to be fair, neutral and respectful at all times. I will remain focused on the present and future, not the past.

When parents enter into Parenting Coordination they are asked to follow these basic behavioral guidelines to increase the effectiveness and efficiency of sessions:

1. DO speak respectfully to your co-parent
2. DO try hard to listen carefully and with an open mind
3. DO come prepared with creative solutions to the issues you are addressing in session
4. DO come prepared to think about ways in which YOU can be a better parent and co-parent. Try to take responsibility for your own difficulties
5. DO come prepared to work on apologizing, expressing thanks, on cooperating and on compromising
6. DO try hard to express emotions like anger and frustration using calm, clear "I statements"
7. DON'T insult your co-parent or raise your voice to express anger or frustration
8. DON'T interrupt when the other is speaking-either with words or facial expressions
9. DON'T lecture your co-parent, nor verbally attack them
10. DON'T remain in a blaming, "it's all your fault" position
11. DON'T go back in time to old grievances that occurred during the marriage

**Please acknowledge here that you have read, understand and agree to the above guidelines for conduct:**

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Name

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Name