

NEW JERSEY'S *NEW WAYS FOR FAMILIES*®, LLC

www.newwaysnj.com

SHARON RYAN MONTGOMERY, PSY.D.

Licensed Psychologist
NJ License #1931 - VT License #048.0134137
20 Community Place, 4th Floor
Morristown NJ 07960
Phone 973-285-0579 - Fax 973-539-3687

Jonathan Wall, Psy.D.

21 Water St.
Clinton, NJ 08809
Licensed Psychologist
NJ License # 3642
Tel: 908-295-1890
jonwall@jonwall.com

Tamsen Thorpe, Ph.D.

20 Community Place, 4th fl.
Morristown, NJ 07960
Licensed Psychologist
NJ License # 3826
Tel: 973-425-8868
drthorpe@directions-cls.com

Aaron Welt, Ph.D.

261 James Street, 2-C
Morristown, NJ 07960
Licensed Psychologist
NJ License # 2622
Tel: 973-538-7490
awelt@verizon.net

PROCEDURES FOR NEW JERSEY'S *NEW WAYS FOR FAMILIES*®, LLC **MODEL: 12 SESSION ONLINE COURSE + 3 INDIVIDUAL COACHING SESSIONS**

- 1) New Ways parent coaching sessions proceed when the following have been received:
 - a) A copy of a Court Order or letter from the attorney(s) or party(s) retaining the Psychologists, Drs. Wall, Welt and/or Thorpe, to conduct the New Ways Program with the parents. Note that each parent will be assigned their own Psychologist to coach them in the parenting skills.
 - b) An initial joint retainer in the amount of \$1,650.00, which covers the 3 (1 hour) coaching sessions for each parent, at \$250 per hour, and a \$150 administrative fee. Each parent will be responsible for half, \$825, unless otherwise stipulated. Note we do not take credit cards at this time. Please mail the check to Dr. Welt's office and make out to: **NJ's New Ways for Families, LLC.**
 - c) Each parent will need to sign up and pay \$139.99 directly on the national website for the 12-hour online course, **Parenting Without Conflict**.
<https://www.highconflictinstitute.com/parenting-without-conflict>
 - d) Note that if the parents optionally want to continue with the joint decisional component, to address pressing issues, it will be billed at \$250 hourly times 2, as both Psychologists are present. Services will be paid at the start of the sessions, as requested. This is an opportunity to obtain assistance in using the skills learned in the program to make decisions regarding parenting. The utilization of this step may be decided upon at the completion of the program. Additionally, a Child component for older children, may be opted for to target parent-child issues.
 - e) Initial paperwork including the following which may be printed out from our website:
<http://newwaysnj.com/forms/>

Please mail all paperwork filled out to Dr. Welt or email to: awelt@verizon.net

- This Agreement signed
 - Authorization Form giving your permission for Drs. Wall, Thorpe and Welt to consult with each other and your permission for us to interact with your attorneys regarding administrative matters

 - Behavioral Declarations – Part 1 (this will be a work in progress, just start it off)
 - Client Info Form
 - Intake for Families
- 2) Billing will include hours spent in direct contact with family members as well as time spent on phone calls to/from attorneys or collateral contacts, billed at \$250.00 per hour. The goal is to keep the focus on the program’s skill building format. If the charges exceed the retainer, an additional payment may be requested to continue the counseling. Delays in making payments will result in delays in the progress of the counseling process. If additional visits are needed or requested, beyond the basic New Ways program, these will be billed accordingly.
- 3) This counseling program is confidential unless otherwise agreed upon by mutual consent or by court order. In most situations, we can only release information about this counseling to others if a signed Authorization from all parties is obtained. We will ask that you sign an Authorization upfront, so that the Psychologists may coordinate care. A goal is for the parents to share the final version of the Behavioral Declarations with the other parent, enumerating their concerns and requests, in addition to listing the parenting strengths present.
- 4) Parents understand that if, during the course of the counseling sessions, the counselor obtains information that raises, for the first time, a reasonable suspicion that one or more of the children has been a victim of child abuse, the counselor has a legal obligation to report such suspicion to DCPD for further investigation. Other confidentiality exceptions where we may be obligated to act, are if we believe a vulnerable adult is the subject of abuse, neglect or exploitation. Additionally, if a parent makes a threat or if we believe the parent presents a threat of imminent serious harm to himself or against a readily identifiable individual, we may be required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization.
- 5) It is not standard practice to record (video/audio) sessions or have third party observers present during the counseling sessions. **Recording is not allowed.** Should this occur, we will have the option of terminating the counseling process and collect all fees associated with the work that has been completed.
- 6) It is understood that information is not routinely disclosed in deposition or court testimony in these matters. In the event that such services should be required by way of mutual agreement or Court Order, it is understood that the fees are higher at \$375.00 per hour for these additional services. The party requesting such services shall sign appropriate Release of Information Forms. The specific date and times of court proceedings/depositions need to be scheduled, as well as payment received, at least seven (7) days in advance for this time to be reserved.
- 7) Upon finishing the programs, the parents will receive certificates of completion, for both the online and in-person coaching components.
- 8) Professional involvement in this counseling process will terminate upon completion of the designated number of counseling sessions or upon receipt of notification from the retaining parties indicating that services are no longer required. Services will also terminate upon refusal or failure of the retaining

parties to abide by the stipulations of this Agreement. Booster sessions will be made available upon request.

9) An administrative fee of \$150.00 will be charged against the Retainer for case setup/case preparation, whether it is prior to the first appointment or after appointments have begun. Should participation in this program be terminated prior to completion, ALL professional fees accrued prior to notification of termination will be charged. Any unused portion of the Retainer will be refunded to the Payer.

10) Sessions may be face-to-face or via an internet-based video platform. Please note the following potential considerations for video which might include but are not limited to:

- Any internet-based communication is not 100% guaranteed to be secure/confidential, even when using software that is represented as confidential and HIPAA-compliant. It is important to use a secure internet connection rather than a public/free Wi-Fi.
- At the start of a call please provide your address, location in the home and cell.
- During sessions or other internet-based conversations, confidentiality should be treated just like an in-office session, by using a private room or space where we will not be overheard or interrupted. Please disclose immediately, if any third party is present, whether in the room or remotely (e.g. over speaker phone, three-way calling, etc.)
- Please give internet-based sessions the same focus as in-office sessions, with no outside distractions, such as cell phones or other computer programs.
- It is important to be on time. If you need to cancel or change your appointment, you must provide advance notice, otherwise a charge will be incurred.
- In the event of technical problems, we may need to switch to a call or reschedule.
- Never audiotape/videotape or otherwise store content from our sessions or share such data with any third party.
- I agree that, in a crisis or emergency situation in which I am considering seriously harming myself or someone else, or am having a severe breakdown in my ability to function safely, I will go to the nearest Emergency Room. Further, I will reach out to resources I have locally for assistance if I need it. I understand that my failure to take such action may be deemed an emergency and thus confidentiality, to communicate with my emergency contacts, may be broken.

I have read the above list of procedures for participating in NJ's New Ways for Families counseling and agree to its contents.

Signature: _____

Date: _____

Print Name: _____

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