

## SOLUTION FOCUSED FAMILY CENTER

**Interview Offices:**

5950 Park Vista Circle, Suite 110  
Fort Worth, TX 76244

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Frisco, TX 75034

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[info@solutionfocusedfamilycenter.com](mailto:info@solutionfocusedfamilycenter.com)

**Mailing Address:**

8553 N. Beach St., Ste 189  
Fort Worth, TX 76244

### Introduction Letter Regarding Parenting Facilitation

Dear Client,

We have received the order for parenting facilitation involving your family. Beginning any new learning process can be a difficult decision and when done pursuant to a court order it is important that we begin with a clear understanding of the situation at hand. We have attached an Advisement Form regarding our services which details both our philosophy of services as well as the “nuts and bolts” of how services are offered. Also attached is a Personal History Intake Questionnaire about you and your family. Copies of these forms have been sent to your lawyer so that you may review them together if you desire.

Information about fees and the retainer for services is also attached. In an effort to maintain an impartial role during the process the retainer is due in advance of beginning services. We will schedule your first appointment, an individual session without your co-parent or others, together after we receive completed intake forms and initial retainers from all parties. A number of subsequent appointments will be scheduled during the course of services. These may be individual sessions with you, joint sessions with you and the other party, or, in rare situations, meetings with others as well. It is important in order to complete this process in a timely manner that you notify our office as soon as possible any time an appointment needs to be changed or rescheduled.

If for some reason you believe we may have interacted in the past, or that I may have previously provided services or otherwise been involved with anyone in this case please inform us of this immediately. We attempt to prevent even the appearance of any possible conflicts of interest, however I have been in practice, both privately and at various agencies, for over two decades and cannot guarantee we remember every person I may have had contact within that time. I may have been professionally involved in previous cases with one or more of the attorneys in this case, just as they may have been involved with each other in previous cases. If I am aware of any conflicts of interest that may impact on our ability to conduct a neutral evaluation, I will disclose those to you and to the court.

Again, please complete the attached forms and return them as soon as possible at the address listed above. Once we have received them and the initial retainer we will contact you to schedule your first interview. We look forward to meeting with your family in the near future. Thank you for your prompt cooperation in this matter. If you have any questions please contact us at the number above.

Sincerely,

A handwritten signature in blue ink that reads "Mindy Harrison, LCSW". The signature is written in a cursive, flowing style.

Mindy Harrison, LCSW-S,  
Licensed Clinical Social Worker  
Board Approved Supervisor