

Guiding Exceptional Parents, LLC

www.guidingexceptionalparents.com

4711 Sheridan Street - Riverdale Park, Md 20737

info@guidingexceptionalparents.com - 301-768-8503

PAYMENT POLICY AND DESCRIPTION OF SERVICES

Thank you for inquiring about Relationship Development Intervention (RDI™) and the services provided by Guiding Exceptional Parents, LLC. I am sure you will have many questions about RDI. Once you have read through this document please do not hesitate to contact us with your questions and concerns.

Getting Started

Prior to starting your RDI program the following will be required:

- An initial telephone or video consultation or, if within two hours traveling distance, an in-office consultation to discuss details of your child.
- Submission of copies of prior reports from sources such as Psychologists, Speech and Language Therapist, developmental pediatricians, etc.
- Completed 'Client History Intake Form'

The RDI Program Structure

The RDI Program is primarily a parent-based program. Once the foundations are in place, RDI techniques can be transferred into other environments.

The RDI Consultant will provide supervised guidance to parents and primary caregivers that will help the child begin to move forward in emotional, social development and dynamic thinking. How long it takes to complete the early stages of building the Guiding Relationship is variable dependent on each individual family's needs.

The basic initial training will be in the form of:

- Hour-long face-to-face consultations in person, or via video chat, on a weekly or bi-weekly basis
- Written feedback via the RDI Platform
- Consultant assignment review and feedback
- Guiding you to provide your own analysis of your child's interactions and learning

A crucial part of any RDI Program is for parents & caregivers to be committed to providing regular feedback and sometimes video footage to their RDI Consultant via the RDI Platform.

Using the 'RDI Platform'

The Family Consultation Program is administered via the 'RDI Platform'. Guidance and assistance will be provided to enable families to take full advantage of the RDI Platform so that they will be able to use it as a tool for on-going education, uploading footage, accessing parent or child goals, watching and participating in webinars, and benefiting from the RDI Community forums.

Initials _____ Initials _____

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Relationship Development Assessments - RDAs

A Relationship Development Assessment (RDA) will be needed after you have completed the initial 'Family Consultation Parent Readiness' training of your RDI Program.

The RDA should be repeated every six months to ensure that the Guiding Relationship is developing at the optimum level. It will also help us to identify obstacles that may need to be prioritized.

The RDA consists of:

- RDA1 (each parent with the child)
- RDA2 (consultant with the child),
- Plan Review Meeting (parents and consultant),
- Final Report.

Relationship Development Assessment (RDA1 and RDA2)

The Relationship Development Assessment (RDA) is a three-part assessment that will determine the stage and level that the parents and child need to work on. It is not a test, it provides necessary information that will allow for us to customize your RDI Program for optimal progress. The RDA segments are administered on separate days to allow time for the video footage to be assessed.

RDA1 is a standardized assessment that asks the child and each parent to engage in a variety of activities. RDA1 allows the development of a hypothesis that the consultant will test in RDA2. The RDA1 will last approximately 90 minutes.

We will work together to analyze the results of the RDA1. This will help you understand your child - strengths and weaknesses. It will also help us determine which skills to target, as you will determine which skills are most critical to your child's success.

The RDA2 uses the information gathered from the RDA1 (e.g., obstacles and strengths in regards to the Guiding Relationship) and will allow the consultant to determine whether these obstacles and strengths have been correctly identified. The participants in the RDA2 are the child and the RDI Consultant. Duration 60 minutes

Plan Review Meeting and Report

The Plan Review Meeting will cover:

- Primary RDI remediation objectives (including role play and discussion)
- Life skills needed and plan of action
- Family strengths and obstacles
- Discussion of accommodations employed or needed
- Other therapies, and
- Schooling.

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The Plan Review meeting will review the report so the consultant can explain the results.

The development of the RDA will be billed at my standard hourly rate.

Location of Service Delivery

Unless otherwise agreed, visits and consultations will take place by Zoom (or another online video chat platform). We can also meet by telephone or in person.

If I come to you, or do a school consultation, I will charge a \$115 travel fee. If my travel takes more than 30 minutes each direction, I charge \$230 per hour, pro rata, for travel time.

Equipment Requirements

Parents will need:

- A device that can record video for upload to YouTube or the RDI Platform.
- A computer with a connection to the internet

Rates

Clients will be charged at the rate of \$230 USD per hour (\$3.83 per minute).

- Consultations will be charged at the hourly rate, (pro rata for time that is less than 1 hour).
- Payment is expected when services are rendered.
- You can pay by check, cash or credit card. If we meet remotely, we will collect your credit card information and keep it on file so we can charge for future sessions as needed.
- Because we are not licensed clinicians, you cannot bill insurance for our services.
- In the event that you are not able to keep current with your bill, a reasonable payment plan can be arranged, in writing, providing you are willing to establish collateral for your debt and make Guiding Exceptional Parents, LLC a secured creditor. Any payment plan that is subsequently developed will be incorporated into this agreement.
- Overdue payments will be charged a 12% interest rate after 60 days. If you fail to pay, we may refer your account for collection.
- In that event you will be responsible for all costs and expenses of collection, including reasonable attorneys' fees.

Appointment Times

- Daytime appointments are available Monday through Friday.
- Please give 24 hours notice if an appointment must be changed or missed. A bill will be sent for failure to keep an appointment without 24 hours' notice.
- If you must miss a session, contact us as soon as you are able to schedule a make-up session so we can stay on track. If no mutually convenient time can be found, we will start up again at the next session.

Communication

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- All communications are strictly confidential (see Privacy Policy), though our e-mail is not on a secure server, so there is some possibility that e-mail could be compromised. If you prefer strict confidentiality, it is best to call or provide documents through the US Mail or in-person.
- We can be reached by email (info@guidingexceptionalparents.com) or telephone/confidential voice mail (301-768-8503). We do not have a fax number.
- This is a consultation practice. We will make every effort to return your call within 48 hours, with the exception of weekends and holidays. Please inform us of the times when you will be available when you leave a message.
- In emergencies, contact your primary care physician, call 911, or go to the nearest emergency room.

Termination

We will support you in all phases of your work with us, and that includes termination of services. When you are ready to stop, we want support you in the transition. Please provide is with advanced notice of at least two sessions so we can tie up loose ends and make the transition as smoothly as possible. If you are unable to give advanced notice, please let me know as soon as possible so that I can help you to end positively.

YOUR CONTACT INFORMATION

Your Name(s): _____

Name of child: _____

Address: _____

E-mail: _____

Preferred phone: _____

Alternate phone: _____

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ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS

By signing below I acknowledge I have read and understand the above policies of Guiding Exceptional Parents, LLC, and have received a copy of the Notice of Policies and Practices to Protect the Privacy of Patient Information.

_____ Client Signature	_____ Date
_____ Client Signature	_____ Date
_____ Consultant Signature	_____ Date