

PSNP Program Paperwork Explanation

To help explain the paperwork, since staff is not physically present, please look at the following as you complete your Parenting Support Intake.

Program Agreement- Simply states that you are voluntarily participating, you are not court ordered to do so.

Session Policy- This is for you to keep for your records regarding No Shows and our 15 minute rule. After 2 No Shows, we have the right to terminate a participant from the program for failure to comply. It is mentioned in the Family Enrollment Contract that participants attend all sessions and share in activities to the best of their abilities. I inform participants that if they will maintain contact with me, we can work around scheduling. I'm not one for setting my parents up for failure.

Notice of Privacy Practices- This is similar to the HIPAA forms you would sign at a doctor's office. It states that information will not be shared without consent and it is to help maintain your confidentiality. The bottom 3 bullet points are in regards to billing, which we do not have to worry about right now as our program is covered by a grant from our local Smart Start office. There is a similar program in Charlotte that typically charges anywhere from \$75-150 per parent.

Consent for Release- This gives me permission to talk to people on your behalf. I have the belief that what is said in session, stays in session unless it meets legal reporting guidelines and then I have to share. In that event, I always inform the participant so that they know. The consent is good for one year. You can choose who to share your information with, however there are a few that I have to have signed off: Parenting Support, because I have case supervision and monitoring; Human Services, because I am in a different division than CPS and it covers the building as a whole. I would recommend listing an attorney, co-parent, etc., especially if you will be using someone else's email/phone number.

Program Termination- I have 2 ways of ending things with my parents- planned and unplanned termination. Planned is when you complete all 13 sessions, you graduate, and don't need me anymore. Unplanned is when I have parents that are not rescheduling appointments, fail to maintain contact, or physically/verbally harm staff or others (such as a parent violating a Protective Order). It leaves me the right to end participation if safety becomes an issue.

Family Enrollment Contract- This actually comes from the evidence-based curriculum itself. It is simply a participant's agreement that they will participate, complete weekly homework assignments for skill building, not hurt others, not come into session under the influence, and that they will keep session information confidential themselves.

Medical Info Form- This is mainly used for face to face sessions, as many of my parents have chronic health issues that may occur while we meet. This lets me inform EMS of possible drug interactions and allergies. I have had parents have seizures, go into diabetic shock, and even labor while we meet. It's more health risk prevention.

Testing- Used to tailor teaching style and needs to the individual parent.





PSNP Program Agreement Authorization

AUTHORIZATION FOR PARTICIPATION: I voluntarily request and consent to participation in the Parenting Support & Nurturing Parenting Program provided by Union County Department of Social Services. I understand that the successful completion of this program will depend on my attendance, active participation, and demonstration of program competencies.

AUTHORIZATION FOR EMERGENCY TREATMENT: In case of an emergency, I authorize Union County Department of Social Services to obtain emergency treatment by calling 911 for emergency assistance. I understand that the minimum necessary health information, written or verbal, may be released to emergency treating providers to meet the needs of the emergency.

NOTICE OF PRIVACY PRACTICES: I have also received, and had the opportunity to read, the company's *Notice of Privacy Practices* that explains how confidential information about me is used and disclosed by Parenting Support & Nurturing Parenting. I understand that I should ask questions or discuss any concerns at the time of my first contact with my provider. I understand that I may request restriction(s) on how confidential information is used and disclosed, and that in specific situations my request for restriction(s) may not be honored because of the State and Federal laws or other situations.

SESSION CANCELLATION: Please remember your attendance is directly connected to determination of successful completion. If you are unable to attend your scheduled program session, please notify Parent Educator/Facilitator Malia Williams at 704-221-2471, or Program Coordinator Nicole H. Blevins, CHES, RHEd, at 704-296-4403. Confidential and time-stamped voicemail is available 24 hours a day. **MISSED SESSIONS:** Please see additional page regarding No Show/No Call and 15 minutes late policy. **METHODS OF CONTACTING:** During and after program participation, I may be contacted in the

following way(s):

Initial all that apply:

Teleph	one:	Cell Phone:	Yes	No	Home:	Yes	No
Leave	Message.	: Cell Phone:	Yes _	No	Home:	Yes	No
Mail:	Home:	Yes	No	Work:	Yes _	No	
I unde	rstand th	nat my confident	iality is not g	juaranteed	d should I use	e my cell phone	e to contact the
Paren ¹	tina Supi	oort & Nurturing F	Parentina. I c	also unders	tand it is my	responsibility to	o inform Parenting
	•	•	•		•	•	f contacting me.
Signature of Legally Responsible Person(s)				-	Date		
Print No	ame of Le	egally Responsible	Person(s)		_		
 Signatu	ure of Pro	gram Facilitator				Date	
11/14/20	14 Authoriza	ations					



Parenting Support & Nurturing Parenting

2330 Concord Avenue Monroe NC 28110 **T** 704.296.4403



PSNP Session Policy

We understand that unplanned issues can come up and you may need to cancel a scheduled session. If that happens, we respectfully ask for sessions to be cancelled at least 24 hours in advance, per the Program Agreement.

Facilitators want to be available for your needs and the needs of all of our families. When a client does not show up for a scheduled session, another client loses an opportunity to be educated. Although we have always had a cancellation policy, circumstances have caused us to enforce a restructured termination policy for No Show sessions.

Per the Program Termination Criteria, if a client fails to show up for their scheduled session and does not call out, it is considered a No Show, No Call. After 2 of these incidents, a client will be terminated from the Parenting Support Program for failure to comply with the family Enrollment Contract, as well as the Program Agreement. Both are explained and signed at the Intake meeting.

Also, if a client is more than 15 minutes late for their scheduled session, regardless of calling ahead, they will be rescheduled.

Scheduled appointments such as No Shows, as well as, late arrivals will be documented in the client's file and referral sources will be alerted.

Thank you for being a valued client and for your understanding and cooperation as we institute this policy. This policy will enable us to open otherwise unused sessions to better serve the needs of all our families.





PSNP Notice of Privacy Practices

I understand that as part of my participation, this organization originates and maintains client records describing my family history, participation, intervention, treatment, and any plans for future care or treatment. I understand that this information serves as:

- a basis for planning my case and educational sessions
- a means of communication among the many community professionals who contribute to my case
- a source of information for applying my participation information to a bill, if applicable
- a means by which a third-party payer can verify that services billed were actually provided, if applicable
- and a tool for routine program operations such as assessing quality and reviewing the competence of community professionals

Parenting Support & Nurturing Parenting shall protect the confidentiality of any and all individuals and shall not discuss, transmit, or narrate in any form other information, medical or otherwise, received in the course of providing services hereunder, except as authorized by the individual, his/her legally responsible person(s), or as otherwise permitted by law. This company shall, in addition, meet all confidentiality guidelines promulgated by any applicable governmental authority.

All information about your child and your family is confidential. Both verbal and written information are released only after the legally responsible person(s) has signed a release of information. This release is specific as to the nature of the information to be released; it's intended purpose of use, and date of expiration. Once the release is signed, the legally responsible person may revoke the release except to the extent it has already been used.

Signature of Legally Responsible Person(s)	Date
Print Name of Legally Responsible Person(s)	





PSNP Consent for Release

I hereby authorize the below mentioned list of agencies/facilities to exchange specified information. I understand that by signing only, and not initialing, I give my total consent to all entities listed below.

This data shall include all information relating to assessment, evaluation, and treatment including medical, social, and educational information.

The purpose of exchanging this data shall be: to assess eligibility for participation in the Parenting Support & Nurturing Parenting; to monitor progress throughout each scheduled class; and to share necessary information as needed in order to comply with program standards.

I voluntarily consent for Parenting Support & Nurturing Parenting to obtain or release my client record information for the purpose stated above.

I understand that this consent can be revoked by me in writing at any time. I understand that this information may not be re-disclosed without my permission.

This consent is valid for a period of one year,	·
Parenting Support & Nurturing Parenting	20B Judicial District, Union County
Guardian ad Litem	Other:
Medical Provider:	Other:
Mental Health Provider:	Other:
Law Enforcement:	
Union County Human Services (including but not limited to: Public Health, C	CMARC, OBCM, WIC, CCHC)
Signature of Legally Responsible Person(s)	 Date
Print Name of Legally Responsible Person(s)	
Signature of Program Facilitator 11/23/22 Consent for Release	Date



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PSNP Program Termination Criteria

While there are no across-the-board standards that address the circumstances under which the Parenting Support & Nurturing Parenting services provider may terminate an individual from the program, group or individual session, there are criteria that would allow for termination under the following circumstances:

- 1) A "planned termination" is when the client, PS&NP staff, and, if appropriate, others responsible for the client's welfare agree that the client should no longer participate. A planned termination may result from the need to address medical issues, including but not limited to substance abuse or developmental therapies for the child.
- (2) An "unplanned" termination occurs when the client drops out; client fails to live up to the terms of his/her program agreement; fails to adhere to the Family Enrollment Contract; or, demonstrates behavior that requires immediate removal.
- (a) Dropping out of the program may include, but is not limited to, failure to do the following examples: return phone calls, schedule and/or reschedule sessions, not being home for scheduled visits.

The Parenting Support & Nurturing Parenting provider will give the client written notice, an exit date, and indicate any recourse available under grievance procedures. Given the nature of "unplanned" terminations, the guidelines do not impose any specific notice requirements. When a Parenting Support & Nurturing Parenting provider ceases program services, they will give notice to collateral and/or referral sources, if necessary, to client's case.

Parenting Support & Nurturing Parenting will inform the client of any grievance procedures available.

The Parenting Support & Nurturing Parenting Coordinator and Supervisor will review cases for termination on an individual basis.

Correspondence will be placed in each participant's cumulative file indicating termination.

A termination letter will be provided to the participating parent or guardian. Parents/guardians will be notified as to their possibility of continuing program services within the next group series or quarter.

Signature of Legally Responsible Person(s)

Print Name of Legally Responsible Person(s)

Signature of Program Facilitator

Date





PSNP Family Enrollment Contract

1.	Attend all sessions of the program;
2.	Arrive on time and stay until the end of each session;
3.	Notify a staff member by phone 1 hour prior to the start time the day of the session, in a case
	where I am forced to be absent due to an emergency only;
4.	Complete the weekly home practice to the best of my ability;
5.	Refrain from hitting or belittling members of my family- at least for the duration of the program
6.	Spend some play time each day with each child;
7.	Refrain from the use of alcohol or drugs, especially before group sessions;
8.	Keep confidential the personal information that is shared among group members;
9.	Participate in program activities to the best of my ability, including filling out questionnaire
	before, during, and after the program.
Signati	ure of Legally Responsible Person(s) Date
Signati	ure of Program Facilitator Date





PSNP General Medical Form

General Medical Information

Personal Information:		
Name:	Date (of Birth:
Address:		
City:State:	Zip Code:	
Home Phone:		
Insurance Information:		
Health Information:		
Allergies:		
	_Reaction:	
	_Reaction:	
Medications and Vitamins:		
Dose:		Dose:
Dose:		Dose:
Dose:		Dose:
Surgeries:		
Year:		Year:
Year:		Year:
Known Medical Conditions:		
Primary Care Physician:		
Name:	Phone Number:_	
Signature of Legally Responsible Person(s)		Date
Signature of Program Facilitator		 Date

*By signing this form you give Parenting Support staff permission to share information with Emergency Staff on your behalf if needed during a medical emergency.



Adult-Adolescent Parenting Inventory (AAPI-2.1*)

Stephen J. Bavolek, Ph.D. and Richard G. Keene, Ph.D.

Fillable Form A

*Version 2.1 of the AAPI has updated and additional demographic items. No changes have been made to the 40 parenting items.

This inventory can only be scored online at AssessingParenting.com

	PLEASE PRINT:					
ate Inventory was administered: Per	son adminis	tering Inventory:				
nique User Name or ID#:						
Agency Name		City	State			
Birthday: / / / Year	11.	Current Employmen Employed full-tim Going to school fu	ne			
Gender: Male Female Transgender Man Transgender Woman Other:		Employed part-tir Going to school p Both going to sch I am a stay at ho Currently unempl Retired Other	art-time ool and working			
Race/Nationality: White Black Asian Hispanic Native American Pacific Islander Bi-racial Multi-racial	12.	Annual Household I Under \$15,000 \$15,001 to \$25,0 \$25,001 to \$30,0 \$30,001 to \$40,0 \$40,001 to \$60,0 Over \$60,000 I don't know	00 00 00			
Nationality: Marital Status: Single	13.	Are/were you or you Yes, only me Yes, only my part Yes, both of us No				
Married Unmarried Partners Separated/Divorced Widow/Widower	14.		experience any type of or sexual abuse by someone ?			
Highest grade you completed: Grade School Middle School (grades 7 & 8) Some High School (grades 9 -11) High School Graduate Working on OR Completed GED Two Year Tech School Some College	15.		experience any type of or sexual abuse by someone			
	Agency Name Birthday: / / / Month Day Year Gender:	Agency Name Birthday: / / 11. Gender:	Birthday: / / Month			

INSTRUCTIONS:

There are 40 statements in this booklet. They are statements about parenting and raising children. You decide the degree to which you agree or disagree with each statement by circling one of the responses.

STRONGLY AGREE – Circle **SA** if you strongly support the statement, or feel the statement is true most of all the time.

AGREE – Circle **A** if you support the statement, or feel this statement is true some of the time.

STRONGLY DISAGREE – Circle **SD** if you feel strongly against the statement, or feel the statement is not true.

DISAGREE – Circle **D** if you feel you cannot support the statement or that the statement is not true some of the time.

UNCERTAIN – Circle **U** only when it is impossible to decide on one of the other choices.

When you are told to turn the page, begin with Number 1 and go on until you finish all the statements. In answering them, please keep these four points in mind:

- Respond to the statements truthfully. There is no advantage in giving an untrue response because you think it is the right thing to say. There really is no right or wrong answer – only your opinion.
- 2. Respond to the statements as quickly as you can. Give the first natural response that comes to mind.
- 3. Circle only one response for each statement.
- 4. Although some statements may seem much like others, no two statements are exactly alike. Make sure you respond to every statement.

If there is anything you don't understand, please ask your questions now. If you come across a word you don't know while responding to a statement, ask the examiner for help.

PLEASE TURN THE PAGE AND BEGIN...

- 2. Time-out is an effective way to discipline children.
- 3. Children who are one-year-old should be able to stay away from things that could harm them.
- 4. Strong-willed children must be taught to mind their parents.
- 5. The sooner children learn to feed and dress themselves and use the toilet, the better off they will be as adults.
- 6. Spanking teaches children right from wrong.
- 7. Babies need to learn how to be considerate of the needs of their mother.
- 8. Strict discipline is the best way to raise children.
- 9. Parents who nurture themselves make better parents.
- 10. Children can learn good discipline without being spanked.
- 11. Children have a responsibility to please their parents.
- 12. Good children always obey their parents.
- 13. In father's absence, the son needs to become the man of the house.
- 14. A good spanking never hurt anyone.
- 15. Parents need to push their children to do better.
- 16. Children should keep their feelings to themselves.
- 17. Children should be aware of ways to comfort their parents after a hard day's work.
- 18. Children learn respect through strict discipline.
- 19. Hitting a child out of love is different than hitting a child out of anger.
- 20. A good child sleeps through the night.
- 21. Children should be potty trained when they are ready and not before.

- Uncertain

- 22. A certain amount of fear is necessary for children to respect their parents.
- 23. Spanking teaches children it's alright to hit others.
- 24. Children who feel secure often grow up expecting too much.
- 25. There is nothing worse than a strong-willed twoyear-old.
- 26. Sometimes spanking is the only thing that will work.
- 27. Children who receive praise will think too much of themselves.
- 28. Children should do what they're told to do, when they're told to do it. It's that simple.
- 29. Children should be taught to obey their parents at all times.
- 30. Children should know what their parents need without being told.
- 31. Children should be responsible for the well-being of their parents.
- 32. It's OK to spank as a last resort.
- 33. Parents should be able to confide in their children.
- 34. Parents who encourage their children to talk to them only end up listening to complaints.
- 35. Children need discipline, not spanking.
- 36. Letting a child sleep in the parents' bed every now and then is a bad idea.
- 37. A good spanking lets children know parents mean business.
- 38. A good child will comfort both parents after they have argued.
- 39. "Because I said so" is the only reason parents need to give.
- 40. Children should be their parents' best friend.

Clicking "Save Responses" will open the print dialogue box. Please print and fax a copy to your administrator. Alternatively, you may select "Save to PDF" or take screenshots that can be emailed to your administrator.

Nurturing Skills Competency Scale (NSCS-3.0*) Parents and their Infants, Toddlers and Preschoolers

Stephen J. Bavolek, Ph.D. and Richard G. Keene, Ph.D.

Short Version

Check One	э:
Pretest	
Posttest	

* Items on Version 3.0 of the NSCS have been updated, added or revised in each of the six construct areas.

This inventory can only be scored online at AssessingParenting.com.

PLE	ASE PRINT:	
1. I	Date Inventory was administered: Name of p	person administering Inventory:
2. I	_ast Name (or agency ID number):3	3. Middle Initial: 4. First Name:
 Age	ency Name	City State
Dire	ections: Please <u>circle the letter</u> of your response in each item Al if you are Female, circle the letter b, and write the letter	ND <u>write the letter in the space provided</u> . For example, for item #6, r b in the space provided. Answer all the items.
PA 5.	RT A – About Me Birthday: / / Year	11. Current Employment-School status: a. Employed full-time b. Going to school full-time c. Employed part-time d. Going to school part-time
6.	Gender: a. Male b. Female c. Transgender Man 6 d. Transgender Woman e. Other: c. Transgender Man	e. Both going to school and working f. I am a stay-at-home Mom or Dad g. Currently unemployed and not going to school h. Retired
7.	Race/Nationality: a. White f. Pacific Islander b. Black g. Bi-racial c. Asian h. Multi-racial d. Hispanic i. Other e. Native American Nationality:	12. Annual Household Income: a. Under \$15,000 e. \$40,0001 to \$60,000 b. \$15,001 to \$25,000 f. Over \$60,000 c. \$25,001 to \$30,000 g. I don't know d. \$30,001 to \$40,000
8.	Marital Status: a. Single b. Married c. Unmarried Partners d. Separated/Divorced e. Widow/Widower	13. Are or were you and/or your partner in the military? a. Yes, only me b. Yes, only my partner c. Yes, both of us d. No
9.	Number of children you have: 9	14. As a child, did you experience any type of physical, emotional or sexual abuse by someone <u>outside</u> of your family?
10.	Highest grade you completed: a. Grade School b. Middle School (grades 7 & 8) c. Some High School (grades 9 -11) d. High School Graduate e. Working on or Completed GED f. Two Year Tech School g. Some College h. College Graduate i. Post Graduate or above	a. Yes b. No 15. As a child, did you experience any type of physical, emotional or sexual abuse by someone inside of your family? a. Yes b. No

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	ERE ARE NO PARTS B, C, OR D IN THE SHORT VERSION. EASE CONTINUE ON TO PARTS E AND F.	23. Parental empathy means: a. To be aware of and help children get their needs met b. To quiet your children when they are upset c. To care for children but not to spoil them d. To teach children to help others get their needs met
	ART E – About My Knowledge of Nurturing Practices	24. Which of the following are good rewards to use 24 as discipline? a. Praise b. Hugs and other types of appropriate touch
16.	 Nurturing Parenting is: a. Being a parent 24 hours a day, seven days a week b. Taking care of your children and yourself c. Making sure the needs of children always come first d. Understanding that children need to be cared for 	 c. Privileges like staying up a little later d. At times, all these are good rewards 25. Family rules are important because: 25
17.	throughout their lives Holding and cuddling babies helps their brains 17 grow.	 a. Children need to learn to be obedient b. Children need to learn how to cooperate c. Children need to respect authority d. Children need to listen to their parents
	 a. Baby's brains are still developing after birth b. Baby's brains are fully developed at birth c. Baby's brains fully develop by the age of seven d. Holding and cuddling babies has very little to do with brain growth - proper nutrition enhances growth 	26. Why do parents spank their children? a. Because parents were spanked as children b. Because they love their children c. To teach children right from wrong d. Parents spank children for all these reasons
18.	Having appropriate expectations for children helps them: a. Learn to feel good about themselves b. Develop trust and security c. Learn to succeed in school d. All the above statements are true	27. Teaching children to hit a pillow or punching bag is a good way for them to release their anger. a. Hitting is a good way to release anger energy b. Hitting teaches kids to hit when they're angry c. Hitting is OK as long as you don't get carried away d. Hitting something is a very quick way to calm down
19.	Pick the right way to Praise a child for Being: a. "You are such a good child for helping me" b. "You make me feel so happy when you get good grades" c. "You are a wonderful child" d. "You are such a nice girl when you cooperate"	28. Anger is: a. Old feelings of hurt that are finally being expressed b. A feeling that causes people to become violent c. A good way to release stress d. A good way to let others know you are mad at them
20.	Pick the right way to Praise a child for Doing: a. "Good job cleaning your room - Mommy really loves you" b. "You sing really well" c. "You did well but I know you will do better next time" d. "Do well and make your family feel proud"	 29. Our self-worth is: a. Developed from the way others think about us b. The thoughts and feelings we have about ourselves c. Learned in childhood and is difficult to change d. Dependent on how well our children behave 30. It is important to nurture yourself because: 30
21.	Discipline means: a. To guide children by using the rod of correction b. To guide children in learning morals and values c. To teach children to be obedient d. Telling children what to do so they behave	 a. When parents get their needs met they can help their children get their needs met b. If parents don't get their own needs met, they will soon feel burned-out c. Nurturing parents take care of themselves and their children
22.	The rights and wrongs that we learn as children are called: a. Family Morals b. Family Beliefs c. Family Traditions d. Family Customs	d. All of the above 31. Parents should praise themselves for being or doing in front of their children: a. It's a good idea to model self-praise b. Are you kidding – self-praise is like bragging c. Children are going to think this is really weird d. Not a good idea – this will definitely turn people off

32.	Which of the following is an appropriate	32	44.	Model appro
	punishment for an infant: a. Taking away a privilege		45.	Model appro
	b. Three-minute time-outc. Gently slapping their hand		46.	Help my chi
	d. Infants are never punished		47.	Refer to our
33.	Which of the following is a good way to build self-worth in children?	33		children
	a. Listen and honor their opinionsb. Provide children with choices and consequences behavior	s for their	48.	Use positive my children
	c. Don't blame them for the way parents feel d. All of these are good ways to build self-worth		49.	Reward my behaving ap
34.	When children are crying, nurturing parents: a. Comfort the child and tell them "Everything is Oh Trute and the child to step anyling."	34	50.	Help my ch their behav
	b. Try to get the child to stop cryingc. Let them cry themselves to sleep to learn self-cod. Calmly hold the child, rub their back and hum a		51.	Make time to
35	In building empathy in your children, it's a good	35.	52.	Express und
55.	Idea to:	33	53.	Help my chi
	a. Develop family moralsb. Teach children to care for pets, plants and thing:	S	54.	Have awarer
	c. Teach children to express their feelingsd. All the above are good ideas in building empath	у	55.	Get my need

Part F - About My Use of Nurturing Skills

INSTRUCTIONS:

Rate how often you practice the following nurturing parenting and nurturing self-behaviors.

0 = Don't practice the skill at all

1 = Sometimes

2 = Often

3 = Regularly

How often do I ...

36.	Make time to nurture myself	0	1	2	3	
37.	Recognize my personal strengths	0	1	2	3	
38.	Respond to my children with empathy	0	1	2	3	
39.	Give my children choices and consequences	0	1	2	3	
40.	Have expectations of my children to succeed	0	1	2	3	
41.	Hold, play, sing and read to my children	0	1	2	3	
42.	Praise my children for "being" wonderful kids, for being loving, etc.	0	1	2	3	
43.	Praise my children for "doing" their best, for cooperating, trying, etc.	0	1	2	3	

44.	Model appropriate ways to manage stress	0	1	2	3
45.	Model appropriate ways to express anger	0	1	2	3
46.	Help my children improve their self-worth	0	1	2	3
47.	Refer to our family rules to help guide my children	0	1	2	3
48.	Use positive discipline rather than spank my children	0	1	2	3
49.	Reward my children when they are behaving appropriately	0	1	2	3
50.	Help my children learn ways to manage their behavior	0	1	2	3
51.	Make time to get my needs met	0	1	2	3
52.	Express unconditional love for my children	0	1	2	3
53.	Help my children get their needs met	0	1	2	3
54.	Have awareness of my own needs	0	1	2	3
55.	Get my needs met in healthy ways	0	1	2	3

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