

CHILD AND FAMILY TEAM MEETING 18+ OUTLINE

CASE MANAGEMENT REDESIGN

This is a tool designed to help facilitate the CFTMs. The definition of facilitate is "to make easy" or "ease a process." The facilitator's main function is to guide and ask questions and ideally talks only 20% of the time. Build empathy through authentic interactions, forecast difficult conversations, and come into meetings with all members having the tools needed to be prepared.

1. WELCOME

CASE WORKER



Check point of who is in attendance and if the meeting can move forward with those present or needs to be rescheduled. 18+ youth must be in attendance.

Meeting Overview (confidentiality, purpose):

Welcome to the Child and Family Team Meeting for (youth)_____. I am going to start by going over confidentiality and the purpose of the meeting before we move into introductions. It is important for everyone to know that everything discussed during the meeting cannot be shared outside the meeting without a signed release of information or a court order.

Review Purpose of an 18+ CFTM:

The purpose of this meeting is to gather those that will be involved in transition planning for the youth. We will discuss the youth's overall well-being, family connections and informal supports as well as cultural connections. Most importantly we will discuss the youth's independent living goals. We will take some time to ensure the youth has the supports and services in place to successfully participate in the 18+ program and make progress toward living independently.

3% OF MEETING

2. INTRODUCTIONS

CASE WORKER AND PARTICIPANTS

- Ask participants to introduce themselves and share their role on the youth's team.
- Share an update on members of the team who have key roles but are not able to attend.

2% OF MEETING

3. YOUTH'S PLAN & UPDATES

START WITH YOUTH AND EXPAND TO SUPPORTS

- **General Child functioning areas to update if applicable may include:**
 - Physical Health (well child, medications, dental)
 - Mental/Behavioral Health
 - Cultural Connections
- **18+ Participation Categories: Education, Employment, Employment Preparatory Program, Medical Condition or Disability**
 - Are they meeting the requirements of the 18+ program and the qualifications of the 18+ agreement?
 - Any changes that need to be made?
 - Independent Living Goals (14+)
 - Progress toward IL Goals?
 - Barriers to progress?
- **Chafee-is the youth involved with a Chafee Transition Coordinator?**
 - How often are they meeting?
 - What Chafee services are they participating in/utilizing?
 - Does the youth qualify for an ETV?
- **Current Living Arrangement: Licensed foster home, Licensed Supervised IL, College Dorm, Job Corps**
 - If involved in SIL, are they continuing to meet the qualifications of that program?
- **Are there any plans for a placement change?**
 - If so, discuss what steps are being taken to find/finalize next placement.

80% OF MEETING

4. FAMILY CONNECTIONS

START WITH YOUTH AND CASE WORKER WILL SUPPORT

- Discuss family connections as it relates to contact with parents, siblings, and extended family.
 - How are they continuing to be a support to the youth?
 - Are they keeping appropriate boundaries if necessary?
- Do they have any non-relative supports they are utilizing to help prepare them for living independently?
- Any cultural considerations?

10% OF MEETING

5. CLOSING

CASE WORKER

- Remind team that the permanency goal remains APPLA and we are working toward transitioning the youth to independent living.
 - If not already discussed, what steps are being taken to prepare the youth for this transition?
- Review any decisions made and next steps.
- Provide next meeting date and time.

5% OF MEETING

PRE-MEETING:

- Talk with youth prior to meeting about what to expect, how it is their meeting, and who will be present. Ensure that they are in support of their plan.
- Schedule around the youth's availability—combine with home visits if appropriate as to not duplicate conversations within a short period of time.
- Re-send link one week prior to meeting.
- Send tools to Supervisor and Field Service Specialist to review **three** days prior to the meeting.
- Ensure you have updates from service providers if they are unable to attend.

POST MEETING:

- Send CFTM link for next meeting. Reminder to schedule around youth's availability.
- Upload tools to SharePoint and Odyssey along with quarterly placement list.
- Ensure necessary areas of FRAME are up to date.
- Add CFTM notes, update safety plan (FRAME specifically), and approve care plan in FRAME.