

CHILD AND FAMILY TEAM MEETING 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.

Meeting Overview (confidentiality, purpose):

Welcome to the Child and Family Team Meeting for the _____ family. 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 a CFTM:

The purpose of this meeting is to gather those that will be involved in case planning with your family. The meeting is broken down into three parts and we will look for input from those of you involved in each component, then ask you to leave for discussions that do not pertain to your role.

- We will first discuss the child(ren)'s needs and how they are functioning overall in each of their environments, to include placement setting, school, or childcare.
- The second part is centered around family and cultural connections. We will discuss family interactions between parent(s) and child(ren), sibling connections, and extended family or kin connections as well as how the child(ren) and family are connected to their culture. We will focus on what is going well, what needs to change, and what needs to be done in order for changes to be made to the current plans.
- **(Initial only)** The last part of the meeting will be dedicated to case planning. We will discuss what was determined in the protective capacity family assessment to include the reason for agency involvement, what specific case plan goals were developed with each caregiver, and areas of agreement and disagreement. Throughout this discussion we will be talking about the next steps; looking to each member of the team for support and help in breaking down barriers to progress.
- **(Ongoing)** The last part of the meeting is dedicated to case planning. We will discuss what case plan goals have been established for each caregiver and what progress has been made toward those goals, focusing in on behavior changes. We will look to the team to support in breaking down barriers to progress.
- **(Custody only)** We will conclude our meeting by discussing our permanency goal. Because foster care is meant to be temporary and is the most intrusive safety plan, we need to have a permanency goal and discuss at each meeting whether or not we are making progress toward that goal or if we need to make changes.
- These meetings will occur quarterly while your family remains involved with the zone and they will focus primarily on case movement and progress. Any questions from the parent(s) on what to expect before we move on to introductions and the case discussion?

2% OF MEETING

2. INTRODUCTIONS

CASE WORKER AND PARTICIPANTS

- Ask participants to introduce themselves and share their connection to the family.
- Share an update on members of the team who have key roles but are not able to attend.
- If ICWA applies; share an update on contacts made or attempted with any ICWA representatives not in attendance. Is there an IFP assigned?
- If youth is 14+; share an update on conversations with youth to encourage them to be a part of the meeting and why they are not present.

2% OF MEETING

PART 1:

When reviewing the Child section, facilitator should focus on the current updates and challenges since the last meeting, focus in on positives and give a high-level overview of current needs. Engage the birth family for updates as the experts in their own family. Look to placement providers to share what a typical day looks like for the child. Look to team members to help meet any unmet needs for the child currently.

3. CHILDREN'S NEEDS & INFORMATION SHARING

START WITH PARENTS AND EXPAND TO PLACEMENT AND COMMUNITY PROVIDERS

General Child functioning areas to update if applicable may include:

- Physical Health (well child, medications, dental), Mental/Behavioral Health, Development, Cultural Connections, Education (Attendance, IEP, 504).
 - If the child is in services, are they a good cultural match?
 - Has the Tribe and the family been involved in decisions effecting services for the child?

Specialized Child Functioning areas to update if applicable may include:

- Level of Care, EMP, Independent Living Goals (14+), Chafee

Do providers have any unmet needs or concerns regarding the child's care or services?

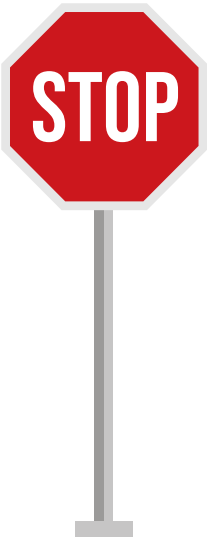
Is a placement change being considered or planned?

- If ICWA applies, what active efforts continue to identify and secure the highest applicable ICWA-preferred placement? *Link to Order of Preference
- Was the Tribe contacted for assistance in identifying a placement?
- Discuss what steps are being taken to find/finalize next placement (Order of preference, ICPC, FC provider to relative, higher level of care, etc).



TAKE INTO CONSIDERATION THE NUMBER OF CHILDREN NEEDING TO BE DISCUSSED AND THE LENGTH OF TIME SCHEDULED FOR THE MEETING.

5% OF MEETING



STOP & ask yourself: Do you have the right people to continue the conversation, or should we release people?

Part 2 involves family connections and interactions.

Who is a part of that planning or in the “need to know”? Others should be asked to leave at this point. If a youth is present, are they appropriate for this conversation?

Required to continue: FSS, Agency staff, GAL, ICWA representative, and parents.

Participants to consider including: Parent’s identified supports, placement provider, Nexus PATH, AASK, child therapist)

***Are they supportive participants and aligned with the plan?**



INDIVIDUALLY THANK THOSE THAT SHOULD BE DISMISSED FOR THEIR PARTICIPATION AND LET THEM KNOW THAT THEY CAN NOW HOP OFF/LEAVE THE MEETING.

PART 2:

When reviewing family connections, be sure to discuss what the current family interaction plan is: who, what, where, when and why? Need to justify level of intrusion and frequency and have a conversation about what would need to change to move to a lower level of supervision. Use the team to help break down barriers.

4. FAMILY INTERACTION PLAN

START WITH PARENTS AND CASE WORKER WILL SUPPORT

- Review the current family interaction plan.
- Provide justification for frequency, location, duration, and level of supervision.
- What reasonable/active efforts are being done to ensure family interaction is occurring in the most supportive and natural setting as possible?
- Discuss what needs to be different in order to change the current plan to less restrictive.

***Any team participants able to help with any of these tasks?**

5% OF MEETING

5. SIBLING PLACEMENT & CONNECTIONS

CASE WORKER

- If siblings are not placed together, what factors contributed to the separation?
- What reasonable or active efforts are being made to reunify siblings?
- How are sibling relationships being maintained and supported as permanency plans move forward?
- If ICWA applies, has the Tribe been consulted and are they in agreement with the current arrangement and permanency plans as it relates to sibling placement?

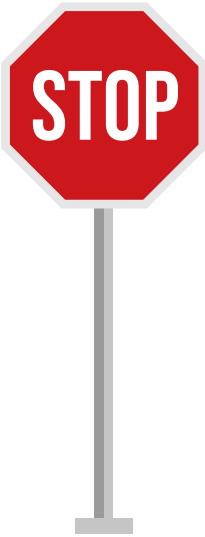
5% OF MEETING

6. FAMILY/CULTURAL CONNECTIONS

START WITH PARENTS AND CASE WORKER/ICWA REPRESENTATIVE WILL SUPPORT

- Discuss when the last relative and/or diligent search was completed. [*Link to Diligent Search](#)
 - What relatives, kin, or other connections were identified and what is their current involvement with the child(ren) and family? [Link to Relative Engagement Resource](#)
 - If ICWA applies, how has the Tribe participated in identifying, locating, and engaging family, kin, and potential placement resources, i.e. kin report?
 - Review any options for relative/kin placement and provide updates.
 - Is an ICPC being pursued or currently in place?
 - Are visits or other forms of ongoing contact occurring?
- In what ways are the parents/family continuing to be connected to their culture?
- Is the child enrolled in their Tribe if applicable?
 - What steps have been taken to get the child enrolled? Are there any barriers to enrollment?
 - How is the IFP supporting the family?
- Do the child(ren) have any non-relative supports involved in their planning?

5% OF MEETING



STOP & ask yourself: Do you have the right people to continue the conversation, or should we release people?

Part 3 involves case planning specific to parent's diminished protective capacities and impending danger.

Who is a part of that planning or in the "need to know"? Others should be asked to leave at this point. If a youth is present, are they appropriate for this conversation?

Required to continue: FSS, Agency staff, GAL, ICWA representative, and parents.

Participants to consider including: Parent's identified supports, placement provider, Nexus PATH (parent specific), AASK?

***Are they supportive participants and aligned with the plan?**



INDIVIDUALLY THANK THOSE THAT SHOULD BE DISMISSED FOR THEIR PARTICIPATION AND LET THEM KNOW THAT THEY CAN NOW HOP OFF/LEAVE THE MEETING.

PART 3:

When reviewing parent case planning section, facilitator should focus on a high-level overview of current updates and challenges since the last meeting. Empower the parent to provide their own progress update related to the goals of the case plan. Make sure to cover strengths/wins, needs and action steps. Engage the team in ways to support the case plan moving forward and next steps to focus in over the next 90 days.

7. SUMMARY OF EVENTS THAT LEAD TO AGENCY INVOLVEMENT

START WITH PARENTS AND CASE WORKER WILL SUPPORT

****THIS ONLY OCCURS DURING INITIAL CFTM**

- Discuss what impending dangers were identified and how the child is unsafe or likely to endure serious emotional or physical damage. This should not be incident focused but rather what was found through the CPSA and PCFA.

10% OF MEETING

8. PARENTS' CASE PLANNING & INFORMATION SHARING

START WITH PARENTS, CASE WORKER WILL SUPPORT AND EXPAND TO SAFETY SUPPORTS

- Review each case plan goal to include progress and/or any barriers. Progress is measured by behavioral changes, not just service engagement.
- Share strengths, wins, and needs as well as struggles. If barriers exist, how can the team support the family to remove them? *Any team participants able to help with any of these tasks?
- Discuss whether the case plan needs to be revised, updated, or remains appropriate to address impending danger?
- Encourage parents to share their understanding of their goals, expectations, and next steps.

20% OF MEETING

9. PERMANENCY GOAL

START WITH CASE WORKER, GAIN INPUT FROM PARENTS

- Review the current permanency goal (If initial meeting, establish permanency goal).
 - If ICWA applies, how has the Tribe participated in the development of the permanency goal and plan? Are they in agreement?
- Provide updates from the team on progress towards permanency?
 - Are there any barriers to progress?
 - What steps are needed to move the permanency plan forward?
 - How is the IFP supporting the family with permanency planning if involved?
 - If adoption is part of the goal, address referral, custodial team meeting, AASK update, etc.
- Discuss whether we need to make any changes and/or start concurrent planning?
 - Reminder: This conversation should ALWAYS be had with parents prior to the meeting as well.

20% OF MEETING

10. CASE MOVEMENT/ NEXT STEPS

START WITH CASE WORKER, GAIN INPUT FROM PARENTS

- Review current Safety Plan. Is it controlling the danger?
- Discuss Safety Plan Determination (from PCFA/PCPA). If out of home, what is needed to move to a lower level of intrusion? What supports or resources are needed?
- Encourage parents to share their understanding of the safety plan and why it is at the level it is.
- Summarize options and brainstorm ideas that have been discussed and next steps to implement.

20% OF MEETING

11. CLOSING

CASE WORKER

- Review decisions made and next steps.
- Provide next meeting date and time.

5% OF MEETING

PRE-MEETING:

- Meet with parents to discuss danger and how it is being controlled by the safety plan.
- Meet with parents to discuss case plan updates and overall progress.
- Talk with parents to see if there are any supports or people they would like to have a part of the meeting.
- Any they are apprehensive about, special requests, etc.?
- Have conversations with participants who will be asked to leave during the meeting to help them understand why they won't be a part of that discussion.
- Meet with providers about updates on children.
Re-send link one week prior to meeting.
- Send tools to Supervisor and Field Service Specialist to review **three** days prior to the meeting.
- Talk with youth about the case plan to ensure their input at an age-appropriate understanding/level.
- If ICWA applies, ensure the Tribal representative has been invited, provided relevant updates and information, and that active efforts have been made to support meaningful participation.
- If Tribal participation is not secured, document outreach efforts, barriers to participation, and any Tribal input received.
- Ensure you have updates from service providers or safety supports if they are unable to attend.

POST MEETING:

- Send CFTM link for next meeting.
- Send tools to parents/caregivers after updating from the meeting.
- 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, and approve care plan in FRAME.
- Update youth about the case plan progress/changes if they did not attend the meeting or had to leave early.
- If ICWA applies, share meeting outcomes, action items, and next steps with the Tribe and/or designated Tribal representative.