

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 **(child(ren)'s names)**. 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 for **(child(ren)'s names)**.

- 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.
- We will then discuss family connections (siblings/extended family/contact with biological parents), and how the child(ren)'s connection to culture is being maintained.
- We will conclude our meeting by discussing our permanency goal and progress made toward that goal or barriers encountered. These meetings will continue to occur quarterly until permanency is established.

**2% OF MEETING**

## 2. INTRODUCTIONS

### CASE WORKER AND PARTICIPANTS

- Ask participants to introduce themselves and share their connection to the child(ren).
- 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 efforts to maintain contact and share ongoing information with any ICWA representatives if they are not in attendance.
- 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.

**3% OF MEETING**

## 3. CHILDREN'S NEEDS & INFORMATION SHARING

### CASE WORKER, 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, and 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).

**40% OF MEETING**



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

## 4. 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?

**10% OF MEETING**

## 5. FAMILY/CULTURAL CONNECTIONS

## CASE WORKER WITH INVOLVED FAMILY SUPPORT, ICWA REPRESENTATIVE -IF APPLICABLE

- Discuss if the child(ren) are continuing a relationship with their biological family (parents, siblings remaining in the parental home, adult siblings, etc).
  - What does family interaction look like following TPR?
  - How are biological family members continuing to be a support to the child(ren)?
  - Are they keeping appropriate boundaries if necessary?
- 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)? 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 child(ren) 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?
  - Reminder: children need to be enrolled prior to an adoption finalization.
- Do the child(ren) have any non-relative supports involved in their planning?

**15% OF MEETING**

## 6. PERMANENCY GOAL

## CASE WORKER AND PERMANENCY PARTNERS

- Review the current permanency goal.
  - If ICWA applies, how has the Tribe participated in the development of the permanency goal and plan? Are they 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 to the goal.

**25% OF MEETING**

## 7. NEXT STEPS/CLOSING

## CASE WORKER

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

**5% OF MEETING**

### PRE-MEETING:

- 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 child(ren).
- Re-send link one week prior to meeting.
- 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.
- 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.
- Ensure you have updates from service providers or safety supports if they are unable to attend.

### POST MEETING:

- Send CFTM link for next 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.