

CHILD & FAMILY TEAM MEETING STRUCTURE

Introduction:

- Introduction of participants, roles and relationship to child/family/case
- Agenda
- Teaming Standards are presented
- Group agreements for meeting
- Explain/Review Confidentiality
- Purpose and goal
- Concept of building on strengths
- Consensus vs. unanimity
- Questions before beginning

Identify the Situation:

- Explains the precipitating event/why the meeting was called
- Use trauma-informed approach (i.e.: Using questions like, "What happened to you vs. what is wrong with you?")

Assess the Situation:

- Strengths/supports
- Needs
- Family/youth perspective of situation
- Services involved presently and utilized in the past – All existing case plans and treatment plans are available and discussed
- Past history/stressors

Develop Ideas:

- Brainstorming ideas to address concern and provide safety and protection
- Insure everyone participates

Reach a Decision:

- Scale the decision – ensure everyone has participated
- Action plan developed
- Timely linkage to services, priority services need immediate connection

Recap/Evaluation/Closing

- Everyone knows who will do what by when
- Establish the next meeting time
- Professional completes and provides copies of the CFT Meeting Summary