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| **PRIOR TO THE MEETING** | | |
| **Worker preparation with the family** | **Prepare the family for the meeting:**  Provide the family with information in advance on   * the purpose of the meeting, * how long it will last, and * what will happen if they choose not to participate. * Also ask who they want to invite to the meeting based on the information provided. | **How to do this:**  Provide written information the Process and the Purpose in advance of the meeting.  If safety is a concern, plan separate meetings for family members and use care in explaining the need for separate meetings. |
| **Pre-meeting safety check-in (privately, with each individual family member) by facilitator or CFS staff person. Plan in advance.** | **Ask:**  1) Are there court orders that prohibit contact between you and anyone else here for the meeting?  2) Is there anything we need to be aware of related to your physical or emotional safety in the meeting? | **Why do this?**  It is CFS’s responsibility to insure the meeting will be held safely, without placing anyone at risk of harm as a result of their full participation. In addition, it promotes open discussion of all issues of concern and increases the likelihood that the decision or plan will promote safety and well-being, and be sustainable. |
| **DURING THE MEETING** | | |
| **Introductions/**  **Review Purpose and Desired Outcomes** | **Insure there is agreement about:**  What will the group be doing together?  What do people want to walk away with? | **How to do this:**  Describe desired outcomes and process concretely. Ask if people have questions or different understanding. |
| **Provide Context of Meeting** | **Set the stage for effective dialogue:**  What is happening outside the room that pulls attention away from what we are doing together?  What power dynamics/imbalances are present that need to be made explicit? | **Why do this?**  Competing priorities and commitments might be a barrier against the work of the group.  Opening space for consideration of differences that affect the process or perspectives (i.e race, ethnicity, gender, position, etc) may lead to a more honest and open conversation. |
| **Develop Agreements** | **Establish working agreements**:  How will we work together in this meeting?  What agreements are needed for effective dialogue?  Be prepared with suggested agreements. | **Additional considerations:**  Note that the definitions of danger, safety, risk, complicating factors, supporting strengths, solution-focused inquiry are forms of agreements. |
| **Review Networks/**  **Stakeholders** | **Check in about participation:**  Is everyone who needs to be here present?  Was the family given the opportunity to invite support people? | **Additional consideration:**  The family should be provided the opportunity to speak first and last if they choose to do so. |
| **Create Individualized Care Plan/Safety Plan** | **Start with:**  What are the worries?  What’s working well? (or vice versa)  Identify Danger, Safety, Complicating Factors and Supporting Strengths.  Create a danger statement, a safety statement, and a safety plan. | **Tips:**  Pay attention to non-verbal communication.  Explore worries by using solution focused questions. |
| **Review Next steps** | **Start with:**  What needs to happen next?  (may include what needs to be explored further by the worker) | **Tips:**  After a plan is made, use scaling questions as appropriate to assess individual motivation, ability, and willingness to do what is needed for the plan. |
| **Plus/Delta and Closing** | **Ask the group:**  What worked about this meeting process for you? What do you thing needs to be changed/different? | **Why do this?**  Elicit feedback on the meeting process for additional learning and practice improvement. |

Dialogue Structure for Facilitating Any Conversation

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| **Key question to guide each stage of the process** | **Stage of conversation** |
| **Who is in the room and how are you connected to the child/family?** | Introductions/Welcome |
| **Overall, why are we meeting today? What do we want to walk away with today, in this meeting? (a plan, list, decision, etc.)** | Purpose/Desired Outcomes |
| **Is there anything that might pull our attention away from our focus today? (naming differences and impact fits here too)** | Context |
| **How do we want to work with each other?** | Group Agreements |
| **Is everyone here that should be here? If not, what should we do to get them here?** | Network/Stakeholders |
| **What do we want to talk about? (could be actual safety mapping, safety circles, case consultation, etc. here)** | Individualized Care Plan/Safety Plan |
| **What steps do we need to take from here? Who does what? By when? Next meeting date?** | Next Steps |
| **What worked? What should we do differently next time?** | +/∆ Feedback |