

Child and Family Teaming

Module 2

The Child and Family Team Meeting: Preparation, Facilitation, and Follow-up



The Child and Family Team Meeting

Welcome and Introductions



Learning Objectives: Knowledge

- K1. The participant will be able to describe a process for preparing for, convening, and following up after a CFT meeting.
- K2. The participant will be able to describe a process for preparing youth, parents, and professionals for participation in a CFT meeting.
- K3. The participant will be able to describe the roles and responsibilities of the child welfare social worker and behavioral health clinician in the CFT meeting.

Learning Objectives: Knowledge *(cont'd)*

- K4. The participant will be able to describe the strategies for building collaboration among all participants in a team meeting setting, based on the strengths and needs of the child and family.
- K5. The participant will be able to describe how CFT meetings differ from Team Decision Making, Wraparound, and Family Group Decision Making meetings.
- K6. The participant will be able to describe the steps of a CFT meeting.

Learning Objectives: Skills

- S1. Through role play, the participant will be able to demonstrate the ability to introduce the purpose and benefits of a CFT meeting to a family and youth.
- S2. Through a case scenario, the participant will be able to describe the steps to prepare for, convene, and follow up after a CFT meeting.

Learning Objectives: Values

- V1. The participant will be able to speak about the value of ongoing assessment and communication among team members to address the changing needs of families and their support networks.
- V2. The participant will be able to discuss the value of including the voice and choice of children, youth, young adults, and other family members in the CFT meeting process.

Module 1 Review



- Purpose and goals of CFT practice
- Principles of CFT practice
- How is a CFT unique?
- Benefits of child and family teaming
- Team formation and engagement of team members

Steps in Building a Child & Family Team (Review)

- 1) Screening
- 2) Behavioral health assessment
- 3) Sharing of assessment findings
- 4) Ongoing collaboration
- 5) Identifying team members
- 6) Engaging team members

Before the CFT Meeting:

Preparing for a Productive Planning Session

- Cross-agency collaboration to prepare for the meeting.
- Inform and prepare all meeting participants about all key aspects of the meeting process.
- Learn about the perspectives and concerns of meeting participants in advance. Ask questions!
- Address concerns that youth or families (or other participants) may have about participating in the meeting.
- Set a time and place for meetings that are convenient for the family and other participants.

CFT Meeting Structure

- Introductions
- Create a Shared Understanding
- Identify Strengths, Needs, and Concerns
- Brainstorm Solutions
- Develop the Action Plan & Reach Decisions
- Recap the Plan / Closing
- Meeting Follow-up

Facilitation: Beginning the Meeting

- Introduce team members & their relationship to the family.
- Develop “safety rules” together.
- Emphasize consensus decision making.
- Identify issues, court orders, and guidelines for child safety.
- Discuss privacy and confidentiality among all team members.
- Obtain written consents and releases (if not already received)





Facilitation:

Create a Shared Understanding

- Use a trauma-informed approach.
- Ask family and youth to provide their perspectives of the issues & precipitating events.
- Encourage all team members to contribute to the team's understanding.
- Focus on the current situation, progress, and obstacles.
- Explain **safety** concerns.
- Identify decisions that need to be made.
- Check for consensus and understanding.

Facilitation:

Identify Strengths, Concerns, and Needs

- Discuss *functional* strengths
- Identify the family's current circle of support
- Invite each team member to speak about family strengths, concerns and needs
- Identify underlying issues and current stressors
- Discuss results of any formal assessments
- Child welfare and behavioral health agencies present their perspectives and advise about available services and therapeutic options

Facilitation: Brainstorming Solutions



- Group generates ideas to address safety, and other concerns and needs
- Build on strengths
- Prioritize (safety first); focus on one concern or need at a time
- Devise strategies for crisis situations
- Ensure everyone has a voice

Action Plan Development



- Identify safety concerns first
- Customize the plan for the specific needs and concerns of the family
- Reflect the families goals and needs
- Incorporate strengths and cultural considerations
- Address how to resolve behavioral health, trauma, and well-being issues

Action Plan Development *(cont'd)*



- Identify formal and informal supports
- Identify strategies for crisis situations and for challenges to implementation
- Include specific actions, services, and frequency
- Identify who will do what, and when
- Identify benchmarks and desired outcomes

Let's Practice

1. Open the Meeting
2. Create a Shared Understanding
3. Identify Strengths, Concerns, Needs
4. Brainstorm Solutions
5. Develop the Plan



Reflections

- What worked well?
- What challenges were encountered?
- What were your worries?
- What will you do next time?



Recap/Closing



- Review action plan and reaffirm commitments.
- Review plans for handling emergencies.
- Acknowledge contributions of team members.
- Distribute meeting summary.
- Discuss scheduling for the next meeting.

After the Meeting



- Document the meeting in each agency's case file.
- Team members support the youth and/or family in implementing the action steps.
- Social worker and behavioral health clinician continue to confer.
- Discuss the follow-up meeting.
- Maintain the same facilitator and team members for subsequent meetings.

Potential Challenges





Challenges

- Scheduling meeting that meets the needs of the youth and family
- Providing child care
- Getting key people to attend and participate in the meeting
- Child/youth refuses to attend the meeting
- Child/youth does not want a parent at the meeting



Challenges *(cont'd)*

- Child/youth does not engage in the meeting
- Parent speaks for child
- Keeping the family voice foremost
- Relatives or family support persons overwhelm meeting; family conflicts
- Disagreements on goals, services or supports
- Meeting runs long or loses focus
- Creating the right plan



Challenges *(cont'd)*

- Using culturally humility
- Not using jargon or acronyms
- Clarifying the meeting purpose & roles of team members
- Maintaining confidentiality
- Meeting requirements of child welfare & behavioral health systems without overburdening families

Summary

- Utilizing the CFT approach is not just about our practice of teaming. It is also about building a **Circle of Support** that will continue to help the family maintain safety, permanency, and well-being well into the future.
- What are your thoughts and questions about teaming and CFT meetings?