**Pathways to Well-Being**

**Child and Family Team - Overview and Process**

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| Background | Pathways to Well-Being incorporates the practice of teaming for all youth and families involved with Child Welfare where the child/youth has an identified mental health concern. The Child and Family Team (CFT) is central to the Pathways program. The CFT is comprised of the youth and family, Child Welfare, Behavioral Health, informal supports as identified by the family and youth, and ancillary individuals who are working with the family and youth toward their successful transition out of the child welfare system. |
| CFT Key Concepts and Guiding Principles | * The team process begins **with the initial interactions between the CWS SW and the youth and family***.* The team expands to include other members as necessary and appropriate * **The CFT is not a meeting** – a meeting is simply one way the CFT members will communicate with one another * Team composition is guided by the family’s input and their needs and preferences and may change over time * The members of the CFT have a shared vision and may communicate with one another or with the whole team in various ways, such as phone calls, conference calls, and/or emails   + **NOTE:** Due to confidentiality laws, case information that identifies clients cannot be e-mailed to anyone outside the county e-mail system without county-approved safeguards (Click on [this link](https://cwc/sites/CWS/GaR/Shared%20Documents/Program_Guide/CH_13/13zz-email.htm) for CWS e-mail policy) * CFT meetings are structured so that they are effective, efficient, and demonstrate respect for participants * Team meeting schedules and locations are guided by the family’s needs and preferences * All team members may not need to be present in person at all meetings, but the “working together” aspect of teaming, with the focus on partnership with the youth and family team members, should always be evident * All team members participate in the development of goals and action items and are responsible for supporting the child/youth and family in attaining their goals * Children/youth who are deemed eligible for enhanced services and who receive Intensive Care Coordination (ICC) **must** have a CFT meeting at least every 90 days. |

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| Roles and Duties | This table displays the roles and duties of Pathways involved staff:   |  |  | | --- | --- | | **Role** | **Duties** | | Assigned SW | * The SW will be invited to a CFT meeting by CWS Pathways staff, or a BHS contracted mental health service provider (e.g. CASS, FFAST, etc) * Attend and actively participate in all CFT meetings * Support child/youth in the CFT process by explaining the purpose of the CFT and ensuring their voice is heard during all communication that the CFT may engage in * Provide families/youth with the CFT Brochure available in Resources * Work with BHS Pathways staff to determine eligibility for enhanced services after mental health concerns are identified * Provide all health records (mental and physical) and school records to the Intensive Care Coordinator * If a TERM therapist participates in a CFT, in person or conference call, they will be reimbursed for their time. The assigned SW will complete the 04-130C within 5 days of the CFT meeting to facilitate reimbursement * Document all CFT efforts in CWS/CMS as a contact. | | Care Coordinator  (BHS contracted provider or CWS Pathways staff) | * Provide Intensive Care Coordination (ICC) * Develop the CFT for all children/youth who have an identified mental health concern * Schedule and coordinate CFT meetings as needed * Serve as a single point of accountability for ensuring that services are accessed, coordinated, and delivered in a strength-based, individualized, family/youth-driven, culturally, and linguistically relevant manner * Oversee and ensure that the care planning process matches child/youth needs with interventions across all systems providing support and/or services * Ensure Intensive Care Coordination occurs for youth meeting enhanced services criteria This includes convening CFT meetings at least every 90 days to review progress, monitor services, and plan for transitions to less intensive level of services and ultimately out of the CWS system. |   *continued on next page* |

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| Roles and Duties (cont) | |  |  | | --- | --- | | Meeting Facilitator  (BHS contracted provider or CWS Pathways staff) | * Ensure all participants have an opportunity to share their thoughts and ask questions * Utilize group process and facilitation skills to guide the meeting toward consensus * Support the Concepts and Guiding Principles of the CFT and Pathways to Well-Being * Complete the Teaming Standards document at the initial CFT meeting and when any new member joins the team; provide a copy to all participants * Complete the CFT Meeting Summary at the conclusion of each CFT meeting and provide a copy to all participants   CWS Pathways Staff must also:   * Document the CFT meeting in a CWS/CMS contact and add a Case Management Services/Referrals of: FEE – Case Planning w/Family * Import the Teaming Standards (04-173) and Meeting Summary (04-174) into CWS/CMS * Complete CWS/CMS documentation within 5 business days of the CFT meeting. | |
| CFT Meeting Process | Each phase of the meeting is a necessary component to the overall infrastructure of the CFT meeting. The timing of the meetings, the participants, and the facilitator are all essential to ensuring the best possible outcomes for children, youth and families. All of these factors result in increased satisfaction among participants and better outcomes. The team meeting **process** is standardized to include:   * A clearly defined purpose, goal and agenda for each meeting; * An agreed-upon decision-making process; * Identification of family strengths and needs; * A brainstorming and option-generating process; and * Specific action steps to be carried out by team members according to a timeline. |

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| CFT Meeting Structure | The CFT meeting structure provides a problem-solving, solution-focused approach to decision making. The systemic problem-solving approach enables meeting participants to fully understand the situation and examine possible solutions while helping to ensure decisions are made without haste and personal bias.  The six stages of the meeting and the topics discussed in each are listed below:  **Introduction**   * Teaming Standards are presented * Purpose and goal * Concept of building on strengths * Introduction of participants, roles and relationship to child/family/case * Consensus vs. unanimity * Group agreements for meeting * Questions before beginning   **Identify The Situation**   * Explains the precipitating event/why the meeting was called * Use a trauma-informed approach (i.e. “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 * Complete and copy CFT Meeting Summary |
| Documents: **Teaming Standards**  **And**  **Meeting Summary** | The following documents will be completed by the Meeting Facilitator and utilized to support the CFT process:   |  |  | | --- | --- | | **Document** | **Use** | | Pathways to Well-Being CFT Teaming Standards (04-173) | * Serve as the foundation of the teaming process * Discussed thoroughly at the first CFT meeting and at any time a new member joins the team * Provided to each member of the CFT. | | CFT Meeting Summary (04-174) | * Completed at each CFT meeting * Reviewed at beginning of next meeting * Provided to each member of the CFT after each meeting. | | CFT Brochure | * Serves as an overview regarding teaming and the CFT process for family, youth, CWS staff, and providers * Creates a shared vision and language regarding teaming and the CFT process * Available in Resources on the CWS Intranet under Mental Health; Pathways to Well-Being | |