

IMPLEMENTING EFFECTIVE CHILD AND FAMILY TEAM (CFT) MEETINGS

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County of San Diego
Health and Human Services Agency
Family & Youth Roundtable
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LEARNING OBJECTIVES

- Attendees will understand the importance of authentic family/youth engagement in implementation of a CFT meeting.
- Attendees will learn practical strategies to structure a CFT meeting.
- Attendees will learn strategies for handling CFT meeting challenges.
- Attendees will understand the purpose and use of the Progress Summary & Action Plan as a tool for the CFT meeting.



County of San Diego, HHS Behavioral Health Services, Children, Youth and Families Principles of Family Youth Professional Partnership

Family, Youth Professional Partnership (FYPP) is family, youth and professional partners working together, by sharing information, resources, and responsibilities. Partners are responsive to the needs, cultures, and success of each partner. A successful FYPP utilizes a multi-stakeholder approach, where there is genuine intent to achieve their common purpose.

R **Responsibility:** Each partner Family-Youth and Professional takes ownership in the partnership by committing to be responsible for the success of the partnerships' achievements.

A **Agreement:** The foundation of FYPP is a strong commitment from each partner to collaborate. This is demonstrated by full agreement on what is to be achieved. Each partner agrees to ensure the success of the partnership. Partners also commit to ownership in achievement of outcomes.

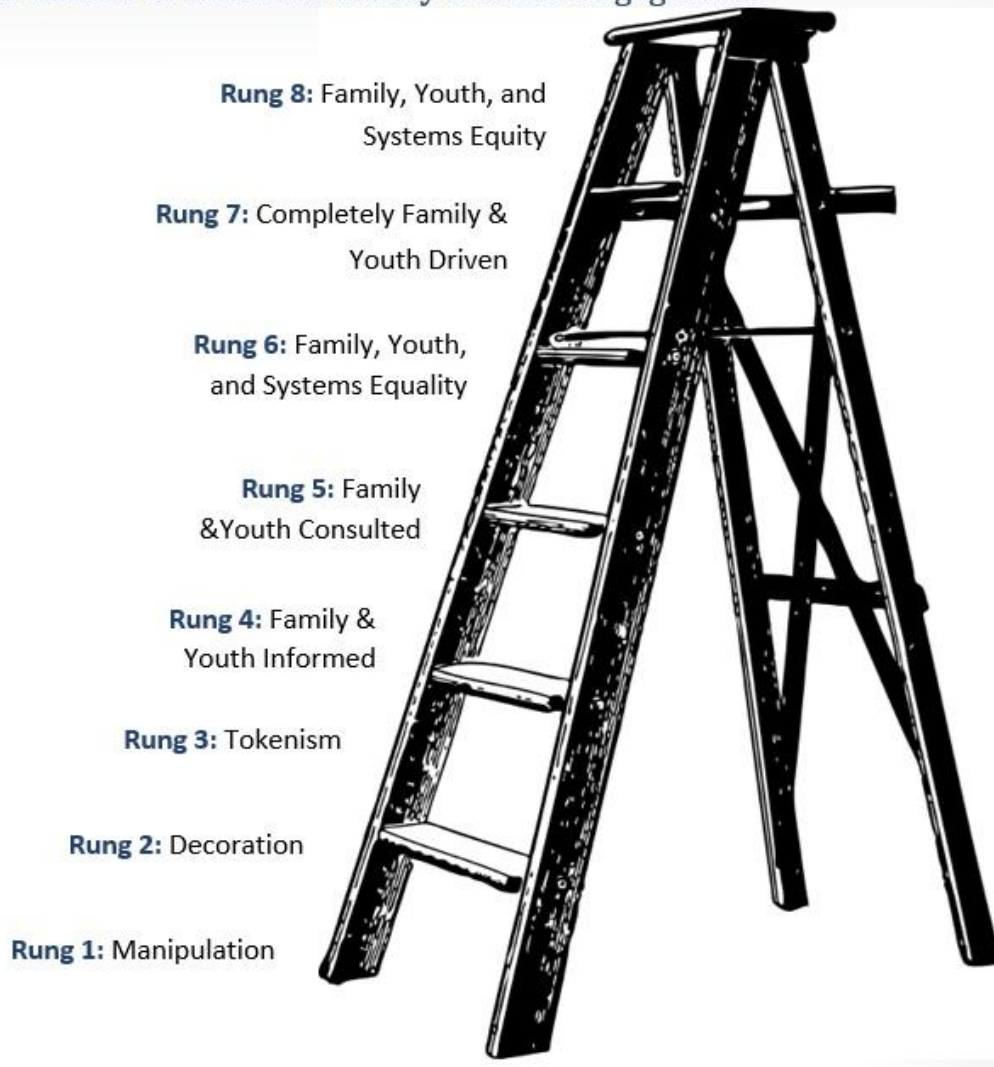
I **Influence:** All decisions related to achievement of outcomes are decided on together. Decisions are family centered <not service driven> and there is full understanding of each partners' perspective and needs before decisions are made.

S **Sharing:** Each partner brings equally important knowledge and information. Partners agree that each perspective is vital to their success. Partners share their knowledge and reflect on the expertise provided to them.

E **Excellence:** To achieve excellence in FYPP there needs to be formal mechanisms in place that provide for feedback loops at all levels. Each perspective must be considered and given equal influence in decisions that affect outcomes.



The Ladder of Authentic Family & Youth Engagement



The Ladder of Authentic Family & Youth Engagement was created to assist providers with objectively assessing their agencies' and organizations' level of Family Youth Systems Partnership as well as delineating the level of engagement they aspire to achieve. It should be noted that though the top rung, Family, Youth, and Systems Equity, is the highest achievable, it may not be attainable for all agencies and organizations. Instead, the goal should be to transcend the lower rungs of engagement and embark on those that include active participation.



PREPARATION FOR CFT MEETINGS

- Preparing all team members, particularly the youth and family, is a key component of effective facilitation.
- Preparation provides opportunity for the youth and family to express their needs, hopes, and worries about the Child and Family Team.
- This discussion gives the facilitator insight about how they can help support and promote youth and family voice and choice in the meeting.
- This discussion often sheds light on issues which may arise in the meeting and ways the facilitator can run the meeting to promote a feeling of safety amongst team members.



CFT MEETING STRUCTURE

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 trauma-informed approach (i.e.: Using questions like, “What happened to you vs. what is wrong with you?”)



CFT MEETING STRUCTURE

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
- Ensure everyone participates



CFT MEETING STRUCTURE

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



SETTING THE MEETING AGENDA

- The youth is asked to set their goal for the meeting which becomes the meeting purpose and basis for discussion.
- The team also expresses any worries/needs or suggested agenda items.
- The team discusses and decides on the common goal/purpose of the meeting
- Any differences in agenda items/goals between the youth and the rest of the team are discussed openly in the team, and the team assures youth voice and choice is kept at the center of deciding the teams goals.
- The Agenda discusses issues pertaining to monitoring/adapting the action plan and preparing/planning for transitions.



TIPS FOR SUCCESSFUL ENGAGEMENT IN CFT MEETINGS

- Preparation before the meeting
- Sharing of team members' "expertise"
- Leaving titles at the door
- Group Agreements
- Allowing youth and family to set Agenda



TIPS FOR SUCCESSFUL ENGAGEMENT IN CFT MEETINGS

- Robust discussion of youth/family strengths
- Focusing on needs instead of behavior
- Expanding conversations beyond “no.”
- Utilization of professional and natural supports



CHALLENGES IN PREPARATION

- Engaging youth, in particular the TAY population
- Team members with differing “goals” for youth (e.g. bio family in conflict with foster family)
- Youth’s selection of team: What happens if key players aren’t included?
- Connecting with professional team members



KEY COMPONENTS TO MANAGING PREPARATION CHALLENGES

- Discussion of how to make the meeting a good fit for the youth, particularly if youth is resistant
- Broader goal for youth/family is made aware of and agreed on by all before initiation of the team meeting
- Maintain youth's voice at center of team selection; teaming exists outside of the team meeting
- Alternative modes of communication- agreement on *how* team will communicate- and timeline for return of messages



DIFFICULT CONVERSATIONS IN THE CFT MEETING

- Limit setting with team members
- Youth/family resistance to services/ support during meeting
- All team members actively participate in action steps on action plan



KEY COMPONENTS TO MANAGING MEETING CHALLENGES

- Overt conversations by team members regarding meeting structure and how to manage derailing of meeting goals
- Inquiry around resistance to recommendations and/or “mandated” services
- Accountability is established early, in group agreements



PROGRESS SUMMARY & ACTION PLAN AS A MEANS OF ACCOUNTABILITY

**Pathways to Well-Being
Child and Family Team (CFT) Meeting
PROGRESS SUMMARY and ACTION PLAN**

Meeting Date: _____	Mother(s) Name: _____	Child/Youth's Name: _____
Facilitator: _____	Father(s) Name: _____	DOB: _____
Check one: <input type="checkbox"/> Initial Meeting <input type="checkbox"/> Follow Up Meeting	Caregiver Name: _____	Intensive Care Coordination (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Yet Determined

Identified Goal for Meeting: _____

Existing Support/Services	Continue ?	Additions to Support/Services Recommended by team
_____	Y/N	_____
_____	Y/N	_____
_____	Y/N	_____
_____	Y/N	_____

What needs to happen?	Who is going to make it happen?	When will it be completed?
_____	_____	Completed on: _____
_____	_____	Completed on: _____
_____	_____	Completed on: _____
_____	_____	Completed on: _____
_____	_____	Completed on: _____

Next meeting date (AS NEEDED, and no more than 90 days if youth is receiving ICC) and/or communication plan: _____

Scaling Participation (facilitator to ask each team member)

On a scale from 0-10 where 0 means I had no input during this meeting and 10 means that my voice was listened to and valued:

0 ←————→ 10

Scaling the Services/Support/Action Steps (facilitator to ask each team member)

On a scale from 0-10 where 0 means there is no part of the plan that I can support and 10 means that I can fully support the plan:

0 ←————→ 10

SIGN IN / SIGNATURE PAGE / CFT MEETING AGREEMENTS

We, the undersigned, agree to keep confidential all personal and identifying information and records regarding the family except as otherwise provided for via separate and properly executed Release/Disclosure forms. During this meeting a plan will be developed to address the needs of _____ and we will each receive a copy of the plan.

This meeting *must* include the parent(s) and the youth*, CWS staff, Behavioral Health provider, informal supports identified by the family, substitute caregiver, and other formal support as relevant.

Print name	Relationship to family/youth	Signature	Phone/Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

*If the parent and/or youth were not in attendance document efforts made and/or planned to ensure their participation:

Copies of this document were provided to all attendees on: _____



FOR ADDITIONAL INFORMATION:

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Family & Youth Roundtable

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