

## Child and Family Team Meeting Agenda

### 1. Welcome & Introductions

(Introductions should be made whenever a new member is present, or when someone is observing the meeting; with an explanation of role or relationship to youth/family).

### 2. Review/Clarification of the CFT Process

(I.E: Your CFT is a group of people who are important in the lives of your child and family. We are here to identify your needs, offer support, and **brainstorm** ways to help you achieve your goals).

### 3. Development/Review of Ground Rules

(If **applicable**; this can be helpful with large teams for very intensive cases when multiple system partners are involved or have specific requirements, or when there is an active conflict between team members).

### 4. Review the purpose of today's meeting

(Facilitator should identify the primary purpose. Should always involve a review of strengths/progress, needs, and BHSP, and planning. Some examples of additional items may include: visitation, challenges, transportation, terms of probation, crisis/safety planning, additional agenda items per youth, family, or team members, etc.).

### 5. Review of Family Vision

(What is the family working towards? All goals and interventions should directly correlate to the desired outcome or the **family vision**. This should be reviewed every meeting).

### 6. Review of strengths or what has gone well since the last meeting

### 7. Review follow-up on actions steps from the last meeting

### 8. Review of challenges/concerns/barriers

(This may involve a revision or development of a **Crisis/Safety Plan**. The Facilitator should always confirm that a plan has been developed or that it is in the process of being developed. Sometimes, an entire CFT meeting may focus on developing a Crisis Plan. If so, this should be verified when the Facilitator is reviewing the purpose of the meeting).

## Child and Family Team Meeting Agenda (continued)

### 9. Review of Behavioral Health Service Plan

#### a. Goals

(Teams should review goals and **measurable objectives** at each meeting. Identify **progress** and **celebrate success**; it may be necessary to close a goal or change a measure. Identify barriers to implementing goals or plan. BHSP should then be revised or updated).

#### b. Needs/Services

(This can include **natural/community supports** and interventions in addition to profession services. Review services and interventions on BHSP. The team should then **brainstorm** ways of meeting the needs. Teams can be creative and the Facilitator should encourage input from all attendees. Remember that not all services on the BHSP need to be professional. BHSP should be signed by all).

### 10. Mention of Crisis Plan

(Has one been developed? If not, determine a time to develop. Is there a need for a revision)?

### 11. Additions to Strengths Needs and Culture Discovery?

### 12. Identification of Natural/Community Supports

(During the conversation, has the team discovered that the family is involved in a **community activity** or has a **natural support** person whom they deem as important in their lives? If not, the team can explore ways in which to identify these resources. Hint: SNCD or intake assessment can sometimes provide information to be further explored during a CFT meeting).

### 13. Summary and review of assigned action steps or tasks

(I.E: Today we reviewed the service plan and made some adjustments, based on \_\_\_\_\_. XXX made significant progress on goal#1. Great Job! After **brainstorming** ways to assist w/\_\_\_\_, the team decided to \_\_\_\_\_. XXX will call\_\_\_\_. I will f/u with\_\_\_\_, etc.).

### 14. Schedule next Child and Family Team meeting