

NORTH DAKOTA CHILDREN AND FAMILY SERVICES

CHILD AND FAMILY TEAM MEETING OUTLINE

This is the format used to facilitate ND Child & Family Team Meetings. It is a guide and not a document completed before, during or after the meeting. The order in which the items are discussed is flexible. Use all sections applicable to the case. This outline has been incorporated into the Wraparound Practice Model (600-05) and Permanency Planning (624-05) policy manuals.

1. Introductions

- a. Review confidentiality and introduce team members
 - i. Youth age 14+ - Ensure they had the opportunity to invite 2 members of their choice
- b. State whether or not this is an initial or progress team meeting
 - i. If this is an initial team meeting:
 1. Explain the purpose of the meeting (review federal guidelines if applicable)
 - ii. If this is a progress team meeting
 1. State and review the permanency goal

2. Provide background information regarding the family

- a. State the names and ages of the child(ren)
- b. Current placement(s) and placement history
- c. Legal status
 - i. Temporary Custody Order (TCO)
 - ii. Order of disposition
 - iii. Permanency order
 - iv. Termination of Parental Rights (TPR)
 - v. Next court hearing date

3. Provide a brief summary as to why the child(ren) came into care

- a. Did the child(ren) come into care due to CPS issues, delinquency, or no fault deprivation?
- b. Define the areas that need to be addressed to decrease risk to the child(ren) and promote safety and permanency.

4. Report progress or lack of progress to the identified goal ~ review case plan goals/tasks

- a. The case manager, family, and team members will present their views of case
 - i. Issues relating to the parents/caregivers**
 1. Are parents actively engaging in the planning for their child(ren)?
 - a. Have the parents been located?
 - i. Federal Parent Locator Services (FPLS)
 - ii. Relative searches
 2. Progress in services for parent
 3. Parent visitations with the worker
 4. Parent visitations with the child(ren)
 5. Travel reimbursement/per diem
 6. Household stability/resources
 7. Extended family involvement
 - a. Requirement for notice to relatives (including notice to parents of siblings) of the child(ren)'s removal
 8. Assess unmet needs

ii. Issues relating to the child(ren)

1. Progress in services
2. Visitations between siblings
3. Visitations between child(ren) and parents/significant family members
4. Visitations between child(ren) and case manager
5. Medical/dental/vision/mental health/Health Tracks
6. Education – school of origin/notifications/transportation costs
7. Normalcy opportunities – social/recreational/ongoing activities
8. Spiritual/cultural
9. Indian Child Welfare Act (ICWA)
10. Youth Rights age 14+ youth - Use DN 402 Last signed: _____
11. Independent Living age 14+ - Chafee referral required at age 16
12. Annual Credit Report for ages 14+
13. Transition planning (90 days prior to age 18)
 - a. SFN 494 Transition Checklist
 - b. Youth interest in the 18+ Program?
14. Assess unmet needs
15. Review/develop safety plan

iii. Foster care placement

1. Are siblings placed together?
 - a. If not, discuss the concerted efforts to place or explain why it isn't appropriate to place the children together
2. Evaluate the appropriateness of the placement
3. Assess and address any unmet needs of the Provider(s)
 - a. Daycare
 - b. Excess Maintenance Payment (EMP)
 - c. Transportation
 - d. Respite
4. Assess the Provider(s) compliance with reasonable and prudent parenting

5. Discuss the progress toward achieving the current goal

- a. If things are on track:
 - i. Stay with the current goal
 - ii. Compelling reasons?
 - iii. Estimated date of goal achievement.
- b. If things are not on track:
 - i. Adjust the plan, update the goal, add a concurrent permanency goal if needed
 - ii. Change the goal in FRAME

6. Solicit from the team members whether or not they agree with the case plan and have the team members sign the signature page

- a. Is the youth (age 14+) in agreement with the plan? Did he/she contribute to their plan?

7. Solicit from the family whether or not they have ownership of the plan

- a. This includes the permanency goal
- b. If there is disagreement – document in the team meeting notes

8. Schedule next team meeting

9. Adjourn