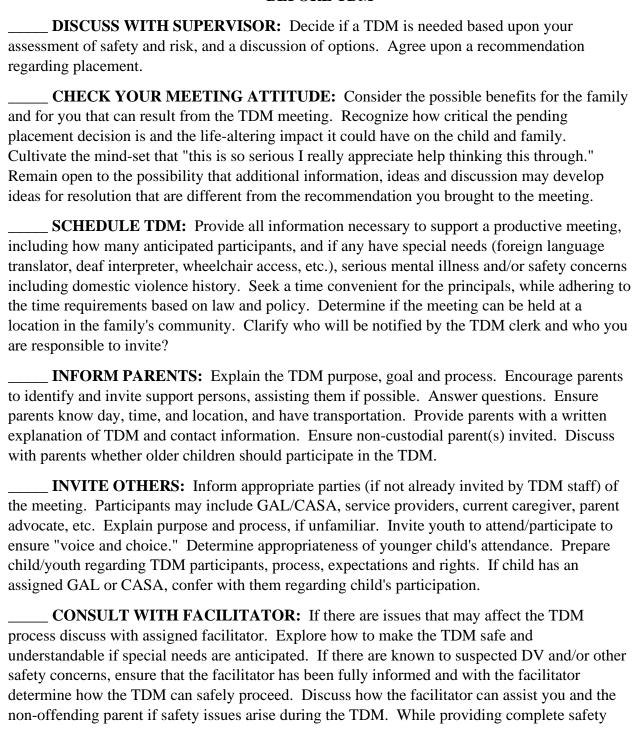
Worker's Guide for an Effective TDM Meeting

BEFORE TDM





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and special needs information, limit advance discussion to issues of process, not substance – especially for an Initial Removal TDM.

_____BE PREPARED: Expect to explain at the meeting why the TDM was scheduled, describing safety/risk assessment information, discussing family strengths and supports: what has been working well within the family? What protective factors are present? What strengths/support can help to address the concerns? Be prepared to summarize CPS history and services, and brainstorm ideas to address the concerns. Be ready to offer a recommendation about placement, while remaining open to other ideas and suggestions that may alter your plan. Bring supporting documents, including completed (or at least initiated in emergency situations) safety and risk assessment tool; case plan; and reports and recommendations from service providers, current caregivers and/or GAL/CASA if they are not present. If older child is unable to attend, be prepared to share their input. Be on time for the TDM, with adequate time scheduled to allow full attention to the TDM issues and to the family.

____EXPLAIN ROLE OF COMMUNITY REPRESENTATIVE: If you or other agency staff have invited potential community "allies" such as members of the family's neighborhood, faith, or ethnic community, be prepared to seek parental approval for their participation before the meeting starts. Immediately prior to, and outside of, the meeting, introduce parents to rep, explain his/her role and determine parent(s)' willingness to have a representative attend. Assist parent to make an informed decision [NOTE: In some sites, facilitator assumes this responsibility.]

DURING TDM

_____YOUR VOICE IS CRITICAL: The goal of the TDM is to make the best possible placement related decision with the maximum information and participation. As the family's worker, your knowledge, contributions and guidance are integral to the meeting. Your efforts to engage the family in open, sincere, and direct dialogue about concerns, risk and safety issues is necessary to the TDM as well as the Agency's future relationship with the family. Your involvement in identifying meaningful family or individual strengths that can be used as protective factors to address the safety and risk issues is vitally important. Owning your recommendation, while being receptive to alternative resolutions and participating in the brainstorming of ideas, is essential for a productive TDM. Do not rely on the facilitator to be 'in charge," share the responsibility for meeting leadership! Let your voice be heard throughout the meeting, while supporting and assisting all members of the team to be involved and contribute.

DEMONSTRATE PROFESSIONAL BEHAVIOR: Listen to understand. Speak honestly, sincerely and respectfully to all. Watch your nonverbal behavior. Talk directly to parents and other participants – make eye contact. Encourage others to share their perspective, opinions and ideas, including those contrary to your own. Attend TDM with expectation of increasing understanding, exploring alternatives, and sharing decision making responsibility. Remain calm.

Kansas Department for Children and Families

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