

### Ten Tips for Supervisors/Managers for Effective TDM Meetings

1. Discuss with staff the Agency's commitment to TDM and its underlying values, and their application to day to day activities.
  - Children do best in strong families
  - Families can become strong when they have the support of their communities
  - Child welfare agencies can do their job better when they partner with communities
2. Be sure everyone understands the purpose of TDM meetings – To make the best placement-related decisions possible, with a high level of participant involvement and agreement.
3. When one of your workers is facing a decision about a child needing to leave his/her home (even under a voluntary plan) or change placements, discuss the concerns, risks, strengths, and options and determine together if a TDM is needed.
4. Ensure your staff is organized and prepared to present a summary of the situation, identification of family risks and strengths, ideas and a recommendation. Encourage workers to remain receptive to the opinions and ideas of other participants.
5. Attend TDM meetings with your staff as a support and participant in the decision-making process. Model professional interactions.
6. Assist in keeping the group focused and productive. Invite participants to share their perspective, information and opinion.
7. Ensure staff follows through on plans developed at the TDM meeting. Regularly review action and safety plans in case conferences.
8. Help all participants understand the benefits of group decision making and their role and responsibilities to contribute to a quality outcome.
9. If consensus is not reached and a staff person appeals the decision made by the worker, support the person's responsibility to appeal a decision that they believe will put a child at serious risk of harm or violates a law or policy. It's about making the best decision that protects the child, not winning or losing.
10. Solicit and provide feedback, positive and negative, to workers about their presentation and interaction at TDM meetings. Coach staff on engagement and problem-solving skills.

Source: (Evident Change, 2021)