

Meetings with Families

Four Types:

1. Initial Team Decision Making (TDM) Meeting
2. Family Meeting (FM)
3. Family Preservation Initial Family Meeting (FP IFM)
4. Initial Family Meeting (IFM) for Out of Home Services

1. Initial Team Decision Making (TDM) Meeting

Criteria (DCF Facilitator):

- a. The behavior (action or inaction) of a parent(s)/primary caregiver(s)
- b. Is threatening a child's safety, and
- c. DCF is considering separating the child from the parent(s)/ primary caregiver(s).

❖ Please see PPM Appendices OD-OM for Initial TDM Protocol, Guidance, & Referral Forms.

2. Family Meeting (FM)

An FM is available when:



Practitioner has spoken with relevant family members, consulted with a supervisor, and concluded that **there is NOT a caregiver action/inaction that is threatening the child's safety**; however, there are risk factors related to the child's/family's wellbeing that the family must lessen.

The Family, the practitioner, and the practitioner's supervisor agree to bring everyone together as a team to determine what the best next steps are to increase the child's/family's wellbeing and functioning.

Below are some examples that ***may*** indicate the need for a Family Meeting. However, this list does not automatically rule out holding a TDM related to the concerns. Critically thinking through TDM criteria and consultation with one's supervisor should guide the determination of whether meeting is necessary and if so, which type of meeting (Initial TDM or Family Meeting).

- Child with Behavior Problems (*suicidal, danger to self-and/or self-harming behaviors, out of control, sexually acting out, aggressive behaviors, criminal activities, or gang involvement*)
- Child is repeatedly running away
- Child is truant
- Child is refusing to come home
- Caregiver is refusing to allow child to come home
- Wanting to explore service options
- Helping a family to re-engage with services
- Addressing identified complicating factors
- Child may need out of home treatment (acute, PRTE, etc.)

The Following can Facilitate Family Meetings:

1. **Primary practitioner working with the family, or their supervisor**
2. **Neutral facilitator** (*team member not directly working with the family*)
3. **TDM Facilitator**
 - a. **TDM Facilitators should facilitate sparingly, when there is a high need for neutrality in the family meeting.**
 - b. **Initial TDM Meetings will take priority for TDM Facilitators.**

How to Schedule a Family Meeting:

- ❖ When the primary practitioner/supervisor/neutral team member is facilitating the meeting, a referral form is unnecessary.
 - **The primary practitioner** (*person calling the meeting*) **is responsible for setting the date/time/location of the meeting and inviting everyone to attend.**
- ❖ If the primary practitioner is requesting an Initial TDM for the Family Meeting, they will fill out and submit their region's "Family Meeting Scheduling Form" to their region's TDM scheduler.
 - A region may choose to allow their scheduler to assist with meeting invitations; It is at their discretion. If they are not assisting, the primary practitioner is responsible for communicating the meeting details and inviting everyone to attend.

The Framework for Facilitating Family Meetings Includes:

1. **The Facilitator of the Family Meeting shall map/chart the conversation using either:**
 - a. PPS2019 DCF Conversation Note (Three Columns Map) **OR**
 - b. Appendix OP Family Meeting Map
2. **Staff will not enter any data collected on Family Meetings in the TDM database.**

Family Meeting Summaries

1. The Facilitator of the Family Meeting shall **provide a copy** of the mapped conversation at the end of the meeting to all of those in attendance.
2. The Primary Practitioner should upload a copy of the mapped conversation in the file **uploaded to KIDS.**

3. Family Preservation Initial Family Meeting (IFM)

The Family Preservation Initial Family Meeting (IFM) initiates the partnership between the family, DCF staff and service providers. This team shall share responsibility for ensuring the family receives services and supports required to maintain the child(ren) safely in the home and prevent future maltreatment.

The purpose of the IFM is to discuss the reasons for the referral to Family Preservation Services, discuss the safety and/or risk concerns of all parties, including the family, and reach a consensus with the family. The CPS Specialist and the FPS providers shall clarify their roles with the family. They shall develop a Family Preservation Initial Service Plan alongside the family, with the goal of maintenance at home. This plan outlines activities to complete prior to the Family Case Plan using the PPS 3048.

- ❖ *Please see PPM 4215 & 3048 for additional meeting details and requirements.*

4. Initial Family Meeting (IFM) for Out of Home Services

The role of the Case Management Provider (CWCMP) is to facilitate the Initial Family Meeting (IFM). They organize, plan, and schedule the IFM in conjunction with DCF staff. The CWCMP shall contact the family the same day as the referral to introduce themselves and to plan for the IFM.

During the IFM for Out of Home Services, the CWCMP shall complete the Foster Care Initial Service Plan (ISP). The purpose of the Foster Care ISP is for DCF to introduce the family to the CWCMP. The DCF Child Protection Specialist shall explain to the parent(s)/caregiver(s) what to expect in the next 30 to 45 days while they work with the CWCMP. The ISP shall include immediate next steps for reintegration to address the safety and risk factors. The ISP shall also include a visitation plan coordinated with the CWCMP and parent(s)/caregiver(s).

❖ *Please see PPM 5220, 5223, 2751, & 3031 for additional meeting details and requirements.*

