

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.1	SUBJECT: FAMILY TEAM MEETING
OAC:	EFFECTIVE DATE: 5/17,
	REVISION DATE: 7/17
	REVIEW DATE: 7/17

PURPOSE: The purpose of the Family Team Meeting (FTM) is to improve the safety, permanency, and well-being of children by engaging families in actively participating in the planning and decision-making that affects children and families. The Family Team Meeting is designed to be family centered, strength-based, and solution focused.

POLICY: BCCS shall complete a Family Team Meeting prior to the removal of a child from the home or the next business day following the removal. A FTM can be held at any critical point throughout the life of a case utilizing the procedures outlined below:

PROCEDURE:

1. All Family Team Meetings (FTMs) will be facilitated by a neutral and trained facilitator or designee. In the event a facilitator or designee is not available, a supervisor will serve as the facilitator.
2. The Family Team Meeting calendar is on the shared drive. The read-only calendar displays the day/time available and the facilitator scheduled to cover the time slot. Please use the following process to schedule a FTM:
 - View Family Team Meeting calendar at R:\PUBLIC\2017 Family Team Meeting
 - Email the case conference coordinator the completed Family Conference Referral form along with the desired date and time for the meeting.
 - Upon the meeting time being confirmed, the assigned caseworker will be responsible for inviting families and other identified parties to the FTM and

making efforts to resolve barrier for attendance (i.e.: transportation and childcare)

3. The facilitator of the FTM will document the FTM using the Family Team Meeting functionality in SACWIS and end-date their assignment to the case within three (3) business days.
4. In the event that a family does not attend the scheduled FTM, the meeting can be rescheduled following the above process. It is critical that families attend the FTM and are engaged in the decision-making process.
5. The dynamics of the Family Team Meeting will be impacted by the family's engagement, facilitator, agency staff, family circumstances, etc. The Family Team Meeting will be structured to review the active safety threats, assess protective capacities that mitigate safety and risk, and develop a plan to improve the safety, permanency, and well-being of the child(ren). The structure of the FTM is designed to engage families in decision-making, encourage accountability, and improve outcomes for children and families. The FTM will be structured as follows to promote consistency with the FTM process:

I. Introduction

- A. Clarification of roles and responsibilities
 1. Introduction of participants
 2. Facilitator will explain roles and responsibilities/ground rules
- B. Clearly stated purpose of the FTM
 1. Facilitator will explain the general purpose of the FTM
 2. Assigned caseworker will explain the specific reason for the FTM
- C. What do participants hope to achieve?
 1. Each participant will have an opportunity to express what outcome they hope to achieve at the end of the FTM

II. Active Safety Threats

- A. Review of current circumstances
 1. Assigned caseworker will describe the events that lead to the need for the FTM
 2. Family will have the opportunity to engage in this discussion and describe circumstances from their perspective
- B. Discussion of the active safety threats to the children
 1. All participants will have an opportunity to discuss the active safety threats to the child(ren)

III Assessment of Protective Capacities

- A. Discussion of current resources that mitigate the identified safety and risk factors
 - 1. Family will be engaged to discuss their strengths and what is working well in the family system
 - 2. Agency staff and others will help identify protective capacities and/or service provisions that immediately mitigate safety and risk factors

- B. Emphasize family strengths to identify additional protective capacities
 - 1. Family will be engaged to identify other natural supports
 - 2. Identified strengths will help drive the decision-making process

IV. Plan Development

- A. Develop a plan that promotes child safety
 - 1. Family will be engaged in the planning process to provide solutions that promote child safety
 - 2. Facilitators will engage all parties in a discussion of alternative plans to removal that emphasize child safety, permanency, and well-being

- B. Impact of the plan on the family (examples)
 - 1. Discussion of how to reduce trauma for the family (does the plan cause further trauma)
 - 2. Establish parameters for visitation
 - 3. Identify immediate needs of caregivers (i.e.: school arrangements, daycare, financial barriers)

- C. Discussion of accountability to the plan
 - 1. Facilitator will review the plan with the participants and clarify ambiguity
 - 2. Facilitator will review each participant's accountability to each part of the plan

- D. Discussion of how the plan will be monitored
 - 1. Assigned caseworker will explain role (i.e.: home visits, other contacts, etc.)

V. Closure

- A. Were stated outcomes achieved?

- B. What are the next steps?

6. The facilitator will verbally and in writing (using the FTM form), summarize the action steps decided upon. These action steps, will identify who will do what by when. Each participant signs the Family Team Meeting form at the conclusion of the meeting. All parties are entitled to a copy with the original being placed in the case record.

7-25-17
Approval Date:



William Morrison, Executive Director