

# Agenda

- ❖ **Welcome/Introductions**
- ❖ **Workshop Focus**
- ❖ **What is Family Engagement?**
- ❖ **What is a Family Team Meeting (FTM)? – Key principles and components**
- ❖ **What are the Goals of a FTM?**
- ❖ **What are participants asked to do during a FTM?**
- ❖ **What does a FTM look like?**
- ❖ **“Overview of Family Team Meetings”**
  - *Key Process Components for Successful Implementation*
  - **Referral**
  - **Preparation**
  - **FTM**
  - **Development of the Plan**
  - **Debriefing Process**
  - **Implementation of the Plan**
  - **Monitoring family’s progress in relationship to the Family Plan and the Family’s Service Plan**
  - **Follow-up FTM**
  - **Monitor Process and Outcomes**
- ❖ **Questions/Thoughts/Comments**
- ❖ **Closing**

## **WHAT IS A FAMILY TEAM MEETING (FTM)?**

- ❖ A FTM is a {voluntary} strength-based engagement process for families, caseworkers, and others to work as a team, in order to develop and implement a plan in partnership to meet the needs and goals of the child and family.
  
- ❖ A FTM is not a service, but rather a vehicle for:
  - the family's voice to be heard,
  - The family and agency to work in partnership around meeting the needs of the family,
  - identifying and coordinating services and resources for the family in relationship to meeting the family's needs.
  
- ❖ A FTM is a regularly scheduled and systematically prepared group planning and decision making meeting that is offered and/or occurs throughout the life of a family's involvement with the Child Welfare System.

## **WHAT ARE THE GOALS OF A FAMILY TEAM MEETING APPROACH?**

NYSCCC Adoption 2007: Making Dreams Come True  
Workshop #22. Family Team Meetings: An Approach to Engaging Families  
Saturday, 5/12/07 10:05-11:25am  
Betsy McKee, NYS Office of Children and Family Services/Center for Development of Human Services

- ❑ **First and Foremost: *To promote, achieve, and maintain safety, permanency, and well-being***
- ❑ To *include the family's voice* as part of planning in *partnership* to address the needs of the family and child
- ❑ To share *responsibility* in achieving positive outcomes
- ❑ To promote *family ownership* of the plan
- ❑ To *explore options* with families and *overcome barriers* to progress
- ❑ To *improve decision making* by including families, their supports, and community resources
- ❑ To *identify and build* on a family's *strengths* to meet their needs and goals
- ❑ To *reach mutual understanding as a team* in *identifying* the family's *needs* and setting realistic *goals*
- ❑ To *incorporate the family's strengths* and *formal/informal resources* in the development of the *plan that addresses the needs*.
  - This takes shape through the facilitation process, as the family and other participants sort out how it can best help the family meet their needs and achieve positive outcomes.
  - This is where *delegating responsibility* takes place.

## **WHAT DOES A FAMILY TEAM MEETING LOOK LIKE?**

**\*\*Keep in mind the referral process and the preparation work of the facilitator in coordination with the Family, Caseworker, and other FTM participants.\*\***

- ❖ ***The Team*** always includes the parent(s), and the children as deemed appropriate and related to the purpose of the meeting. Other participants usually include the family's caseworker or other agency representative, human services professionals, and the family's natural supporters—all who know the child or family and who can help the family achieve their goals.
- ❖ The meeting ***time frame*** can vary, but needs to be established ahead of time. Enough time needs to be given so that no one feels rushed through the process and the family's meeting goal(s) can be accomplished.
- ❖ The facilitator states to the team that the information shared at the FTM is family sensitive and request that the participants respect the privacy of this information outside of the FTM. Participants are asked to sign an ***Agreement on Respect for Privacy form*** that also acts as the ***FTM Participation List***.
- ❖ ***The purpose of the meeting, the agenda, the Ground Rules, and the FTM process/structure and FTM Guiding Principles*** are reviewed and mutually understood by all participants. Most of this work is done during the preparation stage with each participant, prior to the family team meeting.
- ❖ There is a ***designated person(s)*** who facilitates the meeting. The participants at the family's meeting represent the support and resources for the parent and child, as identified and invited by the family.
- ❖ The Case Manager presents a brief ***summary/update*** of the case, and leads the family and other participants into identifying the Family's strengths.
- ❖ The family and all participants work together to create a list of Family ***Strengths***, that will be used later in the FTM to strategize as a team and identify tasks that will help to achieve goals.
- ❖ The family and all participants work together to create a list of Family ***Needs and Concerns***, which the family and other participants will later reference to identify and prioritize goals.
- ❖ The Team develops the ***family's list of Family/Child Supports and Resources***.
- ❖ ***A written plan*** is developed, generally around 1-2 identified goals as identified and prioritized by the family and other participants. ***Bottom lines*** are reviewed with the family and addressed in the family's plan.
  - For each goal, a list of realistic ***Tasks/Activities and Assignments of Responsibility*** are developed (*Who* is going to do *What*, in order to help the family meet their goal?)
  - Follow-up meetings include discussion of the team's progress in completing tasks and reaching goals, challenges/barriers to progress, and modifications to the family's plan that address the challenges/barriers to progress.
- ❖ ***A follow up FTM*** is scheduled at the end of each FTM.

## **WHAT ARE PARTICIPANTS ASKED TO DO DURING A FAMILY TEAM MEETING?**

- ❖ **Welcome each other as *partners***: parents, child(ren), family members, parent supports and people who are involved with the child and/or family in a professional capacity.
- ❖ **Encourage *participation*** from everyone present at the meeting.

- ❖ Stay focused on the Purpose of the FTM (as introduced by the family during intake and understood by the other participants; check for mutual understanding from participants)
- ❖ Respect and respectfully engage the family and child, and with each other.
- ❖ Provided a safe environment for everyone to speak to the team and be heard by the team.
- ❖ Respect and Commit to the Ground Rules of the FTM.
- ❖ Practice and encourage full disclosure—say what needs to be said--clearly, respectfully, and truthfully.
- ❖ Remember Bottom Lines and Non-negotiables when developing the Family Plan Always: Safety, Permanency, and Well-Being; Share and keep in mind court orders, time lines, cultural issues
- ❖ "Check in" with each other regularly to assist in reaching mutual understanding.
- ❖ Focus on the strengths and progress of the child and family, as well as ways the team can support them and help them meet their needs.
- ❖ Follow through on commitments made to the family and child, and the developed plan (ie. Tasks/Activities and Assignments of Responsibilities.)