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	Contact: Tracie Kress, MiTEAM Manager, kresst@michigan.gov																
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	Subject/Title: Family Team Meeting-Pre-Meeting Discussions																
	Distribution: <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> DHS Child Welfare Staff</td> <td><input checked="" type="checkbox"/> BCAL</td> </tr> <tr> <td><input checked="" type="checkbox"/> Private Agency Child Welfare Staff</td> <td><input checked="" type="checkbox"/> CWTI</td> </tr> <tr> <td><input checked="" type="checkbox"/> CSA Central Office Managers/Staff</td> <td><input type="checkbox"/> SACWIS</td> </tr> <tr> <td><input checked="" type="checkbox"/> Native American Tribes</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Data Management</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DHS County Directors</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Services Staff</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> DHS Child Welfare Staff	<input checked="" type="checkbox"/> BCAL	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff	<input checked="" type="checkbox"/> CWTI	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input type="checkbox"/> SACWIS	<input checked="" type="checkbox"/> Native American Tribes		<input type="checkbox"/> Data Management		<input checked="" type="checkbox"/> DHS County Directors		<input type="checkbox"/> Adult Services Staff		<input type="checkbox"/> Other:
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This communication is to provide clarity regarding pre-meeting discussions. Pre-meeting discussions should be routinely held during a face-to-face contact with the family, caregiver or child/youth.

Pre Meeting Discussion

Pre-meeting discussions must be held prior to scheduling a Family Team Meeting. Pre-meeting discussions should be held during **face-to-face** contacts with parents, caregivers and children/youth and should only be held over the phone if there are extenuating reasons. The caseworker must obtain supervisory approval and document in the social work contacts the reasons the pre-meeting discussion could not be held in person.

Purpose of a Pre-Meeting Discussion

The purpose of the pre-meeting discussion is to establish a supportive environment that allows the parent, child, youth, and/or caregiver to have an active role in planning and facilitating the Family Team Meeting. During the pre-meeting discussion the family, with the Caseworker input, will identify the location of the meeting, develop the agenda, develop the ground rules and identify participants that are to be invited. It is important that all participants are prepared for the meeting, agree to what will be accomplished, and understand the purpose of the meeting.

Documents

The caseworker may utilize the DHS-1108, Family Meeting Team Preparation Tool as a guide for the pre-meeting discussion.