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	Subject/Title: Pre-Meeting Discussion and Family Team Meeting Documentation																
	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 checked="" 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 checked="" 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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The Family Team Meeting is an essential component of the MITEAM Practice Model and serves as the primary forum for collaborative case planning, service identification, assessing progress and safety planning. The Pre-Meeting Discussion is a critical component of a Family Team Meeting. The purpose of a Pre-Meeting Discussion is to establish a supportive environment that allows the parent, youth, and/or caregiver to have an active role in planning and facilitating the Family Team Meeting.

Documentation of the Pre-Meeting Discussion and Family Team Meeting is critical to show efforts made to engage the parent, youth, and/or caregiver in case planning. All Pre-Meeting Discussions and Family Team Meetings must be documented in social work contacts. See the attached job aids for required Family Team Meeting Types, Timeframes, and specific documentation requirements.

To support the caseworker in the teaming aspects of MITEAM, the supervisor is required to:

- Inquire about Pre-Meeting Discussions and Family Team Meetings during monthly case consultations.
- Review case plans to ensure proper documentation of Pre-Meeting Discussions and Family Team Meetings prior to approval.
- Observe one Pre-Meeting Discussion and Family Team Meeting per worker, per quarter and provide coaching where needed.

As a result of the requirement to document the Pre-Meeting Discussion and Family Team Meeting in social work contacts and ongoing supervisory oversight, entry of Family Team Meetings in JJOLT is no longer required, effective immediately.

Children's Protective Services/Foster Care

Entry of Pre-Meeting Discussions and Family Team Meetings into SWSS FAJ

Pre-Meeting Discussions and Family Team Meetings are entered into SWSS FAJ using the Social Work Contact Module.

Contact Description-Pre-Meeting Discussion and Family Team Meeting

- Select the Family Team Meeting Contact Type
- Select Involved Members from Available Members
- Select the appropriate Contact Method (face to face, phone, etc.) and Contact Location (parental home, foster home, etc.)

Contact Summary-Pre-Meeting Discussion

- Children's Protective Services – Summarize as documented on the Pre-Meeting Discussion Preparation Tool.
- Foster Care - Summarize as documented on the Pre-Meeting Discussion Preparation Tool.

*The DHS 1108, Pre Meeting Discussion Preparation Tool must be completed and filed in the narrative section of the child's case record.

Contact Summary-Family Team Meeting

- Children's Protective Services and Foster Care – Include in the summary the type of FTM held, outcomes of the meeting, and that the action steps and safety plans are identified on the Family Team Meeting Report.

*Attach a copy of the DHS 1105, Family Team Meeting Report, to the appropriate case service plan.

NOTE: Subsequent or follow up contacts (phone, email, and letter) made as a result of a Pre-Meeting Discussion or Family Team Meeting shall be entered under Contact Type as "Case Contact".

Integrating the Pre-Meeting Discussion into CPS Practice

At the initial contact (most likely during an investigation) the caseworker explains to the family the CPS process and the outcomes that may occur as a result of the investigation. A discussion point with the family should include information about a Family Team Meeting. During the discussion, the caseworker provides an overview of Family Team Meetings thus starting the Pre-Meeting Discussion. If the caseworker determines after the investigation that the case will open, he/she must contact the family (either face-to-face or by phone) and remind the family of their previous discussion about Family Team Meetings and proceed with identification of participants, agenda items, ground rules, location, time and date. Pre-Meeting Discussions should not be utilized to inform the family of the outcome of the investigation, recommendations or review of the service plan. To ensure full family engagement and participation in the Family Team Meeting, the Pre-Meeting Discussion topics are centered on the processes of the Family Team Meeting.

Integrating the Pre-Meeting Discussion into Foster Care Practice

The Pre-Meeting Discussion occurs when the Foster Care worker makes his/her first face-to-face contact with the family. The family should have participated in a Family Team Meeting prior to a foster care worker being assigned. The caseworker should utilize the Pre-Meeting Discussion to inform the parent(s) about the purpose of the Family Team Meetings in the case planning process. A topic of conversation for a Pre-Meeting Discussion should include identification of family strengths and how the strengths will be used as building blocks to creating the activities that will go into the case plan. When it is time to schedule the Family Team Meeting, the caseworker will contact the family (face-to-face or by phone) and discuss with them the aspects of the Family Team Meeting that require the family's input (participants, agenda items, ground rules, location, time and date). Pre-Meeting Discussions will occur through the life of the case. In most instances, the discussion will be brief as the family becomes familiar with process. As a best practice, caseworkers have Pre-Meeting Discussions during their regularly scheduled contacts with the family.

FAMILY TEAM MEETING PROTOCOL

TYPE OF FT/M	TIMEFRAME	PURPOSE	COMMENTS
PROGRAM AREA: CPS			
CPS Case Opening (ISP)	<p>Timeframe: Within 30 calendar days before or 14 calendar days after CPS case opening.</p>	<p>This FT/M provides the forum for families to participate in planning, development and assessment of goals and activities aimed at ensuring the safety, permanency and well-being of their children. During the FT/M team members shall:</p> <ol style="list-style-type: none"> 1. Assess child safety and risk, parental protective capacity. 2. Identify parental capacities, needs, and child vulnerabilities. 3. Identify and initiate services to address the safety concerns (Develop the Family Plan). 4. Provide clear guidelines as to what must be addressed (either parental behavior or concrete needs) to ensure the child's safety in parent/caregiver home. 5. Identify potential safety resources, relative/non-relative resources that were not identified earlier. 6. Develop safety plans to address identified safety concerns. 7. Discuss contact standards for mother, father, other caregivers, child(ren), and collaterals. 8. Discuss an exit strategy and alternative plans/options if safety concerns are not adequately addressed within agreed upon timeframes. <p>If during the course of the FT/M it is determined that the safety concerns cannot be resolved in the short-term, collaborate with the family to develop an alternative plan to ensure the child's long-term safety.</p>	<p>Eligibility Specialists may be represented at this FT/M, when possible, as they may be a valuable resource for the family.</p> <p>Families and youth must be involved in the development of any plan which affects them.</p> <p>If transferring to an Ongoing Worker, both Ongoing and Investigative Workers should be present for the FT/M.</p> <p>The family should be encouraged to identify relative resources, for support and potential placement, if/when needed.</p> <p>The case worker must discuss any security needs and safety concerns prior to the FT/M to ensure adequate security at the meeting site. Family members may be excluded if they pose a credible safety threat to the group or if attendance would violate a personal protection order, no contact-bond, probation, parole, or other court order. In some of these cases, a telephone conference must be explored.</p> <p>All participants must be provided with security information, whenever a FT/M will include the attendance of a family member with a known history of violent or threatening behavior.</p>
CPS Case Open/Close	<p>Timeframe: Prior to case disposition.</p>	<p>This FT/M provides the forum for the family and their supports to create proactive steps and early interventions to address potential problems before they escalate or manifest. Recommendations from this FT/M must be focused on reducing recidivism and decreasing risk. During the FT/M team members shall:</p> <ol style="list-style-type: none"> 1. Assess child safety and risk, parental protective capacity. 2. Identify parental capacities, needs, and child vulnerabilities. 3. Provide clear guidelines as to what must be changed (either parental behavior or concrete needs) to ensure the child's safety in 	<p>If during the course of the FT/M it is determined that the safety concerns cannot be resolved in the short-term, collaborate with the family to develop an alternative plan to ensure the child's long-term safety and consider a case opening or elevation of risk.</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FT/M	TIMEFRAME	PURPOSE	COMMENTS
<p>Case Service Plan Reassessment (USP)</p>	<p><u>Timeframe:</u> For ongoing CPS cases, anytime within 30 calendar days prior to USP due date.</p>	<p>This FT/M provides the forum for families to participate in planning, development and reassessment of goals and activities aimed at ensuring the safety, permanency and well-being of their children. During the FT/M team members shall:</p> <ol style="list-style-type: none"> 1. Reassess safety and risk. 2. Evaluate the effectiveness of the Case Plan. 3. Identify additional safety concerns and develop any needed safety plans and action steps. 4. Focus on family preservation. 5. Identify resources/collaterals (formal and informal supports). 6. Determine if case should remain open, closed, or escalated to court intervention. 	<p>The family should be encouraged to identify relative resources, for support and potential placement, if/when needed.</p> <p>Eligibility Specialists should be represented at this FT/M, when possible, as they may be a valuable resource for the family.</p> <p>Families and youth must be involved in the development of any plan which affects them.</p> <p>This FT/M can be combined with a Court Intervention FT/M.</p>
<p>Court Intervention</p>	<p><u>Timeframe:</u> Within 7 business days from the date of the preliminary hearing.</p>	<p>This FT/M provides the forum for families to discuss the interventions that are necessary to address the concerns that risk child safety, wellbeing and permanency.</p> <p><u>If in-home placement:</u> During the FT/M, team members shall:</p> <ol style="list-style-type: none"> 1. Address step 1-8 for the CPS Case Opening FT/M. 2. Determine whether out-of-home placement is necessary, or how out-of-home placement can be avoided. 3. Determine how the child's safety can be ensured in the least restrictive, least intrusive manner possible by: <ol style="list-style-type: none"> a. Considering all placement options. b. Assessing the need to keep sibling groups together. c. Considering best interest of the child regarding their schooling needs. d. Planning for transportation for the children to school, sports, clubs, etc. <p><u>If placed in out-of-home care:</u> In addition to the above:</p> <ol style="list-style-type: none"> 1. Provide the family with additional information regarding the out-of-home 	<p>If a child was removed on an emergency basis, the initial Out-of-Home Care FT/M is the removal FT/M. Invite supports/resources that can assist with providing formal or informal supportive services.</p> <p>This FT/M can be combined with a Foster Care Case Service Plan Development FT/M provided that placement occurs within 48 hours of FT/M, and all issues related to the initial out-of-home care FT/M are addressed.</p> <p>If transferring the case to foster care, the case worker and/or licensing worker should be present for the FT/M. The licensing worker will be beneficial in explaining relative licensing/waiver process as appropriate.</p> <p>Supervisors may also be beneficial members of the team.</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FTM	TIMEFRAME	PURPOSE	COMMENTS
PROGRAM AREA: FOSTER CARE			
<p>Case Service Plan Development/Reassessment</p>	<p>Timeframe: 14 business days prior to Initial Case plan due date.</p>	<p>Case Service Plan Development (ISP): The purpose of this FTM is to develop the Initial Case Plan. The multidisciplinary team members continue to play an important role in this FTM as they can provide information in developing the plan as well as assistance in providing services. The family must be actively involved in this meeting to ensure that they are engaged in the development and implementation of the Case Plan. During the FTM, team members shall:</p> <ol style="list-style-type: none"> 1. Develop the Initial Case Plan, permanency plan, identify concurrent plan. 2. Discuss the findings and recommendations from the case worker. 3. Discuss parental capacity and child vulnerabilities. 4. Discuss behavior specific goals related to child safety, well-being and permanency. 5. Discuss specific services/supports to address the behavior/needs of the parents and child. 6. Discuss timeframes for accomplishing agreed upon goals and services. 7. Revise parent/child and/or sibling visitation plan and contact standards. 8. Update progress on relative license/waiver process. 9. Identify safety concerns and develop any necessary safety steps/plan. 10. Discuss Young Adult Voluntary Foster Care requirements/timeframes. <p>Case Service Plan Reassessment (USPPWSP): This FTM provides the forum for families to participate in planning, development and reassessment of goals and activities aimed at ensuring the safety, permanency and well-being of their children. During the FTM, team members shall:</p> <ol style="list-style-type: none"> 1. Address safety issues and risks that brought children into care, any new safety and risk factors, and update safety plans as needed. 2. Assess parental capacity and child vulnerabilities since the last case plan. 3. Assess effectiveness of the Case Plan. Review the case plan goals and discuss the level of achievement to determine if family is on track or if any revisions are needed. Reassess visitation schedule (multiple overnights if moving towards reunification). 4. Assess if services being provided are effective in addressing the specific parental behavior deficits and child vulnerabilities identified. 5. Identify and address barriers to permanency and specific plans to overcome barriers. Have barriers been resolved? Review or recommend concurrent plans, update relative licensing/waiver process, etc. 	<p>The case worker must discuss any security needs and safety concerns prior to the FTM to ensure adequate security at the meeting site. Family members may be excluded if they pose a credible safety threat to the group or if attendance would violate a personal protection order, no contact-bond, probation, parole, or other court order. In some of these cases, a telephone conference must be explored.</p> <p>All participants must be provided with security information, whenever a FTM will include the attendance of a family member with a known history of violent or threatening behavior.</p> <p>The case worker must discuss appropriateness of placement, concurrent permanency planning and inquire about relatives.</p> <p>If placed with relatives, the case worker shall discuss benefits and expectations of relative licensure and/or the waiver process.</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FTIM	TIMEFRAHE	PURPOSE	COMMENTS
<p>Child in Care for Six Months (Permanency Goal Review)</p>	<p><u>Timeframe:</u> By the 30th day from the date the child has been in care for six months.</p>	<p>Provides a forum for the family to provide critical information or clarify regarding progress or lack thereof on goals and activities related to safety and permanency goals, while also providing the opportunity to discuss possible recommendations to the court, based on measurable progress. During the FTIM, team members shall:</p> <ol style="list-style-type: none"> 1. Discuss progress or lack thereof related to specific behavior changes. 2. Identify barriers to achieving permanency. 3. Discuss effectiveness of services/level of participation, etc., (what evidence is available to support this, including provider statements, reports of participation, progress, etc.). 4. Discuss safety and risk factors regarding permanency as well as placement and develop/revise safety plans. 5. Discuss reasonable efforts (whichever applies: to reunify, to finalize permanency, to prevent placement). 6. Discuss the agency's recommendations to the court. 	<p>Can be combined with the Foster Care Case Service Plan Reassessment FTIM.</p> <p>Always address safety plan as needed.</p> <p>The case worker must discuss appropriateness of placement, concurrent permanency planning and inquire about relatives.</p> <p>If placed with relatives, the case worker shall discuss benefits and expectations of relative licensure and/or the waiver process.</p>
<p>Change in Permanency Goal</p>	<p><u>Timeframe:</u> Within 30 days before the date of the goal change</p>	<p>An FTIM must be conducted when it is decided in conjunction with the Supervisor, the court, and other appropriate staff to change a child's goal to adoption, guardianship, PPFWR or APPLA. This FTIM serves as a collaborative case planning forum to ensure that the family and child are supported in the plan. Along with the importance of permanency for the child, other topics that shall be addressed include:</p> <p><u>Adoption</u></p> <ol style="list-style-type: none"> 1. The adoption process. 2. Sibling contact. 3. Financial support and medical information to maintain the child in the home. 4. Available pre and post adoption support services. 5. Other legal concerns, etc. <p><u>Guardianship</u></p> <ol style="list-style-type: none"> 1. The guardianship process and requirements. 2. Commitment and ability to raise the child(ren). 3. Visitation concerns (regarding parents/caregivers and siblings). 4. Financial support and medical information. 5. Available services: supportive, financial and others as needed. 	<p>The case worker must discuss appropriateness of placement, concurrent permanency planning and inquire about relatives.</p> <p>If placed with relatives, the case worker shall discuss benefits and expectations of relative licensure and/or the waiver process.</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FTM	TIMEFRAME	PURPOSE	COMMENTS
		<p>Permanent Placement with Fit and Willing Relative (PPFWR)</p> <ol style="list-style-type: none"> Determine if PPFWR in the best interest of the youth. Assess if all options have been explored for permanency, and the reason the other permanency plans are not viable options for the child. Reassess concurrent plan and placement options. The relative custody process and requirements. Support services: financial and other available services for relatives/non relative caregivers. Visitation concerns (regarding parents/caregivers and siblings). Commitment and ability to raise the child(ren). <p>Another Planned Permanent Living Arrangement (APPLA)*</p> <ol style="list-style-type: none"> Determine if APPLA in the best interest of the youth. Assess if all options have been explored for permanency, and the reason the other permanency plans are not viable options for the child. Reassess concurrent plan and placement options. Who are the committed adult connections/resources that will support this youth while in care and after? Planning for adulthood, independence (obtaining vital records, etc.). Available services, resources and supports. Educational/vocational, housing and medical needs. Independent Living Services. Discuss the expected roles and responsibilities of the approved caregiver while in the APPLA agreement. Address safety plan, as needed. 	<p>Relative(s), children age 14 or older and appropriate staff must also sign the appropriate Permanent Placement with a Fit and Willing Relative Agreement (DHS-845 for permanent court or MCI wards, DHS-846 for temporary court wards). Children under age 14 should be allowed to sign the agreement but it is not required.</p> <p>*The permanency goal of APPLA should not be given to a youth in care without a FTM and the development of a plan for a permanency resource. The case worker must work with the youth to explore appropriate and available connections with adults in his/her life. This can include teachers, counselors, extended family members, former foster parents, religious leaders, etc. These identified resources should be invited to the FTM to explore their potential as permanency resources for the youth.</p> <p>Foster parents, youth and respective staff must sign APPLA Approval form, DHS-844 for permanent court or MCI wards, DHS-843 for temporary court wards.</p>
<p>Semi-Annual Transition Meeting</p>	<p>Timeframe: Once youth turns age 16 and every 6 months thereafter Within 30 calendar days for youth who are 16 or older when they enter care.</p>	<p>A Semi-Annual Transition Meeting is a gathering of family members, friends, members of the youth's community support system, faith based supports and professionals who join together to develop individualized plans to strengthen the youth's capacity, to transition to self-sufficiency. The FTM is often the forum in which the youth's transition team comes together to help the youth craft, implement or change the written Independent Living plan. During the FTM, team members shall:</p> <ol style="list-style-type: none"> Jointly develop specific plans to address education, job skills, living skills, and housing. Design services and identify supports. Identify a transition team to assist the youth with the plan. Discuss Young Adult Voluntary Foster Care requirements/timelines.* Discuss whether the youth plans to use the option of YAVFC. 	<p>The youth must be encouraged to actively participate in developing the plan.</p> <p>Once a youth turns age 16 the DHS-901 must be completed and goals discussed.</p> <p>Policy mandates that this meeting be facilitated by trained agency staff, other than the assigned case worker. Permanency Resource Managers should be invited to this FTM.</p> <p>*An FTM must be held once every 180 calendar days after a Young Adult Voluntary Foster Care Agreement is</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FTM	TIMEFRAME	PURPOSE	COMMENTS
90 Day Discharge Planning	<p>Timeframe: Within 90 calendar days before discharge or within 30 calendar days after an unplanned court dismissal.</p> <p>Within 3 business days of discovery that YAVFC requirements not met.</p>	<p>For any youth age 16 or older. A youth's transition to adulthood is a significant milestone, and requires early planning to ensure that the youth is equipped with all the essentials to be a successful adult. It is therefore important to conduct an FTM prior to a youth's discharge from foster care to assess readiness for this transition. During the FTM, team members shall focus on topics such as:</p> <ol style="list-style-type: none"> 1. The youth's ability to remain in/return to care; discuss YAVFC option/requirements. 2. Support services, supportive connections, and after care services. 3. Physical and emotional health. 4. Health insurance options and issues. 5. Educational/vocational status, housing needs, independent living, resources etc. 	<p>signed.</p> <p>The case worker must discuss appropriateness of placement, concurrent permanency planning and inquire about relatives.</p> <p>The youth should be encouraged to take an active role in the FTM, and therefore a preparation meeting with the youth is needed. All identified resource people should be invited to the meeting. The DHS-902 must be completed.</p> <p>Policy mandates that this meeting be facilitated by trained agency staff, other than the assigned case worker. Permanency Resource Managers should be invited.</p> <p>The case worker must discuss appropriateness of placement, concurrent permanency planning and inquire about relatives.</p>
<p>Placement Preservation/Disruption:</p> <p>Mental Health Hospitalization</p> <p>AWOLP</p>	<p>Time Frame: Within 3 business days from request of movement</p> <p>Timeframe: Within 3 business days prior to discharge from hospital or within 3 business days after unplanned discharge.</p> <p>Timeframe: Within 3 business days of the child's return to placement</p>	<p>An FTM shall be conducted when a child's placement is threatened with potential disruption based on an assessment of the child's vulnerability and caretaker capacity to meet the child's needs. An FTM shall be held:</p> <ol style="list-style-type: none"> 1. Prior to any change of placement for a child already in care. 2. When the agency receives a request by a foster parent, SIL placement, or provider agency to have the child moved. 3. Within three (3) workdays of an unplanned move of a child from a placement and when the child's placement raises concerns regarding care/safety. 4. For child (ren) returning from runaway status, when the child is not returning to his/her placement. 5. For child (ren) returning from hospitalization. 6. To assess visitation schedule. 7. For child (ren) needing a new placement after their initial placement due to the following: <ol style="list-style-type: none"> a. Transitioning to a concurrent planning family; b. Placement with an approved relative; c. Movement to a more suitable placement to meet their needs, i.e. Residential, Therapeutic Foster Home, etc. 8. To address/revise the safety plan, as needed. 	<p>Please note that if there is suspicion of child abuse or neglect in the placement, a CPS report must be initiated immediately.</p> <p>MIC Unit should be notified as necessary</p> <p>If placed with relatives, the case worker shall discuss benefits and expectations of relative licensure and/or the waiver process.</p> <p>For MCI wards, policy requires notification of the MCI Superintendent, see FOM 722-3.</p>

FAMILY TEAM MEETING PROTOCOL

TYPE OF FTM	TIMEFRAME	PURPOSE	COMMENTS
Reunification	<p><u>Timeframe:</u> Within 14 calendar days after order of reunification.</p>		
Case Closure	<p><u>Timeframe:</u> Within 30 calendar days prior to case closure or one business day after unplanned court ordered dismissal.</p>	<p>The case closure FTM is held to evaluate and finalize the exit transition plan including the following:</p> <ol style="list-style-type: none"> 1. Review safety and risk factors to ensure they have been sufficiently addressed 2. Discuss the reasons case closure is being recommended. 3. Ensure that all necessary supports are in place prior to the case closing. 4. Establish a transition plan for the following: <ol style="list-style-type: none"> a. services that are ending or continuing. b. children returning home (school, medical transition if needed). 5. Address outstanding concerns regarding any educational, health and mental health needs, as well as concrete needs (food, shelter, clothing). 6. Any additional non-safety needs the family may identify. <p>*Address safety plan, as needed</p>	<p>This FTM should be a celebration of the family's accomplishments in achieving goals.</p> <p>Family team members such as extended family, community supports, etc., should be invited to the closure FTM to discuss their role in supporting the family post-case closure.</p>
Requests by Family	<p><u>Timeframe:</u> At the discretion of the family/case worker, but no later than 2 weeks from request being made.</p>	<p>The FTM purpose will be determined based on the individual circumstances of the family. Whenever family members request an FTM, the case worker, supervisor and Peer Coach shall:</p> <ol style="list-style-type: none"> 1. Make all efforts to accommodate the request within a timeframe that is mutually agreed upon by the family and the agency. 2. Work together to explore the reason for the request and gather additional information from the family in order to better prepare for the meeting and address their concerns/needs. 3. Ensure that family's concerns are adequately addressed. 4. Address safety plan, as needed 	