

# **Family Team Meeting QA**

**(Review Period: November 2011 – January 2012)**

**Nebraska Department of Health and Human Services**

*Report Date: February 2012*

**Executive Summary**  
**Family Team Meeting (FTM) QA**  
**Review Period: November 2011 – January 2012**

This report presents the results of the Family Team Meeting (FTM) Quality Assurance reviews completed throughout the State from November 2011 through January 2012. The Department of Health and Human Services and the Family Matters Contractors identified Family Team Meetings as an important activity that leads to the achievement of positive outcomes for children and families. It was determined that reviewing the quality of the FTM's being conducted is very important so that all staff and contractors can make necessary improvements in order to best help children and families.

This most recent review indicated the following:

1. The average number of meeting attendees was 6.
2. Length of the meeting (n=108)
  - a. Less than 1 hour – 66%
  - b. 1-1/2 hours – 33%
  - c. 2 hours – 1%
  - d. Over 2 hours – 0%
3. Location of the meeting (n=108)
  - a. In the family home – 19%
  - b. Not in the family home – 81%
4. Facilitator preparation – Facilitator preparation evaluates whether the purpose of the meeting was explained; the facilitator was prepared; needed documents were available and ready and if the facilitator summarized the meeting and identified next steps. This review identified that in 96% of the Family Team Meetings, the facilitator was prepared and in 90% of the Family Team Meetings the facilitator summarized the meeting and identified next steps. An area for improvement is ensuring that the purpose and goals for the meeting are explained, a strength in 66% of the cases reviewed.
5. Team Membership and Attendance – A vital component in this measure is that all the right people are present during the Family Team Meeting. The people that must attend are the mother, father, child (if age 9 or older and developmentally appropriate), key natural/informal supports and key out of home providers (if applicable). The review shows us that when applicable mothers are present at 83% of the meetings; children are present at 84% of the meetings; and out of home providers are present at 81% of the meetings. The Department and Contractors need to improve on getting the fathers and natural/informal supports to the meeting as fathers were present 35% of the meetings and natural/informal supports were present for 21% of the meetings.

6. Team Member Involvement –This measure has a direct correlation to Team Membership and Attendance. The review shows active involvement by mothers in 84% of the meetings, active involvement by children in 82% of the meetings and active involvement by out of home providers in 84% of meetings. The Department and Contractors need to focus in increasing the involvement by the fathers and natural/informal supports. The lack of team membership by fathers and natural/informal supports also means that we do not have their involvement in discussions and decision making.
7. Facilitator Effectiveness – Within the measure of facilitator effectiveness, demonstration of respect for the family’s values, beliefs and traditions was found to be a strength in 99% of meetings; managing disagreement and conflict, was found to be a strength in 94% of the applicable meetings; and facilitator’s effectiveness in assisting the team members to identify needs and strategies related to the outcome of the case which was found to be a strength in 92% of meetings. Continued improvement needs to occur in identifying and utilizing informal supports to help execute identified strategies.

## **Background Information**

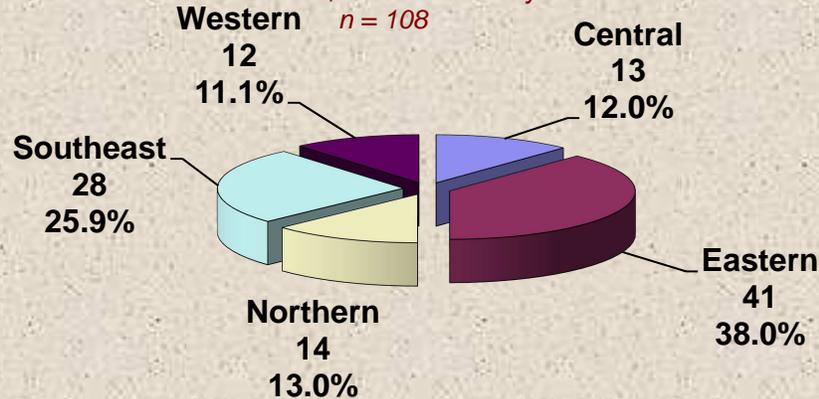
A Family Team Meeting (FTM) QA tool was developed by the Nebraska CQI team in the fall of 2009. The FTM tool is sectioned into four categories or items which include (1) Facilitator preparation, (2) Team membership and attendance, (3) Team member involvement, and (4) Facilitator effectiveness. There are several indicators under each of these four items. A five point likert scale is used to rate each item based on the responses to each of the indicators under the item. The five point likert scale ranges from 0-4: 0=none of the indicators for this item and 4=all of the indicators for this item. This methodology will allow us to perform a higher level of analysis of the data collected from the reviews.

The data collection for this project was pulled randomly from active cases by the individual child’s name. A target of 120 Family Team Meetings (FTM) was planned to be observed throughout the State each quarter, starting in April 2010. The number of cases to be reviewed per Service Area was determined based on the proportion of youth served per Service Area. The total youth population is dispersed across the State as follows: Central 10%; Northern 10%; Western 10%; Eastern 40% and Southeast 30%. The number of cases that were to be reviewed each quarter was 12 each from Central, Northern and Western, 48 from Eastern and 36 from Southeast Service Area.

Due to several factors that led to meeting cancellations, the total number of cases that were reviewed during this period was less than expected in some of the Service Areas. The actual numbers of reviews completed per Service Area during this period was as follows: Central-13; Eastern-41; Northern-14; Southeast-28; and Western-12. The review took place after consent and approval was received from the family to allow a QA reviewer to observe the FTM. Please note that while consent was obtained from families to complete a review of 117 FTM’s throughout the State, only 108 FTM QA’s were counted as part of this report. Nine (9) of the FTM QA’s were not completed due to the following reasons: Reviewer was unable to make it to the meeting (2); meeting was cancelled by the Department or Contractor (5), or meeting was cancelled by the family (2).

## Family Team Meeting QA

Reviews Completed Per Service Area  
in November, 2011 - January 2012



A conference call between the QA reviewer and the meeting facilitator(s), Department of Health and Human Services (DHHS) CFS Specialist and/or Contractor Service Coordinator, and their supervisor(s) took place in the days following the FTM. The QA reviewer discussed the results of the review, answered questions and provided feedback to the meeting facilitator(s) and their supervisor(s). In the previous reporting period, a decision was made to only count the FTM QA's in which both facilitators, DHHS CFS Specialist and Contractor Service Coordinator, were present for the meeting. Due to changes in roles and responsibilities for the DHHS CFS Specialists and the Contractor Service Coordinators, a FTM QA was counted as part of the report during the current review period if at least one of the meeting facilitators was present for the meeting.

*Note: Figures displayed in the tables and charts within the report may not total 100 percent due to rounding.*

# REVIEW FINDINGS

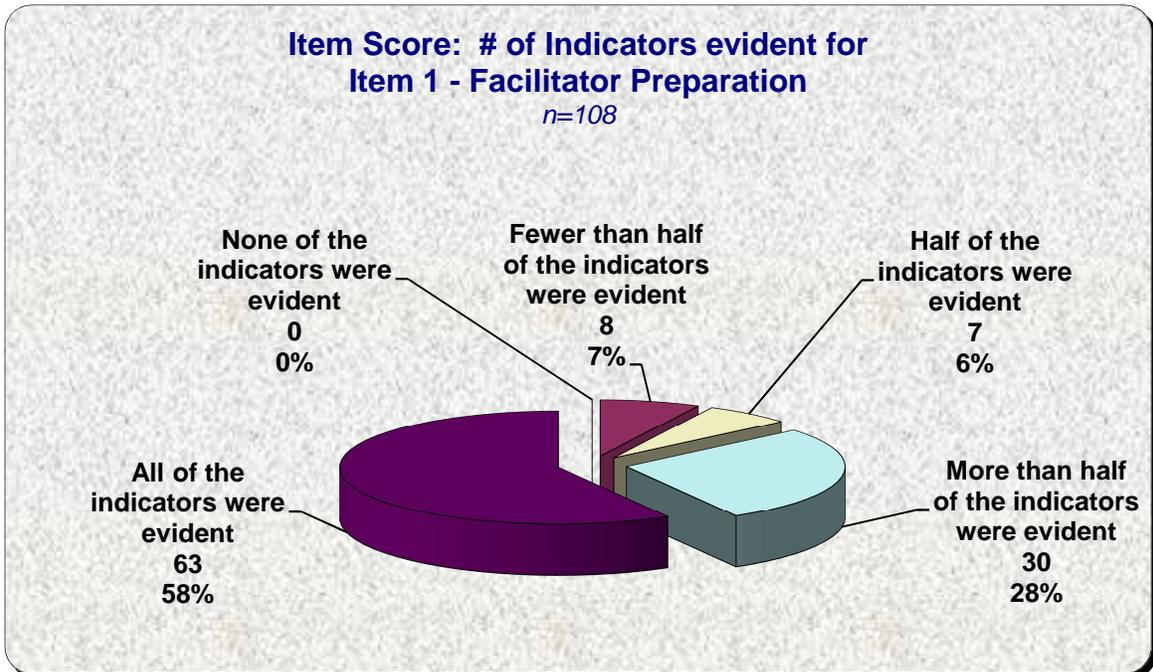
*(Statewide)*

The findings in this report were derived from QA reviews of 108 Family Team Meetings (FTM) throughout the State during the months of November, December 2011, and January 2012. Review results per Service Area can be found in the tables attached to this report.

<b>ITEM #1: Facilitator Preparation</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applicable</b>
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>66%</b>	71	108
B.) Was the facilitator prepared for the Family Team Meeting?	<b>96%</b>	104	108
C.) Did the facilitator have needed documents and materials prior to the meeting?	<b>85%</b>	64	75*
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>90%</b>	94	104*

\*The total number applicable may be less than 108 for indicators C and D due to NA responses for these indicators.  
 -Reviewers would have rated indicator C as not applicable if the goals or agenda for the meeting did not demand any supporting documents.  
 -Reviewers would have rated indicator D as not applicable if the meeting was the final Family Team Meeting for the Family.

## ITEM SCORE



## Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applicable
A.) Mother is a team member and present at the meeting.	<b>83%</b>	68	82*
B.) Father is a team member and present at the meeting.	<b>35%</b>	29	83*
C.) Child is a team member and present at the meeting.	<b>84%</b>	61	73*
D.) A key natural/informal support for the family is a team member and present.	<b>21%</b>	23	108
E.) Key out-of-home providers are team members and are present.	<b>81%</b>	69	85*

\*The total number applicable may be less than 108 for indicators A, B, C & E due to NA responses for these indicators.

-Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:

- a. Mother/father's rights have been terminated or relinquished.
- b. The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother.
- c. The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.
- d. The mother/father is deceased.
- e. The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.

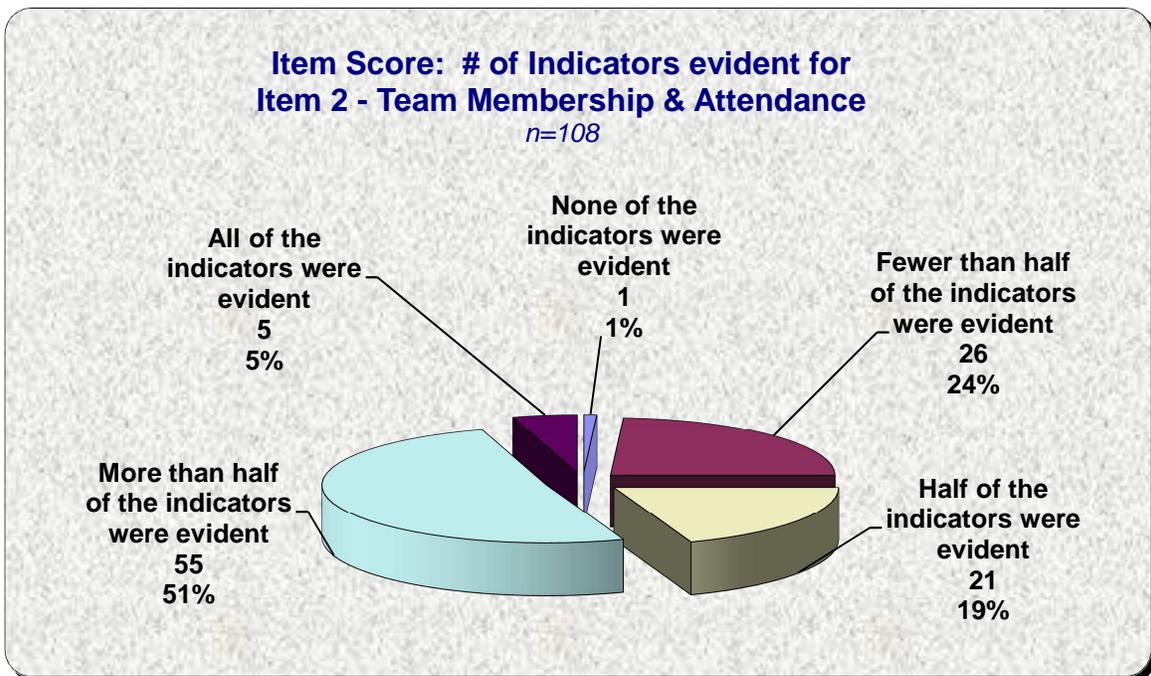
-Reviewers would have rated indicator C as not applicable if:

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.

-Reviewers would have rated indicator E as not applicable if:

- The child was not in out of home care.

### ITEM SCORE



## Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applicable
A.) Was the mother actively involved in the Family Team Meeting?	<b>84%</b>	69	82*
B.) Was the father actively involved in the Family Team Meeting?	<b>35%</b>	29	83*
C.) Was the child actively involved in the Family Team Meeting?	<b>82%</b>	60	73*
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>22%</b>	24	108
E.) Was the key out of home provider actively involved in the team meeting?	<b>84%</b>	71	85*

\*The total number applicable may be less than 108 for indicators A, B, C & E due to NA responses for these indicators.

Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:

- a. Mother/father's rights have been terminated or relinquished.
- b. The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother.
- c. The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.
- d. The mother/father is deceased.
- e. The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.

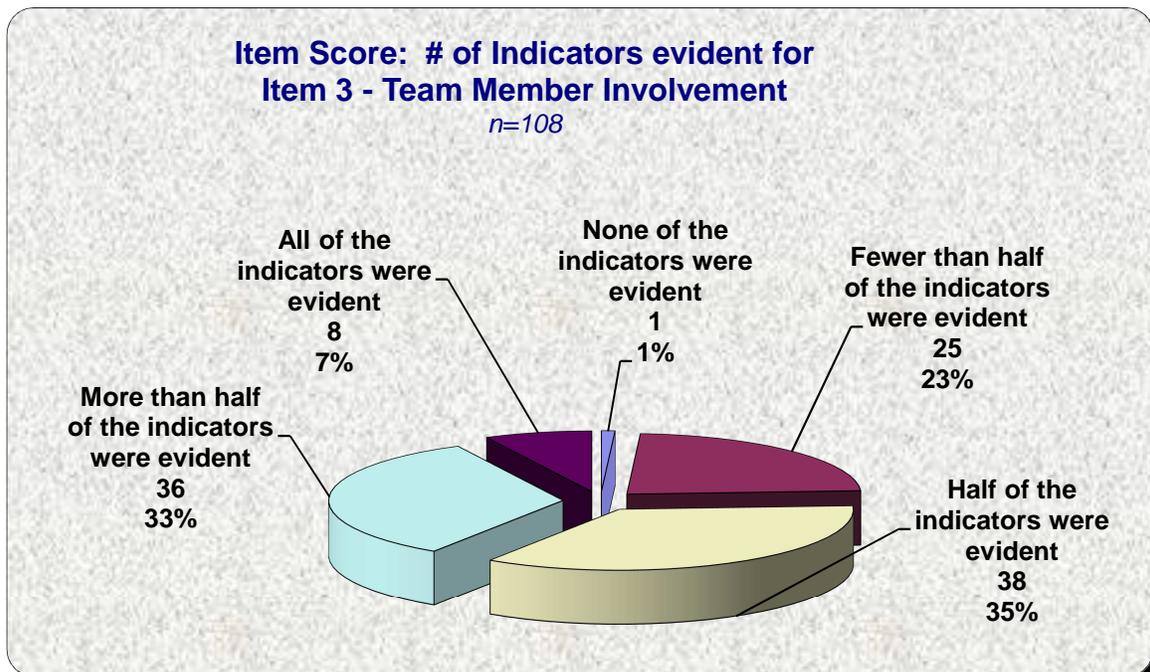
Reviewers would have rated indicator C as not applicable if:

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.

Reviewers would have rated indicator E as not applicable if:

- The child was not in out of home care.

### ITEM SCORE

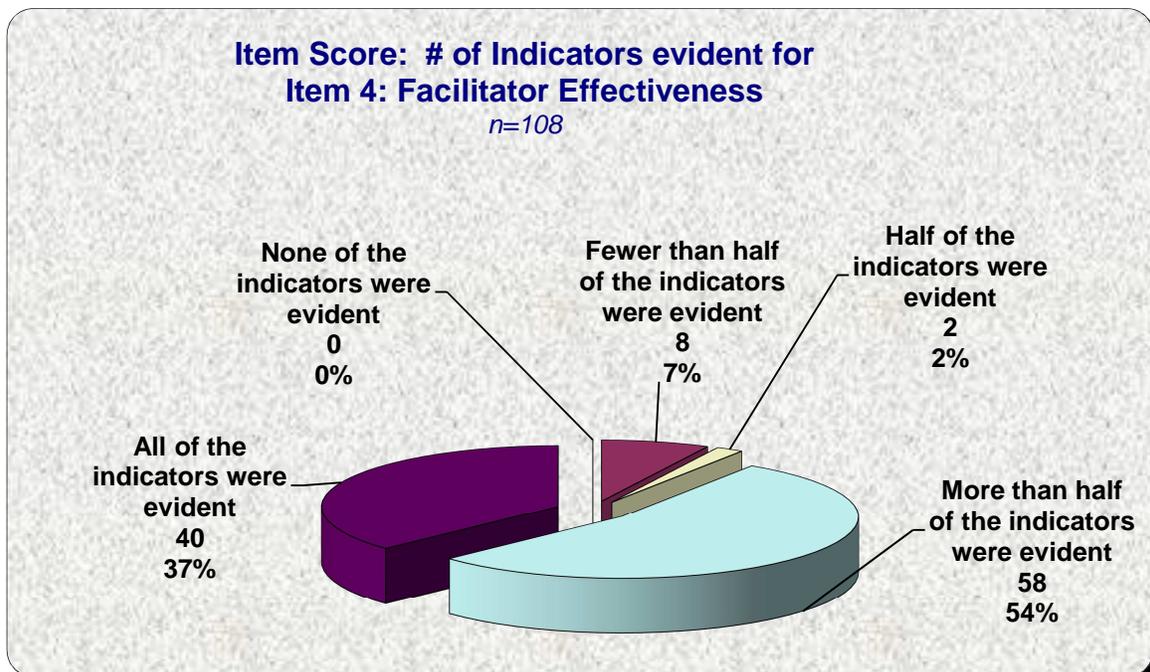


## Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applicable
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, which outcomes that are directly related to achieving the permanency objective.	<b>87%</b>	94	108
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>92%</b>	99	108
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>92%</b>	99	108
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>85%</b>	92	108
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>44%</b>	48	108
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>99%</b>	107	108
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>94%</b>	29	31*

\*The total number applicable may be less than 108 for indicator G due to NA responses for this indicator. Reviewers would have rated this indicator as not applicable if there was no conflict or disagreement during the meeting.

### ITEM SCORE



# Family Team Meeting QA

Review Period: November 2011 - January 2012

Results by:  
**Service Area**

*Note: Results for ESA are reported for the entire Service Area and by each Contractor (KVC and NFC).*

# NOTES:

## ITEM 1

*\*The total number applicable for indicators C and D under item 1 may be less than the total number applicable for the other indicators under this item due to NA responses for these indicators. Reviewers would have rated indicator C as not applicable if the goals or agenda for the meeting did not demand any supporting documents. Reviewers would have rated indicator D as not applicable if the meeting was the final Family Team Meeting for the family.*

## ITEMS 2 & 3

*\*The total number applicable for indicators A, B, C & E under items 2 and 3 may be less than the total number applicable for the other indicators under these items due to NA responses for these indicators. Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:*

- a. Mother/father's rights have been terminated or relinquished.*
- b. The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother/father.*
- c. The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.*
- d. The mother/father is deceased.*
- e. The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.*

*Reviewers would have rated indicator C as not applicable if:*

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.*

*Reviewers would have rated indicator E as not applicable if:*

- The child was not in out of home care.*

## Review F

*\*The total number applicable for indicator G under item 4 may be less than the total number applicable for the other indicators under this item due to NA responses for this indicator. Reviewers would have rated indicator G as not applicable if there was no conflict or disagreement during the meeting.*

# Central Service Area

Total # of Planned Reviews **13**

**Report Period: November 2011 - January 2012**

# Cancelled **0**

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	<b>7</b>	<b>13</b>	<b>94</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	<b>100%</b>	<b>13</b>	<b>13</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>46%</b>	<b>6</b>	<b>13</b>
<i>1 and half hours</i>	<b>54%</b>	<b>7</b>	<b>13</b>
<i>2 hours</i>	<b>0%</b>	<b>0</b>	<b>13</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>13</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>0%</b>	<b>0</b>	<b>13</b>
<i>Not in the Family Home</i>	<b>100%</b>	<b>13</b>	<b>13</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>69%</b>	9	13
B.) Was the facilitator prepared for the Family Team Meeting?	<b>100%</b>	13	13
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>83%</b>	5	6
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>77%</b>	10	13

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	<b>0</b>	<b>13</b>	<i>0 = None of the indicators were evident</i>
<b>8%</b>	<b>1</b>	<b>13</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>8%</b>	<b>1</b>	<b>13</b>	<i>2 = Half of the indicators were evident</i>
<b>31%</b>	<b>4</b>	<b>13</b>	<i>3 = More than half of the indicators were evident</i>
<b>54%</b>	<b>7</b>	<b>13</b>	<i>4 = All of the indicators were evident</i>

**Item #2: Team Membership & Attendance**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Mother is a team member and present at the meeting.	<b>82%</b>	9	11
B.) Father is a team member and present at the meeting.	<b>0%</b>	0	11
C.) Child is a team member and present at the meeting.	<b>75%</b>	6	8
D.) A key natural/informal support for the family is a team member and present.	<b>0%</b>	0	13
E.) Key out-of-home providers are team members and are present.	<b>92%</b>	11	12

**Item #2 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	13	0 = None of the indicators were evident
<b>38%</b>	5	13	1 = Fewer than half of the indicators were evident
<b>23%</b>	3	13	2 = Half of the indicators were evident
<b>38%</b>	5	13	3 = More than half of the indicators were evident
<b>0%</b>	0	13	4 = All of the indicators were evident

**Item #3: Team Member Involvement**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the mother actively involved in the Family Team Meeting?	<b>82%</b>	9	11
B.) Was the father actively involved in the Family Team Meeting?	<b>9%</b>	1	11
C.) Was the child actively involved in the Family Team Meeting?	<b>75%</b>	6	8
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>0%</b>	0	13
E.) Was the key out of home provider actively involved in the team meeting?	<b>92%</b>	11	12

**Item #3 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	13	0 = None of the indicators were evident
<b>38%</b>	5	13	1 = Fewer than half of the indicators were evident
<b>46%</b>	6	13	2 = Half of the indicators were evident
<b>15%</b>	2	13	3 = More than half of the indicators were evident
<b>0%</b>	0	13	4 = All of the indicators were evident

<b>Item #4: Facilitator Effectiveness</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>77%</b>	10	13
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>77%</b>	10	13
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>77%</b>	10	13
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>77%</b>	10	13
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>8%</b>	1	13
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>100%</b>	13	13
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>75%</b>	3	4
<b>Item #4: Score</b>			
<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	<b>0</b>	<b>13</b>	<i>0 = None of the indicators were evident</i>
<b>23%</b>	<b>3</b>	<b>13</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>13</b>	<i>2 = Half of the indicators were evident</i>
<b>77%</b>	<b>10</b>	<b>13</b>	<i>3 = More than half of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>13</b>	<i>4 = All of the indicators were evident</i>

# Eastern Service Area (ALL)

<b>Report Period: November 2011 - January 2012</b>	<i>Total # of Planned Reviews</i>	<b>43</b>
	<i># Cancelled</i>	<b>2</b>

Number of Meeting Attendees:	Average	Entered	Total Applic
<i>* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.</i>	<b>5</b>	<b>41</b>	<b>212</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	<b>0%</b>	<b>0</b>	<b>41</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>66%</b>	<b>27</b>	<b>41</b>
<i>1 and half hours</i>	<b>34%</b>	<b>14</b>	<b>41</b>
<i>2 hours</i>	<b>0%</b>	<b>0</b>	<b>41</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>41</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>34%</b>	<b>14</b>	<b>41</b>
<i>Not in the Family Home</i>	<b>66%</b>	<b>27</b>	<b>41</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>59%</b>	24	41
B.) Was the facilitator prepared for the Family Team Meeting?	<b>93%</b>	38	41
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>88%</b>	28	32
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>85%</b>	34	40

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	<b>0</b>	<b>41</b>	<i>0 = None of the indicators were evident</i>
<b>10%</b>	<b>4</b>	<b>41</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>12%</b>	<b>5</b>	<b>41</b>	<i>2 = Half of the indicators were evident</i>
<b>27%</b>	<b>11</b>	<b>41</b>	<i>3 = More than half of the indicators were evident</i>
<b>51%</b>	<b>21</b>	<b>41</b>	<i>4 = All of the indicators were evident</i>

### Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	<b>69%</b>	22	32
B.) Father is a team member and present at the meeting.	<b>38%</b>	12	32
C.) Child is a team member and present at the meeting.	<b>89%</b>	24	27
D.) A key natural/informal support for the family is a team member and present.	<b>27%</b>	11	41
E.) Key out-of-home providers are team members and are present.	<b>83%</b>	29	35

#### Item #2 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	41	0 = None of the indicators were evident
<b>24%</b>	10	41	1 = Fewer than half of the indicators were evident
<b>17%</b>	7	41	2 = Half of the indicators were evident
<b>59%</b>	24	41	3 = More than half of the indicators were evident
<b>0%</b>	0	41	4 = All of the indicators were evident

### Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	<b>72%</b>	23	32
B.) Was the father actively involved in the Family Team Meeting?	<b>34%</b>	11	32
C.) Was the child actively involved in the Family Team Meeting?	<b>85%</b>	23	27
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>27%</b>	11	41
E.) Was the key out of home provider actively involved in the team meeting?	<b>83%</b>	29	35

#### Item #3 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	41	0 = None of the indicators were evident
<b>24%</b>	10	41	1 = Fewer than half of the indicators were evident
<b>37%</b>	15	41	2 = Half of the indicators were evident
<b>37%</b>	15	41	3 = More than half of the indicators were evident
<b>2%</b>	1	41	4 = All of the indicators were evident

<b>Item #4: Facilitator Effectiveness</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>93%</b>	38	41
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>95%</b>	39	41
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>95%</b>	39	41
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>88%</b>	36	41
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>54%</b>	22	41
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>98%</b>	40	41
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>93%</b>	13	14
<b>Item #4: Score</b>			
<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	<i>0</i>	<i>41</i>	<i>0 = None of the indicators were evident</i>
<b>2%</b>	<i>1</i>	<i>41</i>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<i>0</i>	<i>41</i>	<i>2 = Half of the indicators were evident</i>
<b>59%</b>	<i>24</i>	<i>41</i>	<i>3 = More than half of the indicators were evident</i>
<b>39%</b>	<i>16</i>	<i>41</i>	<i>4 = All of the indicators were evident</i>

# Eastern Service Area (KVC)

<b>Report Period: November 2011 - January 2012</b>	<i>Total # of Planned Reviews</i>	<b>20</b>
	<i># Cancelled</i>	<b>2</b>

Number of Meeting Attendees:	Average	Entered	Total Applic
<i>* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.</i>	<b>5</b>	<b>18</b>	<b>92</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	<b>0%</b>	<b>0</b>	<b>18</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>56%</b>	<b>10</b>	<b>18</b>
<i>1 and half hours</i>	<b>44%</b>	<b>8</b>	<b>18</b>
<i>2 hours</i>	<b>0%</b>	<b>0</b>	<b>18</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>18</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>33%</b>	<b>6</b>	<b>18</b>
<i>Not in the Family Home</i>	<b>67%</b>	<b>12</b>	<b>18</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>56%</b>	10	18
B.) Was the facilitator prepared for the Family Team Meeting?	<b>94%</b>	17	18
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>100%</b>	12	12
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>72%</b>	13	18

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	18	<i>0 = None of the indicators were evident</i>
<b>11%</b>	2	18	<i>1 = Fewer than half of the indicators were evident</i>
<b>11%</b>	2	18	<i>2 = Half of the indicators were evident</i>
<b>33%</b>	6	18	<i>3 = More than half of the indicators were evident</i>
<b>44%</b>	8	18	<i>4 = All of the indicators were evident</i>

### Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	<b>60%</b>	9	15
B.) Father is a team member and present at the meeting.	<b>33%</b>	5	15
C.) Child is a team member and present at the meeting.	<b>93%</b>	14	15
D.) A key natural/informal support for the family is a team member and present.	<b>17%</b>	3	18
E.) Key out-of-home providers are team members and are present.	<b>100%</b>	14	14

#### Item #2 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	18	0 = None of the indicators were evident
<b>22%</b>	4	18	1 = Fewer than half of the indicators were evident
<b>11%</b>	2	18	2 = Half of the indicators were evident
<b>67%</b>	12	18	3 = More than half of the indicators were evident
<b>0%</b>	0	19	4 = All of the indicators were evident

### Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	<b>67%</b>	10	15
B.) Was the father actively involved in the Family Team Meeting?	<b>33%</b>	5	15
C.) Was the child actively involved in the Family Team Meeting?	<b>93%</b>	14	15
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>22%</b>	4	18
E.) Was the key out of home provider actively involved in the team meeting?	<b>100%</b>	14	14

#### Item #3 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	18	0 = None of the indicators were evident
<b>17%</b>	3	18	1 = Fewer than half of the indicators were evident
<b>44%</b>	8	18	2 = Half of the indicators were evident
<b>33%</b>	6	18	3 = More than half of the indicators were evident
<b>6%</b>	1	18	4 = All of the indicators were evident

<b>Item #4: Facilitator Effectiveness</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>94%</b>	17	18
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>94%</b>	17	18
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>94%</b>	17	18
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>89%</b>	16	18
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>61%</b>	11	18
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>94%</b>	17	18
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>80%</b>	4	5
<b>Item #4: Score</b>			
<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	18	0 = None of the indicators were evident
<b>0%</b>	0	18	1 = Fewer than half of the indicators were evident
<b>0%</b>	0	18	2 = Half of the indicators were evident
<b>67%</b>	12	18	3 = More than half of the indicators were evident
<b>33%</b>	6	18	4 = All of the indicators were evident

# Eastern Service Area (NFC)

<b>Report Period: November 2011 - January 2012</b>	<i>Total # of Planned Reviews</i>	<b>23</b>
	<i># Cancelled</i>	<b>0</b>

Number of Meeting Attendees:	Average	Entered	Total Applic
<i>* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.</i>	<b>5</b>	<b>23</b>	<b>120</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	<b>0%</b>	<b>0</b>	<b>23</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>74%</b>	<b>17</b>	<b>23</b>
<i>1 and half hours</i>	<b>26%</b>	<b>6</b>	<b>23</b>
<i>2 hours</i>	<b>0%</b>	<b>0</b>	<b>23</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>23</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>35%</b>	<b>8</b>	<b>23</b>
<i>Not in the Family Home</i>	<b>65%</b>	<b>15</b>	<b>23</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>61%</b>	14	23
B.) Was the facilitator prepared for the Family Team Meeting?	<b>91%</b>	21	23
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>80%</b>	16	20
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>95%</b>	21	22

Item #1 Score			
%	Yes	Total	# of Indicators Evident
<b>0%</b>	<b>0</b>	<b>23</b>	<i>0 = None of the indicators were evident</i>
<b>9%</b>	<b>2</b>	<b>23</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>13%</b>	<b>3</b>	<b>23</b>	<i>2 = Half of the indicators were evident</i>
<b>22%</b>	<b>5</b>	<b>23</b>	<i>3 = More than half of the indicators were evident</i>
<b>57%</b>	<b>13</b>	<b>23</b>	<i>4 = All of the indicators were evident</i>

### Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	<b>76%</b>	13	17
B.) Father is a team member and present at the meeting.	<b>41%</b>	7	17
C.) Child is a team member and present at the meeting.	<b>83%</b>	10	12
D.) A key natural/informal support for the family is a team member and present.	<b>35%</b>	8	23
E.) Key out-of-home providers are team members and are present.	<b>71%</b>	15	21

#### Item #2 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	23	0 = None of the indicators were evident
<b>26%</b>	6	23	1 = Fewer than half of the indicators were evident
<b>22%</b>	5	23	2 = Half of the indicators were evident
<b>52%</b>	12	23	3 = More than half of the indicators were evident
<b>0%</b>	0	23	4 = All of the indicators were evident

### Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	<b>76%</b>	13	17
B.) Was the father actively involved in the Family Team Meeting?	<b>35%</b>	6	17
C.) Was the child actively involved in the Family Team Meeting?	<b>75%</b>	9	12
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>30%</b>	7	23
E.) Was the key out of home provider actively involved in the team meeting?	<b>71%</b>	15	21

#### Item #3 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	23	0 = None of the indicators were evident
<b>30%</b>	7	23	1 = Fewer than half of the indicators were evident
<b>30%</b>	7	23	2 = Half of the indicators were evident
<b>39%</b>	9	23	3 = More than half of the indicators were evident
<b>0%</b>	0	23	4 = All of the indicators were evident

<b>Item #4: Facilitator Effectiveness</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>91%</b>	21	23
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>96%</b>	22	23
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>96%</b>	22	23
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>87%</b>	20	23
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>48%</b>	11	23
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>100%</b>	23	23
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>100%</b>	9	9
<b>Item #4: Score</b>			
<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	<i>0</i>	<i>23</i>	<i>0 = None of the indicators were evident</i>
<b>4%</b>	<i>1</i>	<i>23</i>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<i>0</i>	<i>23</i>	<i>2 = Half of the indicators were evident</i>
<b>52%</b>	<i>12</i>	<i>23</i>	<i>3 = More than half of the indicators were evident</i>
<b>43%</b>	<i>10</i>	<i>23</i>	<i>4 = All of the indicators were evident</i>

# Northern Service Area

Total # of Planned Reviews **14**

**Report Period: November 2011 - January 2012**

# Cancelled **0**

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	<b>7</b>	<b>14</b>	<b>93</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	<b>100%</b>	<b>14</b>	<b>14</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>71%</b>	<b>10</b>	<b>14</b>
<i>1 and half hours</i>	<b>21%</b>	<b>3</b>	<b>14</b>
<i>2 hours</i>	<b>7%</b>	<b>1</b>	<b>14</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>14</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>7%</b>	<b>1</b>	<b>14</b>
<i>Not in the Family Home</i>	<b>93%</b>	<b>13</b>	<b>14</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>79%</b>	11	14
B.) Was the facilitator prepared for the Family Team Meeting?	<b>100%</b>	14	14
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>100%</b>	9	9
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>100%</b>	14	14

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	14	0 = None of the indicators were evident
<b>0%</b>	0	14	1 = Fewer than half of the indicators were evident
<b>0%</b>	0	14	2 = Half of the indicators were evident
<b>21%</b>	3	14	3 = More than half of the indicators were evident
<b>79%</b>	11	14	4 = All of the indicators were evident

**Item #2: Team Membership & Attendance**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Mother is a team member and present at the meeting.	<b>71%</b>	5	7
B.) Father is a team member and present at the meeting.	<b>56%</b>	5	9
C.) Child is a team member and present at the meeting.	<b>73%</b>	8	11
D.) A key natural/informal support for the family is a team member and present.	<b>21%</b>	3	14
E.) Key out-of-home providers are team members and are present.	<b>100%</b>	13	13

**Item #2 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	14	0 = None of the indicators were evident
<b>21%</b>	3	14	1 = Fewer than half of the indicators were evident
<b>14%</b>	2	14	2 = Half of the indicators were evident
<b>43%</b>	6	14	3 = More than half of the indicators were evident
<b>21%</b>	3	14	4 = All of the indicators were evident

**Item #3: Team Member Involvement**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the mother actively involved in the Family Team Meeting?	<b>71%</b>	5	7
B.) Was the father actively involved in the Family Team Meeting?	<b>56%</b>	5	9
C.) Was the child actively involved in the Family Team Meeting?	<b>73%</b>	8	11
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>21%</b>	3	14
E.) Was the key out of home provider actively involved in the team meeting?	<b>100%</b>	13	13

**Item #3 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	14	0 = None of the indicators were evident
<b>21%</b>	3	14	1 = Fewer than half of the indicators were evident
<b>29%</b>	4	14	2 = Half of the indicators were evident
<b>29%</b>	4	14	3 = More than half of the indicators were evident
<b>21%</b>	3	14	4 = All of the indicators were evident

**Item #4: Facilitator Effectiveness**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>86%</b>	12	14
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>100%</b>	14	14
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>93%</b>	13	14
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>86%</b>	12	14
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>43%</b>	6	14
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>100%</b>	14	14
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>100%</b>	4	4

**Item #4: Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	<b>0</b>	<b>14</b>	<i>0 = None of the indicators were evident</i>
<b>7%</b>	<b>1</b>	<b>14</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>14</b>	<i>2 = Half of the indicators were evident</i>
<b>57%</b>	<b>8</b>	<b>14</b>	<i>3 = More than half of the indicators were evident</i>
<b>36%</b>	<b>5</b>	<b>14</b>	<i>4 = All of the indicators were evident</i>

# Southeast Service Area

Total # of Planned Reviews **32**

**Report Period: November 2011 - January 2012**

# Cancelled **4**

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	<b>5</b>	<b>28</b>	<b>153</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	<b>0%</b>	<b>0</b>	<b>28</b>
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	<b>79%</b>	<b>22</b>	<b>28</b>
1 and half hours	<b>21%</b>	<b>6</b>	<b>28</b>
2 hours	<b>0%</b>	<b>0</b>	<b>28</b>
Over 2 hours	<b>0%</b>	<b>0</b>	<b>28</b>
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	<b>18%</b>	<b>5</b>	<b>28</b>
Not in the Family Home	<b>82%</b>	<b>23</b>	<b>28</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>61%</b>	17	28
B.) Was the facilitator prepared for the Family Team Meeting?	<b>96%</b>	27	28
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>75%</b>	18	24
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>100%</b>	26	26

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	0	28	0 = None of the indicators were evident
<b>7%</b>	2	28	1 = Fewer than half of the indicators were evident
<b>4%</b>	1	28	2 = Half of the indicators were evident
<b>39%</b>	11	28	3 = More than half of the indicators were evident
<b>50%</b>	14	28	4 = All of the indicators were evident

**Item #2: Team Membership & Attendance**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Mother is a team member and present at the meeting.	<b>100%</b>	23	23
B.) Father is a team member and present at the meeting.	<b>37%</b>	7	19
C.) Child is a team member and present at the meeting.	<b>81%</b>	17	21
D.) A key natural/informal support for the family is a team member and present.	<b>21%</b>	6	28
E.) Key out-of-home providers are team members and are present.	<b>61%</b>	11	18

**Item #2 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>4%</b>	<i>1</i>	<i>28</i>	<i>0 = None of the indicators were evident</i>
<b>21%</b>	<i>6</i>	<i>28</i>	<i>1 = Fewer than half of the indicators were evident</i>
<b>18%</b>	<i>5</i>	<i>28</i>	<i>2 = Half of the indicators were evident</i>
<b>50%</b>	<i>14</i>	<i>28</i>	<i>3 = More than half of the indicators were evident</i>
<b>7%</b>	<i>2</i>	<i>28</i>	<i>4 = All of the indicators were evident</i>

**Item #3: Team Member Involvement**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the mother actively involved in the Family Team Meeting?	<b>100%</b>	23	23
B.) Was the father actively involved in the Family Team Meeting?	<b>37%</b>	7	19
C.) Was the child actively involved in the Family Team Meeting?	<b>81%</b>	17	21
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>25%</b>	7	28
E.) Was the key out of home provider actively involved in the team meeting?	<b>72%</b>	13	18

**Item #3 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>4%</b>	<i>1</i>	<i>28</i>	<i>0 = None of the indicators were evident</i>
<b>18%</b>	<i>5</i>	<i>28</i>	<i>1 = Fewer than half of the indicators were evident</i>
<b>32%</b>	<i>9</i>	<i>28</i>	<i>2 = Half of the indicators were evident</i>
<b>32%</b>	<i>9</i>	<i>28</i>	<i>3 = More than half of the indicators were evident</i>
<b>14%</b>	<i>4</i>	<i>28</i>	<i>4 = All of the indicators were evident</i>

<b>Item #4: Facilitator Effectiveness</b>			
<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>79%</b>	22	28
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>86%</b>	24	28
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>89%</b>	25	28
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>86%</b>	24	28
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>50%</b>	14	28
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>100%</b>	28	28
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>100%</b>	9	9
<b>Item #4: Score</b>			
<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	28	0 = None of the indicators were evident
<b>11%</b>	3	28	1 = Fewer than half of the indicators were evident
<b>7%</b>	2	28	2 = Half of the indicators were evident
<b>32%</b>	9	28	3 = More than half of the indicators were evident
<b>50%</b>	14	28	4 = All of the indicators were evident

# Western Service Area

Total # of Planned Reviews

**15****Report Period: November 2011 - January 2012**

# Cancelled

**3**

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	<b>7</b>	<b>12</b>	<b>79</b>
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	<b>100%</b>	<b>12</b>	<b>12</b>
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	<b>50%</b>	<b>6</b>	<b>12</b>
<i>1 and half hours</i>	<b>50%</b>	<b>6</b>	<b>12</b>
<i>2 hours</i>	<b>0%</b>	<b>0</b>	<b>12</b>
<i>Over 2 hours</i>	<b>0%</b>	<b>0</b>	<b>12</b>
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	<b>0%</b>	<b>0</b>	<b>12</b>
<i>Not in the Family Home</i>	<b>100%</b>	<b>12</b>	<b>12</b>

## ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	<b>83%</b>	10	12
B.) Was the facilitator prepared for the Family Team Meeting?	<b>100%</b>	12	12
C.) Did the Facilitator have needed documents and materials prior to the meeting?	<b>100%</b>	4	4
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	<b>91%</b>	10	11

### Item #1 Score

%	Yes	Total	# of Indicators Evident
<b>0%</b>	<b>0</b>	<b>12</b>	<i>0 = None of the indicators were evident</i>
<b>8%</b>	<b>1</b>	<b>12</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>12</b>	<i>2 = Half of the indicators were evident</i>
<b>8%</b>	<b>1</b>	<b>12</b>	<i>3 = More than half of the indicators were evident</i>
<b>83%</b>	<b>10</b>	<b>12</b>	<i>4 = All of the indicators were evident</i>

**Item #2: Team Membership & Attendance**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Mother is a team member and present at the meeting.	<b>100%</b>	9	9
B.) Father is a team member and present at the meeting.	<b>42%</b>	5	12
C.) Child is a team member and present at the meeting.	<b>100%</b>	6	6
D.) A key natural/informal support for the family is a team member and present.	<b>25%</b>	3	12
E.) Key out-of-home providers are team members and are present.	<b>71%</b>	5	7

**Item #2 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	12	0 = None of the indicators were evident
<b>17%</b>	2	12	1 = Fewer than half of the indicators were evident
<b>33%</b>	4	12	2 = Half of the indicators were evident
<b>50%</b>	6	12	3 = More than half of the indicators were evident
<b>0%</b>	0	12	4 = All of the indicators were evident

**Item #3: Team Member Involvement**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the mother actively involved in the Family Team Meeting?	<b>100%</b>	9	9
B.) Was the father actively involved in the Family Team Meeting?	<b>42%</b>	5	12
C.) Was the child actively involved in the Family Team Meeting?	<b>100%</b>	6	6
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	<b>25%</b>	3	12
E.) Was the key out of home provider actively involved in the team meeting?	<b>71%</b>	5	7

**Item #3 Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	0	12	0 = None of the indicators were evident
<b>17%</b>	2	12	1 = Fewer than half of the indicators were evident
<b>33%</b>	4	12	2 = Half of the indicators were evident
<b>50%</b>	6	12	3 = More than half of the indicators were evident
<b>0%</b>	0	12	4 = All of the indicators were evident

**Item #4: Facilitator Effectiveness**

<b>Indicator</b>	<b>%</b>	<b>#Yes</b>	<b>Total Applic</b>
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	<b>100%</b>	12	12
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	<b>100%</b>	12	12
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	<b>100%</b>	12	12
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	<b>83%</b>	10	12
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	<b>42%</b>	5	12
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	<b>100%</b>	12	12
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	<b>NA</b>	0	0

**Item #4: Score**

<b>%</b>	<b>Yes</b>	<b>Total</b>	<b># of Indicators Evident</b>
<b>0%</b>	<b>0</b>	<b>12</b>	<i>0 = None of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>12</b>	<i>1 = Fewer than half of the indicators were evident</i>
<b>0%</b>	<b>0</b>	<b>12</b>	<i>2 = Half of the indicators were evident</i>
<b>58%</b>	<b>7</b>	<b>12</b>	<i>3 = More than half of the indicators were evident</i>
<b>42%</b>	<b>5</b>	<b>12</b>	<i>4 = All of the indicators were evident</i>