

Family Team Meeting QA

(Review Period: August – October 2010)

Nebraska Department of Health and Human Services

Report Date: January 2011

Executive Summary

Family Team Meeting (FTM) QA

Review Period: August – October 2010

This document presents the findings from Family Team Meeting (FTM) QA reviews completed throughout the State during the months of August, September, and October 2010. The Nebraska Continuous Quality Improvement (CQI) team identified the FTM QA review as an important activity for assessing the performance of each Service Area and the State as a whole with regard to achieving positive outcomes for children and their families.

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 where: 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-11; Northern -7; Eastern-29; Southeast-35; and Western-8. 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 104 FTM's throughout the State, only 90 FTM QA's were counted as part of this report. Fourteen (14) of the FTM QA's were not completed due to the following reasons: Reviewer was unable to make it to the meeting (3); family refused to participate in QA review at the last minute (3); meeting was cancelled by the CFS specialist (5) or meeting was cancelled by the family (3).

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, an 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.

Summary of Findings

Data from the QA reviews during this period indicate the following:

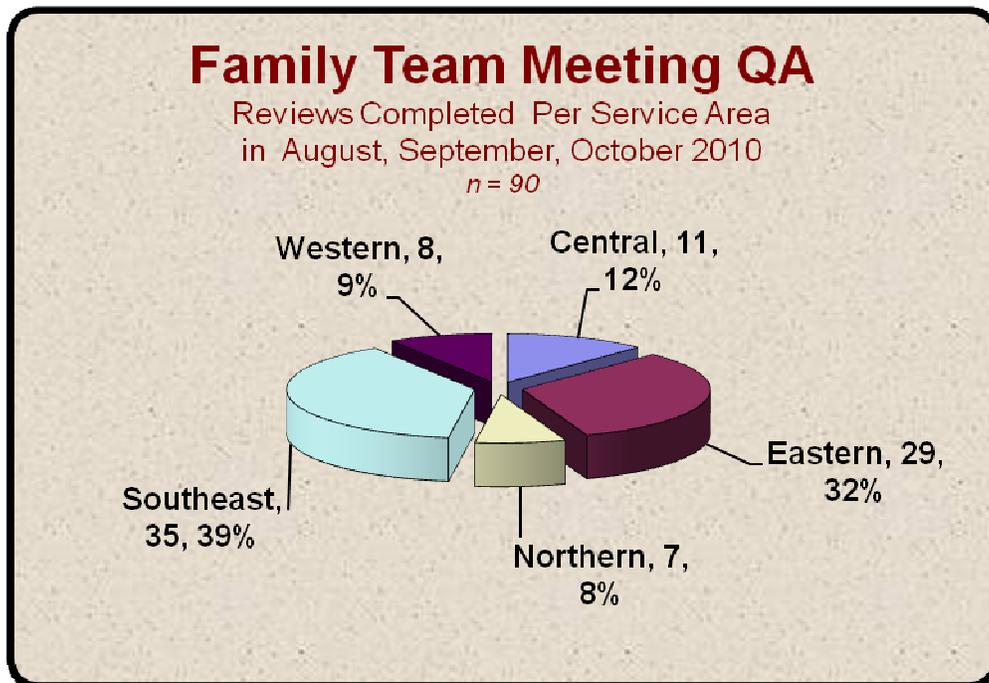
- Item 1 (Facilitator Preparation) – All of the indicators for this item were evident in 70% (63 out of 90) of the reviews. The following indicator had the highest rating: **“Was the facilitator prepared for the Family Team Meeting”** (87 out of 90; 97%). The indicator with the lowest rating was **“At the beginning of the meeting, the facilitator explained the purpose and goals of the current Family Team Meeting”** (67 out of 90; 74%).
- Item 2 (Team Membership & Attendance) – All of the indicators for this item were evident in 17% (15 out of 90) of the reviews. The following indicators had the highest ratings: **“Child is a team member and present at the meeting”** (45 out of 52; 87%) and **“Mother is a team member and present at the meeting”** (64 out of 73; 88%). The two indicators with the lowest ratings were **“Father was a team member and present at the meeting”** (30 out of 65; 46%) and **“A key natural/informal support for the family is a team member and present”** (26 out of 90; 29%).
- Item 3 (Team Member Involvement) – All of the indicators for this item were evident in 17% (15 out of 90) of the reviews. The following indicators had the highest ratings: **“Was the child actively involved in the Family Team Meeting”** (46 out of 52; 88%) and **“Was the mother actively involved in the Family Team Meeting”** (64 out of 73; 88%). The two indicators with the lowest ratings were **“Was the father actively involved in the Family Team Meeting”** (29 out of 65; 45%) and **“Was the key natural/informal support for the family actively involved in the Family Team Meeting”** (26 out of 90; 29%).
- Item 4 (Facilitator Effectiveness) – All of the indicators for this item were evident in 60% (54 out of 90) of the reviews. The following indicator had the highest rating: **“Did the facilitator demonstrate a respect for the family’s values, beliefs, and traditions”** (90 out of 90; 100%) and the indicator with the lowest rating was **“Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies”** (57 out of 90; 63%).

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 90 Family Team Meetings (FTM) throughout the state during the months of August, September and October 2010. Review results per Service Area can be found in the tables attached to this report.



General Information:

- The average number of meeting attendees was 7.
- The CFS Specialist was present at the meeting: 98% (88 of 90).
- Length of Meeting:
 - Less than 1 hour = 76% (68 of 90)
 - 1 to 1 ½ hours = 20% (18 of 90)
 - 2 hours = 2% (2 of 90)
 - Over 2 hours = 2% (2 of 90)
- Location of the Meeting:
 - In the Family Home = 30% (27 of 90)
 - Not in the Family Home = 70% (63 of 90)

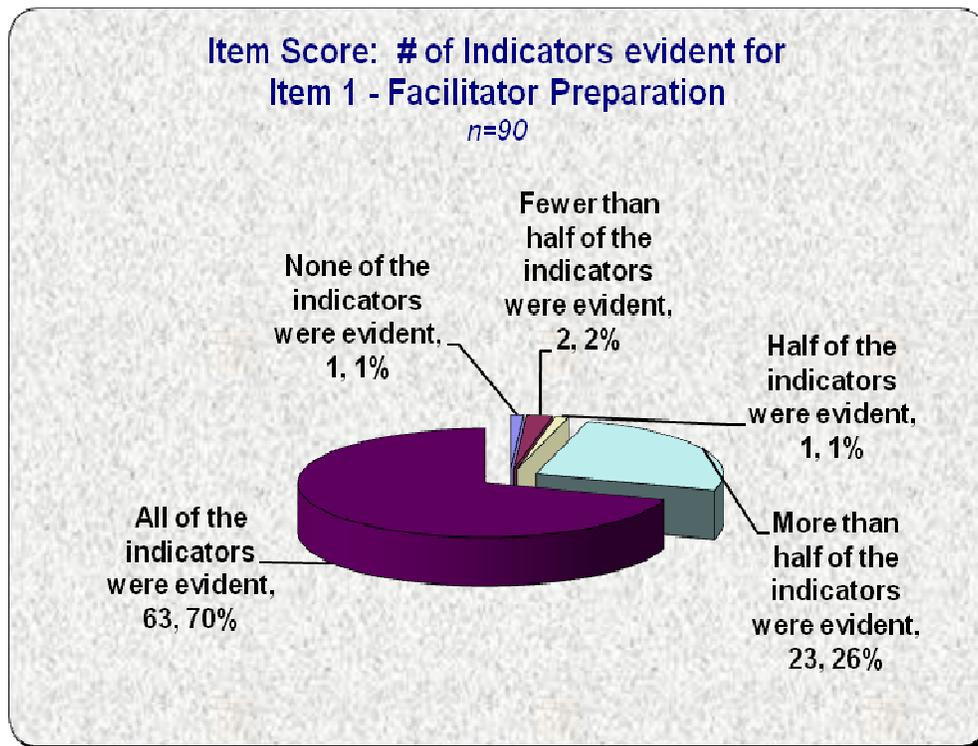
ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applicable
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	74%	67	90
B.) Was the facilitator prepared for the Family Team Meeting?	97%	87	90
C.) Did the facilitator have needed documents and materials prior to the meeting?	95%	56	59*
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	96%	85	89*

**The total number applicable is less than 90 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.	88	64	73*
B.) Father is a team member and present at the meeting.	46	30	65*
C.) Child is a team member and present at the meeting.	87	45	52*
D.) A key natural/informal support for the family is a team member and present.	29	26	90
E.) Key out-of-home providers are team members and are present.	76	47	62*

*The total number applicable is less than 90 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.

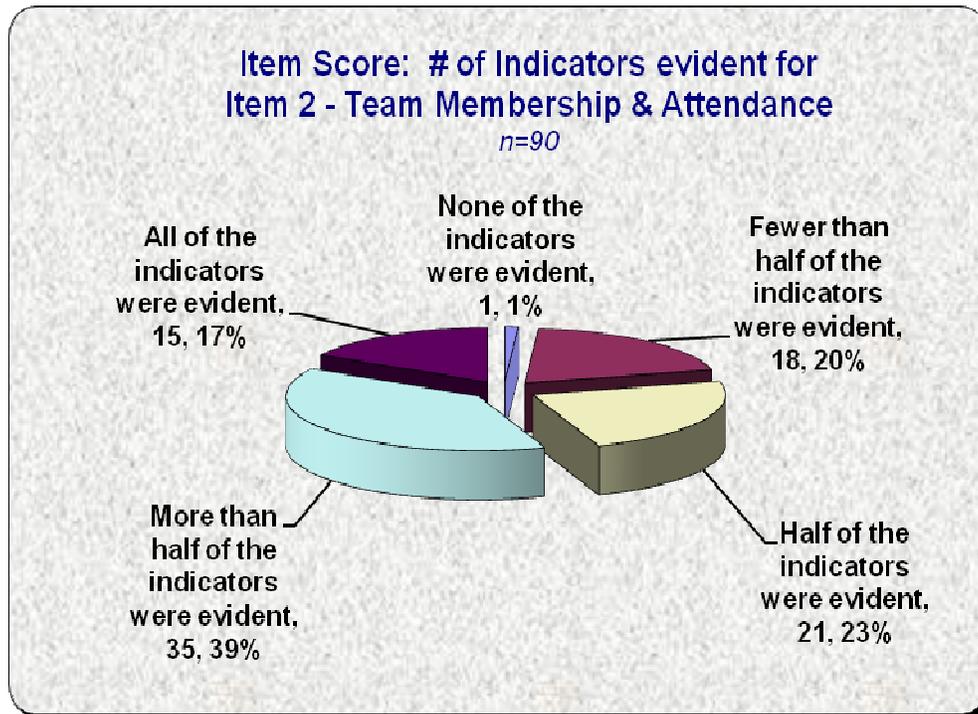
Reviewers would have rated indicator C as not applicable if:

- 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?	88%	64	73*
B.) Was the father actively involved in the Family Team Meeting?	45%	29	65*
C.) Was the child actively involved in the Family Team Meeting?	88%	46	52*
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	29%	26	90
E.) Was the key out of home provider actively involved in the team meeting?	81%	50	62*

*The total number applicable is less than 90 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.

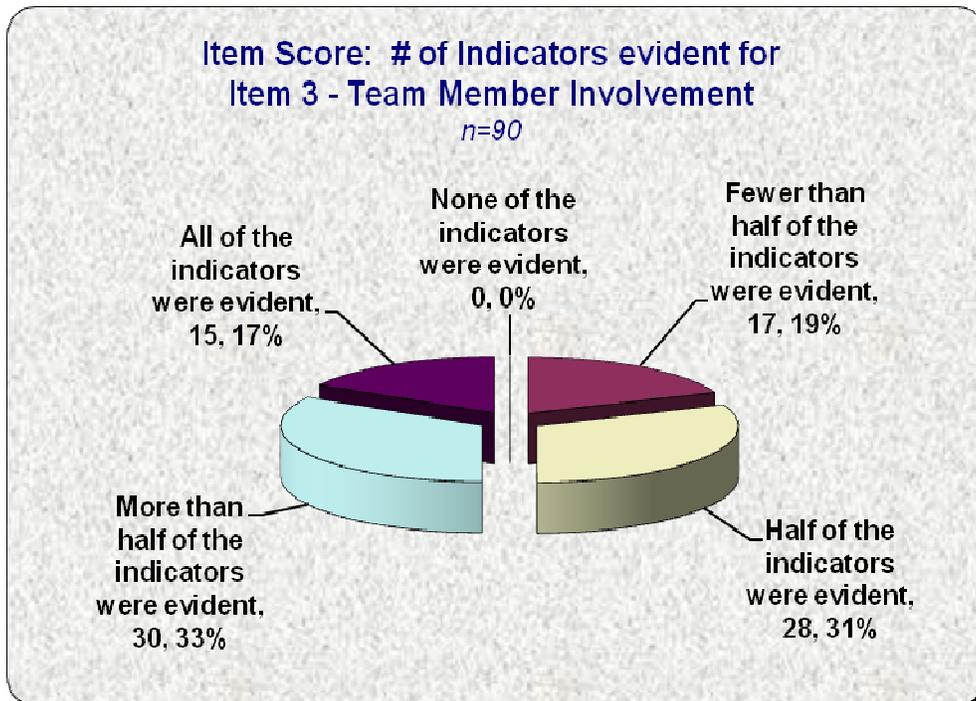
Reviewers would have rated indicator C as not applicable if:

- 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

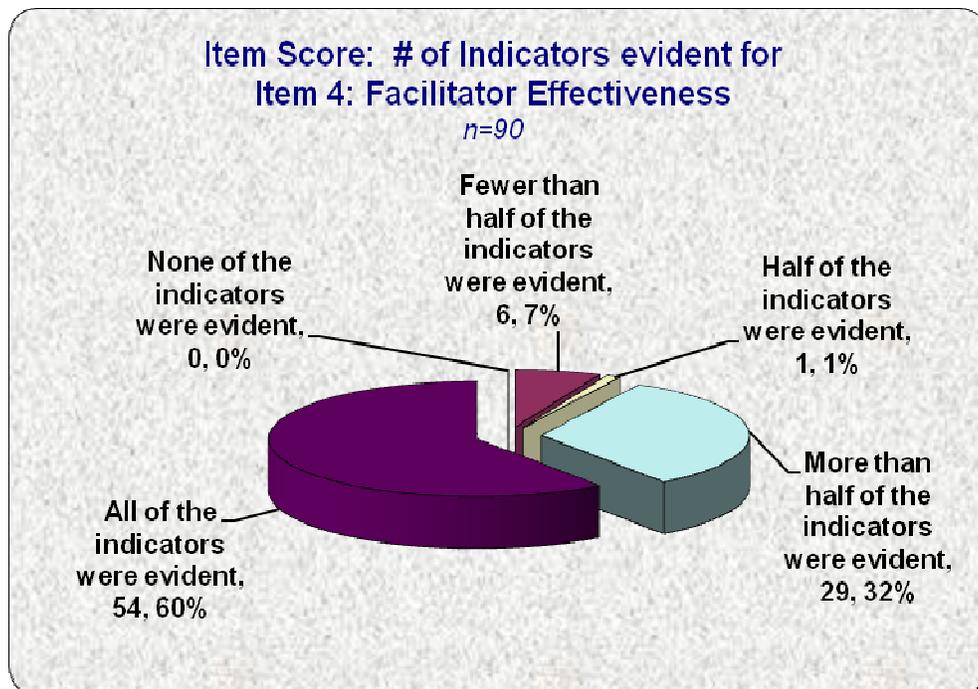


Item #4: Facilitator Effectiveness

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.	88%	79	90
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	93%	84	90
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?	93%	84	90
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	91%	82	90
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	63%	57	90
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	90	90
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	97%	29	30*

**The total number applicable is less than 90 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: August - October 2010

Results by:

Service Area

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.*

ITEM 4

**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			
<i>Total # of Planned Reviews</i>			12
<i># Cancelled</i>			1
Report Period: August - October 2010			
Number of Meeting Attendees:	Average	Entered	Total Applic
<i>* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.</i>	7	11	82
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	100%	11	11
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	45%	5	11
<i>1 and half hours</i>	45%	5	11
<i>2 hours</i>	9%	1	11
<i>Over 2 hours</i>	0%	0	11
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	18%	2	11
<i>Not in the Family Home</i>	82%	9	11
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?	64%	7	11
B.) Was the facilitator prepared for the Family Team Meeting?	100%	11	11
C.) Did the Facilitator have needed documents and materials prior to the meeting?	80%	8	10
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	100%	11	11
Item #1 Score			
%	Yes	Total	# of Indicators Evident
0%	0	11	<i>0 = None of the indicators were evident</i>
0%	0	11	<i>1 = Fewer than half of the indicators were evident</i>
0%	0	11	<i>2 = Half of the indicators were evident</i>
55%	6	11	<i>3 = More than half of the indicators were evident</i>
45%	5	11	<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.	100%	7	7
B.) Father is a team member and present at the meeting.	40%	4	10
C.) Child is a team member and present at the meeting.	75%	6	8
D.) A key natural/informal support for the family is a team member and present.	45%	5	11
E.) Key out-of-home providers are team members and are present.	90%	9	10
Item #2 Score			
%	Yes	Total	# of Indicators Evident
0%	0	11	0 = None of the indicators were evident
18%	2	11	1 = Fewer than half of the indicators were evident
18%	2	11	2 = Half of the indicators were evident
36%	4	11	3 = More than half of the indicators were evident
27%	3	11	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?	100%	7	7
B.) Was the father actively involved in the Family Team Meeting?	40%	4	10
C.) Was the child actively involved in the Family Team Meeting?	75%	6	8
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	45%	5	11
E.) Was the key out of home provider actively involved in the team meeting?	100%	10	10
Item #3 Score			
%	Yes	Total	# of Indicators Evident
0%	0	11	0 = None of the indicators were evident
9%	1	11	1 = Fewer than half of the indicators were evident
36%	4	11	2 = Half of the indicators were evident
27%	3	11	3 = More than half of the indicators were evident
27%	3	11	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness			
Indicator	%	#Yes	Total Applic
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.	82%	9	11
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	91%	10	11
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?	91%	10	11
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	91%	10	11
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	55%	6	11
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	11	11
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	5	5
Item #4: Score			
%	Yes	Total	# of Indicators Evident
0%	0	11	0 = None of the indicators were evident
9%	1	11	1 = Fewer than half of the indicators were evident
0%	0	11	2 = Half of the indicators were evident
45%	5	11	3 = More than half of the indicators were evident
45%	5	11	4 = All of the indicators were evident

Eastern Service Area

Report Period: August - October 2010	Total # of Planned Reviews	36
	# Cancelled	7

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	7	29	196
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	97%	28	29
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	69%	20	29
<i>1 and half hours</i>	31%	9	29
<i>2 hours</i>	0%	0	29
<i>Over 2 hours</i>	0%	0	29
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	52%	15	29
<i>Not in the Family Home</i>	48%	14	29

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?	69%	20	29
B.) Was the facilitator prepared for the Family Team Meeting?	93%	27	29
C.) Did the Facilitator have needed documents and materials prior to the meeting?	100%	19	19
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	89%	25	28

Item #1 Score

%	Yes	Total	# of Indicators Evident
3%	1	29	<i>0 = None of the indicators were evident</i>
3%	1	29	<i>1 = Fewer than half of the indicators were evident</i>
0%	0	29	<i>2 = Half of the indicators were evident</i>
31%	9	29	<i>3 = More than half of the indicators were evident</i>
62%	18	29	<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.	74%	17	23
B.) Father is a team member and present at the meeting.	47%	8	17
C.) Child is a team member and present at the meeting.	93%	14	15
D.) A key natural/informal support for the family is a team member and present.	28%	8	29
E.) Key out-of-home providers are team members and are present.	78%	18	23
Item #2 Score			
%	Yes	Total	# of Indicators Evident
0%	0	29	0 = None of the indicators were evident
21%	6	29	1 = Fewer than half of the indicators were evident
24%	7	29	2 = Half of the indicators were evident
41%	12	29	3 = More than half of the indicators were evident
14%	4	29	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?	74%	17	23
B.) Was the father actively involved in the Family Team Meeting?	47%	8	17
C.) Was the child actively involved in the Family Team Meeting?	100%	15	15
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	28%	8	29
E.) Was the key out of home provider actively involved in the team meeting?	83%	19	23
Item #3 Score			
%	Yes	Total	# of Indicators Evident
0%	0	29	0 = None of the indicators were evident
17%	5	29	1 = Fewer than half of the indicators were evident
28%	8	29	2 = Half of the indicators were evident
41%	12	29	3 = More than half of the indicators were evident
14%	4	29	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness			
Indicator	%	#Yes	Total Applic
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.	76%	22	29
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	86%	25	29
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?	86%	25	29
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	79%	23	29
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	55%	16	29
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	29	29
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	5	5
Item #4: Score			
%	Yes	Total	# of Indicators Evident
0%	0	29	<i>0 = None of the indicators were evident</i>
14%	4	29	<i>1 = Fewer than half of the indicators were evident</i>
3%	1	29	<i>2 = Half of the indicators were evident</i>
34%	10	29	<i>3 = More than half of the indicators were evident</i>
48%	14	29	<i>4 = All of the indicators were evident</i>

Northern Service Area			
<i>Total # of Planned Reviews</i>			10
<i># Cancelled</i>			3
Report Period: August - October 2010			
Number of Meeting Attendees:	Average	Entered	Total Applic
<i>* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.</i>	7	7	46
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	100%	7	7
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	100%	7	7
<i>1 and half hours</i>	0%	0	7
<i>2 hours</i>	0%	0	7
<i>Over 2 hours</i>	0%	0	7
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	14%	1	7
<i>Not in the Family Home</i>	86%	6	7
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?	86%	6	7
B.) Was the facilitator prepared for the Family Team Meeting?	100%	7	7
C.) Did the Facilitator have needed documents and materials prior to the meeting?	100%	7	7
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	100%	7	7
Item #1 Score			
%	Yes	Total	# of Indicators Evident
0%	0	7	<i>0 = None of the indicators were evident</i>
0%	0	7	<i>1 = Fewer than half of the indicators were evident</i>
0%	0	7	<i>2 = Half of the indicators were evident</i>
14%	1	7	<i>3 = More than half of the indicators were evident</i>
86%	6	7	<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.	60%	3	5
B.) Father is a team member and present at the meeting.	33%	2	6
C.) Child is a team member and present at the meeting.	100%	6	6
D.) A key natural/informal support for the family is a team member and present.	43%	3	7
E.) Key out-of-home providers are team members and are present.	86%	6	7
Item #2 Score			
%	Yes	Total	# of Indicators Evident
14%	<i>1</i>	<i>7</i>	<i>0 = None of the indicators were evident</i>
14%	<i>1</i>	<i>7</i>	<i>1 = Fewer than half of the indicators were evident</i>
0%	<i>0</i>	<i>7</i>	<i>2 = Half of the indicators were evident</i>
43%	<i>3</i>	<i>7</i>	<i>3 = More than half of the indicators were evident</i>
29%	<i>2</i>	<i>7</i>	<i>4 = All of the indicators were evident</i>
Item #3: Team Member Involvement			
Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	60%	3	5
B.) Was the father actively involved in the Family Team Meeting?	33%	2	6
C.) Was the child actively involved in the Family Team Meeting?	100%	6	6
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	43%	3	7
E.) Was the key out of home provider actively involved in the team meeting?	100%	7	7
Item #3 Score			
%	Yes	Total	# of Indicators Evident
0%	<i>0</i>	<i>7</i>	<i>0 = None of the indicators were evident</i>
29%	<i>2</i>	<i>7</i>	<i>1 = Fewer than half of the indicators were evident</i>
14%	<i>1</i>	<i>7</i>	<i>2 = Half of the indicators were evident</i>
29%	<i>2</i>	<i>7</i>	<i>3 = More than half of the indicators were evident</i>
29%	<i>2</i>	<i>7</i>	<i>4 = All of the indicators were evident</i>

Item #4: Facilitator Effectiveness			
Indicator	%	#Yes	Total Applic
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.	100%	7	7
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	100%	7	7
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?	100%	7	7
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	100%	7	7
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	86%	6	7
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	7	7
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	NA	0	0
Item #4: Score			
%	Yes	Total	# of Indicators Evident
0%	0	7	0 = None of the indicators were evident
0%	0	7	1 = Fewer than half of the indicators were evident
0%	0	7	2 = Half of the indicators were evident
14%	1	7	3 = More than half of the indicators were evident
86%	6	7	4 = All of the indicators were evident

Southeast Service Area

Report Period: August - October 2010	Total # of Planned Reviews	38
	# Cancelled	3

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	7	35	240
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
<i>CFS Specialist was Present at the Meeting:</i>	97%	34	35
Length of Meeting:	%	#Yes	Total Applic
<i>Less than 1 hour</i>	83%	29	35
<i>1 and half hours</i>	11%	4	35
<i>2 hours</i>	0%	0	35
<i>Over 2 hours</i>	6%	2	35
Location of Meeting:	%	#Yes	Total Applic
<i>In the Family Home</i>	23%	8	35
<i>Not in the Family Home</i>	77%	27	35

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?	86%	30	35
B.) Was the facilitator prepared for the Family Team Meeting?	97%	34	35
C.) Did the Facilitator have needed documents and materials prior to the meeting?	94%	17	18
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	97%	34	35

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	35	<i>0 = None of the indicators were evident</i>
3%	1	35	<i>1 = Fewer than half of the indicators were evident</i>
3%	1	35	<i>2 = Half of the indicators were evident</i>
9%	3	35	<i>3 = More than half of the indicators were evident</i>
86%	30	35	<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.	97%	29	30
B.) Father is a team member and present at the meeting.	64%	16	25
C.) Child is a team member and present at the meeting.	79%	15	19
D.) A key natural/informal support for the family is a team member and present.	26%	9	35
E.) Key out-of-home providers are team members and are present.	67%	12	18
Item #2 Score			
%	Yes	Total	# of Indicators Evident
0%	0	35	0 = None of the indicators were evident
14%	5	35	1 = Fewer than half of the indicators were evident
29%	10	35	2 = Half of the indicators were evident
40%	14	35	3 = More than half of the indicators were evident
17%	6	35	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?	97%	29	30
B.) Was the father actively involved in the Family Team Meeting?	60%	15	25
C.) Was the child actively involved in the Family Team Meeting?	79%	15	19
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	26%	9	35
E.) Was the key out of home provider actively involved in the team meeting?	67%	12	18
Item #3 Score			
%	Yes	Total	# of Indicators Evident
0%	0	35	0 = None of the indicators were evident
17%	6	35	1 = Fewer than half of the indicators were evident
34%	12	35	2 = Half of the indicators were evident
31%	11	35	3 = More than half of the indicators were evident
17%	6	35	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness			
Indicator	%	#Yes	Total Applic
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.	94%	33	35
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	97%	34	35
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?	97%	34	35
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	97%	34	35
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	63%	22	35
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	35	35
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	94%	17	18
Item #4: Score			
%	Yes	Total	# of Indicators Evident
0%	0	35	0 = None of the indicators were evident
3%	1	35	1 = Fewer than half of the indicators were evident
0%	0	35	2 = Half of the indicators were evident
34%	12	35	3 = More than half of the indicators were evident
63%	22	35	4 = All of the indicators were evident

Western Service Area				
Report Period: August - October 2010			Total # of Planned Reviews	8
			# Cancelled	0
Number of Meeting Attendees:		Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.		6	8	49
CFS Specialist was Present at the Meeting:		%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:		100%	8	8
Length of Meeting:		%	#Yes	Total Applic
Less than 1 hour		88%	7	8
1 and half hours		0%	0	8
2 hours		13%	1	8
Over 2 hours		0%	0	8
Location of Meeting:		%	#Yes	Total Applic
In the Family Home		13%	1	8
Not in the Family Home		88%	7	8
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?		50%	4	8
B.) Was the facilitator prepared for the Family Team Meeting?		100%	8	8
C.) Did the Facilitator have needed documents and materials prior to the meeting?		100%	5	5
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?		100%	8	8
Item #1 Score				
%	Yes	Total	# of Indicators Evident	
0%	0	8	0 = None of the indicators were evident	
0%	0	8	1 = Fewer than half of the indicators were evident	
0%	0	8	2 = Half of the indicators were evident	
50%	4	8	3 = More than half of the indicators were evident	
50%	4	8	4 = All of the indicators were evident	

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	100%	8	8
B.) Father is a team member and present at the meeting.	0%	0	7
C.) Child is a team member and present at the meeting.	100%	4	4
D.) A key natural/informal support for the family is a team member and present.	13%	1	8
E.) Key out-of-home providers are team members and are present.	50%	2	4

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	8	0 = None of the indicators were evident
38%	3	8	1 = Fewer than half of the indicators were evident
38%	3	8	2 = Half of the indicators were evident
25%	2	8	3 = More than half of the indicators were evident
0%	0	8	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?	100%	8	8
B.) Was the father actively involved in the Family Team Meeting?	0%	0	7
C.) Was the child actively involved in the Family Team Meeting?	100%	4	4
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	13%	1	8
E.) Was the key out of home provider actively involved in the team meeting?	50%	2	4

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	8	0 = None of the indicators were evident
38%	3	8	1 = Fewer than half of the indicators were evident
38%	3	8	2 = Half of the indicators were evident
25%	2	8	3 = More than half of the indicators were evident
0%	0	8	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness			
Indicator	%	#Yes	Total Applic
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.	100%	8	8
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	100%	8	8
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?	100%	8	8
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	100%	8	8
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	88%	7	8
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	8	8
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	2	2
Item #4: Score			
%	Yes	Total	# of Indicators Evident
0%	0	8	0 = None of the indicators were evident
0%	0	8	1 = Fewer than half of the indicators were evident
0%	0	8	2 = Half of the indicators were evident
13%	1	8	3 = More than half of the indicators were evident
88%	7	8	4 = All of the indicators were evident