# Family Team Meetings

## How Cases Are Reviewed

Data Collection

- The data collection for this project would be pulled randomly by the Department QA staff from active cases and will be pulled by an individual child's name rather than by a family; this would include 12 FTM's being observed from each Contractor, in each Service Area, during each month, starting April 2010. These will be divided up evenly between the contractor and the department, where each contractor will do 6 a month per service area and the Department will do six a month per contractor per service area. This would allow for 360 FTM's to be observed statewide each quarter. The random sample will be conducted by the Department each month, thus some cases could get included in the sample more than once in a year.
- The QA staff from the Department will provide the sample one month prior to the review and share it with the assigned reviewers for the Service Area. The reviewers will then need to share names with the workers so that they can talk to the family.
- It is best practice to have the Service Coordinator call the family prior to the FTM and ask their permission for the QA person to attend the FTM. If the family refuses to allow the QA person to observe then another case will be picked.

Reviewers

- The Family Team Facilitation Evaluation will be completed during the Family Team Meeting by a trained DHHS staff person/ or trained contractor that does NOT fall into any of the following categories:
    1. Child and Family Services Specialist
    2. Child and Family Services Supervisor
    3. Any DHHS staff person with involvement in the ongoing case.
- Reviewer's training, at a minimum, must include training in NSIS, writing Outcomes, Needs, and Strategies, YLS/CMI, and the Family Team Facilitation Evaluation Tool and Guidebook.

Data Distribution/Feedback Loop

- The reviewer will leave a copy of the written tool with the facilitator, whenever possible. The reviewer will ask if there are immediate questions and will be prepared to discuss the tool.
- The reviewer will set up a conference call with the facilitator and the facilitator's immediate supervisor within 3 business days to formally review the tool and provide strengths, areas of concern, and suggestions for improvement, as applicable. The reviewer will ensure both the supervisor and the facilitator have a copy of the written tool prior to the conference call.
- The data from the tool will be entered into a central database. A quarterly composite report will be distributed and reviewed by the State and Service Area CQI teams.

**Definitions**

- **Family Team Meeting** at a minimum must include the service coordinator, a family member and the child, age 9 and older and developmentally appropriate; the CFSS must attend all Family Team Meetings monthly and provide safety analysis.
    - When scheduling does not allow the CFSS participation, the CFSS will provide input to the facilitator and family prior to the meeting.
- **Family member** is defined as a biological, adoptive, or self-created unit of people residing together, consisting of adult(s) and child(ren) with the adult(s) performing duties of parenthood for the child(ren). Persons within this unit share bonds, cultural practices and a significant relationship. Biological parents, siblings age 18 or older, and other informal supports with significant attachments to a child living outside of the home are included in the definition of a family. The youth is not included.
    - When the permanency objective is independent living, guardianship, adoption, or self-sufficiency, the child may choose who the child wants to define as a family member for the Family Team Meeting. For example, the youth may choose their current foster parents with which the youth feels a bond.

# Family Team Meetings

Based on 12 FTM's per contractor and dividing that among HHS and Contractors with the thought that a reviewer can attend 3 FTM's a month the following number of reviewers will need to be sought.

ESA-17 reviewers

2 QA staff from HHS
4 other staff from HHS
2 back-ups for HHS

6 contractor staff- 2 KVC, 2 NFC, and 2 Visinet
3 contractor staff back-ups- 1 from KVC, 1 NFC, and 1 Visinet.

SESA-17 reviewers

1 QA staff from HHS
5 other staff from HHS
2 back-ups for HHS

6 contractor staff- 2 KVC, 2 Cedars, and 2 Visinet
3 contractor staff back-ups- 1 from KVC, 1 Cedars, and 1 Visinet.

NSA and WSA 8 reviewers for a total of 16

1 QA staff from HHS
1 other staff from HHS
2 HHS backups

2 Contractor Staff
2 Contractor staff back ups

1 QA staff from HHS
1 other staff from HHS
2 HHS backups

2 Contractor Staff
2 Contractor staff back ups

CSA- 8 reviewers

1 QA staff from HHS
3 other staff from HHS
2 back ups from HHS

4 contractor staff
4 Boys and Girls
2 Contractor staff back ups
2 Boys and Girls

Total of reviewers
17 ESA
17 SESA
8 NSA
8 WSA
8 CSA
58 total reviewers.