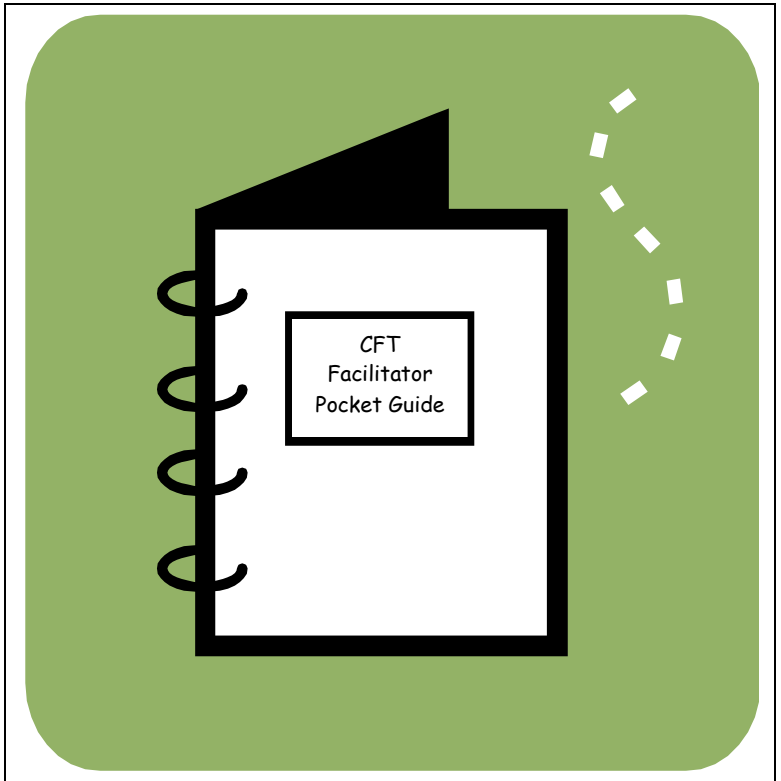


Child & Family Team Facilitator Pocket Guide



**Please see our website and click on
"Resources" to download copies of this
guide and all forms found within:**

<http://www.cfface.org>

Keep the Focus on the Children



Remember that the children are the main reason all of your participants are at the meeting. By focusing on the common investment in the children's well-being, you can help support good planning with the family.

How will you include the children's voices?

- Arrange for participants to bring pictures of the child
- Play a videotape or audiotape of the child
- Have the child draw pictures of the family or the situation and bring these to the meeting
- Read a letter from the child
- Arrange a conference call
- Have a spokesperson for the child
- Bring an item that belongs to the child such as a favorite toy or article of clothing
- Invite participants to tell a story about the child
- Use the empty chair technique
- Have the child attend for the beginning, closing, or meal time during the meeting

- Have the child complete the worksheet “I Want to Say Something!” and share this at the meeting
- Share the child’s artwork in a brief power point presentation
- Play the child’s favorite song

When a child will be present at the meeting:

- Prepare them well. See handout “Preparing Young People for Child and Family Teams”
- Be sure they have a support person
- Arrange for a trained person to use the “one-step removed” approach (puppet, toy, etc.) to get the child’s views
- Consider arranging cues for the child to signal discomfort, needing a break, etc.
- Create ground rules with the special needs of the child in mind
- Be sure the facilitator is tuned in to the child’s non-verbal cues
- Keep the conversation oriented to the child’s level of understanding
- Be sure participants are not “talking over” the child or acting like they’re not present
- Acknowledge that it can be difficult for a child to speak in a room full of adults
- Make sure the room is child friendly
- Bring crayons, paper, and fidget toys for the child to use
- Commend the child for participating and offer encouragement
- Check in with the child after the meeting

Resource List



American Humane Association
National Center on Family Group Decision Making
www.americanhumane.org

Appalachian Family Innovations
Appalachian State University
www.familyinnovations.org

North Carolina Division of Social Services
Multiple Response System
www.dhhs.state.nc.us/dss/mrs/

North Carolina State University
North Carolina Family-Centered Meetings Project
<http://www.ncsu.edu/chass/SocialWork/fcmp/index.htm>

National Staff Development and Training Association
(NSDTA)
American Public Human Services Association (APHSA)
<http://nsdta.aphsa.org/>

Master Facilitator Journal
<http://masterfacilitatorjournal.com>

Sample Family Plan

Case Name: Ms. Deborah Jones

Case Name: Mr. Lonnie Jones

Date: January 30, 2006

Time: 5:00pm-7:30pm

Location: United Baptist Church Fellowship Hall

Child Name: Ashley Jones – 7 years old

Child Name: Kenneth Jones – 5 years old

Purpose of Meeting: The purpose of this Child and Family Team is for the family to develop a plan of appropriate supervision for the children after school.

Participants Invited; present: Ms. Deborah Jones; Mother, Mr. Lonnie Jones; Father, Ms. Nancy Evans; Maternal Grandmother, Ms. Julia Thomas; Maternal Aunt, Mr. Dan Jones; Maternal Uncle; Ms. Fannie Jones; Paternal Grandmother, Rev. Harold Butler; Pastor, Ms. Shelley Hanson; Daycare Social Worker, Mr. Randy Ellis; Case Manager, Ms. Betty Combs; School Teacher

Participants Invited; not present: Mr. Edwin Jones; Paternal Uncle, Ms. Marie Jones; Paternal Aunt

Family Strengths: Mr. Lonnie Jones and Ms. Deborah Jones have stable employment and housing. Both parents love and care for their children. Ashley Jones and Kenneth Jones are both doing well in school.

Concerns: Ashley Jones and Kenneth Jones are without adult supervision after school. Kenneth Jones may be injured again if an adult is not supervising the children after school.

Family Plan: Mr. Lonnie Jones and Ms. Deborah Jones agree to ensure that Ashley Jones and Kenneth Jones physical, mental, and educational needs are met.

Ms. Deborah Jones agrees to meet with Ms. Shelly Hanson on Friday, February 3, 2006 at the Department of Social Services to discuss after school care for Ashley Jones and Kenneth Jones.

Ms. Fannie Jones agrees to supervise Ashley Jones and Kenneth Jones after school until Ms. Deborah Jones arrives home from work beginning Tuesday, January 31, 2006.

Follow-up Child and Family Team: The next Child and Family Team will be scheduled for Tuesday, February 28, 2006 at 5:00pm. The meeting will be held at United Baptist Church Fellowship Hall.

Sample Invitation Letter

January 17, 2006

Dear Ms. Fannie Jones,

You are cordially invited to a Child and Family Team for Ashley Jones and Kenneth Jones. A Child and Family Team is a meeting in which community partners, family members, and family's support persons come together as partners in making decisions that are best for the children. Your presence and participation is necessary in assisting Mr. Lonnie Jones and Ms. Deborah Jones with developing a plan that will safeguard and protect the children.

The Child and Family Team will be held at the United Baptist Church Fellowship Hall on Monday, January 30, 2006 at 5:00pm. If you are not able to attend the Child and Family Team, please contact me before January 30, 2006.

If you have any questions or concerns, please contact me at (252) 292-0000.

Sincerely,

Mr. Randy Ellis
Case Manager

Supplies Check List



- ✓ Child and Family Team Agenda
- ✓ Child and Family Team Evaluation Form
- ✓ Child and Family Team Ground Rules
- ✓ Confidentiality Form (varies)
- ✓ Crayons, Markers, Pencils, and Pens
- ✓ Flip Chart Paper
- ✓ Flip Chart Stand
- ✓ Kleenex
- ✓ Name Tags/Name Tents
- ✓ Paper
- ✓ Refreshments (candy, drinks, light snacks)
- ✓ Scribe
- ✓ Sign-In Sheet

Child and Family Team Agenda



- ❖ Welcome
- ❖ Introductions
- ❖ Review of Purpose
- ❖ Ground Rules
- ❖ Confidentiality
- ❖ Information Sharing
- ❖ Options to Consider
- ❖ Making a Plan
- ❖ Closing

CHILD AND FAMILY TEAM EVALUATION

Date of Meeting _____

_____ County

Please do not put your name on this form. Your answers will be used to help us evaluate how we run the meetings and help us organize better meetings in the future for other families. Your answers will only be read by the meeting facilitator. We will not show your answers to other people. Complete the form and return it to the meeting facilitator. Thank you for your assistance.

1. I am: _____ Family
 _____ Service Provider
 _____ Other (please specify) _____

We would like to hear about your views on the meeting. Could you please circle the number for how much you disagree or agree with the statements below?

2. I got the help I needed to be ready for this meeting.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

If not, what would have helped?

3. I liked where the meeting was held.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

If not, where would have been better?

4. The right people were at the meeting.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

If not, who else should have been there?

5. At the meeting, I got the information that I needed.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

6. I was satisfied with the way the meeting was run.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

7. During the meeting, I got to say what I felt was important.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

8. Other people at the meeting really listened to what I had to say.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

9. The group made the right decision.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

10. I will try my best to make the group's plan work.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

13. I think that the right people helped to make the plan.

Strongly Disagree	Disagree	Agree	Strongly Agree	
1	2	3	4	N/A

14. What could have been done to make the meeting better?

Thank you for your feedback!

Need Support Rolling Out Child and Family Teams In Your County?



Facilitation Support Forum

We believe that sharing successes and challenges and supporting one another in a relaxed learning environment can have a positive impact on our work with families.

Facilitation Support Forums Are:

- ◆ Quarterly opportunities to get together with others who are involved in the facilitation of family-centered meetings.
- ◆ An avenue to share resources and knowledge with other counties and agencies regarding the implementation of Child and Family Team meetings.
- ◆ A chance to develop on-going support and networks to assist you in facilitating and managing family-centered meetings.

To find out more about the forum in your area please contact:

<u>Western Counties-</u>	Billy Poindexter (billy@catawbacountync.gov) Jenny King (jllking4@ncsu.edu) Paulette Stephens (postephe@chass.ncsu.edu)
<u>Central Counties-</u>	Kara Allen-Eckard (krallene@chass.ncsu.edu) Marianne Latz (mlatz2@unity.ncsu.edu)
<u>Eastern Counties-</u>	Susan Gasman (sjgasman@chass.ncsu.edu) Tee Henderson (shenderson30@earthlink.net)
<u>Southern Counties-</u>	Anne Wakefield (arwakefi@chass.ncsu.edu) Chenelle Moore (cmmooore@ncsu.edu)

For all other Technical Assistance and Learning Support (TALS) requests please contact Jenny King at jllking4@ncsu.edu

Presented by the Center for Family and Community Engagement
<http://www.cfface.org/Resources.htm>