

Systems of Care

A way of thinking differently that leads to doing things differently.

General Family Team Meeting Guide

This guide is aimed at helping Team members think about how to keep the Team planning process going past the first meeting. This is only a guide and should be adjusted to meet the specific needs of the Team — as each Team is unique, so is the planning process!

Meeting Schedule

Family Team meetings can run 15 to 60 minutes or more, depending on what needs to be done in the meeting.

1. Start with things that went well, what got done, and new youth and family strengths since the last meeting—including goals achieved, positive behaviors, behavior changes, personal and family accomplishments, etc.
2. Discuss and address any problems—change goals, approach or services as needed.
3. Assign homework, point person(s), and set next meeting date
4. A point person sends out meeting notes to all participants.



Purpose of Family Team Meetings:

A Team meeting does not have to be just a Team meeting— it can also serve as a concurrent planning meeting, and IEP meeting, a foster care planning meeting, a probation visit/check in, preparation for court, etc. Regardless of other reasons to meet, a Team meeting can be used to:

- ✓ Create and update strengths-based, family-focused service and crisis plans
- ✓ Plan for transitions
- ✓ Check in on youth and family progress toward goals
- ✓ Make adjustments and changes to goals
- ✓ Add, remove, or change services
- ✓ Exchange information
- ✓ Assign or reassign tasks to “point person (s)”
- ✓ Figure out how to get through a road block
- ✓ Work through a crisis
- ✓ Teams can be powerful motivators, but meetings should not be used as therapy sessions



How Often Do Teams Meet?

As often as necessary...

- ✓ As much as once a week when initial planning is happening
- ✓ As little as once every three months when things are stable

What if Someone Cannot Make a Meeting?

Some people may not be able to make a particular meeting (or any meetings). For example, private therapists and school teachers might find it challenging to make meetings, some service providers may only have contact with the family rarely or once, or parents/guardians or the youth may be unavailable for a particular meeting.

Find the time most people can make a meeting,
with the youth/family being the most critical participants—
have a point person contact the person who cannot be there before and after
the meeting to get their input.

A Note About Needs

Lowest Level

Basic needs

These include needs to breathe, have enough to eat, to sleep, and to have safe/adequate shelter.

Safety needs

These include needs to have be safe from crime, financial security, health and well-being, and to have a safety net against accidents/illness and the adverse impacts.

Social needs

These include needs for friendship, intimacy, and having a supportive and communicative family.

Esteem needs

These include needs to be respected, to have self-esteem, self-respect, and to respect others.

Growth needs

These include needs to grow as a person (which is motivator of behavior).

Achievement needs

These include the motivation to realize one's own maximum potential.

Legacy needs

These include the need to see one's children and grandchildren have achievements and success.

Highest Level

Abraham Maslow, a psychologist, showed that lower level needs must be addressed before higher level needs.



Need Consultation, Facilitation, Information?



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