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## FAMILY-CENTERED, NEIGHBORHOOD-BASED CPS SUMMARY OF PARTNERSHIP MEETINGS

PCSAO: 1/31/98

In addition to the "normal" meetings an agency might hold [Unit meetings; weekly one-on-one supervision; SARS/ACRs], the following summary identifies the types of meetings an agency may decide to incorporate into their daily operations to enhance their family-centered, neighborhood-based CPS delivery system.

### **Case Staffings**

#### Participant Make-up:

Participants include the: case worker; caseworker's supervisor or professional from the quality assurance unit [if one exists]; placement specialist [foster care]; family; professionals involved with the family's case; family members and/or friend who are/will provide support; members of the neighborhood who have/will provide support [pastor, resource or neighborhood center, etc.] GAL.

#### Facilitator

There should be a facilitator of this meeting. It can be the quality assurance professional, supervisor or caseworker. Regardless, the facilitator should be determined prior to the meeting. The facilitator is responsible for: making sure everyone is heard; the agenda; minutes; keeping the meeting on track; managing conflict and the negotiation/decision-making process; assuring the necessary decisions are made and that there is a plan which is clear to each member at the meeting.

#### Regularity and Location

- This meeting should be scheduled and held as soon as it is determined that the child will likely have to be removed from the home or when there is a significant family change/event.
- The agency must work quickly to contact all pertinent parties and work to assist the individuals in attending the meeting.
- This meeting may be held at the agency, or at a community center.

#### Purpose and Format

The purpose of this meeting is primarily to brainstorm and be creative [more heads are better than one...] in the planning for the safety of the child [whether the attendees of the meeting can arrange for the child to Family-Centered, Neighborhood-Based CPS Types of Meetings safely remain in the home, with kin; a neighbor or arrange for a foster care placement]. There should be an agenda with key decision points identified.

**Emergency Staffings** *[Note: In most agencies, this meeting is seen as one type of case staffing. However, some agencies do not currently, on a routine basis, conduct case staffings].*

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### Participant Make-up

Participants include the: case worker; caseworker's supervisor or professional from the quality assurance unit [if one exists]; placement specialist [foster care]; family; professionals involved with the family's case; family members and/or friend who are/will provide support.

### Facilitator

There should be a facilitator of this meeting. It can be the quality assurance professional, supervisor or caseworker. Regardless, the facilitator should be determined prior to the meeting. The facilitator is responsible for: making sure everyone is heard; the agenda; minutes; keeping the meeting on track; managing conflict and the negotiation/decision-making process; assuring the necessary decisions are made and that there is a plan which is clear to each member at the meeting.

### Regularity and Location

- This meeting should be scheduled and held when there is a need to conduct an emergency removal from the home.
- It is difficult to gather the key parties together, but the agency should at least attempt to do so.
- This meeting will most likely be held at the agency but could be arranged to be held at a location in the community.

### Purpose

The purpose of this meeting is to arrange for the safe removal and placement of the child in an appropriate placement. At this meeting, a case staffing should be scheduled to make appropriate plans for the child and family.

## **Family Team Meetings\***

### Participant Make-up:

Participants include the: case worker; case work supervisor, foster parent(s); parent(s); neighborhood folk and/or center staff, support people of the family's choosing.

### Facilitator

There should be a facilitator of this meeting. It can be the quality assurance professional, supervisor or caseworker. Regardless, the facilitator should be determined prior to the meeting. The facilitator is responsible for: making sure everyone is heard; the agenda; minutes; keeping the meeting on track; managing conflict and the negotiation/decision-making process; assuring the necessary decisions are made and that there is a plan which is clear to each member at the meeting.

### Regularity and Location

- Whenever possible this meeting should be scheduled and held within the first five days of placement but no later than the first ten days of placement.

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- The agency must provide advance notice to the meeting members and assist in arranging for transportation when a barrier to attendance.
  - This meeting should be held in a neutral and natural location. It may be held at a community center, at a site that is in close proximity to the family's neighborhood, or at the agency when necessary.

#### Purpose and Format

There are multiple reasons to hold this meeting: to introduce both sets of parents to initiate the process of developing the "bridge" between the parents for a safe and quick return of the child to the biological family; to have the biological parent feel "in control" of the child's placement by sharing the child's likes, dislikes, eating, bed and play habits; allergies, favorite colors, favorite bedtime story, etc.; to assist the foster parent in getting to know the child from the parent's perspective to help ease the transition of the placement; to help the child become comfortable with the new arrangement and to see that both sets of parents are working together for a common goal [the safety and well-being of the child] and not against each other; to reduce the "demonization" that the biological parent and foster parent "conjure up in their minds about the other"; and to agree on a phone schedule between visits.

#### **Neighborhood Collaborative Meetings**

##### Participant Make-up:

Participants include the: community organizer [if one exists]; case worker; placement specialist [foster care professional; informal neighborhood leaders that have agreed to serve; formal neighborhood leaders that have agreed to serve; service providers that serve in the targeted neighborhood; high level administrators from all service agencies [to assure ownership and involvement].

##### Facilitator

There should be a facilitator of this meeting. It can be the quality assurance professional, supervisor or caseworker. Regardless, the facilitator should be determined prior to the meeting. The facilitator is responsible for: making sure everyone is heard; the agenda; minutes; keeping the meeting on track; managing conflict and the negotiation/decision-making process; assuring the necessary decisions are made and that there is a plan which is clear to each member at the meeting.

##### Regularity and Location

- This meeting should be scheduled and held on a monthly basis at a time and location selected by the collaborative members.
- The agency should support the coming together of the collaborative by assisting in the development of the agendas [when requested to do so]; xeroxing and distributing reminders [if asked to play this role] and by providing refreshments.
- This meeting should be held in the neighborhood [e.g.: community center, church, school, etc.].

#### Purpose and Format

The purpose of this meeting is to support the strengthening of the neighborhood by identifying problems and solutions; planning activities to respond to neighborhood issues; to respond to the need for a supportive neighborhood network for at-risk families; to address the need to keep

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children safely in the neighborhood [recruiting foster homes, etc.]. There should be an agenda with key decision points identified. The facilitator's job is to make sure everyone is heard; keep everyone on track and to assure the necessary decisions are made and that the plan is clear to each member of the meeting.

### **Family Stability Committee Meetings**

#### Participant Make-up:

Participants include professionals who have the capacity to make financial decisions regarding services to children and families as well as program professionals. For example, standing members include administrators from the: parents and child when age and developmentally appropriate, are encouraged to attend; CSB; DHS; Juvenile Court; and the primary private foster care provider as well as program staff from the CSB family stability coordinator; family stability case manager (when determined to most likely be a short term - 90 days only case); caseworker assigned to the case when longer than 90 days); and the caseworker's supervisor. Additionally, other providers might be asked to attend when the identified problem involves their services [e.g.: ADAMHSB; MRDD; Housing; JTPA schools;].

#### Facilitator:

There should be a facilitator of this meeting. It can be the quality assurance professional, supervisor or caseworker. Regardless, the facilitator should be determined prior to the meeting. The facilitator is responsible for: making sure everyone is heard; the agenda; minutes; keeping the meeting on track; managing conflict and the negotiation/decision-making process; assuring the necessary decisions are made and that there is a plan which is clear to each member at the meeting.

#### Regularity and Location:

- This meeting should be held at least twice weekly for approximately 2.5 hours [30 minutes
- per case] since the review process and service planning for the family should not be held up.
- Meeting members must make a commitment to attend these meetings and do so with regularity if the collaborative service planing process is going to be successful.
- This meeting may be held at the agency, at another county agency or at a community center.
- Referrals may come from any agency, concerned individuals, or family members.

#### Purpose and Format\*

The purpose of this meeting is primarily to avoid the removal of the child from the family or to secondarily expedite a swift return home when placement is required. Unlike Cluster, the at-risk family might not currently have a case with the CSB but has been identified as at-risk by any number of providers in the community [e.g.: school system; MRDD; ADAMHSB; Family Counseling; Church, etc.].

This meeting is to plan for the short-term [30 days duration or less] or immediate needs of the family [some receive financial assistance though the Family Stability Fund]. If service needs are expected to last beyond 30 days, the 1st 30 days are funded by the Family Stability project and a referral is made to the multi-agency shared funding pool for continuation support. If the family is assessed as needing child protection services, the CSB becomes involved. The CPS system brings the aforementioned service providers of the county together to review cases which require multiple services and the providers come to agreement on the service plan for the family; who will provide and pay for what.