

# **FAMILY-CENTERED, NEIGHBORHOOD-BASED SERVICES**

## **COMMITTEE STRUCTURE ROLES AND RESPONSIBILITIES**

**Developed for PCSAO  
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December 2002**

**F2F Committee Structure  
ROLES and RESPONSIBILITIES**

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**Policies and Procedures Committee**

**Mission:**

To support staff and contract providers in integrating F2F practice for enhanced quality of life outcomes for children at-risk of abuse and neglect and their families by assuring existing agency policies and procedures support and compliment the philosophy and practices of a F2F approach to service and craft additional policies/procedures to support the integration of F2F practice modalities.

**Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

**Responsibilities of Committee:**

Meet twice monthly  
Complete assignments within time frames  
Report progress to coordinator

**Objectives:**

- A. To orient committee members and educate them regarding F2F practice by \_\_\_\_\_
- B. To review existing policies and procedures impacting direct services of Protective Services staff and make specific recommendations to revise those that contradict, compromise, and do not compliment F2F practice by \_\_\_\_\_
- C. To work with the Family Partnership and Foster Parent Partnership Committees to develop policies and procedures for Family Team Meetings by \_\_\_\_\_; Community Visitation by \_\_\_\_\_; Family Case Conferences and Family F2F Reimbursement and Respite Services by \_\_\_\_\_; and other service modalities as identified
- D. To be available to assist the agency with policy and procedure questions on an as-needed basis

## **Geographic Assignment Committee**

### **Mission:**

To support the integration of a Family-Centered, Neighborhood-Based practice by establishing and recommending options for geographically assigned by neighborhoods within the county.

### **Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

### **Responsibilities of Committee:**

Meet twice monthly  
Complete assignments within time frames  
Report progress to coordinator

### **Objectives:**

- A. To orient committee members and educate them regarding F2F practice by \_\_\_\_\_
- B. To orient members and educate them regarding F2F practice by \_\_\_\_\_
- C. To work with the agency MIS department to gather data on the agency's statistics regarding caseload distribution by zip code/school district by \_\_\_\_\_
- D. To use the caseload distribution data to assess and identify caseloads by neighborhoods by \_\_\_\_\_
- E. To identify and recommend neighborhoods to the agency's administrators by \_\_\_\_\_
- F. To recommend distribution of neighborhoods by unit and the system for distributing cases by neighborhood units by \_\_\_\_\_

## **Foster Parent Committee**

### **Mission:**

To assure that the current foster parent program compliments and encourages the use of F2F services by foster parents serving the agency by review and refinement of existing foster parent education and training activities and foster parent supports.

### **Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

### **Responsibilities of Committee:**

Meet twice monthly  
Complete assignments within time frames  
Report progress to coordinator

### **Objectives:**

- A. To orient committee members and educate them regarding F2F practice by \_\_\_\_\_
- B. To orient foster parents and educate them regarding F2F practice by \_\_\_\_\_
- C. To review the current foster parent training program and make specific recommendations for enhancing training sections to incorporate F2F philosophy by \_\_\_\_\_
- D. To schedule and train foster parent trainers on F2F philosophy, practice, and approach using the PCSAO/F2F curriculum by \_\_\_\_\_
- E. To review existing foster parent supportive services and recommend refinements by \_\_\_\_\_
- F. Develop with Policy and Procedures Committee additional supportive activities and services to encourage integration of F2F with children in care and their families by \_\_\_\_\_

## **Family Partnership Committee**

### **Mission:**

To encourage and guide the integration of F2F service delivery of caseworkers and casework supervisors by developing strategies for integrating F2F performance-based behaviors and service strategies that are family-friendly and neighborhood-based.

### **Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

### **Responsibilities of Committee:**

Meet twice monthly  
Complete assignments within time frames  
Report progress to coordinator

### **Objectives:**

- A. To orient committee members and educate them regarding F2F practice by \_\_\_\_\_
- B. To work with Policy and Procedures Committee to develop program for implementing tracking progress and reporting an integration of FTM by \_\_\_\_\_
- C. To assist staff with integration of FTM beginning \_\_\_\_\_
- D. To develop all-unit action plans for integrating targeted F2F performance-based behaviors by \_\_\_\_\_
- E. Work with QA to develop two surveys to survey staff on an F2F philosophy approach and clients on level of family-friendly casework and compile data by \_\_\_\_\_
- F. To develop and implement strategies to respond to survey feedback beginning \_\_\_\_\_

## **Team Decision Making Meetings Committee**

### **Mission:**

To assist with the successful integration of TDM practice by identifying and recommending policies and procedures; processes; forms; etc. for integrating TDM meetings prior to removal; changes in placement; reunification.

### **Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

### **Responsibilities of Committee:**

Meet twice monthly or more frequently  
Complete assignments within time frames  
Report progress to coordinator

### **Objectives:**

- A. To orient committee members and educate them regarding F2F practice by \_\_\_\_\_
- B. To orient committee members on TDMs and the importance of these in the life of the child, family, staff, community by \_\_\_\_\_
- C. To orient staff and providers and educate them regarding F2F practice by \_\_\_\_\_
- D. Develop policies, procedures, processes, forms by \_\_\_\_\_
- E. Develop train the TDM facilitator (s) on TDM facilitation by \_\_\_\_\_
- F. To launch TDMs in the agency/community beginning \_\_\_\_\_

## **Neighborhood Partnership Committee**

### **Mission:**

To partner with targeted neighborhoods to support children at-risk of abuse and neglect and their families living within the neighborhoods

### **Roles/Responsibilities:**

Role: Chairperson, Secretary, Members

*Chairperson:* To schedule and notify members of committee meetings, assure materials are prepared, facilitate meetings, assure achievement of objectives within established time frames

*Secretary:* Record minutes and distribute within 5 days of meeting

*Members:* Attend all meetings, actively participate and complete assignments within established time frames

### **Responsibilities of Committee:**

Meet twice monthly  
Complete assignments within time frames  
Report progress to coordinator

### **Objectives:**

- A. To orient providers and educate them regarding F2F practice by \_\_\_\_\_
- B. Using the neighborhood demarcations developed by the geographic assignment committee to identify the two targeted neighborhoods the agency will begin to focus on by \_\_\_\_\_
- C. Identify formal and informal leaders in the targeted neighborhoods beginning \_\_\_\_\_
- D. Identify the activities and apply time frames for creating the neighborhood collaborate and conducting the first meeting by \_\_\_\_\_ (use Cliff notes)
- E. To orient members and educate them regarding F2F practice by \_\_\_\_\_