

CFT FACILITATOR'S AGENDA FOR FAMILY-CENTERED MEETINGS

(A Cheat Sheet)

Welcome

- Brief personal welcome to start things off
- Explanation of what CFTs are and why we are doing them

Introductions

- Introduce yourself and your role as the facilitator
- Introduction of participants and their relationship to the child/youth

Review Purpose

- Restate the purpose of the meeting as you understand it, writing on the flipchart, and check for agreement from all the participants
- Make changes to the purpose as necessary
- Remind participants that you are there to keep them focused on the purpose for the meeting

Ground Rules

- Review prepared ground rules and add to if needed
- Get agreement from participants
- Remind participants that you are there to make sure rules are followed

Confidentiality

- Explain confidentiality and under what the limits are (child abuse, neglect; danger to self or others; if court-ordered to testify)

Share family and child strengths

- Invite all participants to share strengths of child and family (flipchart?)

Share agency/family concerns

- Ask lead agency staff to begin to share agency/community concerns
- This is a time to get everything on the table, not necessarily to resolve all concerns; flip chart primary concern(s)
- Make sure everyone has chance to speak

Options to consider

- Ask service providers and family members to identify resources or options the family may want to consider in their plan

Making the plan

- Ask the family how they would like to resolve the identified concerns
- Consider private family time for planning, if appropriate
- Solicit feedback from the agency staff regarding the plan
- Help the group make the plan specific by asking questions
- Record the plan as agreed upon by the group
- Have all participants sign off on the plan and their commitments

Closing

- Determine need for follow-up/review and schedule as needed
- Congratulate the family and participants for their hard work
- Ask participants how they would like to close the meeting or if anyone would like to say something in closing