

FAMILY MEETING OBSERVATION FORM

LIFE

Meeting Facilitator does the following during family meeting:

Notes:

MEETING STRUCTURE

- Develop or review ground rules
- Provide or post written agenda during meeting
- Conduct meeting according to negotiated agenda
- Verbally review child/youth days in care
- Provide space for someone to give parent/caregiver update; ensure it occurs before other provider updates
- Provide space for someone to give child(ren) update; ensure it occurs before other provider updates
- Provide space for provider/other family to give update
- Review action items from previous meeting
- Action items include large and small actions, and have due dates
- Identify or update action items
- Summarize action items at the end of the CPM

TEAM/
COLLABORATION

- Identify shared goals (parent/caregiver/youth/family goals; either stated or made explicit or helping to move toward)
- Encourage information sharing/updates from everyone, including family
- Ensure questions are answered thoroughly, encourage team to answer questions
- Problem solve, work to find solutions
- Ask questions, request more information to help parent/caregiver/youth/family have clarity

Large empty rectangular area for taking notes during the meeting observation.

Notes:

FACILITATION

- Facilitate active support for parent/caregiver/youth/family goals

- Attend to meeting dynamics (intense emotions, verbal aggression, nonverbal communication, conversation domination, etc.)

- Keep meeting moving forward, focus on agenda/goals

- Verbally review child/youth days in care

- Ask for clarification/specifics, probing

- Restate & repeat, simplify language

- Use clear language (free of jargon, technical or legal talk, etc.)

- Link tasks, supports and services to particular goals

- Direct, explicit, transparent communication regarding OSM-related issues (e.g., protective capacities, safety threats, conditions for return, Action Agreement, case planning, concurrent planning)

TRAUMA INFORMED

- Remind parent/caregiver/youth/family that they can take breaks when needed

- Flexible about meeting content and structure based on parent/caregiver/youth/family's needs

- Flexible about meeting logistics/location based on parent/caregiver/youth/family's needs

- Verbally review child/youth days in care

- Check in with parent/caregiver/youth/family during the CPM regarding trauma, overwhelm, etc.

PARENT DIRECTED/
YOUTH GUIDED

- Invite parent/caregiver/youth/family to participate in creating ground rules
- Incorporate absent participant's feedback/input into meeting
- Prioritize family and other key people when scheduling next meeting
- Provide opportunities to generate options, ideas, needs, requests, questions and solutions
- Ensure parent/caregiver/youth/family opinions and requests are attended to by team
- Encourage opportunities for parent/caregiver/youth/family to make choices/decisions
- Support parent/caregiver/youth/family in speaking for themselves
- Summarize action items at the end of the CPM

CULTURALLY
RESPONSIVE

- Conduct CPM in family's 1st/preferred language and/or interpreter present
- Discuss accessing needed services from preferred cultural group
- Include artifacts/practice/environment/ ambiance specific to family's culture/questions
- Model flexibility and openness toward differences in cultural norms, identity, language, values, understanding (e.g., parenting, attitudes toward service providers)
- Identify family's culture as functional strengths/link culture to case planning process

Notes:

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- Give parent/caregiver/youth/family opportunities to talk about their strengths, hopes (structured opportunity; surfaced and named)

- Model strengths-based language; reframe or restate what others say as strengths-based

- State, surface, acknowledge specific parent/caregiver/youth/family strengths

- Focus meeting on present and how to move forward

- Interrupt or challenge communication (verbal or nonverbal) that is negative, shaming, stigmatizing or oppressive of parent/caregiver/ youth/family

- Acknowledge/highlight parent/caregiver/youth/family progress

- Identify parent/caregiver/youth/family functional strengths/link strengths to case planning process

Notes: