

FAMILY MEETING PREPARATION CHECKLIST



ORIGINAL MEETING DATE		RESCHEDULED MEETING DATE(S)		CASE ID	
NUMBER OF MEETINGS (HOW MANY?)				PERSON ID	

Please place an 'X' in the boxes below to indicate tasks completed for **THIS MEETING**. **DO NOT** include tasks you completed for **PAST MEETINGS**.

Case Review Activities Completed for THIS Meeting

- Discussed roles and division of tasks, information sharing, how to communicate with family about who is who and who does what with Caseworker
- Reviewed safety concerns and conditions for return with Caseworker
- Reviewed results of relative search and/or family finding with Caseworker

LIFE Team Pre-Planning

- 2-way communication with Caseworker (in person, phone, email)
- 2-way communication with Parent Mentor (in person, phone, email)
- 2-way communication with Caseworker & Parent Mentor AT THE SAME TIME (in person, phone)

Family Involvement in Relative Search and Meeting Participants

Talked with the following about identifying members of their support system (kin, non-kin, professionals):

- Parents/caregivers
- Youth
- Other family members/support people

The following HELPED DECIDE who would be invited to THIS meeting:(kin, non-kin, professionals):

- Parents/caregivers
- Youth
- Other family members/support people

- Meeting Facilitator
- Caseworker
- Other (please describe):

- If youth is 14 y.o. or older:** invited at least 2 support people besides foster parent and caseworker

[Click to clear selections](#)

Preparation and Agenda Development



Asked the following about their preferences/concerns for attending/participating in THIS meeting:

- | | |
|--|---|
| <input type="checkbox"/> Parents/caregivers | <input type="checkbox"/> Planning/preparation done to address |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Planning/preparation done to address |
| <input type="checkbox"/> Other family members/support people | <input type="checkbox"/> Planning/preparation done to address |

Performed the following LIFE meeting preparation activities with parent(s)/caregivers and/or youth:

- | | |
|--|---|
| <input type="checkbox"/> Informed parents/caregivers IN ADVANCE who was (was not) confirmed to attend meeting | <input type="checkbox"/> Informed youth IN ADVANCE who was (was not) confirmed to attend meeting |
| <input type="checkbox"/> Helped parents/caregivers plan for issues that might be discussed at this meeting | <input type="checkbox"/> Helped youth plan for issues that might be discussed at this meeting |
| <input type="checkbox"/> Coached parent/caregiver in preparing to share information at this meeting | <input type="checkbox"/> Coached youth in preparing to share information at this meeting |

Performed the following LIFE values-driven preparation activities:

- Discussed family private time and how it might be used during the meeting
- Spent time learning about what is important to the family as it relates to CPM planning (e.g., culture, religion, language, traditions, preferences)
- Identified, reviewed, or expanded family strengths and how they relate to CPM planning
- Identified, reviewed, or expanded understanding of family's trauma history as it relates to CPM planning
- Planned something unique for this meeting that will meet family's preferences or cultural needs
Please describe:
- Prepared family for asking to access needed services from preferred cultural group

The following **HELPED DECIDE** agenda items:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Parents/caregivers | <input type="checkbox"/> Youth | <input type="checkbox"/> Other family members/support people |
| <input type="checkbox"/> Meeting Facilitator | <input type="checkbox"/> Caseworker | <input type="checkbox"/> Other (please describe): |

Performed the following LIFE meeting preparation activities (general):

- Determined agenda items **IN ADVANCE** of this meeting
- Notified **ALL** meeting participants of full agenda, date, location, time, and expected length of meeting **IN ADVANCE** of this meeting
- Talked to key participants (parent/caregiver, youth, family members/supports, foster parents) about their role at this meeting and what they can contribute
- Found creative ways to involve participants (e.g., phone, letter, attend portion of meeting).
Please describe: