

THE FAMILY SUPPORT TEAM/PPR MEETING SETTING THE AGENDA

Points to remember:

The parent has the right to audio or videotape meetings to the extent allowed by law (this means they must make it known that tapes are being made).

A parent for a party may waive confidentiality for himself or herself.

No parent or party is required to sign the confidentiality agreement. Any person, other than the parent, who refuses to sign the confidentiality agreement should be asked to leave the meeting.

Bring releases of information with you to the meeting. You can have them ready for the family to sign if something comes up in the meeting about needing reports or information from a particular source.

Schedule the next meeting before the end of each meeting. Remember that you are still required to notify each member of the team in writing two weeks prior to the next meeting and to place documentation of your notification in the file.

-THE AGENDA-

1. Welcome everyone and have each person introduce themselves. Ask each person to state what their role is on the team. *It is so important that you set the tone by being confident rather than authoritarian, calm rather than anxious, relaxed rather than appearing over-worked (even though you are!), using a respectful tone and demonstrating that you are genuinely glad to have the opportunity to work with the team. A negative attitude leads to a negative outcome.*
2. Have each person sign the confidentiality agreement.
3. Go over some ground rules. (Allowing each person their turn to talk; keeping tone respectful; making productive rather than destructive statements; focus on the present and future rather than dwelling on the past; rather than placing blame, offer suggestions to support the kids/family) State rules in the positive...what you want people to do, not what you want them not to do (i.e. rather than saying “no swearing”, say “use respect”)
4. Clarify the purpose of the meeting:
 - FST
 - To make decisions about the kids

- Determining what services the family and kids need in order to adjust to the placement, address abuse/neglect issues, improve parenting, etc.
- To determine the best place for the kids to live
- To look at the progress being made toward reunification, family adjustment, etc.
- To develop and review a case plan
- To give everyone in the group a chance to state their concerns, point out strengths, and to share whatever they feel is appropriate
- Emphasize that everyone has the same goal: get the kids home or in a permanent living situation as quickly as possible. State that no idea is a bad idea, that you would like for the team to be open and consider everyone's ideas, think outside the box, focus on how goals can be achieved.

PPR

- All of the above and
 - The safety of the child
 - The continuing necessity for and appropriateness of the placement
 - The extent and progress which has been made in alleviating or mitigating the causes leading to placement
 - Project a likely date the child may be returned to and maintained in the home or some other permanency plan made.
5. Present the family's strengths. Focus on those strengths that can be built upon to get the kids back home.
 6. Discuss what is needed in order for reunification to occur. What does the family need to change?
 7. Identify and prioritize the changes that the family should focus on first.
 8. Identify services needed to support the family in meeting identified needs.
 9. Formalize the needs of the family into clear and measurable goals.
 10. Formalize the identified services into objectives to meet the goals.
 10. Determine the recommendations for placement needed to complete the Case Plan and go over to make sure everyone is in agreement.