

**PATHWAYS TO WELL-BEING
CHILD & FAMILY TEAM MEETING
PROGRESS SUMMARY AND ACTION PLAN**

2017

- WHEN:** Completed at every Child and Family Team (CFT) Meeting. A copy shall be given to all CFT members after the meeting
- ON WHOM:** All clients who are identified as Eligible for Enhanced Services (Sub-Class), at each CFT meeting.
- COMPLETED BY:** Any professional member of the Child & Family Team may complete the Progress Summary and Action Plan.
- MODE OF COMPLETION:** Form fill or hand written
Document may be kept in Section 4 of the paper medical record
- REQUIRED ELEMENTS:** All elements of the CFT Meeting Progress Summary and Action Plan are to be completed.
- CFT Meeting Date.
 - Name of Facilitator.
 - Initial or follow up meeting: check appropriate box.
 - Name of Parents/Guardians.
 - Name of Caregiver (if applicable).
 - Name & Date of Birth (DOB) of Youth/Client.
 - Identification of Enhanced Services: choose one. “Enhanced Services” refers to Sub-Class. This form must be used with CWS clients and may be used with non-CWS involved clients.
 - Identified goal for meeting: identified goal set by team.
 - Existing Support/Services in place for Youth/Client.
 - Will Support/Service continue after the current meeting? Choose yes or no.
 - Additional Support/Services Recommended by team: is there an additional support or additional member recommended; if so, please identify that support or person.
 - All elements of plan. These should be specific, clearly defined tasks that identify:

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- “What needs to happen?” The action item that needs to be completed
- “Who is going to make it happen?” The person to whom that action item is assigned
- “When will it be completed?” Date by which team member will complete the action item
- “Completed on:” Date action item was completed.
- Next meeting: complete date, time, and location, if a date has not been set indicate, “Still pending.”
- Both scaling questions should be discussed with CFT members and recorded.
- All CFT members should sign last page of meeting summary, which indicates agreement with the statement above their signatures.
- If applicable, reason why parent/client was absent from meeting must be completed.
- Date the meeting summary was distributed to team members: date copies of the document were sent to team members.

BILLING:

Billing for gathering of information for the CFT Meeting Progress Summary and Action Plan shall only occur when it is connected to a direct client service.

NOTE:

This form is required for Enhanced Services clients, those with an open Child Welfare Services Case who meet criteria for Enhanced Services and may be used with clients who receive ICC without an open CWS case.