

# Collaborative Adventures



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## *The Power of an Effective and Creative Agenda Utilizing Technology in Child and Family Team Meetings*

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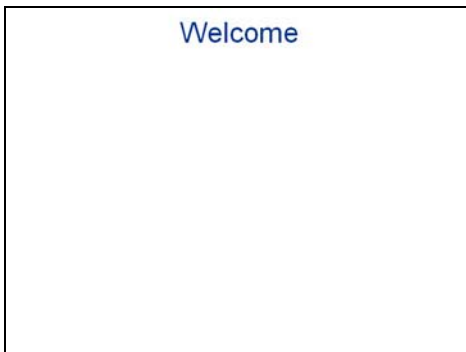
Ever feel like you have fallen into a rut with your current format for child and family team agendas? It's pretty common for a System of Care to set up a standard agenda for team meetings, and then just change the family's name at the top. If that's the case in your community, you are not tapping in to the full power of a tool like a properly prepared agenda. Here's a brief checklist of items that should be included on every team meeting agenda that are often forgotten.

- Ground Rules
- Family Vision
- CANS Scores
- Review of Crisis Plan

Are your agendas lacking? Don't worry, there are a lot of creative ways to overcome the agenda blues. Turn the responsibility over to the family. Involve artwork or music with the agenda. Don't have the time or creativity to dream up something like that? You're not alone. That's why the use of technology can be helpful in facilitating team meetings. The following is an electronic agenda created by using PowerPoint. With just a little practice, you can master it. Or, you can ask the youth on your team to help you out!

In order to utilize this tool, you will require a laptop. If you utilize music, you may need some speakers as well. If your meeting is going to take place somewhere without access to power, you'll need to ensure your battery is fully charged. Once you've utilized this tool a couple of times, your prep time will be reduced drastically, and your creativity will skyrocket.

### Slide One



This is a perfect opportunity to utilize a family photo, or maybe a photo of the team. You can immediately give the family ownership of the meeting by having them discuss their welcome slide.

## Slide Two

### Wraparound-CORE VALUES

- *All services, resources, and supports are:*
  - *Child-centered and family focused*
  - *Build on strengths, natural supports and resources for family*
  - *Respect and respond to each unique family culture*
  - *Designed to help families develop positive pathways to their own independence.*

This slide sets the stage for the rest of the team meeting. At the beginning of the process, ensure that everyone understands the values and agrees to adhere to them. As you move forward, you can ask team members to share how the values have been present in their work with the family

## Slide Three

### Today's Agenda

- Introductions
- Create/ Review Vision Check! (Family and Team)
- Strengths and Successes
- Create/ Review Plan of Care
  - Needs, Goals/Plans
- Assign and Review Tasks
- Create/ Review Crisis Plan
- Planning for the Future
  - Setting Dates for Important Meetings
  - Next CFT Meeting
- Closing/Summary

Review the structure of the meeting, and discuss about how much time will be spent on each item.

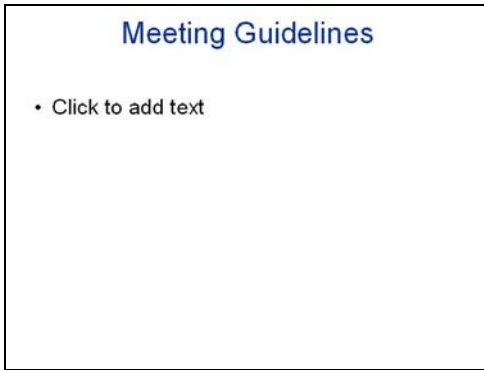
## Slide Four

### Introduce Team Members

- Click to add text

As teams solidify and you have the same attendees at multiple meetings, this often goes to the wayside. Keep things fresh by adding photos of team members, or memorable quotes. This will help to foster the team environment you are working so hard to create.

## Slide Five



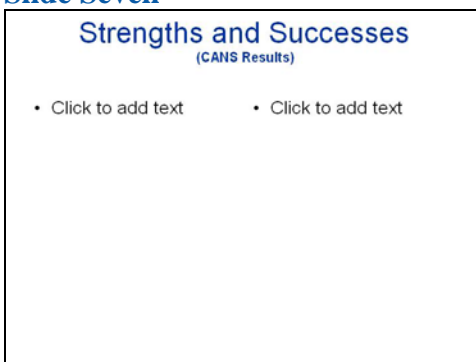
Meeting Guidelines, aka Ground Rules. Each team will have similar ground rules, but they should not all be identical. Once you've created your team's ground rules and saved them, you are good to go. Briefly review them at each meeting in case something needs to be changed.

## Slide Six



One item that is often left off of agendas is the family's vision. The entire team needs to see the family's vision at every meeting. A discussion should be held about progress being made towards the vision, or the need to adjust the vision. This is another prime opportunity to include pictures, video clips or music.

## Slide Seven

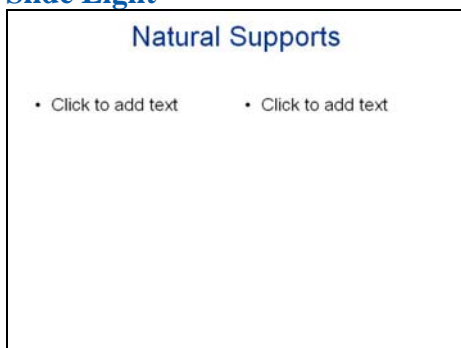


Strengths and successes – This is the backbone of the wraparound process. A suitable amount of time should be spent on this item. Your laptop has a clock feature that you can set for at least five minutes. Use the entire time to discuss strengths and successes. Here are some talking points to help you out.

- Ask youth/family member to talk about strengths they've used.
- Ask youth/family member to share a strength they see in someone else in the family.
- Ask youth/family member to share a strength someone else has that helps them.
- Ask caregiver to share any notes/successes recorded in family binder.

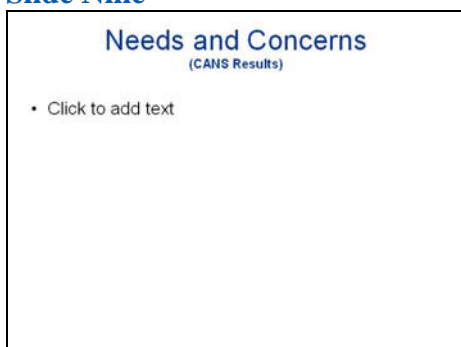
This slide will also prompt you to reference CANS Scores. Are you utilizing Cornerstone Strengths? Is the family showing progress? Discussion of the CANS during team meetings is crucial to ensure that the CANS is more than just an assessment. It's designed to be a living breathing document that assists with planning.

### Slide Eight



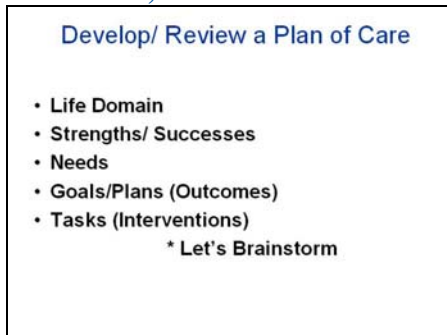
The left side of this slide is designed to create a list of current or potential natural supports. The right side of the slide is meant to detail skills and attributes the natural support has lent to the team. This is another prime opportunity for photos or videos. Remember to be creative. Add slides to make room for photos that highlight strengths and success of the child and family.

### Slide Nine



As you identify needs, ensure that they are connected to the family vision and the development of strengths. The CANS results will also assist with the identification of needs. Remember, you must discuss needs identified on the CANS if they are 3's. Challenge the team to build on developing strengths to help meet needs. The end result of this conversation will be possible interventions.

### Slides Ten, Eleven and Twelve



This series of slides walks the team through the Strengths Based Planning Process. The family and team will prioritize the top three life domains to address. The slide then assists you in facilitating the brainstorming process that will result in a plan. Remember to ensure that all team members are involved in the planning

process. Educate your team about how to discuss outcomes (how do we want things to look when we are done?).

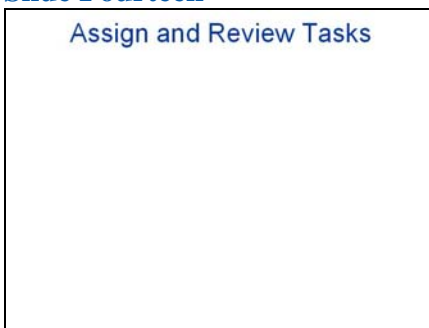
### Slide Thirteen



List any developments or incidents (including critical incidents) that might indicate a need for a plan of care revision or a crisis plan revision. These come from weekly visits/contacts with team members since the last meeting.

Time saving tip: Any text you add to this slide during the meeting can be copied and pasted directly into team minutes.

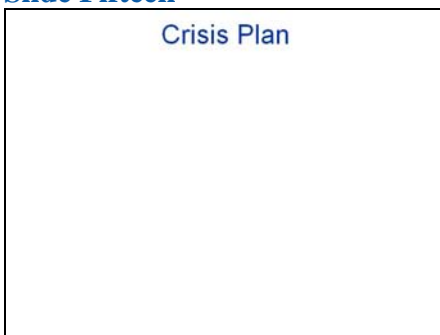
### Slide Fourteen



Tasks to be listed here come from the discussion of the plan of care. Every task placed on the list is related to domain and a need. Here are some talking points to assist you.

- Ask team members to record their list of tasks on their “workbook” (which could be a printout of the power point).
- Ask team members to restate the task in terms of the associated need and outcome.
- Ask caregiver to check family binder for any information/or to record task assignments.

### Slide Fifteen



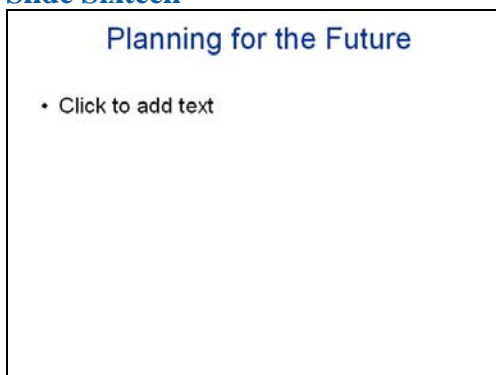
Copy the Crisis Plan into text box. This may require more than one slide, or some formatting modifications. Remember you can copy and paste text into/out of PowerPoint and Word. If team members have the hard copy of the crisis plan – use this slide to highlight potential need for revisions (include key words). If there is any mention of recent incidents, the crisis plan should be revisited and revised. Here are some talking points.

- How did our plan work?
- Do we need to make changes?
- Were any gaps identified?

If no incidents, the crisis plan should still be reviewed to ensure that the plan is effective and still appropriate:

- Review the Plan:
- Do we need to make changes?
- Is it still relevant?
- Does everyone have a role?

### Slide Sixteen



List all relevant points associated with three areas that prepare for transition:

1. Development of Natural Supports
2. Development of skills/resources that will support sustainability
3. Anticipated challenges/barriers to transition (and discharge) that need to be addressed.

### Slide Seventeen



Compare calendars and schedule the next team meeting. Add the next date and time to the slide so that everyone can see. Ask everyone to update their calendars. This is also a great opportunity to ask for assistance in facilitating the next meeting. Ask the family if they would like to lead the meeting.

So, the team meeting agenda doesn't have to just be a modified print out of the last agenda. You can add all sorts of creativity to team meetings and involve other team members while you're at it. This tool can also help to ensure that meetings run smoothly. It can help you stay on task and on time. It can reduce the amount of time spent updating the plan of care, crisis plan, and make doing team minutes a snap. Give it a try and see what you think.

If resources or funding are a barrier, then take this issue to your administrators, or look into community grants that specifically fund technology. Your team meetings will never be the same again.