

CFT Meeting Documentation Resource

Type of Document	How CFT Meeting is Documented	Example
<p>CWS/CMS Contact</p>	<p>After every meeting a contact needs to be made in CWS/CMS documenting who attended the meeting and a summary of the meeting. This counts as the monthly contact with the required clients.</p> <p>Highlight information that deals with the protective issue, the meeting purpose, and what led to the recommendations/plan being made.</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). The team identified the following:</p> <p>What's working well -</p> <p>What we're worried about -</p> <p>What needs to happen next -</p> <p>Action Plan -</p> <p>Please see the full notes and plan from the meeting in Imports.</p>
<p>Detention Report</p>	<p>If a Facilitated Mapping or CFT meeting occurred before the removal or before filing a petition teaming efforts need to be fully detailed in the Detention Report under:</p> <p>REASONABLE EFFORTS AND/OR PRIOR INTERVENTION/SERVICES OFFERED.</p> <p>Write in all of what was documented during the meeting including the Action Plan and recommendations of the team. Then detail why that plan</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). The team identified the following:</p> <p>What's working well -</p>

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	<p>wasn't followed and/or why the plan could not ensure the child/youth's safety so that a removal or petition was necessary.</p>	<p>What we're worried about –</p> <p>What needs to happen next –</p> <p>Action Plan –</p> <p>The team could not identify a plan to ensure the youth's safety and recommended removal from the parent(s)/guardian(s) and placement with (name).</p> <p style="text-align: center;">OR</p> <p>Despite the team coming up with the above Action Plan, the plan the team recommended could not ensure the youth's safety without removal because....</p>
<p>Juris/Dispo Report</p>	<p>The Initial Placement and Initial Case Planning meetings should be summarized in the Jurisdiction/Disposition Report under:</p> <p>DISPOSITION – STATEMENTS – OTHER</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). The team identified the following:</p>

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	<p>If the Agency is not following the recommendations of the team or does not agree to move forward with any part of the plan in regards to placement, permanency plan or services, the reason for the not following the team recommendations must be documented.</p> <p>If CWS is moving forward with the team's recommendations about placement and services, those will be reflected in the Summary Recommendations, Recommendation Set and Case Plan.</p>	<p>What's working well -</p> <p>What we're worried about -</p> <p>What needs to happen next -</p> <p>Action Plan -</p> <p>Please see Recommendations section of this report and the Case Plan to see the team's input reflected.</p> <p style="text-align: center;">OR</p> <p>CWS does not recommend following the (part of plan, ie. Placement recommendation, services for the mother, etc) portion of the plan because... Instead, CWS recommends (insert Agency recommendation) because it will meet the youth and family's needs for safety, permanency, and well-being by...</p>
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<p>Status Review Report/PPP</p>	<p>The Review Hearing meetings and any other CFT meetings that occurred between review periods, should be summarized in the Status Review Report under:</p> <p>FAMILY’S PERCEPTION OF THEIR NEEDS</p> <p>If CWS is not following the recommendations of the team or does not agree to move forward with any part of the plan in regards to placement, permanency plan or services, the reason for the not following the team recommendations must be documented.</p> <p>If CWS is moving forward with the team’s recommendations about placement and services, those will be reflected in the Summary Recommendations, Recommendation Set and Case Plan.</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). The team identified the following:</p> <p>What’s working well -</p> <p>What we’re worried about –</p> <p>What needs to happen next –</p> <p>Action Plan –</p> <p>Please see Recommendations section of this report and the Case Plan to see the team’s input reflected.</p> <p style="text-align: center;">OR</p> <p>The Agency does not recommend following the (part of plan, ie. Placement recommendation, services for the mother, etc) portion of the plan because... Instead, CWS recommends (insert Agency recommendation)</p>
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		<p>because it will meet the youth and family's needs for safety, permanency, and well-being by...</p>
<p>366.26 Report</p>	<p>The Permanency Planning Hearing meetings and any other CFT meetings that occurred between review periods, should be summarized in the 366.26 Report under:</p> <p>PERMANENCY PLANNING ASSESSMENT -</p> <p>ANALYSIS OF THE LIKELIHOOD OF ADOPTION AND PROPOSED PERMANENT PLAN</p> <p>IfCWS is not following the recommendations of the team or does not agree to move forward with any part of the plan in regards to placement, permanency plan or services, the reason for the not following the team recommendations must be documented.</p> <p>IfCWS is moving forward with the team's recommendations about placement, permanent plan, and services, those will be reflected in the Summary Recommendations, Recommendation Set and Case Plan.</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). The team identified the following:</p> <p>What's working well -</p> <p>What we're worried about -</p> <p>What needs to happen next -</p> <p>Action Plan -</p> <p>Please see Recommendations section of this report and the Case Plan to see the team's input reflected.</p> <p style="text-align: center;">OR</p> <p>The Agency does not recommend following the (part of plan, ie.</p>

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		<p>Placement recommendation, services for the mother, etc) portion of the plan because... Instead, CWS recommends (insert Agency recommendation) because it will meet the youth and family's needs for safety, permanency, and well-being by...</p>
<p>Case Notes/Transfer Notes</p>	<p>The composition and meeting schedule of the CFT needs to be documented in the Case Notes/Transfer Notes under the Safety Network section. Document the team members, the last meeting type and date, and the next meeting type and date.</p> <p>The action steps being worked on or needing follow-up should be documented in the What Needs To Happen Next? Section. Summarize the action step, who is completing it, and by when it needs to be completed.</p>	<p><u>Safety Network/CFT:</u> Name/Relationship of every team member: Last Meeting Date/Type: Next Scheduled Meeting Date/Type:</p> <p><u>What Needs To Happen Next?</u></p> <ul style="list-style-type: none"> • The mother will enroll in DV Victim's group by XX/XX • Parents, Caregiver, youth, and PSW will coordinate with the Pathways Care Coordinator to complete the youth's mental health screening by XX/XX
<p>Investigative Narrative</p>	<p>If a Facilitated Mapping or CFT meeting occurred during the investigation, it should be documented in the Investigative Narrative under:</p>	<p>On XX/XX/XXXX a CFT meeting was held in the CWS office. The team included: (list names and roles). The main focus of the meeting was (identify meeting type). After discussing what was</p>

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	<p>INVESTIGATION INTERVIEWS AND EVIDENCE – COLLATERALS</p> <p>Briefly summarize the meeting.</p> <p>The Action Plan and how/if the team’s recommendations will be followed should be documented under:</p> <p>DISPOSITION/RECOMMENDATION – WHAT NEEDS TO HAPPEN NEXT?</p> <p>Under the Engagement Techniques, select Safety Mapping for a Facilitated Mapping, or check Other and document a CFT meeting was held.</p> <p>IfCWS is not following the recommendations of the team or does not agree to move forward with any part of the plan the reason for the not following the team recommendations must be documented.</p>	<p>working well, what the worries were, what needs to happen next, The team created the following Action Plan: XXX</p> <p>Please see the full notes and plan from the meeting in Imports.</p> <p>The team identified a plan to ensure the youth’s safety without further Agency intervention.</p> <p style="text-align: center;">OR</p> <p>The team could not identify a plan to ensure the youth’s safety without further intervention and recommended (removal, FM petition, voluntary, etc).</p> <p style="text-align: center;">OR</p>
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		<p>Despite the team coming up with the above Action Plan, the plan the team recommended could not ensure the youth's safety without further intervention, soCWS recommends...</p>
<p>Case Plan</p>	<p>The Danger Statement and Safety Goal created based on the team's input from the meeting(s) should be in those respective sections on the first page of the Case Plan.</p> <p>Case plan goals, objectives, and measures should reflect the input of the clients and the team.</p>	<p>The CFT is worried...</p> <p>(Parent(s)/youth) will work with CWS and the Child and Family team to develop a plan that will show everyone...</p>