

Instructions for Use of Form

Child and Family Team Summary, CS-0747

Purpose: The Child and Family Team Meeting Summary Form is used to document what takes place in Child and Family Team Meetings. It is completed either at the end of the CFTM or during the process of the CFTM. A copy is given to all members of the team. The original should be maintained in the case record as prescribed in [Policy 31.5, Organization of Family Case Files](#).

When this Form is Used:

This form should be used anytime there is a CFTM of any type.

Who Completes this Form:

The Family Service Worker is responsible to complete the Child and Family Team Meeting Summary. Regions may identify other DCS team members to complete this form, such as the Team Leader or Facilitator.

How to Complete the Form:

Meeting logistics and Demographic information: Provide information requested on this form to identify the case.

Confidentiality Statement: The DCS staff member who is facilitating the meeting will review the confidentiality statement with the team and seek agreement. The facilitator will check the box indicating that they have reviewed this information with the participants of the meeting. The DCS Worker will ask the team if they agree that the summary may be distributed to all team members including those who may not be present. The facilitator will check the box indicating that they have received this permission.

Participants: List all participants, role, and method of participating.

Permanency Goal: Identify the current permanency goal(s) for this family. Identify whether the permanency goal is being changed.

Family Story: Describe what the family described as their account of the situation and related history during the meeting. Use quotes from family members whenever possible. If this is being updated after the initial meeting, be sure to note how the family described their own progress, or lack thereof, towards permanency. **NOTE:** It is imperative that the family's view be captured in this section. Hearing the family's interpretation of events and understanding their view is key in engaging the family.

Diligent Search: Identify and document any new information that was reported in the meeting on families, resources and missing parents. Document the efforts that have been made to locate them in that area.

Concurrent Planning: Document in this section the discussion around if a secondary goal might be appropriate for the family given the circumstances of the case.

Worker Observation(s)/Additional Information: This section is for the worker to document their observations during the CFTM, including but not limited to the level of participation and engagement, how family members worked with each other or with DCS, or anything that might be pertinent to know about this family and the current situation. Additional information that does not fit into the other categories of the form can be documented here as well

Strengths: For any CFTM, identify and document the family's strengths, resources, abilities, and resiliencies. Identify who the strength is about, the strength category that best captures the strength, the start date and a current description of the strength. For subsequent meetings, update the strengths and be sure to list the strengths relevant to the CFTM being conducted.

Educational Stability: Mark if the child/youth is moving placements as a result of this meeting. If the answer is no, this section is complete. If the answer is yes, then mark which of the following five options best fit the circumstances. Review the assurances listed next with the team and mark that the team has reviewed those and does make those assurances by marking BOTH boxes. There is a possibility that the move has already happened prior to the CFTM. Workers should not wait until the CFTM to begin the same process to ensure educational stability. The checkboxes on this form or in information in the [Policy 21.14 Serving the Education Needs of the Child-Youth](#) can be used as a guide. This Educational Stability section and the actions taken can and should be documented when the Child and Family Team does meet to address the placement change. This is to help us make sure we are compliant with the Every Student Succeeds Act.

Needs: For any CFTM, identify and document the needs, issues or concerns which brought this family to the attention of DCS. Identify who the concern/need is about, what need category best fits the need, a start date, and a current description of the need. The first need discussed will address history of Trauma/Adverse Experiences for Child/Family. This need will only be required to be completed one time unless new historical information is discovered. The initial CFTM and each following CFTM will address any recent and/or ongoing Trauma/Adverse experiences. If none exists, the need section for Trauma/Adverse Experiences does not need to be completed. This question should be asked at every CFTM to fully address potential Trauma for Child and Family.

Visitation Plans are now addressed within a need record. The first need record is titled Visitation Needs/Concerns to ensure that this information is captured in a need record and not forgotten when meeting with the team. When will the visits take place? Where will the visits take place? Who can be a part of the visits? Are there any restrictions, etc.? Who will transport? NOTE: When moving closer to returning home, these visits should show a progression in length and substance. Refer to [Policy 16.38, Face to Face Visitation with Dependent and Neglected and Unruly Children in DCS Custody](#) and the [Visitation Protocol, Attachment 16.38](#).

When documenting need, mark whether or not the areas of social, medical or educational needs were addressed as a part of a need record and whether this need record was a part of a youth's independent living plan or transition plan.

Responsibilities: This section should clearly describe how the decisions made during the CFTM will be implemented. Each step should be listed with the person responsible for that step and the date by which it will be completed. For subsequent CFTMs, under progress/update status, document the barriers or

continued needs that are preventing the family from achieving the desired outcomes and achieving permanency for their children. This is also used to document progress toward the desired outcomes.

NOTE: Decisions around custody, placement changes, etc. are done through the development of a need record and action step.

Did everyone agree with the Team's decisions? (this is located at the end of the form, before the signatures begin). If not, please document who disagreed and the reasons why. Include what the parties were concerned about. What efforts were made to bring resolution or compromise?

Date of the next Child and Family Team Meeting: If possible, schedule the next Child and Family Team Meeting while the team is together and document the next meeting on this form. Also document the names and phone numbers of the FSW and TL in case anyone on the team needs to contact them.

Signature Page: For those who attended the CFTM, have them sign the document (or write in the name if they attended by phone or other method), identify their role and relationship to the child/family and mark whether or not they received TennCare appeal rights notification and a Notice of Action if the decision was made to step up or step down the level of care for a child/youth.

What Happens with this Form:

Each team member receives a copy of the meeting summary at the conclusion of the meeting. A copy of the Child and Family Team Summary is filed in the child/youth case record in the Permanency Planning Section and the contents of the document are recorded in the current child welfare information system where CFTMS are recorded.

TennCare Appeals and Notice of Action Information:

Page 5 of the Child and Family Team Meeting Summary is information about TennCare Appeals. This document is used to inform the family and team members about the appeal process related to services paid for by TennCare. It identifies who can appeal, what kinds of placements or services can be appealed, what happens when the appeal goes to a hearing, appeal rights for youth in Youth Development Centers and what a TennCare appeal cannot be used for. TennCare Appeals form should be provided with the CFTM Summary and documented on the signature page and the first page of this document.

A **Notice of Action, CS-0800** is completed on every child who is receiving placement services that are Level 2 and above who have either begun placement at that level or care or changed level of care during this meeting.

1. Needs: Indicates the level of care this child/youth needs to address their specific needs (these can include placements and services)
2. Does not need: Indicates that a service or placement that had been provided is no longer needed (used in step-downs and change of services)
3. Needs a new kind of care. Right now the child is getting: Identify the current service/placement and what type of service or placement the child/youth should get beginning when.
4. Does not need: Example: If CANS prescribes Level 4 and the Team decides that this is not needed.
5. The child may have to wait for: Indicates a service/placement that is needed but is not available at the moment but will be available at a future date and what service will be provided to address the need in the meantime. Also address the reason the service or intervention is not available right now.

6. How we decided this: Indicates what process was used to come up with recommendations i.e., CFTM. What records were used in the decision making process ie. External Assessments, internal assessments, etc. What person(s) were spoken with to assist in this decision i.e. Psychiatrist, Education Specialist, etc.

Family Members will be given a copy of the Notice of Action at the conclusion of the Child and Family Team Meeting. This should be documented in TFACTS. Within 48 hours of the CFTM, the NOA must be completed in the current child welfare information system. A copy of this NOA should be placed in the child/youth's case file.