

WRAPAROUND MILWAUKEE
Team Facilitator Review

Plan of Care Meeting

Child & Family Team Meeting

Facilitator Name

Agency Name

Youth Name

Date

AREAS & COMPETENCIES	MEETS STANDARDS?		
	RATING 0 → 5	NA	SEE COMMENT
<i>PRE-MEETING SKILLS</i>			
1. The Care Coordinator has partnered with the parents/caretakers to prepare for the meeting.			
2. Effective Team Development - The following are represented:			
a. 50% Informal or Natural Supports.			
b. System Partners / Providers.			
c. Everyone has been informed of what to expect prior to the first team meeting.			
d. An Agenda has been made with contribution from all participants.			
3. The facilitator has accounted for any special needs of the family, such as providing an interpreter, wheel chair accessibility, etc.			
4. A strengths discovery has been initiated with the family to begin the first team meeting with.			
5. An initial crisis/safety plan been been completed.			
6. The location and time of the meeting have been chosen by the family.			
<i>MEETING FACILITATOR SKILLS</i>			
1. Introductions have been made.			
2. The facilitator has provided a written agenda, reviewed it with the team and communicated a purpose for the meeting.			
3. The facilitator has used a flip chart or other visual tool to keep the team focused.			
4. The ground rules have been set.			
5. The facilitator began the meeting with strengths.			
6. The facilitator maintained a strength-based approach.			
7. The facilitator has built a consensus with the team on the following:			
a. Family Vision.			
b. Functional strengths of all team members.			
c. Needs - The needs are tied to the vision.			
d. The team has explored underlying needs.			
e. Needs are prioritized.			

(0 = Not at All / 5 = Outstanding)

AREAS & COMPETENCIES	MEETS STANDARDS?		
	RATING 0 → 5 <small>(0 = Not at All / 5 = Outstanding)</small>	NA	SEE COMMENT
f. Strategies - The strategies are based on functional strengths.			
g. The strategies include community and sustainable resources.			
8. All of the domains have been explored for needs.			
9. The facilitator has inspired a strong, non-judgmental family-centered approach.			
a. They maintained family friendly language at each meeting.			
b. They ensured that family voice is maintained.			
10. The facilitator ensured team member participation.			
11. The facilitator stimulated discussion and brainstorming.			
12. The facilitator managed conflict effectively.			
13. The facilitator managed time effectively.			
14. The facilitator ensured that a full crisis/safety plan has been established.			
15. The facilitator ensured that each team member knows their responsibility in carrying out the plan.			
16. The facilitator ensured that all team members are being used when possible.			
17. The facilitator kept the team focused on transition and being outcome driven.			
18. The facilitator has scheduled the next team meeting.			
<i>ONGOING PLAN COORDINATION</i>			
1. The facilitator ensured that the team has assessed the helpfulness of the current plan.			
2. The facilitator has checked for needs being met - not just services delivered.			
3. The facilitator made changes in the plan when needed based on feedback from the family and team.			
4. The facilitator requested concrete help from managers when necessary to resolve conflicts, break down barriers or bend the rules.			
5. The facilitator evaluated crisis response to determine helpfulness and reworked the plan, if needed.			
6. The facilitator ensured that the plan maintains family ownership over time.			
7. The facilitator ensured that a transition plan that utilizes 80% natural/informal supports has been developed.			

SUMMARY

Strengths:

(Strengths continued)

Needs / Areas for Improvement:

Strategies for Improvement:

This review of my skills has been shared with me.

Signature of Care Coordinator

Date

Signature of Supervisor / Lead Worker

Date