



The Resolution Center of Jefferson and Lewis Counties, Inc.
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FAMILY TEAM MEETING INFORMATION SHEET FOR FAMILIES, SERVICE PROVIDERS AND PARTICIPANTS

A Family Team Meeting (FTM) is a gathering of family members, friends, community resource representatives, and other interested people who join together to strengthen a family, brainstorm ideas to assist the family in reaching goals, and develop a safety and permanency plan for the child(ren). Family Team Meetings evolve from the way that families form a natural helping system to meet needs and solve problems. The Family Team Meeting is a forum in which the child and family team comes together to develop or modify the Family Plan that addresses child safety, permanency, and well-being, and where the team identifies progress and addresses barriers in helping the family reach their goals.

The Family Team Families need help in times of crisis and stress, so they draw together people they trust who can help in responding to the issues they face. Almost everyone can identify a time when they formed a team, sometimes involving professional helpers, to meet a specific need. Likewise, most people who have drawn a team around them are willing to become contributors to such a team or circle of friends.

A Facilitator will set up the Family Team Meeting by meeting with the family and speaking with invited participants and service providers. The Facilitator will arrange for a meeting place, invite the participants, and share information with the participants as to the focus of the meeting. The Facilitator will also provide participants with a Consent for Information Exchange/Release of Information form signed by the family, if necessary. It is also the facilitator's job to coordinate and facilitate the actual meeting.

The Family Team Meeting will be held at a safe and neutral location. The average length of the FTM is approximately 2 hours. During the meeting the team will indicate the goal(s) that will be worked on. The group will brainstorm family strengths, needs and concerns, and resources that may help meet the goals. *(It is important that the participants be respectfully honest and open with information relevant to the family's situation and identify their concerns and needs at the meeting during the time in which needs and concerns are discussed.)* A plan will be devised from the information gathered and the family will receive a copy of the plan. Within 30 to 90 days a follow-up FTM may be held to review progress and additional goals and needs. Any team member can contact the Facilitator to begin the follow-up process.

Invitees to the FTM may include:

- Anyone the family would like to have invited such as extended family members, friends, community or church members that can be counted on for support.
- People who must be invited because of legal reasons such as Social Services Caseworker or Probation officer
- People who are currently providing services to the family or who may be asked to provide services in the future.
- Anyone who has an interest in the safety, permanency and well-being of the child(ren).

At the Family Team Meeting:

- Everyone will introduce themselves to each other.
- The Facilitator will go over “ground rules”, such as: Be respectful of all participants, One person speaks at a time, Stay focused on the purpose of the meeting, etc. You may make suggestions for other rules you think the team needs to follow at your meeting.
- Everyone in the group will help list the family’s strengths that will help the family reach their goals.
- You and the team will list the needs and concerns of the family.
- Everyone will help list resources and steps that may help meet the family goals at the same time addressing the needs and concerns the team listed.
- Using the lists made, a Family Plan that everyone agrees on is written out – the Family Plan will show who will do what by the next meeting in order for the family to make progress towards accomplishing their goals by the next meeting, as outlined in their Family Plan .
- By the end of the meeting, the family will have a clear understanding of the family’s goals and what tasks need to be completed by the team in order for them to make progress towards reaching their goals as outlined in their Family Plan.
- Everyone who has a role in the meeting will get a copy of the Plan mailed within 5 working days of the family team meeting.
- Another meeting will be scheduled at the end of each Family Team Meeting.

To be prepared for the FTM each participant should come prepared to share family strengths, needs and concerns that they have noted, and ideas on resources to meet the needs and goals for the family. It is important that while we remain strength based, we also agree to be respectfully honest and open during the Family Team Meeting.

If you have questions, the best person to contact is the facilitator of the Family Team Meeting: (315) 785-0333 or (315) 376-7991