

FACILITATOR CHEAT SHEET

I. Welcome and Overview (5 minutes)

- Welcomes team
- **Team members introduce themselves**
- Provide an overview of the purpose and phases
- **Develops group agreements**

II. Present the Case (20 minutes)

- Explain to the team to write down questions during presentation; this phase is for the worker to present the case and there will be time to ask follow-up questions
- Ongoing Worker presents case summary using Oral Case Presentation tool
 - Two copies should be available in room for worker and supervisor
- Invite additional comments on the case from other case-related team members (supervisor, provider, etc.)
- If this is a subsequent PRT, worker should address the action steps from the previous plan and the status

III. Clarify and Explore (15 minutes)

- Explain this is the opportunity to clarify and explore issues that will assist with brainstorming and developing an action plan focused on permanency.
- Remind the team to stay strength-based, and permanency driven.

AT THE END OF CLARIFY AND EXPLORE:

- The legal permanency status needs to be complete
- If not already asked, what is the permanency goal and concurrent goal of record
- If not already asked, when was the last full disclosure made
- If not already asked, when was the last time the child was asked about permanency?
- Ensure the scribe captured the above information

IV. Brainstorm (25 minutes)

PRIOR TO TEAM STARTING TO BRAINSTORM:

- Start by asking the worker the first question.
- Remind the team they can brainstorm any of the questions, it doesn't have to be in order.
- **CAUTION:** Phases can blend here, team members may ask questions; or ask worker if something could be considered. **REMINDE** team to just throw out ideas.

V. Create Permanency Action Plan (35 minutes)

BEFORE ACTION PLAN IS DEVELOPED:

- Ask Team to recommend the permanency goal and concurrent goal

ASK THE TEAM TO ADVOCATE FOR IDEAS THEY THINK ARE PERMANENCY-DRIVEN

- Place a mark next to the ideas the team has chosen
- After the team has discussed the brainstorming ideas, the facilitator or worker can circle up to 4 ideas
- Other team members may volunteer to do an action item even if the worker doesn't circle it. If the worker agrees, it can be added to the action steps
- After the ideas have been chosen the facilitator [develops the action steps](#) on a separate sheet
- Ask scribe to read back all the action steps, who is assigned, and the due date.

VI. Debrief (10 minutes)

- How can the worker best explain the action plan to families and youth?
- Are there any unanswered questions or concerns?
- What did you learn in this discussion that could be applied to other cases?