

# Division of Milwaukee Child Protective Services Family Case Transition Meeting (FCTM) Agenda

*Policies: Case Transition and Family Teaming  
Supplement A*

This FCTM agenda is to be used with IIHS and OCM cases for the IAS and IIHS/Ongoing case manager. Please review entire agenda and note where specific agenda items may only be applicable to IIHS or OCM.

The content of this agenda must be covered at the FCTM. However, after the initial introductions and discussion of confidentiality, the order of the FCTM agenda can be based on the needs/dynamics of the family and team participants.

## 1. Introductions

- The Initial Assessment Specialist (IAS) will facilitate introductions of all attending, including roles and relationships to the family.
- The IAS will introduce the purpose of this meeting:
  - To ensure that we all have the same understanding of what makes the child unsafe;
  - That we are all clear about the plan in place and why we have this plan, and
  - That we ensure maximum exploration and utilization of the family's supports and resources,
  - IIHS: Discussion of the family's willingness to participate in IIHS.
- IIHS case manager will review the purpose and expectations for the family's participating along with the informal and formal service providers in the IIHS program.
- The IAS will facilitate the team's setting of ground rules to include parameters surrounding confidentiality.
- If not already completed, the IAS, IIHS or Ongoing case manager will obtain releases of information and FCTM participants will sign confidentiality forms.

## 2. Discussion of why child welfare is involved with the family. (All information will be shared and discussed in a way that the family and all in attendance can understand. This means avoiding jargon and acronyms and allowing time for the group to ask for clarification as the meeting progresses.)

- When applicable, the IAS will discuss the protective plan and the transition to an in-home safety plan (the protective plan may have transitioned to an out-of-home plan via temporary physical custody).
- IAS will review the identified impending danger threats (Safety Analysis and Plan) and diminished parental protective capacities in collaboration with the contracted agency case manager.
  - How do the impending danger threats play out within the family
  - The roles of the informal and formal support(s) in assisting with ensuring child safety.

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- IIHS: The IIHS case manager will provide a copy of the Safety Analysis and Plan for each individual present at the FCTM (IIHS cases) and signatures of family members
    - IIHS case manager will ensure and share that the formal service supports identified in the SAP are in place. If a formal service support is not in place, the case documentation must clearly reflect the alternative strategy that is in place until the formal service support is active.
  - If applicable, IAS will review how and why the petition was filed with the court (if applicable). The IAS will review why the current level of intervention is necessary.
  - IAS will review efforts to locate or involve any non-custodial parent(s).
  - IAS will review efforts to determine if a child is an eligible member of a tribe.
3. Identification of family strengths
- The IAS will identify and discuss the family's present strengths.
  - The IAS will identify and discuss what parental protective capacities have been identified in the assessment.
  - The IAS will then ask the family members/informal supports/formal supports present to identify other strengths that the family possesses.
4. Discussion of family/informal supports/formal supports' involvement
- The IIHS/Ongoing case manager asks the family to identify any existing supports – family, informal, or formal.
  - If applicable, the IIHS/Ongoing case manager will explore with those present their interest in being further assessed for the placement of children if the children are not already placed with a relative.
  - The IIHS/Ongoing case manager will explore the possibility of the family's existing supports being involved in current or future safety planning.
5. Identification of what the family needs at this time
- The IIHS/Ongoing case manager will inquire about needs, questions, or concerns that the family may have at this time, ensuring ample time is spent to allow the parent to have his/her needs heard and addressed.
6. Discussion of Family Interaction Plan
- a. Parental and sibling family interactions
    - i. Frequency/schedule (day(s)/time(s))
    - ii. Location
    - iii. Transportation
    - iv. Who will participate
    - v. Level of supervision/monitoring and by whom.

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- vi. Roles and responsibilities of individuals
  - b. Family interaction to include: Face-to-Face contact, telephone calls, letters, email and attendance at routine appointments and meetings on behalf of the child (e.g. medical, dental, and counseling appointments, school events and faith-related activities).
- 7. Next steps
  - a. The IIHS/Ongoing case manager and the family will schedule the next home visit as needed for the family and in accordance to BMCW policy and contracted with the contracted case management agency, whichever comes first.
  - b. If this is an Ongoing case, the case manager and the family will schedule the next Family Team Meeting no later than 30 days out, or before the plea hearing, whichever comes first.
  - c. If this is an IIHS case, the case manager and the family will schedule the next Family Team Meeting within the next 30 days.

**NOTE:** The IIHS/Ongoing case manager will notify the family that family team meetings may occur with increased frequency, if necessary, based on identified triggers.