

Conducting the Family Case Transfer Meeting

The following can be used as a guide for conducting the Family Case Transfer Meeting.

1. Introductions

- The IASW will facilitate introductions of all attending, including roles and relationships to the family.
- The IASW 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,
- The IASW will facilitate the team's setting of ground rules to include parameters surrounding confidentiality.
- 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.)

- IASW will review the identified impending danger threats and diminished parental protective capacities.
- IASW will review how and why the petition was filed with the court (if applicable). The IASW will review why the current level of intervention is necessary.
- The SSM or OCM will initiate discussion to clarify any information contained in the Initial Assessment or in the Safety Analysis and Plan.

3. Identification of family strengths

- The IASW will identify and discuss the family's present strengths.
- The IASW will identify and discuss what parental protective capacities have been identified in the assessment.
- The IASW 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 SSM or OCM asks the family to identify any existing supports – family, informal, or formal.
- If applicable, the SSM or OCM 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.

Job Aide

- The SSM or OCM 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 SSM or OCM 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. Next steps
 - a. The SSM or OCM and the family will schedule the next home visit.
 - b. If this is an Ongoing case, the OCM 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 a Safety Services case, the SSM and the family will schedule the next Family Team Meeting within the next 30 days.

NOTE: The SSM or OCM will notify the family that family team meetings may occur with increased frequency, if necessary, based on identified triggers.