

CFT Meeting Protocol for Private Providers & Other Community Agency Personnel

What is the purpose for a private provider to hold a Child and Family Meeting at school?

- What is the purpose of the CFT meeting?
- Are there any problems at school or just in the community or the home?
- Does the school need to know of the home or community situation?
- Does the family want to invite **any** teachers, all of the teachers, or just a representative?
- Does the agency worker need information from the school?
- Have the school's CFT Leaders (school social worker and school nurse) been contacted?

Once the CFT Leaders at the school have been contacted and a meeting has been determined to be the next step with the family:

Suggested protocol once the decision is made to hold a CFT at school:

- Provide at least a two week notice when requesting a meeting when possible
- Contacting the school social worker or nurse to help coordinate meeting time and place
- Arrange for a neutral facilitator for the meeting. The facilitator should be neutral in their position with the family, (not the family's case manager, therapist or CSS worker). The facilitator must have completed CFT Facilitator Training according to Alamance County's System of Care.
- Make sure that family and student are available to attend the meeting: "Nothing about me with out me."
- Consult with the family about who to invite to the meeting including school staff
- Use proper CFT paperwork to hold meetings and follow standard CFT agenda including purpose of meeting, family strengths, Statement of Concern and Plan of Action

Helpful Tips for Private Providers about CFT's in schools:

- Be aware that schools and school staff may not know all details about a student.
- Be sure family is willing to share confidential information with the school
- Some students may not have behavior or academic problems at school.
- If your agency invites other agencies to attend, please make sure every agency is willing to discuss their involvement with the family. Meetings are less productive if not all information is shared with all parties.
- Please understand that rarely are ALL teachers available to participate in CFTs.
- Administrator participation in CFTs varies greatly among the schools. Please do not assume that an administrator will be present at the CFT.

ABSS CFT Leader Responsibility to students and families:

CFT Leaders, school social worker and school nurse, retain the autonomy to cancel a meeting when the correct people are not present and/or to inform family and provider that meeting can continue but will not be called a CFT.