

Parking Lot Questions and Answers from the Child and Family Team Meetings (CFTM) workshops held in February 2013.

1. Are signed releases of information needed for the Considered Removal (CR) meetings? **Yes, releases of information should be in place for DCF to release information to family, kin, providers, who will be at the meeting. DCF social workers, please try to have these in place before the actual meeting. There is also a confidentiality statement on the sign in sheet.**
2. What about when cases are already court involved (Juvenile Court), does DCF automatically invite lawyers? **Yes, DCF should notify lawyers if we are involved in juvenile court. However, meetings will not be delayed or rescheduled due to a lawyer's schedule.**
3. With the new Considered Removal policy, after an Administrative Hold has been authorized (DCF can authorize an Administrative Hold to remove a child from their home and assume custody of the children for up to 96 hours before presenting the case to court for a court order regarding custody) will DCF wait to file the Motion for Order of Temporary Custody to allow us time to hold the meeting?
-Yes, whenever possible, based on when a hold is authorized (i.e. if a hold was authorized the day before a long weekend, there may not be extra time to hold a meeting).
4. What will the timing of the meeting be like when DCF is seeking guardianship through a petition or motion to open and modify. **This would not be a CR-CFTM unless there is a safety factor present/imminence for removal. In these cases a TDM could be held or, if not available, the SW can conduct their own team meeting with family and providers to plan for placement.**
5. How will bench OTCs be handled? **We will not be holding CR-CFTMs in these instances. We will hold some other type of team meeting with the family, using our TDM SW staff or the assigned SW/SWS will facilitate a team meeting if TDM staff is not available.**
6. Concern from intake staff regarding their ability to accomplish these meetings in the midst of other priorities when writing an OTC. Logistical concern regarding time management. **-It will be very challenging; emphasis on teamwork and leadership from the SWS/manager**
7. Concern from all staff that the AOSW/SWS will be responsible for calling/inviting and prepping the family for the CR CFTM. There was a strong push back from staff who believe that a neutral party (TDM Staff) prepping and inviting family works better. Fear was expressed that if the AOSWS/SW make the calls they will not be as successful. **SW/SWS are responsible for inviting**

- family. TDM staff and CR facilitator are available for consultation if SW/SWS would like help with what to say to parents/family/kin. Staff should be encouraged to use the buddy system within the unit if SW feels a neutral person would help with engagement in getting family to the meeting.
8. When there is Protective Supervision (Court oversight of a child who remains at home with parents, with accompanying court orders) and the judge views this as a custody order - how to safety plan in those circumstances? [File something in court promptly informing the court of what occurred.](#)
 9. If parents bring their lawyer, should DCF have a lawyer at the meeting? [This is not encouraged as this will affect the integrity of the process. If there is a particularly litigious case, this could be considered.](#)
 10. After hours background checks, will there be a system in place for these requests to be made from meetings? [Careline can do background checks for us after hours.](#)
 11. Need to consider short term versus long term family arrangements. Need to assess to make the best decision, i.e. relatives foster care versus family arrangement via a safety plan. [This should be part of our assessment, how long do we likely expect a family arrangement to be needed, if we are talking about months relative foster care should be considered if the family is in need of the support. The outcome of the meeting is to address safety issues; that always needs to be front and center; the rest can be addressed through quality casework.](#)
 12. How do we handle situations with parents or family members who live out of state, with no information about criminal or Child Protection History? [- We go with what we know at the time of the meeting, not what if's. If it's an out of state parent, encourage them to seek an ex-parte order.](#)
 13. What will the data tracking look like, what information will be gathered/tracked to analyze how this is working? [-Logs are developed and will be reviewed at AO and regional level; also sent weekly to CO.](#)
 14. Will there be therapeutic support immediately following meetings for kids/youth? [Involve child's therapist, designated family member to support the child, ARG, EMPS if needed.](#)
 15. Manager availability after hours, when events are unforeseen? [-not any different that what presently exists, manager will always be aware, or one can be located with phone list.](#)
 16. How to get parents to the meetings, child care, etc.-[joint responsibility of worker/leadership/family. More difficult issue is transportation and](#)

safety/emotional issues after the meeting. SWS should assess to degree possible and hold additional staff (SWCA and Unit Support) to assist with transport.

17. What will the documentation look like? Included in the practice guide; re: facilitator. At this time, the facilitator will be documenting the meeting in a link narrative under Family Engagement. SW/SWS/Manager should document activity/decision making as appropriate. SDM and safety plans are essential; this must be good across the office, not just with Intake staff.
18. What about FWSN placements Re: Considered Removal Meetings and Ice Breakers?- FWSN placements usually are congregate care and not a result of safety = do not apply; could be a TDM case.
19. When kids enter care through the Delinquency side of court, if we can see that this may be the court decision should we try to hold a meeting before just getting a bench OTC?- Delinquency placements are usually congregate care by nature and thus do not fit meeting goals, nor is the agency the locus of control. Do not apply; reference TDM. CR Only if involved with CPS, within 2 business days. (Will seek clarification)
20. What about Voluntary cases, when parents are asking us to place the children? CR-CFTM can occur if parent is seeking removal that day. Otherwise it could be a TDM case.
21. What about Probate cases?-do not apply; we do not remove on probate cases without a tandem CPS report.
22. What about when there is an ongoing police investigation and we cannot release information about the investigation? We always have to cite a reason for removal, either in a Hold or OTC for which the parent will be served. This is not any different than present practice.
23. Will there be a brochure? Can we customize this to include our dedicated conference line? -There is a brochure; yes.
24. Are we removing right after the meeting if the decision is foster care? Potentially from the office if the children are being provided childcare? -yes, yes. If safety factors cannot be remedied, we must remedy them and that means removal then and there.
25. Are flex funds available to pay providers who participate in a CRTM? -generally no, unless we are already contracting with them to provide service and these are negotiated as part of the service hours...it does not fit neatly into credentialed

criteria...it would really be a rare case; e.g. we don't pay for providers to attend EWT's.

26. For Icebreakers, what about when DCF feels that it is not safe for the foster parent to meet the birth parent based on the parent's past behavior? -safety first; clearly accounted for in documented supervision and affirmed by a manager with a subsequent follow up plan.
27. For Icebreakers, Staff felt that both FM and FF should be required to attend the icebreaker meeting and that the meeting should not occur without both FPs. Also, if FF was unable to attend that another meeting should be held to engage that FF. This stemmed from a concern about exclusion of FF's like we tend to exclude fathers. Will not hold two meetings, foster fathers will be invited, but meetings won't be delayed if they are not available.
28. Re: IceBreakers. There is a feeling that when the icebreaker meeting happens with a legal risk/adoptive/preadoptive placement that the meeting should look a little different and give time for more dialogue between the bio and preadoptive parent. Strong feeling was expressed that the icebreaker would be much different than a FH who is saying "I'm just caring for the child until you can." - to be addressed on an individualized basis through collaborative conversation amongst CPS and FASU. Meeting to focus on the care of the child.
29. Re: Ice Breakers - The Fast Facts form our APRN had the following recommendations:
 - The current questions aimed at seeking medical info are:
 - Do the children have health issues , if so what?*
 - She suggests changing the questions as noted below:
 - Explain medications or allergies*
 - Does your child have any allergies to medications or foods?*
 - Does your child take any medication daily?*
 - Has your child ever had surgery?-agree*These questions will be added to the Fast facts form.