



Care Team Quick Guide:

PRINCIPLES:

Person-centered Service – Confidentially
 Building on Strengths - Advocacy
 Recognizing Diversity - Collaboration
 Mutual Respect - Inclusive Membership
 Participation – Accountability
 A Holistic Approach – Continuity
 Transition Planning – “Long View”

CODE OF CONDUCT

The chair – direct flow of meeting

Purpose – clear, stay on task

Confidentiality – team must follow guidelines

Input from all – everyone needs to be heard

Person’s needs central – should be focus on mtg

Non-judgmental– positive atmosphere

Collaboration – everyone works together

Respect and value differences – all

contributions

Resolving Conflict – Use good communication

CODE OF ETHICS

All participants have the right to:

Be Properly Informed

Refuse To Participate

CONFIDENTIALITY

Relevant Information – that which is necessary for the process

Disclosure of Information – for statutory reasons

Notes of Meetings – safe and secure storage

Accessibility – notes made available only

FIRST MEETING AGENDA

1. Introductions (by name, relationship to individual/family, role, and goal).
2. Determine rules of interaction for the team (i.e. Review Principles, Code of Conduct/Ethics, and Confidentiality Guidelines).
3. Ensure everyone has signed the consent form,
4. Review roles of Meeting Facilitator/chair, Recorder, Care Team Coordinator
5. Agree, by consensus, who should fill these roles.
6. Clarify purpose/mission of the Care Team
7. Identify strengths of individual/family in various life domains (See Action Plan)
8. Identify what has been/is working
9. Identify differences in perspectives among team members, focus on strengths.
10. Begin to identify needs of individual/family in each life domain (See Action Plan)
11. Determine which needs:
 - a. Require immediate action
 - b. Are ready for immediate action
 - c. Require more information
12. Prioritize needs
13. Develop and record a S.M.A.R.T. action plan
14. Ensure each member ‘owns’ the plan
15. Review team membership
16. Set the date, time and location of next meeting.
17. Team: Complete/return Meeting Feedback Form.
18. Distribute copies of Action Plan to the Care Team.

FOLLOWUP CARETEAM MEETING AGENDA

1. Introductions/Purpose of Today’s Meeting
2. Review Minutes of Last Care Team Meeting
3. Status of Goals/Interventions from last meeting
 - Progress in home, community, school, with focus on strengths and concerns
1. New Issues
 - How can these be addressed in action plan?
 - Additional issues before the next meeting?
2. Revised Action Plan:
 - Have goals changed, new ones added?
 - Are there barriers to achieving these goals?
 - How can we remove those barriers?
 - What strategies will be used? Timeline?
 - Who is responsible for each strategy?
 - What is our crisis response plan?
6. Next meeting/Feedback/Action Plan Copies