



Tri Cities CareTeam First Meeting Agenda

1. Introductions of participants

Introductions – what is your involvement and role with the family/child? How long have you know the family?

- Establish team coordinator, chair and minute taker.
- Determine rules of interactions for the team (Review collaborative Team Principles, code of conduct/ethics, confidentiality guidelines).
- Circulate and complete the Consent to Disclosure of Information for the purposes of Care Team meeting.
- What is your hope for today's meeting?

2. Develop a plan using the Collaborative meeting sheets.

- Begin with individual and family strengths/what is working? (home/family/community/school/personal strengths/friends)
- Identify needs of family
- Determine which needs:
 - Require immediate attention
 - Are ready for immediate action
 - Require more information
 - Prioritize needs

Develop and record an action plan with specific outcomes/goals, strategies, timelines and who is responsible.

Ensure that family, community and individual strengths are utilized within the plan. Use SMART goals (specific, measurable, action oriented, realistic, time limited)

Determine timelines and share responsibilities: who does what, by what date?

3. How helpful was this meeting?

- i. What was most useful about today's meeting?
- ii. What would you do differently next meeting?
- iii. Complete the Team Self-Assessment tool.
- iv. Do we need other members at the next meeting? Who will attend?
- v. Offer the opportunity for family members to talk about the meeting at a later time with a team member of their choice.

4. Next Meeting

- Schedule the next meeting date, time and location.