

CCN Child Health Teams

Family-Centered Meeting Facilitation Child/Family Visits

When a meeting is family-centered, parents know what to expect and are full partners at the table. The team recognizes the parents as the constant in the child's life and builds on family strengths. Cultural diversity and family traditions are honored.

At the Child/Family Visit Meeting, assign a team member to ensure that each item on the agenda is addressed. Identify who will record the care plan. You may also want to identify a second recorder to write down a couple of recommendations each family can use to get started when they walk out the door. The first page of the care plan can fill this need, but be sure to get a copy to incorporate into the full care plan.

- Do introductions: names and roles
- Ensure the family of confidentiality, and circulate the confidentiality form
- Provide a brief review of the team process for the family or confirm that the Parent Partner has already done this
- Provide an overview of the child: name, age, parents' names, who referred and why, insurance status
- Invite the parents to share their hopes and/or concerns
- Discuss child and family strengths
- Summarize family and professional concerns, including history and current status
- Discuss recommendations for interventions that systematically address each unmet need. (Try to limit the number of recommendations you ask families to pursue on their own. If there are more than three, consider inviting the family to a second meeting.)
- Summarize the care plan out loud
- Conclude the meeting by asking questions: What questions do you have? What issues did we not address? Did we miss anything?
- Discuss next steps. Tell the family that the Parent Partner will follow up with a phone call in about three weeks to see how it's going. After that, check-ins will continue if they are still helpful. Families can decide when they want to finish with CCN Child Health Team support.
- Provide copies of the plan to participants on the day of the meeting, or within one week's time.