

CCN Child Health Team

Team Meeting Facilitation

Child Health Teams are most effective when they meet monthly. When teams meet regularly, it allows their “community of practice” to grow. Every team meeting should include:

- Introductions, as needed
- Discuss new referrals
- Parent Partner(s) report on children previously seen at CCN using the CCN Tracking Tool
 - Overview: child’s name, age, parents’ names, who referred and why
 - Status of each recommendation and where the family needs additional support
 - Team discussion of next steps
- Reflective practice: In the Child/Family Visits, what worked for families? What didn’t? What changes are needed?
- Agency updates

Additional agenda items which may be included:

- Plan and/or review trainings aimed at building community capacity to care for children with special health needs
- Plan marketing and outreach efforts
- Discuss and address team staffing. Invite new members as appropriate
- Discuss community system of care, including identifying and addressing barriers to services for children with special health needs
- Identify and plan activities to meet annual team goal