

## Principles Of The Family Team Meeting Process:

1. People are capable of change, and most people are able to find solutions within themselves, especially when they are helped in a caring way to identify the solution.
2. All people and families have strengths. Strengths are discovered and confirmed when people are listened to, acknowledged, encouraged, and respected.
3. Families are more invested in a plan that they help create.
4. Informal supports like family and friends can be just as beneficial as formal supports.

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## FAMILY TEAM MEETINGS

### ADDRESSING FAMILY NEEDS IN A POSITIVE WAY

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\*Additional information taken from The Child  
Welfare Policy and Practice Group-  
Montgomery, Alabama.



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# WHAT ARE FAMILY TEAM MEETINGS?

Family Team Meetings are a process that brings together family members, friends, and community supports to identify what the family hopes to accomplish, set goals and time frames, assess strengths and needs to help accomplish these goals, and match services in the community to help achieve these goals. Family Team Meetings are a resource to help families achieve safety, stability, and well being for their families in a positive, strength-based approach.

## WHO IS ELIGIBLE?

Marshall and Hardin County residents with children 0-17 years are eligible to receive this free service. Families can refer themselves or agree to a referral from a school or a health or human service professional.

## HOW DOES A FAMILY TEAM MEETING WORK?

**1. Building a Trusting Relationship.** The family team meeting facilitator contacts the family to identify concerns and goals, along with what the family hopes to get out of the meeting. The facilitator will also work with family members to discuss the family team meeting process and to answer any questions the family has about the meeting.

**2. Identifying Team Participants.** In this step, the facilitator will focus on giving the family a voice and helping them to decide which supportive friends and community resources they would like to have at the meeting.

**3. Preparing the Family Team.** The facilitator will work with the family to explore their roles and responsibilities to the family and collaborate with them to start the process of identifying informal supports that can be used in the plan the family develops.

**4. Working With the Team.** In this step, the facilitator will facilitate the family team meeting as a neutral person. The facilitator will also express to the participants the importance of moving forward and addressing needs and concerns in a way that is solution based rather than blaming.

**5. Maintaining the Family Team Meeting.** After the initial family team meeting, the facilitator will express to the family that at any time they feel that their plan is not working or new concerns have come up, they have the choice to request a follow-up family team meeting.

## HOW CAN I GET MORE INFORMATION OR REQUEST THIS SERVICE?

For more information on Family Team Meetings or to request this service, contact Quakerdale at New Providence (641)497-5219 or Marshalltown (641)752-3912 or email [marshalltown@quakerdale.org](mailto:marshalltown@quakerdale.org).

## WHAT A FAMILY TEAM MEETING LOOKS LIKE

**Welcome:** Everyone introduces themselves.

**Ground Rules, Confidentiality, Family Goals and Family Perspective:** The facilitator will talk about things to remember at the meeting, such as one person speaks at a time. The family will talk about the goals they want to work on and share their views on the goals. The facilitator will emphasize confidentiality and provide an agreement that everyone must sign.

**Identification of Strengths/Needs of the Family:** Everyone the family has invited or have asked the facilitator to invite will identify the strengths and needs of the family and how they relate to the family goals.

**Making a Family Plan:** Everyone will help list steps and resources that may help to reach the goals that will go in the family plan. This plan will show who can do what, when they will do it, and what will be done. The plan that everyone agrees on will be mailed out to each person that came to the family team meeting.