

# FOR YOUR INFORMATION

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## **GUIDELINES FOR CONVENING CHILD AND FAMILY TEAM (CFT) MEETINGS**

One of the core components of Continuum Care Reform is the formation of fully-functional Child and Family Teams (CFT) for children and youth in foster care and their families, and it is the Department's goal to offer CFT meetings to all families. The CFT meetings bring the team together to assess/identify, plan, intervene, monitor and refine supports and services that promote safety, permanency and the least restrictive setting for children. To support this goal, the Department has developed guidelines that aim to provide clarity and improve consistency in convening the meetings. The below guidelines delineate the staff and section responsible for convening the CFTMs. **Please note that these apply to those who have completed their certification as facilitators.**

Impacted Procedural Guides will be revised in the future to incorporate the below guidelines.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

## CONVENING A CHILD AND FAMILY TEAM MEETING

The following outlines who is responsible for convening the **INITIAL CFT** meeting based on assignment or case specific situation. The Initial CFTM must be completed within 45 days but no later than 60 days of removal for Out of Home Care cases, or case opening date for all other cases.

Type of Case or Specific Situation	Description	Responsible CSW for Convening the INITIAL CFT Meeting
New Referral	New referral prior to Disposition <sup>1</sup>	<b>ER CSW</b>
VFM/VFR Case	New referral promoted VFM/VFR	<b>VFM/VFR CSW</b>  <b>ER CSW if the respective office does not have a VFM/VFR Unit</b>
Court FM Case	New referral promoted to a Court FM case	<b>ER CSW /MART CSW</b>
Court FR Case	New referral promoted to a Court FR case <sup>2</sup>	<b>CS CSW<sup>3</sup></b>  <i>Case must be transferred from ER to CS within 10 calendar days of removal date. If not, the ER CSW/MART CSW will conduct the Initial CFTM.</i>
	New Detention on an open FM/FR/PP Cases	<b>CS CSW</b>
Court FM /FR Mixed Case	New referral promoted to a FM/FR mixed case	<b>ER CSW</b>
2-pen case	New Case <sup>2</sup>	<b>DI CSW<sup>3</sup></b>
Adoption Cases	Relinquishments/ Adoptively Placed	<b>Adoption CSW</b>
AB12	Re-Entry	<b>AB12 CSW</b>  <b>CS CSW if the respective office does not have an AB12 Unit</b>
PP Case	Open PP Case	<b>CS CSW</b>

<sup>1</sup>It is the Department's goal that ALL families are afforded the opportunity to have a CFTM. CFTMs are encouraged during the referral investigation where either the family or the Department determines the CFTM can safeguard against future Department involvement, create safety for the child(ren)/family, reinforce teaming, or whenever deemed appropriate/necessary.

<sup>2</sup>Per CFTM Policy 0070-548.01, team meetings including a Multidisciplinary Assessment Team (MAT) Summary of Findings (SOF), Wraparound (WRAP), Full Service Partnership (FSP), Intensive Field Capable Clinical Services (IFCCS), Multi-Disciplinary Case Planning Committee (MCPC), Treatment Foster Care Services (TFCS), and Residential Based Services (RBS) will be credited as an Initial CFTM contingent on following model fidelity and the participation of the assigned CSW.

<sup>3</sup>Upon full implementation, the initial CFTM in a newly opened FR case can be facilitated by the MAT Coordinator, SLS Coordinator, and/or the CS/DI CSW.

The following outlines who is responsible for convening the **FOLLOW-UP CFT** meeting based on assignment or case specific situation. The Follow-Up CFTM must be completed within 90 days of the Initial CFTM or sooner if case circumstances dictate.

<b>Type of Case or Specific Situation</b>	<b>Description</b>	<b>Responsible CSW for Convening the INITIAL CFT Meeting</b>
VFM/VFR Case	Open VFM/VFR Case	<b>VFM/VFR CSW<sup>1</sup></b>  <b>CS CSW if the respective office does not have a VFM/VFR Unit</b>
Court FM Case	Open Court FM Case	<b>CS CSW<sup>1</sup></b>
Court FR Case	Open Court FR Case	<b>CS CSW<sup>1</sup></b>
	Open FM/FR/ PP Case	<b>CS CSW<sup>1</sup></b>
Court FM /FR Mixed Case	Open FM/FR mixed Case	<b>CS CSW<sup>1</sup></b>
AB12	Open AB12	<b>AB12 CSW</b>  <b>CS CSW if the respective office does not have an AB12 Unit</b>
PP Case	Open PP Case	<b>CS CSW</b>

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