

Planning for Ongoing Meetings in Service Coordination

In Service Coordination, ongoing team meetings can be tailored to fit the family and circumstance rather than having the family fit the frequency of meetings. As Service Coordinators start the work with the family use this form to identify and monitor the frequency, settings and content of ongoing meetings.

Youth Name		Date of Intake		
Parent Name			Today's Date	
Coordinator				
Expected frequency of team meetings		<i>Choose One</i>		
<p>Team Member Participation</p> <p>Work with the family to review all potential team members and list them and contact in the box below. Finally, identify whether you and the family will need that team member to be physically present, virtually present or updated at the team meeting.</p>				
<i>Team Member</i>	<i>Phone/Email</i>	<i>Present</i>	<i>Virtual</i>	<i>Update</i>
<p>Planning for Detail for Ongoing Team Meetings</p> <p>Use this space to work with the family about details for ongoing Service Coordination meetings. Discuss the best setting for ongoing service Coordination meetings, how long they should last and what items are likely to be sensitive. Use the space below to identify details that will make these meetings helpful, useful and pleasant for the family.</p>				
Setting	Where is the parent most likely to be comfortable for ongoing meetings? Formal meeting room, more casual?			

Timing	What is the best length of time for the child/youth? Parent? Other team members? If the time is limited what are the critical items for discussion that must be completed?	
Content	Are there items that must be addressed during a meeting? Are other items particularly sensitive to the family that do not need to be discussed among all team members? Use this space to negotiate what should be the focus of team meetings and any workarounds for sensitive topics?	

Record of Team Meetings

Use the space below record the family's ratings of ongoing meetings. Identify what you the service Coordinator can do to improve the next meeting?

Date	Rating	Suggestions for Improving the Next Meeting