

Initial Wraparound Plan of Care Worksheet

Use this worksheet for the initial Plan of Care meeting that brings together a Child & Family Team for the first time to develop the initial Plan of Care.

| Family Name: | | Date of Planned Meeting: | |
|----------------------|---|--------------------------|--------|
| Topic | Detail | Specific Notes | Timing |
| Welcome & Overview | <ul style="list-style-type: none"> • Create inclusion: “we”, “team”, “our” • Assure the family doesn’t feel on the “out” including seating arrangements or assuring that they aren’t last to arrive • Set the expectation for the meeting: <ul style="list-style-type: none"> ○ To develop our first Plan of Care ○ To start the process of developing our first plan of care | | |
| Introductions | <ul style="list-style-type: none"> • Use an ice breaker as a warm-up • Ask individuals to share detail about their relationship rather than role | | |
| Strengths | <ul style="list-style-type: none"> • Have your strength list posted or use as a background • Leave space to have team members add to it • Review your strengths by assigning who you can attribute that strength to | | |
| Mission ¹ | <ul style="list-style-type: none"> • Warm up the group for creating a joint team mission • Options <ul style="list-style-type: none"> ○ Future Building: “It’s a year from today & we have succeeded. What words come to mind?” | | |

¹*This is a natural place to stop and schedule your next meeting if you cannot complete the entire meeting within 90 minutes and have your Plan of Care completed. This is a place for the team and family to feel a sense of accomplishment if they have completed their Initial Team Mission. Strengths and Mission should be posted at the follow-up meeting. The follow-up meeting to complete the Plan of Care should occur within one week from the initial meeting.*

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|--------------------|--|----------------|--------|
| | <ul style="list-style-type: none"> ○ Normalizing: “A typical family that is doing “okay” ...what’s going on” ● Start with family, create options for all team members to add to ● Seek formal commitment for Mission when satisfied | | |
| Needs Presentation | <ul style="list-style-type: none"> ● Introduce needs you heard from the story, behavior descriptions or what people said ● Summarize many needs statements from the view of all family members | | |
| Needs Selection | <ul style="list-style-type: none"> ● Lead the team in coming to agreement on the top <u>three</u> needs ● Assure family perspective is respected ● Assure all team member perspectives respected | | |
| Action Planning | <ul style="list-style-type: none"> ● Warm up the group with creativity exercise ● Brainstorm at least ten options for each need | | |
| Sort Your Actions | <ul style="list-style-type: none"> ● Match actions to strengths ● Discard ones that don’t align with strengths ● Choose those that will address the need from the remainder ● Summarize the final list of actions | | |
| Assignments | <ul style="list-style-type: none"> ● Solicit volunteers to follow through with actions | | |

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|--|---|----------------|------------|
| | <ul style="list-style-type: none"> • Assign more than one person to action • Assure that all team members get an assignment • Ask team members to identify when they will start, record the date | | |
| Review & Next Steps | <ul style="list-style-type: none"> • Summarize the results: <ul style="list-style-type: none"> ○ Team mission ○ Prioritized Needs ○ Strategies that build on strengths ○ Who will follow up? ○ When things will start to happen • Set up the schedule for next team meeting | | |
| Closing | <ul style="list-style-type: none"> • Set expectations for ongoing meetings • Set expectations for when to hear from Wraparound Facilitator/Coordinator • Gather & share all team member phone/email distribute list | | |
| <i>Total Time (Less than 90 Minutes)</i> | <i>The time spent in planning should never be over 90 minutes for a single meeting. If you elect to break this across two meetings plan on approximately 120 minutes. Choose whether you will use 1 or 2 meetings and your total expected time.</i> | | Total Time |