

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 ¹	ER CSW
VFM/VFR Case	New referral promoted VFM/VFR	VFM/VFR CSW ER CSW if the respective office does not have a VFM/VFR Unit
Court FM Case	New referral promoted to a Court FM case	ER CSW /MART CSW
Court FR Case	New referral promoted to a Court FR case ²	CS CSW ³ <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	CS CSW
Court FM /FR Mixed Case	New referral promoted to a FM/FR mixed case	ER CSW
2-pen case	New Case ²	DI CSW ³
Adoption Cases	Relinquishments/ Adoptively Placed	Adoption CSW
AB12	Re-Entry	AB12 CSW CS CSW if the respective office does not have an AB12 Unit
PP Case	Open PP Case	CS CSW

¹It 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.

²Per 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.

³Upon 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.

Type of Case or Specific Situation	Description	Responsible CSW for Convening the INITIAL CFT Meeting
VFM/VFR Case	Open VFM/VFR Case	VFM/VFR CSW¹ CS CSW if the respective office does not have a VFM/VFR Unit
Court FM Case	Open Court FM Case	CS CSW¹
Court FR Case	Open Court FR Case	CS CSW¹
	Open FM/FR/ PP Case	CS CSW¹
Court FM /FR Mixed Case	Open FM/FR mixed Case	CS CSW¹
AB12	Open AB12	AB12 CSW CS CSW if the respective office does not have an AB12 Unit
PP Case	Open PP Case	CS CSW

¹Per 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 a Follow-Up CFTM contingent on following model fidelity and the participation of the assigned CSW.