

**PATHWAYS TO WELL-BEING
CHILD & FAMILY TEAM MEETING
PROGRESS SUMMARY AND ACTION PLAN
(CWS FORM 04-174)**

2014

- WHEN:** The Child & Family Team (CFT) Meeting Progress Summary and Action Plan is to be completed at every CFT Meeting. A new form will be completed each time the team meets.
- ON WHOM:** All clients who are identified as Eligible for Enhanced Services (Sub-Class) or Open to CWS (Class) should have a CFT Meeting Progress Summary and Action Plan completed at each CFT meeting.
- COMPLETED BY:** Any professional member of the Child & Family Team may complete the Progress Summary and Action Plan.
- MODE OF COMPLETION:** Form fill or hand written
Document may be kept in the back of the medical record
A copy shall be given to all CFT members after the meeting
- REQUIRED ELEMENTS:** All elements of the CFT Meeting Progress Summary and Action Plan are to be completed, including:
- CFT Meeting Date
 - Name of Facilitator
 - Initial or follow up meeting indicated
 - Name of Parents and/or Caregiver
 - Name & DOB of Youth/Client
 - Identification of Intensive Care Coordination, if eligible
 - Identified goal for meeting
 - Existing support services in place for Youth/Client
 - All elements of plan, including action steps and person responsible
 - Scaling questions should be discussed with CFT members
 - All CFT members should sign last page of meeting summary
 - If applicable, reason why parent/client was absent from meeting
 - Date the meeting summary was distributed to team members
- BILLING:** Billing for gathering of information for the CFT Meeting Progress Summary and Action Plan shall only occur when it is connected to a direct client service.

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NOTE:

This form is a tool for the Child and Family Team and is completed in collaboration with Child Welfare Services. A professional member shall be identified to complete the form at each CFT meeting.
This form is not an official part of the Behavioral Health medical record.