



# Child and Family Team Meetings with COVID-19 Restrictions

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Due to the current restrictions in place with COVID-19, we want to provide guidance on how to continue teaming with families allowing them to have a role and voice. With that being said, we would like to provide some direction around some barriers so we can move forward with providing good practice for Indiana's children and families.

**Child and Family Preparation (prep) and Team Meetings (CFTM):** Working around our face-to-face requirement, we can use the technology of Microsoft Teams, FaceTime, and phones. This will allow us to continue our work with our families. When documenting the CFTM in MaGIK, please mark the contact as face-to-face. Document in the Narrative, "Due to COVID-19 restrictions, this (prep or CFTM) was completed by (Teams, FaceTime, Phone, etc)."

**Facilitator Training:** Since many are being trained during our social distancing time by using technology for virtual preps & CFTMs, we want to provide new facilitators support once things get back to normal. We especially want to ensure that they have the skills of facilitating a CFTM (with everyone in the same physical room using chart paper). With that being said, we are recommending a follow-up observation of a CFTM by the Peer Coach (PC) for the Family Case Managers (FCMs) affected during this time after we resume normal operations. They can still be released as facilitators and certified; but we will keep them on the list to track their completion of having a PC observe their CFTM. Identified FCMs needing this follow-up will be noted on the facilitator list for tracking purposes.

**Newly-Trained FCM Guidance:** If the FCM did not facilitate a face-to-face CFTM (with everyone in the same physical room) while being observed by a PC, the FCM will need to schedule face-to-face CFTM (with everyone in the same physical room) and be observed by a PC. This will allow the FCM to have the assistance of a PC while facilitating their first face-to-face CFTM. The FCM will be able to be observed while charting notes, using engagement skills, and utilizing the needed forms and documents. The FCM should be able to prep the family and team on their own without the assistance of the PC. This will reduce some time for the recommended follow-up from the PC.

**BSW Guidance:** The above training steps also applies for BSW students. BSW students can also utilize technology to complete their CFTM training in order to complete their requirements without having to go into the field during this time. However, if their specific school is stating they cannot work with DCS at all during this time, they will have 30 days from their DCS hire date to have this completed. They will then be given 30 days to complete an additional CFTM and provide their notes to the PCC. A satisfactory or above review of the CFTM notes will complete their training.

**Newly-Trained Peer Coach Guidance:** The PC would not need additional follow-up since the PCCs should have a discussion with the PCs during their training. This should include direction around how to look for any variations or differences that would be observed during the face-to-face CFTMs. This also will be a future PC Meeting Agenda item for the regions.