

Coordinated Services Team (CST) Family Team Meeting Review

Can team members describe the role of each team member?

Does the team know the strengths of the family and team members?

Does each member of the team have a copy of the *Plan of Care*?

Are strengths of the family and team apparent in the *Plan of Care*?

Are tasks shared by all team members – both in meetings and in the *Plan of Care*?

Are hoped for goals and outcomes clearly identified in the *Plan of Care*?

Are action steps in the plan based more on identified needs or on available services?

Are informal (natural) services and supports developed and utilized by the team?

Are detailed crisis response plans available and used for home and school?

Meeting agenda _____
Note taking & circulation _____
Facilitator role fulfilled _____
All members included _____

Consensus building _____
Conflict resolution _____
Confirmed ending time _____
Next meeting scheduled _____