



Wraparound Milwaukee Facilitator Review



Plan of Care Meeting

Team Meeting

Date of Meeting: _____

Facilitator: _____

Agency Name: _____

Observer: _____

Family Name: _____

Child and Family Team Members	Present?	Specific Name/Agency/Notes
Youth		
Parent		
Caregiver/Guardian		
Informal Supports		
Natural Supports		
Bureau Representative		
Human Service Worker		
Mental Health Provider		
Community Resource Representative		
School Staff		
Other		

Rating Scale: 1- Skill Development Needed

2- Emerging Skills

3- Evidence of Mastery*

A. Pre-meeting Preparation		Score	N/A
1	Facilitator has prepared an agenda/outline that is written in family friendly language and in a language the family understands		
2	The meeting time and location were chosen by the family, and accommodations were made for special needs (i.e. interpreter)		
3	Key natural/informal supports have been identified and invited to the meeting		
4	If team members are not present, facilitator has received updates prior to the meeting to have ready to share with the Child and Family team (informal, school, providers, system providers); to include tasks completed between previous meeting and current meeting		
5	Facilitator has connected with the family to inform them who will all be present at the meeting		
6	Facilitator has explained the Wraparound process, team process, and provided a definition of frequently used Wraparound and system partner terminology to help empower families		
Total Score/Maximum Possible Score:		/	

Comments:

Rating Scale: 1- Skill Development Needed

2- Emerging Skills

3- Evidence of Mastery

B. Meeting Facilitation		Score	N/A
1	Facilitator begins the meeting with introductions and welcomes all Team members		
2	Facilitator identifies purpose and timeframe of meeting, and establishes ground rules when needed		
3	Facilitator reviews strengths discovery and/or acknowledges progress since the last meeting		
4	Facilitator has and uses a visual aid to keep engagement throughout the meeting		
5	Facilitator has avoided using jargon and uses family friendly language by addressing team members as Mr. or Mrs.; unless otherwise instructed		
6	Facilitator engages the child/youth throughout the whole meeting		
7	Facilitator ensures that a family vision has been identified and /or confirmed		
8	Facilitator assists the Child and Family Team to identify and prioritize underlying needs and assists the Child Family Team to adjust needs and plan based on progress		
9	Facilitator engages all team members in robust brainstorming and ensures talk is well distributed throughout all members		
10	Facilitator helps the Child and Family Team identify and/or evaluate progress of benchmarks that are clear, measurable, realistic, and focused on the Child and Family Team's strengths		
11	Facilitator checks in with each Team member to report out on their contribution to progress towards achieving benchmarks		
12	Facilitator reviews domain review and ensures any high or medium concerns are discussed and that there is an action plan to address these domains		
13	Facilitator is able to re-direct team members to remain strength-based and non-blaming when discussing challenging times/topics (perspective shift)		
14	When restrictive strategies are discussed, Facilitator helps the team to look at community options and alternatives to address the concern within the home/community setting		
15	Facilitator is an active listener as is evidenced by reflections/summaries and frequent check-ins with the family		
16	Facilitator engages informal supports in decision-making and ensures they have a clear role on the team or is working to identify these supports		
17	Facilitator ensures that youth and family are well informed and have the strongest voice in the decision-making process		
18	Facilitator summarizes at the end of the meeting and team members leave with an understanding of their roles and responsibilities		
19	Next team/POC meeting is scheduled with the family and informal supports availability prioritized and a time and location chosen by them		
Total Score/Maximum Possible Score:			/

Comments:

Rating Scale: 1- Skill Development Needed

2- Emerging Skills

3- Evidence of Mastery

C. Crisis Planning		Score	N/A
1	Facilitator has prepared the Child and Family team members beforehand so they know what to expect during crisis planning		
2	Facilitator creates a safe environment for crisis planning that encourages creative strategizing		
3	Facilitator provides opportunities for the Child and Family Team to talk about the “tough stuff” directly, professionally, and sensitively		
4	Facilitator encourages the use of trauma informed care lens/approach in identifying the crises, risks, preventative strategies, and reactive steps		
5	Facilitator encourages and includes natural and informal supports in the crisis plan to ensure it is normalized and sustainable		
6	Facilitator works to ensure that the plan represents ownership by the youth and family		
7	The plan is practical for the youth and family to follow		
8	The plan has been reviewed and adjusted over time		
Total Score/Maximum Possible Score:			/

Comments:

***User Guide**

Needs Skill Development:	Behavior suggests little awareness of the skill Needs supervision to complete the targeted skill
Emerging Skill:	Has full awareness and appreciation of what it would take to master the skill Is able to perform the skill increasingly well, but it takes a lot of concentration and hard work to do so
Evidence of Mastery:	Has ability to perform the skill which has become almost second nature Is able to make self-corrections effortlessly and without direction

Facilitator strengths:

Facilitator Needs/Area for Improvement:

Total Score/Maximum Possible Score ____ / ____

Facilitator Signature: _____

Date: _____

Supervisor/Lead Signature: _____

Date: _____