**INITIAL MEETING WITH CHILD AND FAMILY**

Pre- Meeting Preparation

*Meeting goals for Wrap Facilitator: BUILD TRUST - GATHER INFORMATION – EDUCATE – PREPARE*

* 1. Are my talking points in order?
* Can I clearly define my role as a school employee and Wraparound Facilitator (WF)?
* Can I clearly describe PBIS and how wraparound fits in the continuum?
* Can I clearly explain that wraparound is a process defined by 10 principles and implemented in 4 phases?
* Do I have literature on wraparound, blank copy of SNP, Student Disposition Tool, Education Information Tool, and Home School Community Tool?
	1. Meeting should be approximately 60-90 minutes.
* It may take two meetings to gather information to address action steps
* Don’t rush the meeting. If family appears preoccupied or overwhelmed, it is OK to stop and arrange to meet again.
* If family is in crisis, offer assistance/support/direction. Do not leave without addressing child safety concerns.
	1. Explain that wrap is different than any school meeting they have been a part of in the past.
* Wraparound is NOT a continuation of their child’s IEP
* Be prepared to give specific examples of how wraparound is different.
	1. The conversation should feel like a “coffee chat”, rather than a psycho-social, check-the-box assessment.
* While talking with the family, listen for what is said around their strengths, needs and culture.
* If needed, utilize the “Coffee Chat Questions” document to help guide conversation.
	1. Explain that participation in wraparound is voluntary. If family decides to not participate or drops out during the process, there will be no repercussions (a family deciding to not participate in wraparound does not mean we stop engaging).
	2. Have available copies of required consent or confidentiality forms for family signature.
	3. Explain that wraparound is a “transparent” process.
* Family will be able to review and approve all notes, documents and forms
* Family will have final voice on action plan items and interventions
* Decisions about the student and family will not be made outside the meetings
* You will never offend a family by asking for their opinion, approval or permission

 NOT ABOUT ME – WITHOUT ME

* 1. Make sure to schedule a follow up meeting with the family, within 3-5 days.

*“Helping Students & Families Learn the Skills to Manage their Needs”*

Wraparound Observation Form

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Wraparound Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In place /

 ACTION STEP Not in Place COMMENT

|  |  |  |
| --- | --- | --- |
| 1. Wraparound Facilitator (WF) introduces self, defines their role as a school employee, provides a brief overview of PBIS and introduces wraparound.
 |  |  |
| 1. WF describes how wraparound could be used to help the family address challenges they may be experiencing.
 |  |  |
| 1. WF engages the family in a “coffee chat” type conversation, answering questions the family may have about wraparound, the role of a WF and the wrap team.
 |  |  |
| 1. WF explains that participation in wraparound is voluntary and helps the youth and family decide if wraparound is a good fit for them.
 |  |  |
| 1. WF explains confidentiality (gets release of information signed if needed) and their role as a mandated reporter.
 |  |  |
| 1. WF asks child and family about any urgent situations that need to be addressed. If yes, discuss short term solutions.
 |  |  |
| 1. WF ensures that the family has the ability and resources needed to address current crisis.
 |  |  |
| 1. WF answers all final questions the child and family may have and schedules a follow up meeting within 3-5 days.
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|  |  |  |

Adapted with permission from John VanDenBerg

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Post Meeting Tasks

1. Immediately after the meeting, revise list of:
* Strengths identified during coffee chat with child & family
* Needs identified with child & family
* Potential team members, current service providers and natural supports
* Culture aspects unique to child and family
1. Review and organize notes, identify domains that need to be discussed in follow up meeting(s) with family. Begin preparation for next meeting.

1. SIMEO documents to complete afterwards & after each additional coffee chat
* Begin *draft* SD-T. Review w/ family at next meeting. Enter in SIMEO when competed
* Begin *draft* HSC. Review w/ family at next meeting. Enter in SIMEO when completed
* With teacher(s) assistance, begin Education tool. Enter in SIMEO after reviewed w/ family
* Develop a *draft* Strengths Needs Profile
1. Complete all tasks you may have agreed to do in the meeting, i.e. send family additional information about wraparound, contact current service provider.
* The easiest way to “lose” a family is to not complete a task you agreed to do

At least 1-3 follow up coffee chats with the child and family during the engagement phase will occur. Remember the goals of each coffee chat: build a trusting relationship, continue gathering information in each of the life domains, educate family (and in time the team) about the wraparound process, and begin preparing the family for their first Team meeting

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