



PROTOCOL: Children & Family Services (CFS) Standard Meetings

OVERVIEW

Children & Family Services (CFS) has standard meetings Social Workers attend throughout the life of child welfare referrals and cases to support collaborative decision-making, appropriate care and service coordination, and to achieve positive outcomes for safety, permanency, and well-being. These meetings have distinct purposes and reflect state and federal mandates. The meetings listed below are not all-inclusive; if you are called or scheduled for a different meeting, which may include inter-agency involvement, discuss what is expected with your supervisor.

For meetings frequency and preparation, refer to [Practice Guide: Standard CFS Meetings](#).

INTERNAL REVIEW MEETINGS

The composition of **Internal Review Meetings** are limited to CFS staff only. Internal Review Meetings give Social Workers the opportunity to present referrals and cases for the purpose of determining appropriate next steps and Bureau recommendations.

- 1) **Dispositional (Dispo) Review** – to consult and make recommendations regarding the direction of a referral or case, which may be complex due to certain risk and safety factors. Dispo Review is held regionally on a weekly basis and facilitated by the designated Operations Division Manager. The case-carrying Social Worker and a CFS supervisor are required to attend. Refer to [Dispo Review Meeting and SDM Tools](#) for a list of decision points for when bringing a referral or case to Dispo Review is mandatory.
- 2) **Placement Review Team (PRT)** – to assess the appropriateness of a placement and specific action items to support or move the child/youth towards permanency. Reasons for bringing cases to PRT include, but are not limited to: emergency placements within 45 days of placement; Short-Term Residential Therapeutic Program (STRTP) placements and step-down plans; Intensive Services Foster Care (ISFC) cases; and special needs placements and considerations. PRT is facilitated by the Resource Division Manager and Emergency Shelter Care (ESC) Supervisors. Attendees include the assigned Social Worker, Social Work Supervisor, Mental Health Liaison, Educational Liaison, STRTP Coordinator, and Shelter Care Coordinator.
- 3) **Permanency Planning (PP) Review** – to review permanency options prior to the next court hearing and discuss a child's current placement situation. Cases are assessed at PP Review to determine the most reasonable permanency recommendation, which includes Reunification, Adoption, Guardianship, or Another Planned Permanent Living Arrangement (APPLA). PP Review is facilitated by an Adoptions Supervisor and Operations Division Manager. The assigned Social Worker and Social Work Supervisor are required to attend when a case is due or scheduled for PP Review.

- 4) **Matching Review Committee (MRC)** – to identify a concurrent placement for an unmatched child, where CFS staff involved in the case are consulted and steps made towards permanency are documented. MRC is facilitated by an Adoptions Supervisor and Permanency and Transition Division Manager. Attendees include the case-carrying Social Worker and his/her supervisor, the Adoptions Social Worker assigned as secondary, a Resource Family Approval (RFA) Supervisor, and any RFA Social Workers who have unmatched families to present on behalf of the identified child(ren).

FAMILY INVOLVED TEAM MEETINGS

Family Involved Team Meetings include the presence and input of the Child and Family Team (CFT). These meetings are convened to identify needs and natural supports for children and families through the context of a single, integrated team with family representation.

- 1) **Team Decision Making (TDM) Meeting** – occurs when a child/youth is at imminent risk of removal or has been taken into protective custody. TDMs support families with open child welfare investigations by bringing the family and individuals who care about the family together alongside CFS to make decisions about the child/youth's safety, with a focus on preserving the family unit and developing community supports and connections. Teaming meetings that occur prior to court involvement are known as TDMs, though the composition of a TDM may mirror that of a CFT. Meeting attendees include, but are not limited to: TDM Facilitator, the investigating Social Worker, parents/legal guardians, the child/youth (if appropriate), relatives and natural supports, an Intensive Family Services (IFS) Social Worker (if appropriate), and other agency providers and community partners. For more information, refer to [Team Decision Making, DM 31-201](#).
- 2) **Child and Family Team (CFT) Meeting** – CFT meetings are convened throughout the case to identify needs and natural supports for children and families. CFTs include individuals who are invested in the child and family's success so the support system may continue to exist after formal services are completed. The composition of the CFT may change over time based on the needs of the child/youth and family. Meeting attendees include, but are not limited to: CFT Facilitator, assigned Social Worker, parents/legal guardians, child/youth (if appropriate), relatives and natural supports, resource caregivers, a Court Appointed Special Advocate (CASA) if assigned, and other agency providers and community partners. For more information, refer to [Child and Family Team Meetings, DM 31-200](#).
- 3) **Youth Transition Meeting (YTM)** – a YTM is a type of CFT meeting held for older foster youth and Nonminor Dependents (NMDs). YTM adhere to regular CFT meeting frequency, with a few additional timelines; the first YTM is recommended for youth who reach 15 ½ years of age, but is required to occur when the youth turns 17. Subsequent YTM must be held leading up to the youth's emancipation or transition to Extended Foster Care (AB 12). YTM help ensure post-dependency stability. Meeting attendees include, but are not limited to: YTM Facilitator, assigned Social Worker, youth/NMD, Youth Partner, ILSP staff, resource caregivers, and other providers and community partners. For more information, refer to [Youth Transition Meetings, DM 31-205](#).