



DURHAM SYSTEM OF CARE UNIFIED CHILD & FAMILY TEAM PLAN

PURPOSE OF THE UNIFIED CFT PLAN

The DSOC Unified Child & Family Team Plan is a tool to help Child and Family Teams (CFT) coordinate their efforts across agency and organizational boundaries to support families to help their children succeed at home, in school, and in the community. This Plan does not replace agency-specific/mandated plans, such as a child's Individual Education Plan (IEP), Health Department Care Plan, Person-Centered Plan, DSS Team Decision Making Plan, Individual Family Support Plan, existing court orders, etc. Rather, it is the comprehensive and overarching summary that directs how all services and supports, regardless of agency origin, are united in one family-centered plan.

HOW TO USE THE UNIFIED CFT PLAN

1. Who completes the CFT Plan? The individual responsible for coordinating/managing the CFT - in full partnership with the family
2. When should the CFT Plan be used? At each CFT meeting.
3. How should the plan be completed?
 - Assess, with the child and family, their goals, strengths and needs across Life Domains (see **Part 2, Life Domain Guide**)
 - Complete a draft of the plan with the child and family prior to the CFT meeting
 - Use the draft as the center point - to build consensus and complete a unified plan for all team members to sign off on and begin implementing
 - Review the completed plan at each CFT meeting and make changes as needed to respond to the child/family's changing strengths and needs as they make progress in meeting their goals
 - Have every team member sign the plan and provide them copies of each updated plan

IMPORTANT THINGS TO REMEMBER

1. Begin each CFT by going over ground rules
2. Review and update the Crisis Plan
3. Review and update the CFT Plan
4. Make sure to include the family in the development of and in any changes made to the Plan
5. Identify any other individuals who should be added to the CFT
6. Make sure everyone signs the Plan
7. Make sure everyone gets a copy of the most current Plan

A KEY GOAL OF
DURHAM
SYSTEM OF CARE:

1 FAMILY
1 TEAM
1 PLAN

TIPS ON CRISIS PLANNING *

1. Be sure to ask the child and family what can go wrong with the whole CFT Plan as the first step in developing and revising the Crisis Plan. They know best what can go wrong.
2. Always build Crisis Plans that "triage" for differing levels of intensity & severity of crisis events. (Small crises do not require the same response as big crises.)
3. Build the Crisis Plan for a 24-hour response. Crisis seldom occurs when it is convenient.
4. Always create a 'Plan B' in case the people who were supposed to provide backup or intervention are not available when the crisis occurs.
5. Always double check with the child and family each time the Crisis Plan is updated.....will it work?



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Name of Child & Family: _____ CFT Coordinator: _____ Date: _____

LIFE AREA/DOMAIN PRIORITY #1:					
What are the <u>Goals</u> ?	Which <u>Strengths & Assets</u> will help meet these goals?	What <u>unmet Needs or Concerns</u> stand in the way of meeting these goals?	What <u>Actions</u> need to be taken to meet these goals?		
			<u>Action</u>	<u>By Whom</u>	<u>When</u>
Immediate:					
One Month:					
Long Term (6-12 mo):					
Note other documents that provide further detail (IEP, PCP, etc.) here & attach. RELATED DOCUMENT: _____					
Comments:					



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LIFE AREA/DOMAIN PRIORITY #2:					
What are the <u>Goals</u> ?	Which <u>Strengths & Assets</u> will help meet these goals?	What unmet <u>Needs or Concerns</u> stand in the way of meeting these goals?	What <u>Actions</u> need to be taken to meet these goals?		
			<u>Action</u>	<u>By Whom</u>	<u>When</u>
Immediate:					
One Month:					
Long Term (6-12 mo):					
Note other documents that provide further detail (IEP, PCP, etc.) here & attach. RELATED DOCUMENT: _____					
Comments:					



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LIFE AREA/DOMAIN PRIORITY #3:					
What are the <u>Goals</u> ?	Which <u>Strengths & Assets</u> will help meet these goals?	What unmet <u>Needs or Concerns</u> stand in the way of meeting these goals?	What <u>Actions</u> need to be taken to meet these goals?		
			<u>Action</u>	<u>By Whom</u>	<u>When</u>
Immediate:					
One Month:					
Long Term (6-12 mo):					
Note other documents that provide further detail (IEP, PCP, etc.) here & attach. RELATED DOCUMENT: _____					
Comments:					



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LIFE AREA/DOMAIN PRIORITY #4:					
What are the <u>Goals</u> ?	Which <u>Strengths & Assets</u> will help meet these goals?	What unmet <u>Needs or Concerns</u> stand in the way of meeting these goals?	What <u>Actions</u> need to be taken to meet these goals?		
			<u>Action</u>	<u>By Whom</u>	<u>When</u>
Immediate:					
One Month:					
Long Term (6-12 mo):					
Note other documents that provide further detail (IEP, PCP, etc.) here & attach. RELATED DOCUMENT: _____					
Comments:					

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CRISIS PLAN *				
What crises are most likely to occur?	What actions will be taken to avoid the crisis? (Proactive)	What actions will be taken if the crisis occurs? (Reactive)	Which people will take the actions?	What is PLAN B?
1.				
2.				
3.				
Comments:				

(* Adapted from Crisis Planning Form developed by Patricia Miles (2007). Crisis Plans: Setting the Expectation for Unconditional Care)

