



The Child Welfare Policy and Practice Group Family Team Facilitator's Feedback Form

Facilitator's Name _____

Coach's Name _____

Date of Coaching/Feedback _____

Column A - Self-Assessment by Facilitator using the following numbering below

- | | |
|----------------------------------|-----------------------|
| 1. Needs immediate attention | 3. Where I want to be |
| 2. Moving in the right direction | 4. Terrific Work |

Column B - Comments from Facilitator

Column C - Comments from Reviewer

1. Building a Trusting Relationship: Emphasis on use of exploring and focusing skills. Must engage family and gain perspective of the family's definition of community and culture and their desired outcomes.

Principles / Indicators	Behaviorally Specific Observations of Strengths/Opportunities for Improvement
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	Column A	Column B Comments of Facilitator	Column C
a. Schedules prep interview according to family preferences.			
b. Engages family with empathy/genuineness/respect by maintaining balance among exploring, focusing and guiding the conversation. Uses open-ended and solution-focused questions.			
c. Helps parents or other family members to tell their story.			

d. Solicits and involves all family members input; recognizes family as their own expert.			
e. Identifies non-negotiables and allows family to prioritize needs.			
f. Is able to help family identify their desired outcomes for the FTM.			
g. Gives explanation of the FTM process in words the family can understand.			
h. Conducts strengths/needs assessment with the family.			

2. Building and Preparing the Family Team: Emphasis is on giving the family a voice. Helps identify and prepare team members and determine roles.

	Column A	Column B Comments of Facilitator	Column C
a. Helps family identify team members; encouraging natural informal supports by discussing with the family who needs to attend/how they might be of help.			
b. Helps the family identify their worries/concerns about team member participation.			
c. Schedules FTM with family according to family's preference as to date/time/place.			
d. Prepares each team member for their participation by explaining the FTM process as being a strengths-based approach.			
e. Is able to determine what each team member can contribute to the planning process.			

3. Working with the Family Team: Emphasis is on use of facilitation skills, such as listening, facilitating a discussion of needs and guiding the process.

	Column A	Column B Comments of Facilitator	Column C
a.	Is prepared for the FTM, including having prepared all members; has necessary documents and supplies ready.		
b.	Facilitates by guiding the team through the steps of the meeting.		
c.	Leads team to identify functional strengths and underlying needs.		
d.	Helps family and team to identify priority needs.		
e.	Assures services meet the needs.		
f.	Makes steps small and measurable; identifies who, what and when to accomplish steps.		
g.	Demonstrates ability to manage conflict/reach consensus.		

4. Maintaining the Family Team: Emphasis is on demonstrating ways to support team members throughout the life of a case.

	Column A	Column B Comments of Facilitator	Column C
a.	Thanks family and other team members for their efforts/cooperation.		
b.	Commits to provide a written plan for all members of the team; advises the plan will be reviewed regularly and revised as needed.		
c.	Notes that any team member can request a review.		
d.	Establishes a method for		

follow-up with members regarding completion of steps.			
e. Asks, "What can go wrong?" and plans for contingencies.			
f. Sets time/date/place of next meeting according to preferences of the family.			

Comments

Strengths Demonstrated in Process:

Suggested Next Steps in Skills Development: