



# Preventive Family Team Conferencing

“Finding Your Voice And Being Heard”

## How Long Will The Conference Last?

- ▶ One and a half to two hours, depending on who attends and what is discussed.

## How Can I Get More Information?

- ▶ Talk with your case worker about what you can expect and who you should invite. He or she can also help you with transportation, child care or translation services.

## Conference Information:

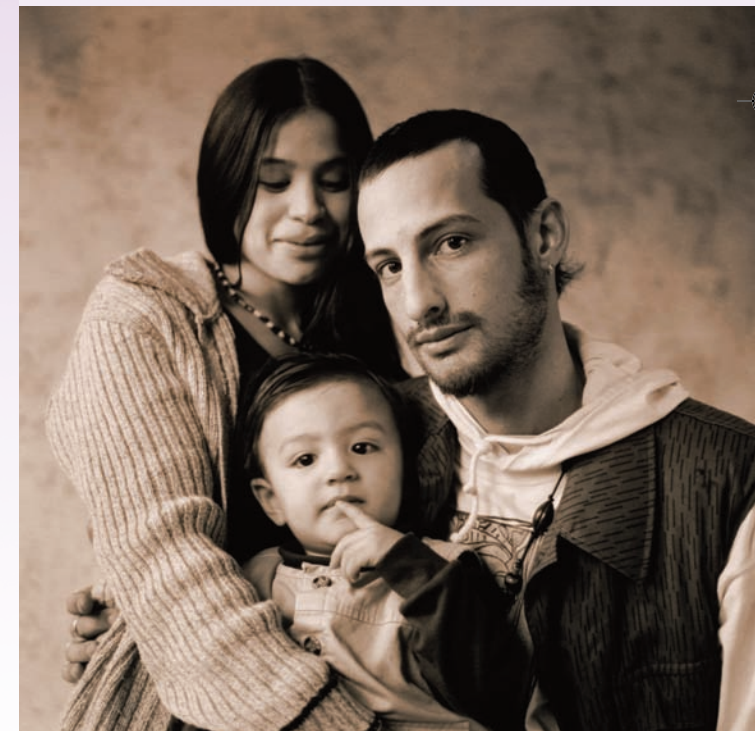
Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Case Planner: \_\_\_\_\_

Phone Number: \_\_\_\_\_



New York City Children's Services

Michael R. Bloomberg, *Mayor*  
John B. Mattingly, *Commissioner*

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New York City Children's Services  
Division of Family Support Services

# Preventive Family Team Conferencing

## What Is A Family Team Conference?

- ▶ A Family Team Conference brings together people who are interested in and care about your family.
- ▶ It's a time to make the best possible decisions with you and your family.
- ▶ It's a place to talk about achievements, concerns, and other important issues your family may have.

## Who Attends The Family Team Conference?

- ▶ Family members:
  - ◆ Parents
  - ◆ Children (10 years and older).
  - ◆ Other people, such as a relative, godparent, friend or spiritual leader.
- ▶ Service providers:
  - ◆ The preventive agency case worker, case aide and/or supervisor.
  - ◆ Service providers who are already working with your family.
  - ◆ Other service providers not working with your family but who may be able to help.
- ▶ Community Representatives, if you agree.
- ▶ A Children's Services (ACS) Conference Specialist will attend some of the conferences to make sure that services are meeting your family's needs.

## Why Should I Attend?

- ▶ To express your ideas and feelings. Your voice is very important and you should be heard.
- ▶ To make sure that services are meeting your needs and the needs of your family.

This conference is for and about you and your children. You know your family best.

## What Happens At The Family Team Conference?

- ▶ A trained conference facilitator guides the conference through the following steps:
  - ◆ **Step 1** Talk about the purpose, goals and ground rules for the meeting.
  - ◆ **Step 2** Each person shares why she or he is at the meeting.
  - ◆ **Step 3** Talk about your family's strengths, needs and concerns.
  - ◆ **Step 4** The group develops/brainstorms ideas.
  - ◆ **Step 5** The group decides on a plan.
  - ◆ **Step 6** Everyone agrees who will do what and when it will be done.

Your voice will be heard at each step.

## What Types Of Preventive Family Team Conferences Will I Attend?

### ▶ **Planning Conference:**

- ◆ Every six months you will be invited to a conference to discuss your family's progress.
- ◆ It's a time to talk about how you are doing and to see if any changes need to be made to your service plan.
- ◆ It's a time to review as a team what needs to happen to support your family.
- ◆ A Children's Services Conference Specialist might attend this conference.

### ▶ **Elevated Risk Conference:**

- ◆ If your case worker thinks that you or your children are at risk or unsafe, you will be invited to an Elevated Risk Conference.
- ◆ You and the team will talk about the risk or safety concerns, and develop a plan to keep you and your children safe.
- ◆ A Children's Services Conference Specialist will lead this conference.

### ▶ **Other Conferences:**

- ◆ Your case worker might schedule a special conference for your family, if important changes have happened in your family, or if your services are ending.