

## **Child Welfare Family Engagement Model Family Team Meeting and Concurrent Permanency Planning**

MiTEAM is Michigan's Child Welfare Practice Model. A practice model is an agency's guide of how staff, children, families, stakeholders, and community partners work together to achieve outcomes that focus on safety, stability, well-being and permanency of children and their families.<sup>1</sup> **MiTEAM** aligns with the agency's mission, values, and principles and incorporates the following practice skills: Engagement, Assessment, Teaming and Mentoring.

Michigan is committed to engage and partner with all families in the child welfare system in developing plans for the safety, permanency, and well-being of children. This begins in the assessment process and continues to the final resolution of case involvement.

Concurrent, rather than sequential, permanency planning offers a model of child welfare practice that is family centered, child-focused and community based to, first and foremost, maintain children safely in their own homes. When this is not a safe and stable option, the goal is to move children from the uncertainty of foster care to the security of a permanent family. Concurrent Permanency Planning (CPP) holds equal promise for expediting family reunification or another permanency goal because it is structured, focused and respectful of involvement of parents, family, and team members early on in the planning process. **In cases that involve children that are members of or eligible for membership in a federally recognized Indian tribe sequential planning may be the process of choice, however, as soon as affiliation in an Indian tribe is identified the tribe should be included in every aspect of the process.**

**Family Engagement: Includes birth parents, legal guardians, relatives, foster parents, adoptive parents, and youth.**

All management staff and case managers will utilize effective engagement, teaming, assessment, planning, and intervention skills when working with a family from CPS intervention throughout the child welfare continuum to permanency. To strengthen case practice and ensure safety, stability, well-being and permanence, DHS is enhancing the family engagement process:

- Birth parents, legal guardians, and adoptive parents will be involved in all aspects of case planning, decision-making, and intervention as it relates to them and their children. Case managers will engage the parents and empower the family to actively participate in case planning. The birth parents will be advised of their right to invite their attorney as a support person to all Family Team Meetings.
- Case managers will engage children, youth and the child's Lawyer Guardian Ad Litem in all case planning.
- Foster Parents/relative caregivers will be involved in all case planning, decision-making, and intervention as it relates to children placed in their care.

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<sup>1</sup> National Child Welfare Resource Center for Organizational Improvement: An Introduction to the Practice Model Framework.

- Certification workers will actively engage foster parents/relative caregivers, at least quarterly, to address their needs, discuss concerns and suggestions for improvement.
- **In cases involving children who are members of or eligible for membership in a federally recognized tribe, tribal social workers should be involved in all aspects of case planning, decision-making, placement, and intervention.**

**Family Team Meetings:** Family Team Meetings will be utilized to engage families and federally recognized Tribes (where applicable) in case planning, service identification, assessing progress, and safety planning. When families, children and caregivers are engaged and involved in case planning decisions, they understand their roles and are more empowered and motivated to make long lasting changes to protect the children in their care. Urban Indian Affairs (counties where applicable) and or tribal representation from federally recognized tribes must be invited to all Family Team Meetings where any family has or declares tribal membership or Native American heritage.

► Activities that prompt the primary case manager to offer a Family Team Meeting to the family for safety, assessment, and case planning for **in-home care** cases. **If the child has tribal affiliation tribal social workers should be included in the Family Team Meeting.**

- Child Protective Services case opening/transfer to ongoing worker
- Safety and service planning
- Court Intervention
- Case closing

\*\*\* Meetings can be held at other times as the family, caregiver, child's attorney (L-GAL), parent's attorney, **tribal social services worker**, case manager and supervisor see beneficial.

► Activities that prompt the primary case manager to offer a Family Team Meeting to the family for placement, assessment, and case planning for **out of home care** cases. **If the child has tribal affiliation tribal social workers should be included in the Family Team Meeting.**

- Case service plan development (placement options, visitation schedule, goals, service referral, concurrent plan development, or similar discussions)
- Placement preservation/change of placement
- Permanency Planning (6 months) to discuss progress on the treatment plan, visitation concerns, placement, permanency options and any adjustments that need to be made.
- Annual Transition Planning for Youth
- 90 Day Discharge Planning for Youth
- Case Closure

\*\*\* Meetings can be held at other times as the family, caregiver, child's attorney (L-GAL), parent's attorney, **tribal social services worker**, case manager and supervisor see beneficial.

### **Facilitation:**

All public and private agency Directors will be trained in the MiTEAM Model. Management staff and primary case managers will be trained to facilitate Family Team Meetings. Until all case managers and supervisors are trained, the current Facilitators (Big 14 counties) will facilitate the primary Family Team Meetings (removal, placement change, and in care 6 months), mentor new staff, and train existing staff. They will also be the liaison between the field and central office.

### **Transition Plan:**

Communication from Central Office will inform field staff that Michigan is transitioning from Permanency Planning Conferences to an improved comprehensive MiTEAM Model rooted in teaming, engagement, assessment and mentoring which encompasses concurrent planning with families. Permanency Planning Conferences will be transitioned to Family Team Meetings and will be offered to families at flexible trigger points. Family Team Meetings focus on underlying needs of the family rather than behavioral symptoms. Family participation in the Family Team Meeting is voluntary. A family's lack of participation will not be viewed as non-compliance. The case manager must continue to engage the family in the Family Team Meeting process throughout the life of the case. Families, children, caregivers, child's attorney (L-GAL), federally recognized Native American Tribes and Urban Indian Affairs can request a Family Team Meeting at any time.

Policy will be changed to reflect a change in trigger points. The Big 14 Counties will be the first to implement the MiTEAM Model as outlined in the "Statewide Implementation Timeline" below. Implementation of the MiTEAM Model is based on a 15:1 (Foster Care); 12:1 (Child Protective Services investigation); 17:1 (Child Protective Services) case load count. Until case managers reach the identified case load counts, training and gradual implementation will begin prior to cases reaching the above caseload standard. DHS and Private Agency Staff will continue to apply policy as modified throughout the transition period.

### **Implementation:**

#### **► Organizational Structure to support the implementation and ongoing practice change.**

- **Michigan MiTEAM Model Director:** Monitors all elements of the MiTEAM Model; Teaming, Engaging, Assessing, and Mentoring along with the Concurrent

Planning process statewide. The director also collaborates with internal and external partners to encourage and gage compliance.

- **MiTEAM Manager:** Provides direct supervision and direct the work of 4 Central Office Departmental Analysts. The MiTEAM Manager will plan, organize and oversee implementation; assist the Departmental Analysts with training and Quality Assurance; update Bureau of Child Welfare of progress and concerns; and chair the MiTEAM Steering Committee.
- **Quality Assurance Consultants (Quality Assurance and Field Operations Specialists):** Coordinate with Peer Coach Consultants to answer county specific questions, assure compliance in their specific regions, and help bridge the gap between the Program Office and field.
- **Peer Coach Consultants:** There are four Peer Coach Consultants in the Foster Care Program Office who serve as the experts in the MiTEAM Model. They assist with bridging the gaps between field, policy, Quality Assurance, training, legal, fiscal, and/or other areas that have an impact on the practice. Peer Coach Consultants train all Peer Coaches.
- **Peer Coaches (Facilitators or other designee identified by the Public & Private Agency Directors):** Peer Coaches are champions within their current position and have received additional training and support to serve in this role. Peer Coaches train all case managers to become facilitators of the Family Team Meetings, which encompasses components of Concurrent Planning. Peer Coaches will be a resource for new implementation sites.
- **MiTEAM Steering Committee (CPP Steering Committee):** A team of individuals from Program Office, Field Operations, Court, Child Welfare Training Institute, DHS/Private Agency Foster Care Directors, and Native American Affairs who meet monthly to brainstorm critical issues identified in the field that impact practice change.

► **Resource development to support the transition from the PPC process to the MiTEAM Model.**

- Policy/Practice revisions
  1. Make changes to current policy to support the MiTEAM Model.
  2. Make changes to Child Protective Services, Foster Care, and Adoption policy to support the MiTEAM Model.
  3. Communication from Central Office to the field explaining the changes and model.
  4. Time frames for modified primary Family Team Meetings.
- Training:
  1. Review Child Welfare Training Institute training curriculum for new workers/new supervisors to incorporate the MiTEAM Model and engaging families throughout the life of the case.
  2. Review Facilitator 3-day training curriculum and make necessary changes.
  3. Coordinate with Child Welfare Training Institute to include facilitation skills into new worker training.

4. Foster Care Program Office Departmental Analysts will train existing Peer Coaches in the MiTEAM Model process and utilize them to train their agency management/staff.
  5. Agency Certification workers will train their foster parents/relative caregivers in the MiTEAM Model. They will also host quarterly meetings to assess the family needs, answer questions, discuss concerns, and hear suggestions to improve practice.
  6. Collaborate with Child Welfare Training Institute to modify the curriculum to include the MiTEAM Model in their “train the trainer” PRIDE training.
  7. Local county office certification staff must add elements of the MiTEAM Model policy and practice into their PRIDE training of new foster parents.
  8. Coordination between Foster Care Program Office, SCAO, and the Prosecuting Attorneys Association to develop legal training before statewide implementation of the MiTEAM Model.
- Peer Coaches (Mentors):
    1. DHS County and Private Agency Directors will identify a Peer Coach to facilitate the implementation of the comprehensive MiTEAM Model. Peer Coaches could be existing facilitators in the Big 14 counties or supervisors in counties/agencies that do not have designated facilitators.
    2. Peer Coach will mentor and train experienced staff to become a qualified facilitator.
    3. Peer Coach will mentor new workers during field week in concert with CWTL. During the week, new workers will review effective case management skills (engagement, assessment, safety planning, etc.) and review the components of Concurrent Permanency Planning. New workers will also be trained on effective facilitation skills, observe Peer Coach facilitations, co-facilitate, and then facilitate meetings with the Peer Coach’s support before facilitating solo.
    4. Peer Coach will provide staff with an Indian Child Welfare Act policy job aid. They will model and coach culturally sensitive engagement techniques and best practice that follow Indian Child Welfare Act (ICWA) policy.
    5. Peer Coach will assist with training court stakeholders, foster parents, and other stakeholders in the MiTEAM Model.
    6. Peer Coach will act as the liaison between central office and the field which will consist of monthly conference calls, training, and coordination with Peer Consultants to facilitate practice change.
    7. Peer Coach will be a resource for new implementation sites which could include but not limited to: assist sites with training staff, mentor new Peer Coaches, answer county/agency specific questions, work through county barriers, provide support and technical assistance.
  - Program Staff:
    1. Caseloads standards will be 15:1 (Foster Care, Adoption); 90:1 (Foster Care monitor); 30:1 (licensed foster homes and homes pending licensure); 12:1 (Child Protective Services open cases); 17:1 (Child Protective Services ongoing)

2. Supervisor/worker ratio will be 5:1
  3. Research will be conducted to assess the feasibility of a primary case managers remaining the same through the life of the case.
  4. Central office will fill 2 vacant Departmental Analyst positions.
- Quality Assurance:
    1. Collaborate with the Quality Assurance Manager to update case reading tools on the elements of the MiTEAM Model. Train and utilize Quality Assurance Analysts to oversee their specific counties regarding compliance.
    2. Contact Field Operations to update on the MiTEAM Model and updated case reading tools. Train and utilize the Field Operations Specialist to answer county specific questions and/or bridge the gap between Program Office and local offices.
    3. Foster Care Program Office Departmental Analysts (4) will train field staff, observe meetings, conduct case reads for Quality Assurance, and offer technical assistance to the field. They will work closely with Quality Assurance to coordinate activities. The Department Analysts will be the liaison between Field Operations, local staff and program office.
    4. Department Analyst's will be the experts on the JJOLT database to make sure entry is accurate and staff questions/problems are addressed.
  - Data Collection:
    1. Existing JJOLT database to capture both DHS and Private Agency meetings.
    2. Modify JJOLT database to coincide with changes.
    3. SACWIS changes to align with the MiTEAM Model.

**► Family Team Meeting Process – The format is flexible and individualized for each Family Team Meeting. The purpose and desired outcomes of the meeting govern the agenda.**

- **Meeting Prep:** The purpose of preparing for the meeting with the family is to help the family and their team members to be ready to fully participate in the meeting. It is important that all participants are prepared for the meeting, agree to what will be accomplished, and understand the purpose of the meeting.
  1. The primary case manager or supervisor engages the family in the preparation process to determine the purpose of the meeting, defining the long-term goals, identifying their short-term goals toward reaching the long-term goal, and identify team members. The family selects the time, location, persons to invite as part of their “team”, and core issues they want to discuss at the meeting.
  2. When determining the agenda and purpose of the meeting, it will be clearly explained that a Family Team Meeting is a family engagement and case planning process and not a continuation of an investigation or a means to gather information that will be used against a family in a court proceeding. Any placement or permanency recommendation resulting from a Family Team Meeting will become the agency’s recommendation to the court and the

court makes the final decision. All participants maintain their legal due process rights regardless of their level of participation in the Family Team Meeting. Attorneys attending the meeting participate as a support to their client.

3. Identified team members are notified of the meeting and briefed on the agenda to keep the meeting on task and goal oriented. Federally recognized Tribal Representatives and or Urban Indian Affairs, where applicable, must be notified and invited to all Family Team Meetings where any family has or declares tribal membership or Native American heritage.
  4. Confidentiality is addressed before the start of all Family Team Meetings. The safety and protection of children drive the process and open and honest communication is encouraged. The Family Team Meetings will consist of sensitive information and all participants have a right to privacy. Team members are required to keep personal, sensitive and private details of the family discussed in a team meeting confidential. All team members will sign a confidentiality agreement before the start of the meeting. Ensuring privacy and confidentiality are paramount for building family trust and demonstrating respect for the family. Trust is enhanced by the Facilitator of the Family Team Meeting informing all team members that information obtained from the meeting may be used for case planning and /or in subsequent court hearings. The Facilitator will also inform parents and team members of the following legally mandated exceptions to maintaining confidentiality which must be reported and are mandated by law:
    - New allegations of suspected child abuse/neglect, must be reported to CPS
    - A belief that the individual intends to harm himself, will be referred to a hospital for a psychiatric evaluations or
    - A belief that a person intends to bring harm to others, must be reported to the police.
- **Meeting Process:** The team highlights the family strengths and cohesiveness and utilizes them in supporting the family in making the necessary changes to increase child safety, permanency, and well-being.
    1. Agenda as established by family and case manager.
    2. Welcome of family and team members
    3. Role of facilitator (co-facilitator if a new worker is observing)
    4. Purpose of the meeting
    5. Introductions of team members (connection to family, support for family, strength of family)
    6. Vision/goals related to safety, stability well-being and permanency as established by the family during preparation for the Family Team Meeting.
    7. Confidentiality
    8. Ground Rules=Behaviors not tolerated
    9. Family shares “What team members need to know about you and your family to be able to participate today?”
    10. Child and Family needs are identified to help meet the goals.
    11. Plan developed that determines who, what, when

12. Contingency plan (if needed)
13. Safety Plan for each risk factor identified
14. Conclusion with recap of the plan agreed to by all team members.

- **Meeting Documentation:**

1. Document action steps/safety plan on *DHS-1105*, as agreed upon by all team members, and distribute to participants at the conclusion of the meeting.
2. Document the meeting in the JJOLT database.
3. Document the meeting in SWSS/SACWIS and service plan.

► **Concurrent Permanency Planning Process**

Concurrent Permanency Planning (CPP) activities shall occur for all children in out-of-home care with a permanency planning goal of reunification. The components of Concurrent Permanency Planning (family/child assessment, front loading services, relative/absent parent search, full disclosure, increased parent/child contact based on the needs of the child, and Family Team Meeting) will be implemented within 30 days of the child's initial removal. A planned set of Concurrent Permanency Planning activities will be completed to ensure that all relatives (including paternal relatives) have been searched for and evaluated for placement and ongoing contact and support to ensure the child is placed with a suitable caregiver, and that all permanency options are evaluated and if need to be new options explored throughout the case until legal permanency is achieved.

A specific concurrent permanency goal must be identified no later than 120 days following the child's initial removal if the family's progress is "poor" or "refused". All Concurrent Permanency Planning activities must be documented in the first and all subsequent Updated Service Plans. A Family Team Meeting is convened when the Safety Assessment decision is "unsafe" or the permanency goal recommendation is to "consider goal change". Discussion shall include review of progress as outlined in the treatment plan, discussion of all appropriate alternative permanency options (concurrent goal), and participation of parents in the decision to identify a concurrent goal. Parents must be provided a clear explanation of policy regarding the structured decision-making goal change process (Structured Decision-making Permanency Planning Decision Tree).

In regards to families who have or declare tribal membership or Native American heritage, all recommendations will be made in consultation with the tribe. Family members may not become involved at the onset of the case in order to not appear as interfering. If they later want to be considered, it shall not be held against them. Agency staff will understand that culturally, it was not a lack of interest but rather respect for the family. Indian culture values lifelong connections to their tribe over any attachments that may be developed in placement. Placement in an Indian home supersedes any connections or attachments developed in a foster placement (including Concurrent Permanency Planning). Identification of a concurrent goal at 120 days must be flexible for Indian cases to allow tribal involvement and to respect cultural differences.

► **Family Engagement Model Time line for Implementation:**

The time line for transition to MiTEAM Model will coincide with the statewide implementation plan for Concurrent Permanency Planning (See below). The Big 14 counties will be Phase 1 to implement the MiTEAM Model, where they have trained Facilitators to assist with training and mentoring. The Big 14 will be broken into 3 implementation groupings as outlined below:

- Phase 1: Big 14 Counties-Target date 3/31/2013
  - Group 1: Wayne, \*Clinton/Gratiot, and \*Ingham
  - Group 2: Genesee, Jackson, Berrien, and Muskegon
  - Group 3: Saginaw, St. Clair, Washtenaw, and Kent
  - Group 4: Macomb, Oakland, Calhoun and Kalamazoo

\* Identifies the current Concurrent Permanency Planning pilot counties. The target date for implementation of the Big 14 Counties is 03/31/13.

The remainder of the state will be implemented as follows with the state implementation to occur by 12/31/14:

- Phase 2: Big 14 contiguous counties by 02/01/14
- Phase 3: Northern Michigan by 08/01/14
- Phase 4: Upper Peninsula by 12/31/14

## MiTEAM Model Statewide Proposed Implementation Timeline

\*The implementation schedule below is contingent upon caseload standards identified above. Timeframes and county identification in particular groupings/phases are subject to change based on the number of staff to be trained in each group/phase.

<p><b>Phase 1: Big 14 Counties by 03-31-13</b>  <b>** Implement 6 counties at a time</b>  <b>**07/01/11: Initiate discussion/training with public and private County/Agency Directors</b></p> <p><b>Group 1: Wayne, Clinton/Gratiot, Ingham (by 03/31/12)</b></p> <ul style="list-style-type: none"> <li>• 08/01/11-09/30/11: Public and Private County/Agency Directors will identify an individual within their county to be the Peer Coach.</li> <li>• 08/01/11-09/30/11: Training for management team.</li> <li>• 10/01/11-11/30/11: Departmental Analysts will meet with <b>Group 1</b> Peer Coaches to train the elements of the MiTEAM Model process.</li> <li>• 10/01/11-Ongoing: Departmental Analysts will initiate monthly phone conference with Peer Coaches.</li> <li>• 11/01/11-11/30/11: All county Peer Coaches will facilitate at least one county specific workgroup, and communicate issues to Departmental Analysts via phone conference.</li> <li>• 11/01/11-03/31/12: Training will be completed for all workers and stakeholders in the implementation counties. Training includes a combination of county Peer Coach and Program Office presentations, well-developed MiTEAM Model materials, webinars, phone conferences, and ongoing collaboration between field staff.</li> </ul> <p><b>Group 2: Genesee, Jackson, Berrien, Muskegon (public and private by 09/30/12)</b></p> <ul style="list-style-type: none"> <li>• 03/01/12-03/31/12: Public and Private County/Agency Directors will identify an individual within their county to be the Peer Coach.</li> <li>• 03/01/12-03/31/12: Training for management team.</li> <li>• 04/01/12-04/30/12: Departmental Analysts will meet with <b>Group 2</b> Peer Coaches to train the elements of the MiTEAM Model process</li> <li>• 05/01/12-Ongoing: Departmental Analysts will initiate monthly phone conference with Peer Coaches.</li> </ul>	<p><b>Phase 2: Contiguous Counties to Big 14 by 02/01/14</b>  <b>***09/01/13 Initiate discussion/training with public and private County/Agency Directors</b></p> <ul style="list-style-type: none"> <li>• 09/01/13-09/30/13: Public and Private County/Agency Directors will identify an individual, in their county, to be the Peer Coach.</li> <li>• 09/01/13-10/31/13: Training for management team.</li> <li>• 10/01/13-10/31/13: Departmental Analysts will train the Peer Coaches on the MiTEAM Model Process.</li> <li>• 10/01/13-ongoing: Departmental Analysts will initiate ongoing monthly conference calls with Peer Coaches in new implementation counties.</li> <li>• 11/01/13-11/30/13: All county Peer Coaches will facilitate at least one county specific workgroup and communicate issues to Departmental Analyst via phone conference.</li> <li>• 10/01/13-Ongoing: Peer Coaches will use Big 14 counties as a resource to assist with implementation.</li> <li>• 10/01/13-01/31/14: Training will be completed for all workers and stakeholders using the training curriculum established with Big 14 counties.</li> <li>• 10/01/13-Ongoing: Utilize Steering Committee to address barriers to implementation.</li> </ul> <p><b>Phase 3: Rest of Lower Peninsula by 09/01/14</b>  <b>**02/01/14: Initiate discussion/training with public and private County Directors</b></p> <ul style="list-style-type: none"> <li>• 03/01/14-03/31/14: Public and Private County/Agency Directors will identify an individual, in their county, to be the Peer Coach.</li> <li>• 03/01/14-04/30/14: Training for management team.</li> <li>• 05/01/14-06/30/14: Departmental Analysts will train the Peer Coaches.</li> <li>• 05/01/14-Ongoing: Departmental Analysts will initiate ongoing monthly conference calls with Peer Coaches.</li> <li>• 06/01/14-06/30/14: All Peer Coaches will</li> </ul>
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<ul style="list-style-type: none"> <li>05/01/12-05/31/12: All county Peer Coaches will facilitate at least one county specific workgroup, and communicate issues to Departmental Analysts via phone conference.</li> <li>06/01/12-09/30/12: Training will be completed for all workers and stakeholders using the same materials as Group 1.</li> </ul> <p><b>Group 3: Saginaw, St. Clair, Washtenaw, Kent (public and private by 03/31/13)</b></p> <ul style="list-style-type: none"> <li>09/01/12-09/30/12: Public and Private County/Agency Directors will identify an individual within their county to be the Peer Coach.</li> <li>10/01/12-10/31/12: Departmental Analyst will meet with <b>Group 3</b> Peer Coaches to train the elements of the MiTEAM Model process.</li> <li>11/01/12-Ongoing: Departmental Analyst s will initiate monthly phone conference with Peer Coaches.</li> <li>11/01/12-11/30/12: All county Peer Coaches will facilitate at least one county specific workgroup, and communicate issues to Departmental Analysts via phone conference.</li> <li>12/01/12-03/31/13: Training will be completed for all workers and stake holders using the same materials as Group 1 &amp; 2.</li> </ul> <p><b>Group 4: Oakland, Macomb, Calhoun, Kalamazoo (public and private by 09/30/13)</b></p> <ul style="list-style-type: none"> <li>03/01/13-03/30/13: Public and Private County/Agency Directors will identify an individual within their county to be the Peer Coach.</li> <li>04/01/13-04/31/13: Departmental Analyst will meet with <b>Group 3</b> Peer Coaches to train the elements of the MiTEAM Model process.</li> <li>05/01/13-Ongoing: Departmental Analyst s will initiate monthly phone conference with Peer Coaches.</li> <li>05/01/13-05/30/13: All county Peer Coaches will facilitate at least one county specific workgroup, and communicate issues to Departmental Analysts via phone conference.</li> <li>06/01/13-09/30/13: Training will be completed for all workers and stake holders using the same materials as Group 1, 2 &amp; 3.</li> </ul> <p><b>Central Office Departmental Analysts:</b></p> <ul style="list-style-type: none"> <li>10/01/11-10/31/11: Review foster care policy and determine where the elements of the MiTEAM Model would best fit.</li> <li>11/01/11-11/31/11: Departmental Analysts</li> </ul>	<p>facilitate at least one county specific workgroup and communicate issues to Departmental Analysts.</p> <ul style="list-style-type: none"> <li>04/01/14-Ongoing: Peer Coaches will use previous counties as a resource for implementation.</li> <li>07/01/14-08/31/14: Training will be completed for all workers and stakeholders using the training curriculum established with Big 14 counties.</li> <li>03/01/14-Ongoing: Utilize Steering Committee to address barriers to implementation.</li> </ul> <p><b>Phase 4: Upper Peninsula by 12/31/14</b>  <b>**08/01/14: Initiate discussion/training with Public and Private County/Agency Directors.</b></p> <ul style="list-style-type: none"> <li>07/01/14-07/31/14: Public and Private County/Agency Directors will identify an individual, in their county, to be the Peer Coach.</li> <li>07/01/14-08/31/14: Departmental Analysts will train Peer Coaches.</li> <li>08/01/14-Ongoing: Departmental Analysts will initiate ongoing monthly conference calls will Peer Coaches.</li> <li>09/01/14-09/30/14: All Peer Coaches will facilitate at least one county specific workgroup</li> <li>10/01/14-11/30/14: Training will be completed for all workers and stakeholders using the training curriculum established with Big 14 counties.</li> <li>08/01/14-Ongoing: Use previous county sites to be a resource.</li> <li>08/01/14-Ongoing: Utilize Steering Committee to address barriers to implementation.</li> </ul> <p><b>Central Office Departmental Analysts:</b></p> <ul style="list-style-type: none"> <li>12/31/14: Implementation of all counties, statewide, with ongoing technical assistance.</li> </ul>
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<p>will review PPC policy and make necessary changes to align with the MiTEAM Model.</p> <ul style="list-style-type: none"> <li>• 11/01/11-ongoing: Departmental Analyst, Peer Coaches, and Steering Committee will collaborate to address any ongoing barriers to implementation.</li> <li>• 03/31/13: Implementation in all Big 14 counties with ongoing technical assistance.</li> </ul>	
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**MiTEAM Model Statewide Proposed Implementation Plan**  
**Action Steps/Tasks**

<b>Family Team Meeting (FAMILY TEAM MEETINGS)</b>	<b>Trigger Date</b>	<b>Timeframe</b>
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<b>9-12 months prior to Implementation</b>	<b>6 to 9 months prior to Implementation</b>
<ul style="list-style-type: none"> <li>• MiTEAM Manager will contact County/Agency Directors to identify a (Peer Coach) to communicate with Department Analysts (Peer Consultant) in Central Office.</li> <li>• Departmental Analysts will train Peer Coaches on elements of the MiTEAM Model who would then train field staff.</li> <li>• Peer Coach will convene county focus groups to identify and address barriers in meeting elements of the MiTEAM Model (front loading services, funding issues, court orders, case management issues, etc.)</li> <li>• County focus groups will establish a protocol for visitation guidelines; also identify and address barriers for increased parent/child contact.</li> <li>• Departmental Analysts will develop training timeframes for all stakeholders (field staff, court personnel, service providers, and foster parents).</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental Analysts will train county/agency Peer Coach on the elements of the MiTEAM Model policy and practice.</li> <li>• Departmental Analysts will distribute additional job aids/information to implementation county staff.</li> <li>• Steering Committee will meet to discuss and resolve county specific issues related to the MiTEAM Model.</li> <li>• Peer Coach will provide Departmental Analysts with evaluation of county service array. Barriers to improving service array not addressed at county level will be presented to the Steering Committee.</li> </ul>
<b>3 to 5 months prior to Implementation</b>	<b>Post Implementation</b>
<ul style="list-style-type: none"> <li>• Departmental Analysts will initiate monthly phone conferences with Peer Coaches in implementation counties to brainstorm solutions to the MiTEAM Model barriers.</li> <li>• County workgroups will include FC, CPS, Adoption field staff representation and Peer Coach. Groups will focus on identifying and addressing county specific barriers to the MiTEAM Model implementation.</li> <li>• Steering Committee, county workgroups, and Program Office will appropriately address all barriers to the MiTEAM Model implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental Analysts will continue to provide technical assistance on random case samples in implementation counties.</li> <li>• Departmental Analysts will gather data on implementation progress.</li> <li>• Departmental Analysts will continue to provide ongoing MiTEAM Model informational sessions to community stakeholders, foster parents, new workers, etc.</li> <li>• Departmental Analysts will maintain ongoing resource network of Peer Coaches in pre and post implementation counties to provide additional support for field staff.</li> </ul>

	<b>Trigger Date</b>	<b>Timeframe</b>
<b>FAMILY PRESERVATION (CPS)</b>		
Emergency Removal	Date of child's removal	Within 2 weeks of removal to discuss case planning, visitation, and placement options.
Considered Removal	Decision to consider removal	Within 5 business days of Family Team Meetings referral.
<b>PLACEMENT PRESERVATION/ CHANGE OF PLACEMENT Stability</b>		
Change of Placement	Intent to change placement.	Family Team Meetings must occur prior to the child's change in placement unless deemed an emergency.
<b>CHILD IN CARE 6 MONTHS WITH GOAL OF REUNIFICATION</b>		
Child in care for 6 months with the goal of reunification.	Date child has been in care for 6 months	When the child has been in care for 6 months but no later than 30 days after.
<b>16+ ANNUAL TRANSITION</b>		
Once a youth turns age 16 and annually. DHS-901 must be completed and goals discussed.	Age 16 and annually	ASAP once youth turns 16 and annually thereafter. Within 30 days of coming into care if 16 and older when removed.
<b>90 DAY DISCHARGE</b>		
Discharge of wardship. DHS-902 must be completed and discharge goals discussed.	Age 18 or older and case closing	Within 90 days before discharge or within 30 days if court dismisses wardship.

**Family Team Meetings are scheduled once the family, caregiver, LGAL, Tribes, case manager or supervisor determines a need. Once a need has been determined, the Family Team Meetings referral must be made immediately. After the Family Team Meetings is held, the event must occur within 45 calendar days or a new Family Team Meetings is necessary to assess action steps/safety plans.**

**\*\*\*Family Team Meetings are voluntary for the family; they must be offered and encouraged throughout the life of the case.**