

## “Let’s Talk About Us” Workgroup

May 3, 2017

Meeting Minutes

### **Attendees:**

Maria Armao, Nona Mason, Jillian Blackwell, Phylene Thomas, Lauren Woods, Karin Austin, Jacquelyn Patterson, and Shelley Brown

### ❖ Quick Wins:

- Review of updated Co-Parenting Call Guide (see attachment)
  - Only additional update suggested was to incorporate a reminder to WOR that primary parent should be encouraged to take lead in selecting three possible dates for the Let’s Talk About Us Meeting.
  - The RM will be notified of the three alternative dates proposed by primary parent. The RM will notify WOR of his/her availability on each of the opposed dates.
  - The WOR will select the date in which most team members will be available to participate, particularly the key players.

### ❖ Review the Report:

- Decision made to develop first draft of Let’s Talk About Us Report by 7/19.
- Things about the current All About Me Report (see attachment) that need to improve:
  1. The structure of current report negatively impacts the flow of the meeting (i.e., worker focused on writing as opposed to engagement).
  2. Many questions appear to be geared toward older children.
  3. Entire report must be redone each time child moves to new placement. There is no way to preserve historical info that does not change.
- Proposed improvements to be incorporated into Let’s Talk About Us Report and/or process:
  1. WOR should complete as much info as possible prior to the meeting.
    - Sources of info may include:
      - The initial referral
      - Discussion with child during placement process
    - Be aware that info could change during meeting.
  2. Group related items together on report (i.e., all child’s favorites would be listed in same section).
  3. Consider incorporating more questions related to infants/younger kids or creating a separate form.
    - Lauren will research info we may need to collect for infants/younger kids.
  4. Future goal – Have primary parent complete Let’s Talk About Us Report prior to the meeting with assistance from Parent Partner.
  5. Make the report a living document in which data collection is ongoing (similar to the family tree).

- Possible benefits of living document idea:
    - Better track progress of infants/younger kids who change a lot over brief periods of time.
    - More efficient since historical info could be preserved and only updates be required
    - If updates entered consistently, report should trace complete history of child since initial custody. Info could be used in life book.
    - May encourage primary parent and caregiver to more regularly exchange information
    - Any contact with parent/child can potentially be used as opportunity to collect updated info.
  - Challenge involved with implementing living document idea:
    - How will updates be entered?
      - Place section at bottom of report to incorporate ongoing updates that are entered by WOR and signed by facilitator at case review meetings. Update could then be copied with staffing report and distributed to all meeting participants.
      - Updates could be listed on a cover page attached to report.
      - Create electronic version of report and enter updates electronically.
- ❖ Goals and deadlines:
- By next meeting (6/7), all workgroup members are expected to:
    1. Review the following documents (all included as email attachments):
      - ◆ All About Me Report
      - ◆ All About My Child Report
      - ◆ Partnership Agreement
    2. Highlight on each form any area that you feel should be preserved and incorporated into Let's Talk About Us Report.
    3. Come to 6/7 meeting prepared to share your thoughts.
  - Following 6/7 meeting, Jill, Nona, and Maria will collaborate to create initial draft of Let's Talk About Us Report. Due date for completion of first draft not firmly set at this time.
  - We hope to have final draft of report completed by 7/19.

**Next Meeting – 10:45 am Wednesday, June 7<sup>th</sup> at Quincy Place, Rm 471**