



Children's Services

### 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: \_\_\_\_\_



# Preventive Family Team Conferencing

"Finding Your Voice And Being Heard"



New York City  
Children's Services

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

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.