

<p style="text-align: center;"><b>REFERRAL MEETING QUESTIONS</b></p>	<p style="text-align: center;"><b>SUMMARY OF CHILD WELFARE INFORMATION</b></p> <p style="text-align: center;">No more than two pages long and preferably a page and a half.</p>
<p><b>Demographics</b></p> <ul style="list-style-type: none"> <li>• All parents and children known to the Child Welfare, not just those receiving service, who are part of the family</li> <li>• Contact information known to child welfare</li> <li>• Ask about access between siblings who do not live together or access with a parent the child does not live with</li> </ul>	<p><b>Demographics</b></p> <ul style="list-style-type: none"> <li>• Add all children who are part of the family to the Summary.</li> <li>• Put a bracket around the name(s) of children who are not receiving services from the Child Welfare</li> <li>• Try to find a way to include all children in the summary information, even if the worker knows very little about the child</li> </ul>
<p><b>Overview</b></p> <p>Sometimes the worker gives the whole history of involvement at the beginning of the meeting – you can take notes and refer back to the concerns/worries the worker has told you about when you get to that part of the meeting.</p>	<p><b>Overview</b></p> <p>The purpose of the overview is to give a brief statement about the Child Welfare’s involvement with a family and provide information about any other important details, such as legal constraints or child placement details.</p> <p>Avoid detail about the concerns in this section – that belongs in the concerns section later on.</p>
<ul style="list-style-type: none"> <li>• When file opened to the Child Welfare and why?</li> </ul>	<ul style="list-style-type: none"> <li>• One sentence</li> </ul>
<ul style="list-style-type: none"> <li>• Why has file stayed open?</li> </ul>	<ul style="list-style-type: none"> <li>• The file has stayed open to help/assist this family with ... (one sentence)</li> </ul>
<ul style="list-style-type: none"> <li>• Legal constraints – child welfare, custody, or criminal (restraining orders, probation)</li> </ul>	<ul style="list-style-type: none"> <li>• One sentence for each legal constraint.</li> <li>• Safety concerns?</li> </ul>

<p><b>What's going well?</b></p> <p>What's going well for this family?</p>	<p><b>What's going well?</b></p> <ul style="list-style-type: none"> <li>• Try to mention everyone in the client family. If the worker does not know a particular person very well, put that in the summary so that the person can be included.</li> <li>• I usually try to put what's going well for the children first, since family members are usually thrilled to hear the wonderful things about their children.</li> </ul>
<p><b>What child welfare is worried about</b></p> <p>You can review the concerns the worker has already talked about and ask the worker for a bit more detail about each one.</p> <p>These need to be directly linked to the risks Identified by the worker in their risk management tool.</p>	<p><b>What child welfare is worried about</b></p> <p>These are the significant concerns that are causing risk to the child's safety. You do not need a lot of detail, except to know what they are. Most of the time, workers will already have started to talk about them earlier in the referral meeting, and you may also know what they are from your referral form.</p>
<ul style="list-style-type: none"> <li>• Clearly identify each worry and an example of how each worry affects the child.</li> <li>• What is the worker worried will happen to the child(ren)?</li> </ul>	<ul style="list-style-type: none"> <li>• Usually only two or three "worries" in the summary.</li> <li>• One to two sentences about the particular challenge.</li> <li>• This may include examples of the parents' behavior, but needs to be based on the worker or other service provider observations and reports, not hearsay or what other family members have told the worker about.</li> <li>• Avoid writing these like an affidavit or assessment. They need to be factual and balanced, as much as possible.</li> <li>• Avoid worker opinion about parental behavior or motivation; worker can provide clinical information (based on the literature and worker training) about the effect of a particular challenge if appropriate</li> </ul>

<b>Concerns child welfare needs to see addressed in order to accept FGDM plan</b>	<b>Concerns child welfare needs to see addressed in order to accept FGDM plan</b>
<p>Sometimes workers struggle to identify these, so you can ask them if they want the concerns (already identified) to be addressed, and then ask for some clarification.</p> <p>Avoid putting a requirement for services or treatment in the bottom lines, since this may or may not be part of the plan developed at FGC/FGDM.</p> <p>Ask what the Child Welfare will do if the family is not able to make a Plan or if the Plan is not followed.</p> <p>Ask about timelines – how long does the Child Welfare need to see the FGC/FGDM plan followed before the next step can happen, such as child going home, closing file, etc.</p>	<p>These need to be written in clear, concise language so that the family understands the requirements of the Child Welfare. They are directly linked to the worry section of the summary.</p> <p>Try to find a way to include all the children who are receiving services from the Child Welfare so that all the children are being planned for by the family. This promotes inclusiveness and also avoids scapegoating one particular child.</p> <p>Word these with the focus on the child, whenever possible, rather than with a focus on the parent. Use strength-based language.</p> <p>Sometimes the worker expresses a hope for the family, and this can be stated at the end of the concerns section if appropriate. You can help the worker separate their hopes from the concerns that need to be addressed in the plan, as needed.</p>
<ul style="list-style-type: none"> <li>• What must be addressed in the FGC/FGDM Plan in order for the Child Welfare to accept the Plan?</li> <li>• These are the non-negotiables, not the plan itself.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually two or three only, again directly linked to the worries and the risks identified by the worker</li> <li>• Whatever is put in the concerns to be addressed needs to be in the worries section of the summary, so that the family understands the Child Welfare’s concerns.</li> </ul>