

RIFIS Update
Effective May 19, 2014
Team Meeting Wrap Phases

The Department has requested a few enhancements be made to the RIFIS Family Team Meeting. In order to better clarify the types (what Phase) of Family Team Meetings are taking place and who is attending them, we will be able to utilize the RIFIS Consumer Assessment Report for the first time to really drill down to this valuable data. A dropdown has been created, listing the four phases of Wrap, which have been defined based on the National Standards (refresher definitions have been attached to this Update). Below is a screenshot of what the dropdown will look like:

The screenshot shows the RIFIS web application interface. At the top, there is a navigation bar with 'File', 'Reports', and 'Signature' menus. The RIFIS logo and 'Rhode Island Family Information Systems' are on the left, and 'Assessments & Forms' is on the right. Below this is a blue header with 'Face Happy' on the left and 'Last Updated by schase at 5/13/2014 2:05:15 PM' on the right. The main content area is titled 'Team Meeting' and contains a form for 'Assessments & Forms'. This form includes fields for 'Review *' (Initial), 'Review Date *' (6/16/2010), 'FCCP *' (UC), 'Approved By', 'Worker *' (Guglielmo, Barbara), 'Status *' (Pending), 'Agency *' (Center For Southeast Asians), and 'Approved Date'. Below this is a section titled 'Team Meeting' with fields for 'Team Facilitator' (Barbara Guglielmo, FSCC), 'Start Time' (01:30 PM), 'Duration' (90 minutes), and 'Place' (Home). A red box highlights the 'Wraparound Team Meeting Phase:' field, which has a dropdown menu open showing four options: 'Phase 1: Engagement & Team Preparation', 'Phase 2: Initial Plan Development', 'Phase 3: Plan Implementation', and 'Phase 4: Transition'. Below this is a section titled 'Team Members Chosen by Child & Family' with three entries. The first entry is highlighted with a red box and includes fields for '1. Name of Team Participant', '1a. Title of Team Participant', '1b. Strengths/Role of Team Member', and '1c. Attended This Meeting?' (radio buttons for Yes/No).

In addition to the Wrap Phase dropdown, we have included under each "Name of Participant" field, a YES or NO choice to be selected in order to clearly indicate which Team Members are present at each meeting.

PLEASE NOTE: if you are a fan of the "duplicate" feature, the YES or NO selections will copy into your current form. You must manually change them if Participant(s) attendance changes from meeting to meeting.

This screenshot shows the same RIFIS Team Meeting form as the previous one, but with the 'Attended This Meeting?' field for the first participant highlighted with a red box. The dropdown menu for 'Wraparound Team Meeting Phase' is now closed and set to 'Phase 1: Engagement & Team Preparation'. The first participant is 'Happy Face', with title 'Child/Youth' and strength 'Good with meeting new people.'. The 'Attended This Meeting?' field has two radio buttons: 'Yes' (selected) and 'No'. The second participant is 'Martha Face', with title 'Parent/Caregiver' and strength 'Welcoming assistance and excited to put together a team.'. The third participant is 'Smile Happy', with title 'Relative' and strength 'Good support to Happy.'. Each participant entry also has an 'Attended This Meeting?' field with 'Yes' and 'No' radio buttons.

Wraparound Team Meeting Information Guide

A wraparound team is a group of people – chosen with the family and connected through natural, community, and formal support relationships – who develop & implement the family's plan, address unmet needs, and work toward the family's vision

Phase One: Engagement and Team Preparation

Duration/Frequency of Meetings: This phase can take several meetings typically over 1-2 weeks. Meetings typically last 1-3 hours and may include meeting with the parent(s) first, then the child/youth, or together.

Who attends and what happens in these meetings?

- The facilitator (FSCC) meets with the family to discuss the wraparound process and listen to the family's story. Concerns, needs, hopes, dreams, strengths, and a vision are identified, as well as individuals to invite to come to a team meeting. After this meeting, the FSCC will talk with other people in the family's life to get their commitment to participate on the team and invite them to the first team meeting.

Phase Two: Initial Plan Development

Duration/Frequency of Meetings: This meeting should be 90 minutes or less. It may take 2 meetings to complete the wraparound plan (if it takes more than 1 meeting, the team should plan the meetings within 7-10 days of one another).

Who attends and what happens in these meetings?

- Generally includes meeting with people currently providing services to the family as well as people who are connected to the family in a supportive role.
- Members introduce themselves, review the strengths list previously developed, and develop a mission statement, needs statements, strategies, action steps, as well as outcomes.
- Results of the plan development phase will be summarized in a *plan of care* or *wraparound plan* that is distributed to all team members.

Phase Three: Plan Implementation

Duration/Frequency of Meetings: In the initial stages of plan implementation, meetings are likely to occur at least every 2-4 weeks until the team identifies that they are making fewer and fewer adjustments. At that point, team meetings may only occur every 1-2 months.

What happens in these meetings?

Ongoing team meetings follow a regular agenda that includes the following components:

- Review of **Accomplishments** (review of accomplishments since the last meeting)
- **Assess** whether the plan has been working and review outcomes (did people do what they said they were going to, did the identified action step help implement the strategy identified)
- **Adjust** things that aren't working within the plan (this may include changing action steps, stopping some actions, or adding new ones)
- **Assign** specific tasks to team members (after each meeting the facilitator should update the plan of care to reflect the adjustments and assignments made by the team and share the plan)

Phase Four: Transition

- Once outcomes are being accomplished and the team's mission has been met or is close to being met and things are going well for the family, transition will be negotiated among all team members (although transition planning occurs throughout the wraparound process)
- The facilitator will take the information and put together a transition plan to be reviewed at the next team meeting. The team will negotiate a schedule for transition.

What happens in-between meetings?

- Between *formal* team meetings, the facilitator, the family and other team members communicate as needed to complete the tasks listed in the plan (team members should all have the same plan). The facilitator will also follow up with team members about the success of the action steps.

This information has been adapted from: Miles, P., Bruns, E.J., Osher, T.W., Walker, J.S., & National Wraparound Initiative Advisory Group (2006). The Wraparound Process User's Guide: A Handbook for Families. Portland, OR: National Wraparound Initiative, Research and Training Center on Family Support and Children's Mental Health, Portland State University.

RIFIS Update

Effective May 19, 2014

FCCP Activities

It is no longer necessary to record the following activities in the RIFIS Activity tab. The Consumer Assessment Responses by Program Report will provide us with the required data:

Ages and Stages
Crisis Plan
FCCP Intake
Functional Assessment
Ohio Scales
Risk Management Plan
Strengths Needs Cultural Discovery
Team Meeting

In the last FCCP semi-annual report, the top 10 activities reported were all case management activities. The Department would like the FCCPs to continue recording services that the families are receiving based on Planned Services that are discussed in developing and reviewing the Family Service Plan. There are over 120 service codes in RIFIS. For a complete list, visit www.dcyf.ri.gov/rifis.php or refer to the back of your training manual.

Table 14: Top 10 FCCP Activities, CY13 3rd and 4th Quarters

Activities	CY13 3rd and 4th Quarters (N=3277)
<i>1013 Families were open 45 more days to an agency during the reporting period.</i>	
Supervisor Approval Date-Family Service Plan (FSP)	8.7%
Supervisor Approval Date-Strengths, Needs, & Culture, Discovery (SNCD)	5.6%
Strengths, Needs, Cultural Discovery	5.5%
Supervision Record Review	5.3%
Team Meeting	5.1%
Implementation	4.7%
Family Service Plan (Develop Initial Plan of Care)	4.1%
Case Management Services - Identified Child	3.4%
Review of Family Service Plan	3.2%

Data Source: RIFIS FCCP Activities Report. The percentage is calculated from the total number of activities recorded during CY13 3rd and 4th quarters.