

Comprehensive Family Focused Meeting (FFM) Notes

CASE INFORMATION	
Children's Names	
Parent/Caregiver Name	Parent/Caregiver/Noncustodial Names
Date of Meeting	Facilitator Name
Next Court Hearing Date and Time	Type of Hearing

Meeting Purpose

Initial Reason for Involvement and How Safety Was Assured (pull from CPA/HHS case plan)

Family Voice

Narrative Summary of Family Interaction Planning (if applicable)

Family Strengths, Services, and Supports

Discussion of Current Plan

Next Steps

Genogram review (with consent of the family)

Child Well-Being

Family Input on How to Address Risks and Safety Concerns

Goal:				
Date	Action Steps	Who is Responsible?	By When	Completion Date

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Crisis Plan

Concurrent Planning (if in out of home placement or at risk of out of home placement)

Discussion of relatives/fictive kin options if children are not in kin/fictive kin care

Inquire about ICWA/gather information if possible tribal association has been identified

SIGNATURES AND NOTIFICATIONS

Invited Team Members	Role	Contact Information	Attended
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