

Area:	Management Systems
Subject:	MS33 – Case Conference– General
Reference:	1304.20(a)(1)(ii), 1304.24(a)(3)(ii), 1304.40 (a)(3)
Policy:	Team members and support staff will meet monthly to discuss children/families comprehensively and address the immediate and support needs of families as well as build on their strengths. Ongoing follow-up will be documented to assure families receive services /resources in a timely manner.

Procedure:

Case conferencing is a multi-disciplinary method used to provide family support. It is primarily a problem solving process with follow-up provisions of services assigned to particular team members. Family support works best in collaboration with parents/guardians to construct a solid foundation from which the family can foster growth and gain skills.

1. Establish monthly Case Conferencing dates, location, per classroom, Home Base Educator or FCCH Specialist and the team members are expected to attend. The mandated team members are: Center/Home based: Educator, Family Service Worker, and Designated Health staff. Family Child Care Home (FCCH): FCCH Specialist and Provider, include support staff as needed/appropriate (Supervisor, Family Service Worker, Health Staff, Disabilities Staff etc.).
2. Team members will determine need to discuss each child/family at the Case Conferencing meeting which is conducted per classroom, Home-Based Educator, or FCCH Specialist.
3. Use the following resources as a guide to prompt and support intentional discussion:
 - Case Conferencing Discussion Prompt Questions
 - Multi-discipline Support Principles
 - Electronic Reports to pull Prior to Case Conferencing – name child portal report
4. Document discussion details on the Case Conferencing Worksheet or the Family Child Care Homes Case Conferencing Worksheet.
 - a. Classroom/Home Base Educator: At the first Case Conference meeting, each child/family will be discussed briefly. As new children/families are enrolled they will be discussed at first case conferencing meeting after their enrollment. Continue to review each child's name at each monthly meeting, however children may not have discussion points unless there is need identified by team members. In that case, insert a check mark in the box labeled "No Discussion Points" on the Case Conferencing Worksheet. If there is immediate or support need identified, mark the box labeled "Immediate Need".
 - b. For FCCHs, these meetings will be based on each Family Child Care Home Specialist or Child Development Specialist's list of children/families that require support and follow-up by a member of the team.
5. Write the follow-up actions that will occur for each discussion point if applicable and the target date to complete on the Case Management Form each month. This will serve as the summary form for the facility or Home Base Educator. Since FCCH Specialist or Child Development Specialist will be utilizing a summary option the Family Child Care Homes, Case Conferencing Form will be the only form used to

- document case conferencing.
6. Team members will address individual child follow-up as needed and will include parents in the process to determine next steps, for example: Request for a Child Success Team (CST) meeting, child or family referrals, strategies for child, teacher, parent/guardian, Family Service Worker and/or support from Consultants (i.e. Mental Health and Dietitian).
 7. At the next month's Case Conferencing meeting, review the Case Management Form or Family Child Care Homes Case Conferencing Worksheet to ensure follow-up occurred and if the immediate or support needs were met. Additional strategies or steps may be needed to address areas of concern. Update status, strategies/steps and add family to new Case Management Form for current month due to continued needs. New families/children will be added to Case Management form based on immediate or support needs.

Supervised by: Director II, Program Manager

Performed by: Master Teacher, Home Educator, Family Service Worker, FCCH Project Specialist, Child Development Specialist, and Health Staff. Other team members may include the support staff for education, disabilities, mental health services, etc.

Forms needed: Child/Family Services Case Conferencing Worksheet
Child/Family Services Family Child Care Homes Case Conferencing Form (FCCH)
Child/Family Services Case Management
Additional Resources:
Case Conferencing Discussion Prompt Questions,
Family Support Principles, Child Portal Report,
Useful Reports to pull Prior to Case Conferencing.

Frequency: Monthly