

**FAMILY TEAM DECISION-MAKING MEETING (FTDM) NOTES, FORM 470-4126**  
**INSTRUCTIONS**

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The Family Team Decision-Making (FTDM) Meeting Notes, form 470-4126, is the official Family Plan developed during the FTDM Meeting. The FTDM Meeting Notes is the written documentation completed by the FTDM Meeting facilitator after engaging the family's team during an FTDM Meeting. The FTDM Meeting Notes includes documentation on strengths, needs, and goals specific to the five family functioning domains. The FTDM Meeting Notes also contains other information, including but not limited to concurrent planning, permanency goals, interstate compact issues, child and family cultural factors, Indian Child Welfare Act (ICWA), as well as a crisis plan.

**Case Information.** All fields in this section of the FTDM Meeting Notes must be completed, including:

- Child or children's name or names
- Parent or caregiver's name
- Parent, caregiver, or non-custodial parent's name
- Date of the FTDM meeting
- Facilitator's name
- Facilitator's approval number
- Next court hearing date and time (if applicable)
- Type of hearing (if applicable)

**Desired Outcomes of the Meeting.** Enter the desired outcome of the meeting.

**Family Functioning Domains.** The family functioning domains provide a consistent format for collecting, considering, and analyzing information about children and families. This consistency ensures that functioning areas most critically impacting safety, permanency, and well-being are addressed and targeted for service intervention. Use of the domains creates a common, consistent language as information about children and families flows from DHS child protective workers to DHS ongoing workers and contracted service providers. The domains provide a "common lens" through which the functional strengths and underlying needs of the child and family can be assessed, discussed, and used in planning and service provision.

The family functioning domains consist of the following broad areas of functioning (each domain area has related subcategories):

- Child Well-Being
- Parental Capabilities
- Family Safety
- Family Interactions
- Home Environment

**Child Well-Being.** Things to consider under this domain include:

- Child's physical and mental health
- Behavior
- Relationship with peers
- School performance
- Motivation and cooperation to stay with family
- Relationship with caregivers

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- Relationship with siblings, and
- Supports

**Parental Capabilities.** Things to consider under this domain include:

- Supervision of children
- Mental health
- Informal supports
- Disciplinary practices
- Physical health
- Developmental/enrichment activities, and
- Use of drugs or alcohol

**Family Safety.** Things to consider under this domain include:

- Physical abuse
- Neglect of a child
- Sexual abuse
- Domestic violence, or
- Emotional abuse

**Family Interactions.** Things to consider under this domain include:

- Bonding with child
- Expectations of children
- Family interaction planning
- Relationship between parents or caregivers, and
- Mutual support within the family

A written Family Interaction Plan, tailored to meet the safety needs of the family is developed and/or reassessed during a Family Team Decision-Making Meeting involving a child who is placed out of the home to assure family interaction begins as soon as possible after removal from parental custody.

**Home Environment.** Things to consider under this domain include:

- Housing stability
- Food and nutrition
- Transportation
- Safety in community
- Financial management
- Learning environment
- Habitability of housing
- Personal hygiene, and
- Income and employment

**Other.** Additional issues or concerns about the child or family. Discuss concurrent planning and permanency goals, any interstate compact issues, child and family cultural factors, language barriers, or if the Indian Child Welfare Act (ICWA) applies.

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Complete the family functioning domain section of the FTDM Meeting Notes – Family’s Plan by working through each applicable domain category. Consider the child and family strengths and needs in the various domain areas as you have discussions during the FTDM meeting.

Fill in the narrative “strengths” and “needs” section for each applicable domain. Needs in any domain should be related to and discussed within the context of how the needs affect child safety, permanency, or well-being.

Establish a goal for each applicable domain area where a need is identified. It is critical that goals be developed in partnership with the family. Goal statements should be strength-based and focused on achieving the outcomes essential for safety, permanency, and well-being.

After reviewing the strengths, needs, and goals for each domain area, identify the strategies, services, interventions, and informal supports that may be helpful to achieving the goals.

In each domain area where goals are identified, list the steps necessary to bring about the changes needed to accomplish the goal for that domain. The steps should clearly identify:

- Who is responsible
- What they agree to do, and
- By when

Document the date for when the goal was completed or modified.

**Crisis Plan.** Identify and discuss what will be done if some part of the plan breaks down and a crisis happens. Identify the risks and any steps needed to address the risk. The steps should clearly identify the anticipated completion date or if ongoing.

**Signatures and Notifications.** Enter the name of invited team members, including their role, contact information, and check whether or not they attended the FTDM meeting.

**Completion/Distribution Requirements**

The FTDM Meeting facilitator disseminates the completed FTDM Meeting Notes form to the identified team members.

**Location of Forms**

All FTDM Meeting forms and documents can be accessed at the following website:

<http://iatrainingsource.org/forms/>