

CONVENE



COLLABORATIVE FAMILY ENGAGEMENT

A meeting between family and professionals in which family and support network members are invited and have the opportunity to participate in the planning and decision-making for the case. Plans of support for the child and/or parents are developed.

In advance of the family meeting, family is contacted or attempted to be contacted and invited, and one or more family meetings are attempted or completed, informally or formally. Any questions? Please contact your CFE Coach.

WHAT DOES CONVENE LOOK LIKE?

Family meetings may include FGC, PC, COS, or any other family meeting (formal or informal) in which family/fictive kin are invited.

HOW DO I ENTER THE INFORMATION?

CFE Family Meeting

Subject line: What type of meeting was held or attempted

Notes: Information about who was invited and what happened in the meeting

The screenshot shows a web browser window with the URL `tx-tablemaint.evintosolutions.com/VolunteerContactLog/Details/MjIzMTA1MTI=`. The Uptima logo is visible in the top left. A navigation bar contains icons for Staff Dashboard, Supervisors Dashboard, Volunteers, Lookup Tables, Cases, User Administration, Reports, Ad-hoc Reports, and Help. The main content area is titled 'CONTACT LOG DETAILS' and includes a 'Back' button. A 'Contact Log' section displays the following details:

Name	Graham, Rebecca
Case Number	CASA-19-0019468
Activity Date	9/17/2022
Activity Type	CFE Family Meeting
Subject	FGC
Out of Court	<input type="checkbox"/>
Contact Type	FaceTime / Skype / Virtual
Hours	2.00
Mileage	
Expenses	\$0.00
Notes	FGC held for family. Attendees-mom, grandma, Sally (friend), Fr Joe (pastor). Developed unmet needs statement and completed connectedness map. FGC notes in documents
Activity Status	Pending

To the right of these details is a table with three columns: 'Select', 'Pertains to', and 'Party Type'. It contains three rows of data:

Select	Pertains to	Party Type
<input checked="" type="checkbox"/>	Mandy Aleman	Family Member
<input checked="" type="checkbox"/>	Kimberly Morris	Vol/Supv/Atty
<input checked="" type="checkbox"/>	Raquel Houston	Vol/Supv/Atty

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CONVENE FAQ

My area doesn't hold family meetings. What do I do?

For areas that may not currently have family meetings, count any case-related meetings held that had family (child/family/youth/fictive kin) in attendance and included them in the planning and decision-making for the case.

What happens if there are no family members available, or family did not show up after they were invited?

Sometimes family is not ready to engage with CASA or CPS/SSCC. If family/fictive kin are invited and do not show up for the meeting, enter that a CFE Meeting was held, and in the notes section, enter whom was invited and that they did not attend. Document here the plan to follow up with the family.

What information do I need to enter?

It is important to capture who was at the family meeting, their contact information, if possible, as well as the plan that was developed at the meeting. Include a brief description of what occurred in the meeting, such as an overview of the plan, as well as any decisions made, next steps, any connection activity, the Biggest Unmet Needs Statement, or if a different CFE tool was completed. The notes from the FGDM facilitator that are shared can also be uploaded into the document sections.

Does a PC count for a CFE family meeting?

Yes! A PC can count for a CFE family meeting as long as extended family and fictive kin are invited prior to the meeting occurring. A PC that occurs with a parent(s) and professionals, in which NO extended family or fictive kin are invited, does not count as a CFE family meeting.

Any questions? Please contact your CFE Coach.