



TEXAS
Department of Family
and Protective Services

CFE Team Meeting Notes

Family Name

Table of Contents for CFE Team Meetings

Initial CFE Team Meeting.....	2
Follow-Up CFE Team Meeting.....	7
Follow-Up CFE Team Meeting.....	8
Follow-Up CFE Team Meeting.....	9
Case Closure.....	10

CFE TEAM MEETING NOTES

Adapted from Family Finding™

I. Initial CFE Team Meeting

Date of meeting:

Child/youth's name, age, DOB:

Child/youth's gender and pronouns (he, she, they, etc.): [Click here to enter text.](#)

Race, ethnicity, cultural and religious/spiritual needs, etc. of the child/youth and family:

Was identity information self-obtained by child and/ or family? Y N If no, state source of information:

Is the child/youth a member of an indigenous tribe or an Alaskan Native (e.g. subject to ICWA)? [Click here to enter text.](#)

Date of removal: [Click here to enter text.](#)

Court dates scheduled: [Click here to enter text.](#)

Name and contact information for parent(s): [Click here to enter text.](#)

Name and contact information for caregiver(s)? [Click here to enter text.](#)

How long can they stay with caregiver(s): [Click here to enter text.](#)

CFE Team Member Name & Position	Contact Information

CFE TEAM MEETING NOTES
Adapted from Family Finding™

A. Child/Youth Connections

Genogram, Connectedness Map, or list of Connections/Family (prior to using CFE tools, include contact info if known)

Is the child connected/attached to parents/family? **Highlight / Circle one:**
(connected, somewhat connected, not connected)

Is the child connected to their network? **Highlight / Circle one:**
(connected, somewhat connected, not connected)

For children ages 0-5: What is the current visitation schedule?

For children ages 0-5: Will utilizing the positive visitation approach be useful?

For youth 16 and older Is there a Circle of Support Meeting scheduled?

For Youth 16 and older: Has the youth identified what her/his/their goals are for their future?

CFE TEAM MEETING NOTES

Adapted from Family Finding™

B. Calendaring

What does this youth's **points of connection (with other people)** look like in a typical month? In the calendar below, input all of the activities, visits, and involvement this youth has over the next month that we know of (i.e. school, faith-based activities, visits with family, etc.).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

C. Statement of Strengths, Needs, and Concerns

What are the biggest strengths of the child and parents?

What are the biggest safety concerns for the child and parents?

Permanency options the CFE Team is aware of presently:

D. Purpose

What is the purpose of CFE in this case? (Searching for family, identifying connections for children, placement need, building support for caregiver/parent, etc.)

CFE TEAM MEETING NOTES

Adapted from Family Finding™

E. Authentic Commitment

Determine the level of authentic commitment of the CFE Team to 1) be involved in the CFE process, 2) fully and meaningfully engage and plan with, and/or search for, family/kin, 3) be open to family/kin's involvement. **Note:** The CFE Team will work together for inviting, hosting, convening, facilitating, and sustaining the participation of the family and concerned adults. All will be expected to support these efforts.

Authenticity Scale										
To what degree can the CFE Team authentically commit to participating in the CFE process (as outlined above)? This rating includes the commitment to attend and engage in the CFE family meetings.										
0	1	2	3	4	5	6	7	8	9	10
Cannot Authentically Commit										Absolutely Can Authentically Commit

Date of Initial Team Meeting Agreed Upon Score <input type="text"/> Click here to enter text.	Date of Follow-Up Team Meeting Agreed Upon Score <input type="text"/> Click here to enter text.
Date of Follow-Up Team Meeting Agreed Upon Score <input type="text"/> Click here to enter text.	Date of Follow-Up Team Meeting Agreed Upon Score <input type="text"/> Click here to enter text.

F. CFE Team Action Plan

Date of next CFE team meeting:

Date of family meeting: Click here to enter text.

Facilitator and note taker for family meeting: Click here to enter text.

Who will be the lead team member to keep the CFE process moving for this case, until the next CFE team meeting? Click here to enter text.

CFE TEAM MEETING NOTES

Adapted from Family Finding™

Date Assigned	Person Responsible	CFE Task	Date for Completion	Result

Searching Tools

- Case mine
- Searching websites
 - WhitePages.com
 - Family Connections
- Seneca Search
- Social media search
- Genogram and GenoPro
- Find Families in Mexico

Connection Tools

- Mobility Map
- Circles of Trust
- Ecomap
- Three Houses
- Fairies and Wizards
- Connectedness Map
- Calendaring
- Tree of Life
- Connect Cards

Facilitation Tools

- Connect and Engage 100
- Fire House Intervention
- Rapid Appraisal

CFE TEAM MEETING NOTES

Adapted from Family Finding™

II. Follow-Up CFE Team Meeting

Date of meeting: [Click here to enter text.](#)

CPS updates: (Visits, parents' service plan, children's placement, action plan tasks)

CASA updates: (Visits, family/connection interaction, children's placement, action plan tasks)

Goals for next CFE Family Meeting: (What do we want to accomplish?)

Who will be attending? (Do we need to do more family searching? Did we invite those missing from last meeting?)

Additions to Genogram, Connectedness Map, or list of Connections/Family: (Include contact info)

Date of next CFE team meeting: [Click here to enter text.](#)

Date of family meeting & facilitator: [Click here to enter text.](#)

Who will be the lead team member to keep the CFE process moving for this case, until the next CFE team meeting? [Click here to enter text.](#)

Revisit Sections C-F

CFE TEAM MEETING NOTES

Adapted from Family Finding™

III. Follow-Up CFE Team Meeting

Date of meeting: [Click here to enter text.](#)

CPS Updates: (visits, parents' service plan, children's placement, action plan tasks)

CASA Updates: (visits, family/connection interaction, children's placement, action plan tasks)

Goals for next CFE Family Meeting: (What do we want to accomplish?)

Who will be attending? (Do we need to do more family searching? Did we invite those missing from last meeting?)

Additions to Genogram, Connectedness Map, or List of Connections/Family: (include contact info)

Date of next CFE team meeting: [Click here to enter text.](#)

Date of family meeting & facilitator: [Click here to enter text.](#)

Who will be the lead team member to keep the CFE process moving for this case, until the next CFE team meeting? [Click here to enter text.](#)

Revisit Sections C-F

CFE TEAM MEETING NOTES

Adapted from Family Finding™

IV. Follow-Up CFE Team Meeting

Date of meeting: [Click here to enter text.](#)

CPS Updates: (visits, parents' service plan, children's placement, action plan tasks)

CASA Updates: (visits, family/connection interaction, children's placement, action plan tasks)

Goals for next CFE Family Meeting: (What do we want to accomplish?)

Who will be attending? (Do we need to do more family searching? Did we invite those missing from last meeting?)

Additions to Genogram, Connectedness Map, or List of Connections/Family: (include contact info)

Date of next CFE team meeting: [Click here to enter text.](#)

Date of family meeting & facilitator: [Click here to enter text.](#)

Who will be the lead team member to keep the CFE process moving for this case, until the next CFE team meeting? [Click here to enter text.](#)

Revisit Sections C-F

CFE TEAM MEETING NOTES

Adapted from Family Finding™

V. Case Closure

Date of meeting: [Click here to enter text.](#)

Please think about the relationships represented on the connection tools that you completed at the start and end of this case.

- A. How many connections did the CFE team know of at the beginning of the case? [Click here to enter text.](#)
- B. How many of these connections had a strong, supportive, and positive relationship with the child at the start of the case? With the parent/s? [Click here to enter text.](#)
- C. How many connections did the CFE team know of at the close of the case? [Click here to enter text.](#)
- D. How many of these connections have a strong, supportive, and positive relationship with the child at the end of the case? With the parent/s? [Click here to enter text.](#)

Please reflect on how the strength and quality of relationships with the child and/or parent/s changed over the life of the case. Which relationships were strengthened? Which were weakened?

How many connections does the child have with supportive adults who will be there for the child after the CPS case ends? In other words, how many people are a part of the child's lifetime network? Who are these connections? Were they made, strengthened, or maintained during the CFE process?

If the child isn't connected and the case is not legally closing please reconsider ending CFE. Your work could focus on building connections in that child's past, present, or future to ensure a lifetime network of support.