

# SAFE FAMILY TEAM MEETING PROTOCOL

(If open CWS case, coordinate with social worker)

<p><b>County Policy:</b></p> <hr/> <p>11/9/06 Date</p> <hr/> <p>Original signatures on file CSN Executive Committee</p>	<p><b>Source: SAFE Services Affirming Family Empowerment (SAFE) Staff and the Management Support Team (MST)</b></p> <p><b>Background and Purpose:</b> To provide an opportunity for any family to work with an identified team to develop a coordinated voluntary case plan, and connect to community resources.</p> <p><b>Who:</b> Any agency can make a referral. Families must have a child aged 0 – 18.</p> <p><b>When:</b> When families are working with multiple agencies and there is a need for service coordination.</p>
<p><b>Referral Procedure:</b></p>	<ol style="list-style-type: none"> <li>1. Engage the family to participate in SAFE Family Team Meeting and review service brochure.</li> <li>2. The agency partner (referring party) will complete the Multi-Service Referral and Client Release of Information form and have parents/guardians sign it.</li> <li>3. The information is then faxed to the SAFE Administrative Assistant for processing.</li> <li>4. The SAFE Systems Coordinator or a standing member of the SAFE team screens referral.</li> <li>5. Once the referral has been approved, the SAFE Administrative Assistant will call the referring party and schedule a team meeting. The referring party will invite the family and notify the Administrative Assistant if additional participants need to be invited and if translation will be required.</li> <li>6. Each participant should be prepared to present family strengths as well as concerns.</li> <li>7. SAFE staff will take the notes regarding the plan and distribute to the family and all participants.</li> <li>8. Case will be reviewed at regular intervals or can be scheduled by calling SAFE.</li> </ol>
<p><b>Contacts:</b></p>	<p><b>South County SAFE</b> – Phone 474-2105 / Fax 474-2025 Laurie Morgan, Coordinator – Phone 474-2032 Lupe Sixto, Administrative Assistant – Phone 474-2031</p> <p><b>North County SAFE</b> Terri Humphreys at 237-3470 (Paso Robles) Mitzi O’Rourke at 462-4357 (Atascadero) Gloria Ontiveros, Administrative Assistant – Phone 237-3183 / Fax 237-3184</p> <p><b>Central SAFE</b> Tony Clarke, Coordinator – Phone 781-4178 / Fax 781-1265</p>