Family Team Meeting (FTM) Peer Exchange Self-Assessment Tool
Part I

1. Describe the referral process (include number of counties served in your region)

2. What are the strengths with the referral process?

3. What are the challenges with the referral process?

4. What challenges do you face in scheduling FTMs visits within the time frame required?

5. What challenges do you face in providing FTMs visits within the time frame required?

6. What are some of the challenges in getting necessary parties to attend?

7. How do you ensure families are involved in choosing who attends the FTMs?

8. What ways do you identify family strengths/challenges?

9. What types of locations do you use to facilitate FTMs?

   a. How do you ensure privacy during the meeting? (example: no uninvolved parties attending). If you use a break room put note on door – *meeting in progress.*)

   b. How do you ensure no disruptions? (example: no phone call or staff involved in FTM leaving the room)

10. How do you ensure active participation?

11. What challenges are you experiencing in providing documentation to your referring agency within the required one-week timeframe?

12. Do you notify the referral source of any issues (before or after meetings)? If so, how?

13. How does your agency ensure that staff providing services possess the skill level and training necessary?

14. What is the process to ensure follow up after meeting?

15. Do you have a process in place to intervene if the meeting becomes harmful? If so, what is it?

16. How do you ensure the different cultural needs are addressed?

17. Explain the process to establish goals with the family.

18. How do you ensure the different cultural needs are addressed?

19. How has the quarterly report impacted your service delivery?

20. How do you ensure confidentiality?

21. What challenges do you face with the quarterly report?

22. What are the positive aspects of the quarterly report?

Any other comments:

Thank you