



Community Based Care: Hardee, Highlands & Polk Counties

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## Operating Policy & Procedure

<b>Series:</b>	Quality & Performance: Front End
<b>Policy Number:</b>	5-302
<b>Policy Name:</b>	Family Team Conferencing
<b>References:</b>	HFC Family Engagement/Family Team Conferencing Practice Guidelines
<b>Origination Date:</b>	August 31, 2015
<b>Revised Date:</b>	July 1, 2020

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### **Policy:**

Heartland for Children (HFC) expects that all families served become empowered and enriched by their experience through family engagement. All families should have the opportunity to participate and benefit from family engagement strategies as this is the preferred way to increase child safety, permanency, and well-being outcomes.

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### **Procedures:**

1. HFC's subcontracted Case Management Organizations (CMO's) should follow all requirements and guidelines related to Family Team Conferencing as noted in their CMO/HFC contract and the most recent dated version of the Family Team Conferencing Practice Guidelines.
2. CMO's will have designated Family Team Conference (FTC) Facilitators that will utilize the Family Team Conferencing Model for case plan development. Staffing requirements for CMO FTC Facilitators are governed by the most recent dated version of the contract between HFC and the CMO.
3. The FTC Facilitators should meet or exceed all core competencies outlined in the practice guidelines.
4. In addition to case plan development, CMO's may use the FTC Model at their discretion any time during the life of a case.
5. HFC reserves the right to request an FTC at any time and for any reason on a case. The CMO will need to set a date within 2 weeks of the request.
6. Families may request an additional FTC after their initial conference and it should be held within 2 weeks of their request.
7. CMO's and the Guardian ad Litem should attempt to not allow professionals to outnumber family members in a FTC. Professional attendance will include the Case Manager, the Guardian ad Litem, and the Facilitator. Other professional and volunteer attendees are addressed in separate sections of the practice guidelines and their attendance should be governed by those guidelines.

8. Whenever possible, the date of the FTC will be announced in open court during the arraignment if not previously completed. If the date of the FTC is not known until after the arraignment, the Case Manager will ask Children's Legal Services to file a notice to the Court as to the date of the Family Team Conference once the date is known.
9. The CMO Family Team Conferencing Facilitator will properly document all FTC's in the Florida Safe Families Network (FSFN).
10. Variances from this policy are subject to the discretion of the HFC Chief Quality and Performance Officer or the HFC Chief Executive Officer.

Approved by:

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Teri Saunders, CEO

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Date