



Administrative Policies and Procedures: 14.4

Subject:	Engaging Families: Family Functional Assessment and Child and Family Team Meetings
Authority:	TCA 37-5-105; 37-5-106; 37-5-107
Standards:	DCS Standards of Practice: 5-101; 5-201; 5-202; 5-203; 5-401; 5-402; 11-301A; 11-303A
Application:	All Department of Children's Services Child Protective Services and Special Investigations Unit Employees
Policy Statement:	
The Family Functional Assessment process and the Child and Family Team Meetings will be used to make structured decisions about relevant child safety information and will actively encourage all families and children to participate in decisions and assessments regarding safety, placement, permanency, family strengths and underlying needs.	
Purpose:	
The Family Functional Assessment is a process and an assessment tool designed to help guide staff in gathering information on the past, present and future of a family by (1) continuously evaluating the family's strengths, underlying needs, concerns, and challenges, (2) always building supportive teams with children and families which will last beyond agency involvement, and (3) collaboratively developing individualized plans utilizing family strengths and solutions.	
Procedures:	
A. Family Functional Assessment Process	<ol style="list-style-type: none"> 1. A Family Functional Assessment (FFA) is a comprehensive assessment of the family functioning related to safety of the family members, well-being of the children and permanence of relationships. (Refer to DCS Policy Protocol for Family Functional Assessment and Family Functional Assessment Manual.) 2. A FFA must be initiated within thirty (30) calendar days of case assignment if: <ol style="list-style-type: none"> a) The decision has been made to provide on-going services to the family; or b) The child comes into DCS custody. 3. Each FFA will be updated throughout the life of the case. 4. A new investigation of an old case will be a continuation of the previous FFA. 5. If emergency removal, the CPS case worker will initiate a FFA within five (5) business days of case transition.¹

<p>B. Child and Family Team Meetings</p>	<ol style="list-style-type: none"> 1. A Child and Family Team Meeting (CFTM) must be held prior to any child entering State custody. If the child’s immediate safety is compromised, a CFTM must be held within twenty-four (24) hours, if possible, before the preliminary hearing. (Refer to DCS Policy 31.7, Building, Preparing and Maintaining Child and Family Teams.) 2. CFTM’s will occur during CPS investigations/assessment during at least one (1) of the following critical decision points: <ol style="list-style-type: none"> a) When an immediate harm factor has been identified from the SDM Safety Assessment that may result in emergency removal and custodial interference an Immediate Protection Agreement (CS-0701) will be developed; b) When a child is at risk of- or entering DCS State custody; and c) At any time that a CPS case worker or family member determines that a CFTM would be beneficial. 3. Timelines and attendance: Refer to DCS policy 31.7, Building, Preparing and Maintaining Child and Family Teams. 4. Format for the Child and Family Team Meeting: Refer to DCS policy 31.7, Building, Preparing and Maintaining Child and Family Teams 5. Documentation of the Plan: <ol style="list-style-type: none"> a) The local DCS Regional Legal Counsel will be notified immediately upon the team’s decision to recommend custody or continued custody to a Juvenile Court Judge. b) The meeting date, attendance and outcomes will be documented in the appropriate screens in TFACTS by the CPS case worker and/or CFTM facilitator.
<p>C. Documenting/ gathering information on Native American ancestry</p>	<p>During the FFA process or CFTM with the family, the CPS case worker will inquire if there is any Native American ancestry that might make the child/family eligible for membership in any Native American Tribe. (See DCS Policy 16.24, Children of Native American Heritage.)</p>

<p>Forms:</p>	<p>CS-0701, Immediate Protection Agreement</p>
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Collateral Documents:	<u><i>Protocol for Family Functional Assessment</i></u> <u><i>Documentation of Family Functional Assessment Manual</i></u>
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