

## Assessment Field Activity

### Collaborative Assessment, Planning, and Support: Safety and Risk in Teams

#### **OBSERVATION**

Identify a case for which a team meeting to discuss safety and/or safety planning is needed or scheduled. The trainee will consult with the assigned social worker and field advisor about the appropriateness of observing the meeting. If appropriate, the social worker will obtain permission from the family for the trainee to observe the meeting. (Note: This option is intended ONLY for trainees without access to a case/caseload for which a team meeting is needed or would be part of the day-to-day case planning and service delivery practices.)

#### *Learning Objectives*

**Field Activity: Collaborative Assessment, Planning, and Support: Safety and Risk in Teams (3 hours)**  
**Knowledge**

- K1.** The trainee will be able to identify the safety and risk assessment information that teams need to develop safety plans.  
**K2.** The trainee will be able to identify strategies for how he/she will engage the family in the process.

**Skill**

- S1.** The trainee will be able to develop a safety plan with a child and family team.

**OR**

- S2.** The trainee will observe a child and family team meeting and complete an observation tool.

**Values**

- V1.** The trainee will value the role of the team in developing a safety plan.

#### *Activity*

**Practice Area:** Assessment

**California Core Practice Model Practice Behaviors:** 1 (a-f), 3 (a-c), 4 (a-g), 7 (a-f), 8 (a-e), 9 (a-f), 10 (a-c), 12 (a-h)

**Estimated Time Required:** 3 hours

#### **Description of Activity:**

The trainee will participate in a team meeting with a family on his/her caseload **OR** observe a team meeting with the permission of the social worker and the family. Team meetings may include a TDM, safety mapping, Child Family Team meeting, or any other meeting that brings

the family together with the child welfare agency to discuss safety and safety planning. At the conclusion of the meeting, the trainee will have participated in developing a plan that ensures safety for the child/youth or will have completed an observation tool related to the discussion of safety and risk in the team meeting.

### **Before the practice opportunity**

#### **Field Advisor Responsibility:**

- ❑ Become familiar with the safety and risk definitions in the SDM policy and procedure manual. Have a copy of the manual available for reference during the meeting with the trainee.
- ❑ Determine with the trainee which option from the activity description above (active case or observation) is most appropriate. Some considerations include: trainee's case/caseload assignment, trainee's position and job responsibilities within the agency.
- ❑ Work with the trainee to select a case for this field activity.
- ❑ Work with the trainee to identify a case for which a team meeting to discuss safety and/or safety planning is needed or scheduled. The field advisor may need to contact other unit supervisors or social workers to identify a case.
- ❑ Once a case has been identified for this activity, arrange a brief meeting with the assigned social worker to review the purpose of the trainee's observation.
- ❑ Work with the assigned social worker to obtain permission from the family for the trainee to observe the meeting.
- ❑ Once the family has given permission for trainee to observe the meeting, work with the assigned social worker and trainee to set up a brief meeting to discuss important background information. The field advisor will help guide the discussion with both the trainee and assigned social worker present. Some information to discuss includes:
  - Purpose of the team meeting
  - What role will the social worker be playing in the meeting (facilitator or participant)?
  - Discuss with the social worker who the family has identified as their circle of support and/or safety network. Who is anticipated to participate in the team meeting?
  - Discuss with the social worker how the family's culture and trauma history may have an impact on the meeting. How has the social worker explored this with the family?
  - How have participants been prepared for the meeting? Encourage the assigned social worker to describe their process for preparing families for team meetings.
  - Discuss documents, materials, or other information that may be helpful for the trainee to review prior to the meeting to help better understand the family's history and current circumstances. This should include any safety and risk assessment tools and county policies and procedures regarding safety plans.

- ❑ Following the consultation with the assigned social worker, discuss with the trainee their role in the meeting. Be clear about the role of the observer. The observer does not participate in the meeting, ask questions, or provide input about the decision. As an observer, the trainee will complete the observation worksheet, which will be reviewed with the field advisor following the meeting.

**Social Worker Responsibility:**

- ❑ In partnership with the field advisor identify a case for which a team meeting to discuss safety and/or safety planning is needed or scheduled.
- ❑ Once the family has given permission for trainee to observe the meeting, participate in a brief meeting with the field advisor and assigned social worker to become more familiar with the case to be observed. The field advisor will facilitate the discussion. The field advisor may ask questions about:
  - Purpose of the team meeting
  - What role will the social worker be playing in the meeting (facilitator or participant)?
  - Discuss with the social worker who the family has identified as their circle of support and/or safety network. Who is anticipated to participate in the team meeting?
  - Discuss with the social worker how the family's culture and trauma history may have an impact on the meeting. How has the social worker explored this with the family?
  - How have participants been prepared for the meeting? Encourage the assigned social worker to describe their process for preparing families for team meeting.
  - Discuss documents, materials, or other information that may be helpful for the trainee to review prior to the meeting to help better understand the family's history and current circumstances. This should include any safety and risk assessment tools and county policies and procedures regarding safety plans.
- ❑ Ask any additional questions about the case or family circumstances to help better understand the purpose of the meeting and what will be discussed.
- ❑ Review documents, materials, or other information recommended by the assigned social worker in preparation for the meeting.

**During the practice opportunity**

**Field Advisor Responsibility:**

- ❑ The Field Advisor has no "During the Activity" responsibilities.

**Social Worker Responsibility:**

- ❑ Observe the team meeting and complete the observation worksheet.

- ❑ Reminder: The observer does not participate in the meeting, ask questions, or provide input about the decision. ***You are just a fly on the wall! You can be seen but not heard 😊.***

### After the practice opportunity

#### Field Advisor Responsibility:

- ❑ Debrief with the trainee regarding the meeting process.
- ❑ What are some of the things the trainee noted on the observation worksheet?
- ❑ Ask the social worker what is one thing that he/she would like to try the next time he/she facilitates or participates in a team meeting?
- ❑ Complete the **Field Advisor Assessment Block Field Activity #2: Collaborative Assessment, Planning, and Support: Safety and Risk in Teams**
  - [https://dc-viawest.qualtrics.com/jfe/form/SV\\_bji2k0FzmP8eZHT?Brand=berkeleyssw](https://dc-viawest.qualtrics.com/jfe/form/SV_bji2k0FzmP8eZHT?Brand=berkeleyssw)

#### Social Worker Responsibility:

- ❑ Discuss the completed observation worksheet (Appendix A) with the field advisor.
- ❑ Reflect on what worked well for the family during the meeting. Discuss strategies that the social worker used to engage the family in the discussion about safety and/or safety planning.
- ❑ Reflect on one thing that you would like to try when you facilitate or participate in a team meeting in the future?
- ❑ Complete the Social Worker **Assessment Block Field Activity #2: Collaborative Assessment, Planning, and Support: Safety and Risk in Teams**
  - [https://berkeleyssw.co1.qualtrics.com/SE/?SID=SV\\_0IAkYgAxbKLD7Jb](https://berkeleyssw.co1.qualtrics.com/SE/?SID=SV_0IAkYgAxbKLD7Jb)

**Collaborative Assessment, Planning, and Support: Safety and Risk in Teams**  
**OBSERVATION WORKSHEET**

Prior to observing the team meeting, check with the social worker to make sure that the family has given permission for you to attend the meeting. The notes you take on this worksheet are about the meeting <u>process</u> and should not contain any identifying information about the family or the social worker.	
Question	Trainee Notes
Did the meeting include a discussion about what the family, the safety network, and the agency see as working well (strengths) for the family? If yes, describe how this was done?	
Did the meeting include a discussion about what the family, the safety network, and the agency are worried about (concerns)? If yes, describe how this was done?	
Describe how safety and risk information was talked about in the meeting?	
Describe how the family's circle of support/safety network was explored?	
Describe what it looked like when the youth, parent, family, and others in the meeting appeared to be engaged in the process?	
Was a safety plan developed or revisited during the meeting? If yes, describe how the safety plan keeps the child/youth safe. Remember: "services do not equal safety"!	
If you had to identify a "rock star" moment in the meeting, what would it be? What did the person do to make it a "rock star" moment? <small>(A "rock star" moment is something that went really well. In this case, we would like you to identify something that someone in the meeting did which demonstrated best practice.)</small>	
If you had to identify an opportunity for an "upgrade" during the meeting, what would it be? What are some of your thoughts about what could have been done differently?	
Overall, do you think the meeting goal was met? Why or why not?	

