

**Collaborative Assessment, Planning, and Support: Initial Case Plan
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 process and should not contain any identifying information about the family or the social worker.

| Question | Trainee Notes |
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| 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/needs)? If yes, describe how this was done? | |
| Describe how SDM tools (Safety Assessment, Risk Assessment, Family Strengths and Needs Assessment) were talked about in the meeting. | |
| Describe how the family's circle of support/safety network was engaged in the case planning process. | |
| Describe what it looked like when the youth, parent, family, and others in the meeting appeared to be engaged in the case planning process. | |
| What were the case plan goal(s) and objectives identified in the meeting? How did the goal(s) and objectives relate to the family's underlying needs and strengths? | |
| 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? | |