

## II. ICEBREAKER MEETING PROCESS AND AGENDA

### Meeting Introduction

Case Manager

Review the purpose of the meeting

### Introduction of Participants

Case Manager

Introduce each participant and clarify roles and responsibilities of each

### Foster Parent Information

Foster Parent(s)

The foster parent is invited to share information with the birth parent(s) including:

- How is the child doing in their home so far
- Share information using the *“Meet our Family”* questionnaire as a guide

### Child Specific Information Sharing

Birth Parent(s)/ All

The parent is invited to share information about the child using the *“Child Health/ Social History”* questionnaire as a guide

### Opportunity for Questions from the Child

Child

The child is given an opportunity to ask questions or to express his/ her desires regarding ongoing activities and contact with important people. The child is also given the choice to share the *“All About Me”* questionnaire with the meeting participants

### Communication and Short-Term Visitation Plan

Case Manager

The case manager and participants discuss a communication plan that is appropriate and is comfortable for all parties, including method(s) of communication. The arrangements for the short-term visitation plan (first few visits) will be developed/ reviewed

### Co-Parenting and Co-Sharing of Information Agreement

Case Manager

The case manager explains the purpose of this agreement, provides to foster parent(s) and birth parent(s) and asks for commitment from all parties to work together

### Meeting Evaluation

Case Manager

The case manager distributes the *“Meeting Evaluation Form”* to each birth parent and each foster parent who attended the meeting and asks them to complete the form before departing the office. Case manager asks each participant to give their completed evaluation for to the AA at the front desk before departing.