

COLLABORATIVE CASE CONFERENCE MINUTES

Purpose of Meeting – What is the team looking for in this conference?

Sharing of individual assessments, plans and agreements (what items have been shared?)

When we think about the situation:

What are we worried about? What are the Lagging Skills/Unsolved Problems?

What's working well?

**What needs to happen?
SEE SHARED ACTION PLAN BELOW**

Worries/Lagging Skills and unsolved problems	Strategies: Actions to be taken	Who will support this strategy?	By when?

Reminder to reflect on the role of all team members including the child/youth, family, agency, and school.

Next Steps for Team Communication

Lead Professional:	Next meeting date:
Location:	Time: