#### COLLABORATIVE CASE CONFERENCE MINUTES

Date:	Date: Ch		Child/Youth Name:  Chair:  IEP:   Yes   No		
		Chair:			
		IEP:			
Attendees:					
Name	Agency/R	cole	Email	Phone	
Regrets:					
Name	Agency/R	Role	Email	Phone	

#### **Shared Beliefs:**

We believe in and value the input of the child/youth and their family We believe that the well-being of children and youth are everyone's responsibility We believe that all behaviour is communication and that kids do well if they can

### COLLABORATIVE CASE CONFERENCE MINUTES

Purpose of Meeting – What is the	team looking for in this conference?
Sharing of individual assessments	s, plans and agreements (what items have been shared?)
When we think about the situation	n:
What are we worried about?	What are the Lagging Skills/Unsolved Problems?
What's working well?	
<b>.</b>	

# 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?

<sup>\*</sup>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: