

# Family Assessment and Planning Team

**How it Works** *(50 minutes)*

## Agenda

- 1 Welcome and Introductions
- 2 Purpose and Focus of Meeting
- 3 Review Ground Rules
- 4 Discuss Current Needs and Review Strengths/Progress
- 5 Team Decision Making
- 6 Plan Development
- 7 Action Steps: Who, What, When?
- 8 Review of Plan
- 9 Signatures/Copy
- 10 Set Date for Next Meeting

## Ground Rules

- Turn off cell phones.
- Only one conversation at a time.
- Be respectful of the ideas of others.
- Content of the meeting is confidential.
- Meetings will start and end on time
- Work for consensus in making decisions but invite differences of opinion.



Reasonable accommodations made upon request;  
call 703-324-7420 or TTY 711.

A Fairfax County, VA publication.  
Printed 7/2015

