

Preparing for your team meeting

Choose what you want to share. You can bring notes, ask for support, or complete this with someone you trust.

What matters most to me or my family right now?

What is going well? What helps on a difficult day?

Think about strengths, routines, relationships, culture, interests, and places where you feel comfortable.

What would I like the team to understand?

Youth and caregivers can complete separate copies. Different views belong in the conversation.

Privacy and choice

Leave out details you prefer to discuss privately. Ask the facilitator who will see your notes and how information may be shared. This worksheet is optional and is not an official assessment or service authorization.

Make the meeting work for you

Bring the questions that matter. Ask for a copy or clear summary of the agreed next steps.

Who would I like involved, and what support would help?

Consider a trusted person, peer partner, interpreter, accessible format, breaks, meeting time, or a private conversation.

What questions do I want to ask?

Examples: What can begin now? What needs approval? Who can explain a disagreement? Who do we contact between meetings?

What did we agree? Who will act, and by when?

Keep completed notes private. To discuss a particular situation with KFA, contact info@mykfa.org to arrange a private conversation. Current service availability is described on KFA's HFW program page.