



**Action Plan for \_\_Jane\_\_\_\_ Family**

Date: \_12/1/2017\_\_\_\_\_

Frequency of meetings: \_\_Once or twice a month\_\_\_\_\_

<b>Name:</b> Jane Bell	<b>DOB:</b> 3/17/2001	<b>Date of Enrollment:</b> 11/3/2017
<b>Guardians:</b> Paul and Nikki Kiser		<b>Phone:</b> 814-567-1234
<b>Address:</b> 314 Sycamore St. Punxsutawney, PA		

**Child and Family/HFW Team Members**

Name	Relationship	Contact Info	Strengths	Attended Meeting
Jane Bell	Youth	814-567-1234	Likes taking care of animals	Yes
Nikki Kiser	Mother	814-567-1234	Very organized	Yes
Paul Kiser	Father	814-567-1234	Detailed and problem solver	Yes
Doreen	Grandmother	814-567-4321	Supportive of the family	Yes via phone
Lisa	Therapist	814-234-001	Helps with insight around situations	Yes
Jennifer	Child Welfare	814-567-1000	Helps with staying focused	Yes
Killian	YSP	814-234-0987	Helps support Jane	Yes
Christine	FSP	814-234-0987	Helps support Paul and Nikki	Yes
Dave	Facilitator	814-234-0987	Communication and integration	Yes

**Successes and Celebrations:**

Paul continues to update the home  
Team sees the positives in Jane and the family

**Ground Rules:**

No blame/no shame  
What is said here stays here/confidentiality  
Keep meeting to an hour  
Stay positive and focus on what people do well  
Phones away and silent

**How decisions will be made:**

To hear from others however family will make decisions as long as safety is respected



## **Vision, Team Mission and Prioritized Needs**

### **Family Vision:**

Jane is regularly attending school with more social involvement. She communicates her frustration more positively with her parents giving her the attention she needs. Nikki is resting more and has reduced the stress in her life.

### **Team Mission:**

As a team we commit to having effective meetings by giving the family a voice and transferring our skills, using supports to identify our needs, keeping the home safe, teaching positive skills to express frustration and understanding each other, and reducing stress by taking breaks.

### **Prioritized Needs:**

1. Jane would like help to meet the Child Welfare requirements on truancy
2. Jane needs help with her self-injurious behaviors

### **Priority Need:**

Jane would like help to meet the Child Welfare requirements on truancy.

### **Goal:**

Jane will get eight hours of sleep during school nights for the next two weeks.

### **How will we know when goal is met? (Measurement Strategy)**

Jane will attend school for two weeks without missing a day. Nikki will keep record and Paul will report progress at next team meeting

### **Strengths and culture around the need:**

The family is dedicated and committed to one another and making this work

Jane likes school and learning

Parents value education and believe one should be there every day

Bella helps comfort Jane

Nikki and Paul are organized and makes sure things happen

Jane has a friend Violet who she goes on walks with

### **Brainstorming:** *(All brainstorming ideas with \* have been planned for)*

- No/cut out Red Bull
- \*Two hours before bed cut Red Bull
- Electronics off at a certain time
- \*Come up with a consistent bed time
- \*Blue light filter
- Take a walk
- Quiet time in the home at certain time
- Process her thoughts when going to bed
- Checking in with doctor for medication
- Journal
- Relaxation techniques
- Crafts before bedtime
- \*Talk to Aunt about her daughter and similar issues with going to sleep
- \*Before bedtime family can play a game, do yoga, and possible with Bella



Who	What/Where	When/Target Date	How Often
Lisa	Will provide yoga materials	12/1/17	Once
Nikki/Jane	Will do Yoga before bed time	12/1/17	Daily
Jane	Will turn blue filter on phone	12/1/17	Once
Jane	Will cut drinking Red Bull by 3:30	12/2/17	School nights
Killian	Check in to see how Jane is doing w/ Red Bull	12/6/17	Once
Lisa and family	Will come up with a consistent bedtime	12/1/17	Once
Jane	Will follow bedtime	12/3/17	Daily
Doreen	Help Paul on how to encourage bedtime	12/3/17	Once
Paul	Will encourage bedtime	12/3/17	As needed
Paul	Will keep track on bedtime and Jane going to sleep	12/3/17	School nights
Nikki	Will talk with her sister about niece	12/8/17	Once

**Check in on Action Steps:**

Who:	When:
Christine	12/8/17
Killian	12/6/17
Dave	12/9/17

**Opportunities for youth to engage in community activities:**

Killian will encourage Jane to go for walks with her friend Violet

**Who needs to be invited to next meeting?**

Violet  
Aunt Mary

**Plan to add new team members/engage Natural/Community Supports or Service Providers:**

Killian will work with Jane to invite Violet to the next team meeting.  
Christine will work with Nikki to reach out to her sister and invite her to the next meeting via phone or skype.

**Date & Time of next meeting:**

**12/15/17 at 2:30**