



Checklist for Team Decision Making Meetings

-Interview Child

-Compose list of persons that child would like to invite to TDM

-Contact Transition Coordinator once interview is complete to set up TDM meeting date and time

-Contact those persons that child has identified with date, time and venue of TDM

-On the day of the TDM, please be prepared to meet with the Facilitator 10 minutes prior to give background info on the case, as well as the list of persons that the child identified

-On the day of the TDM, please bring to the meeting CPS check Forms (in case they are needed), and your calendar

-TDMs should not last longer than 2 hours and will begin on time, so please adjust your schedules accordingly

-After TDM is completed, SW is to forward a copy of the TDM form to SW Supervisor, follow TDM plan by investigating placement options that were identified, complete time frames specified and begin investigating services needed

-If the child's GAL and /or PO are not in attendance at the TDM, the SW should convey the outcome of the TDM with them immediately

-If a FAPT date is needed to secure services identified (earlier than the child's scheduled FAPT), then SW is to request a FAPT and attach a copy of the TDM to the FAPT Referral form

-As a rule, please attach a copy of the TDM completed form to your FAPT Referral form as well as your Foster Care Service Plan

-If an earlier court date is needed, please have the GAL or RDSS CITY ATTORNEY notate on the Motion document that a TDM meeting was conducted when they are making the request****