

## Wraparound Care Coordinator Timeline (Example)

This timeline is an estimated example based on Oregon Best Practices and National Wraparound Initiative recommendations. Please feel free to adjust timelines to match any agency requirements that are different or more specific.

Please note: Timelines may also vary from family to family depending on their current situation. Please rely on the Wraparound Principles to guide next steps when any questions arise about timeframes or how to proceed in individualized situations.

Phase	Timeline	Action
<b>PRE- REFERRAL</b>	Prior to Wraparound Review Committee referral	<ul style="list-style-type: none"> <li>Youth and their identified family are informed about what the full Wraparound planning process entails, preferably by a Wraparound Family Partner (WFP), Youth Partner (WYP), or Care Coordinator (WCC), in order to give informed consent for referral.</li> <li>Written consent from the youth and their identified family to be referred to Wraparound is documented (ideally on the referral form).</li> <li>The youth and their identified family are given the option to present their family to the Wraparound Review Committee (WRC) and this choice is documented (ideally on the referral form).</li> </ul>
Phase and timeframe	Timeline	Action
<b>PHASE 1: ENGAGEMENT</b>  <b>(30-45 days)</b>	Within 1-2 days of enrollment	<ul style="list-style-type: none"> <li>Any current crises that may prevent the youth and their identified family (or caregiver) from engaging in the Wraparound planning process should be discussed and planned around during the WRC.                             <ul style="list-style-type: none"> <li>If a plan was not made during the WRC, the WCC will ensure a plan exists or work with the youth and their identified family or caregiver to make one that manages any current crises prior to starting the Wraparound planning process. A full Wraparound Crisis and Safety Plan will be completed during Phase 2.</li> </ul> </li> <li>Contact referral source: Family, DHS, hospital, school, probation, etc. to inform them the youth and their identified family (or caregiver) have been enrolled in Wraparound if they were not present at the WRC.</li> <li>Wraparound Supervisor and Peer Supervisor meet with the WCC, WYP, and WFP who are a best fit for working with the youth and their identified family based on knowledge of youth's and family's culture, values, and strengths; youth's and family's strengths and needs (including accessibility such as interpretation or translation, etc.) are also discussed to support WCC, WYP, and WFP during engagement.</li> <li>Contact the youth and their identified family (or caregiver) and schedule a time to meet with the youth and family at a time and place that is convenient for them (within a 1-2-week timeframe from first contact).</li> <li>Read referral info to begin collecting strengths, needs, and relevant information for completing the Wraparound Strengths and Needs Summary.</li> <li>Write and submit billable notes for contacts made.</li> </ul>
	Within 1-2 weeks	<ul style="list-style-type: none"> <li>Meet with the youth and family/caregiver with the WFP and WYP:                             <ul style="list-style-type: none"> <li>Complete enrollment paperwork; write billable notes for the meeting and submit;</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o Use "Engagement Phase: Topics to cover" document to guide you in engagement meetings.</li> <li>• Work with youth and family, WFP, and WYP to identify team members to discuss expectations and orient them to the Wraparound planning process, CANS, WFI-EZ, and TOM 2.0.</li> <li>• Learn information about youth and family through engagement with youth, family and identified team members.</li> <li>• Begin Wraparound Strengths and Needs Summary based off referral information and engagement meetings with the youth and family and their identified team members.</li> </ul>
	Within 3-4 weeks	<ul style="list-style-type: none"> <li>• Prepare for first Wraparound Team Meeting: <ul style="list-style-type: none"> <li>o Finalize Wraparound Strengths and Needs Summary document;</li> <li>o Rate the initial CANS using information from the Wraparound Strengths and Needs Summary;</li> <li>o Meet with the youth and family to discuss the CANS ratings and discuss any changes;</li> <li>o Plan with the youth and family how they would like the CANS ratings presented to the Wraparound team;</li> <li>o Finalize Family Vision Statement and Youth and Family Story to be presented in the first team meeting;</li> <li>o Finalize meeting logistics (day, time, location, accessibility) that work for the youth and family.</li> </ul> </li> </ul>
	ONGOING TASKS: PHASE 1	
	Daily	<ul style="list-style-type: none"> <li>• Consistently assess for engagement and understanding of the Wraparound planning process.</li> <li>• Respond to email, text messages and phone calls.</li> <li>• Complete notes.</li> </ul>
	Weekly	<ul style="list-style-type: none"> <li>• Submit billable notes.</li> <li>• File all documentation.</li> </ul>
Phase and timeframe	Timeline	Action
<b>PHASE 2: INITIAL PLAN DEVELOPMENT  (30-60 days)</b>	Months 2-3	<ul style="list-style-type: none"> <li>• Facilitate first Wraparound Team Meetings using the Wraparound Team Meeting Agenda to develop the initial Wraparound Plan of Care.</li> <li>• Complete the following tasks within 5 days of first Wraparound Team Meeting: <ul style="list-style-type: none"> <li>o Update the Wraparound Plan of Care (POC) and send out to all team members</li> <li>o Follow up with youth and family- general check in (thoughts on how the meeting went, how are things going, progress towards any action steps, continue to build relationship etc.)</li> <li>o Connect with WFP and WYP.</li> </ul> </li> </ul>
	Months 2-3	<ul style="list-style-type: none"> <li>• Develop Wraparound Crisis and Safety Plan with youth and family: <ul style="list-style-type: none"> <li>o Identify how the youth and family identify crisis;</li> <li>o Facilitate Crisis and Safety Planning meeting with folks identified by the youth and family for this specific process;</li> <li>o Complete the initial Wraparound Crisis and Safety Plan.</li> </ul> </li> <li>• Present the Wraparound Crisis and Safety Plan to the Wraparound Team.</li> </ul>
	ONGOING TASKS: PHASE 2	
	Daily	<ul style="list-style-type: none"> <li>• Follow up with all family members and team members between meetings:</li> </ul>

		<ul style="list-style-type: none"> <li>o Address any challenging behaviors or needs that arose during the last meeting;</li> <li>o Follow up with all team members regarding progress on their assigned action steps or any barriers to completing the steps.</li> <li>• Consistently assess for engagement and understanding of the Wraparound planning process.</li> <li>• Respond to email, text messages and phone calls.</li> <li>• Complete notes.</li> </ul>
	Weekly	<ul style="list-style-type: none"> <li>• Submit billable notes.</li> <li>• File all documentation.</li> </ul>
	2x a month	<ul style="list-style-type: none"> <li>• Conduct Wraparound Team Meetings twice a month while in Phase 2 (until the initial plan of care is developed with the initial 3-5 prioritized needs).</li> <li>• Update Wraparound POC and Wraparound Crisis &amp; Safety Plan after each WTM.</li> </ul>
	As needed	<ul style="list-style-type: none"> <li>• Meet with and orient new team members to the Wraparound planning process.</li> <li>• Complete assigned action steps from the last Wraparound Team Meeting.</li> <li>• Attend any court hearings, IEP meetings, as requested by the youth and family.</li> </ul>
<b>Phase and timeframe</b>	<b>Timeline</b>	<b>Action</b>
<b>PHASE 3: PLAN IMPLEMENTATION  (3-9 months)</b>	Starting month 2 or 3  (as soon as the initial Plan of Care is developed) then ongoing until all needs have been met.	<ul style="list-style-type: none"> <li>• Revisit and review Wraparound POC, follow up on action steps.</li> <li>• Continue developing and adding to plan.</li> <li>• Re-rate CANS (min. every 90 days).</li> <li>• Discuss how the youth and family would like any updated CANS ratings shared with the team.</li> </ul>
	<b>ONGOING TASKS: PHASE 3</b>	
	Daily	<ul style="list-style-type: none"> <li>• Follow up with all family members and team members between meetings: <ul style="list-style-type: none"> <li>o Address any challenging behaviors or needs that arose during the last meeting;</li> <li>o Follow up with all team members regarding progress on their assigned action steps or any barriers to completing the steps.</li> </ul> </li> <li>• Consistently assess for engagement and understanding of the Wraparound planning process.</li> <li>• Respond to email, text messages and phone calls.</li> <li>• Complete notes.</li> </ul>
	Weekly	<ul style="list-style-type: none"> <li>• Submit billable notes.</li> <li>• File all documentation.</li> </ul>
	Monthly	<ul style="list-style-type: none"> <li>• Meet with youth and family.</li> <li>• Facilitate Wraparound Team Meeting 1x per family, or more/less if youth and family have requested.</li> </ul>

		<ul style="list-style-type: none"> <li>Update Wraparound POC and Wraparound Crisis &amp; Safety Plan.</li> </ul>
	Every 90 Days (at min)	<ul style="list-style-type: none"> <li>Re-rate CANS and share updated ratings with youth and family.</li> <li>Discuss how the youth and family would like any updated ratings shared with the team.</li> </ul>
	6 months	<ul style="list-style-type: none"> <li>Complete WFI-EZ.</li> </ul>
	As needed	<ul style="list-style-type: none"> <li>Meet with and orient new team members to the Wraparound planning process.</li> <li>Complete assigned action steps from the last Wraparound Team Meeting.</li> <li>Attend any court hearings, IEP meetings, as requested by the youth and family.</li> </ul>
Phase and timeframe	Timeline	Action
<b>PHASE 4: TRANSITION (1-2 months)</b>	Month 12-14	<ul style="list-style-type: none"> <li>Finalize the youth and family's Wraparound Transition Plan of Care.</li> <li>Ensure transition services and supports are outlined on the plan.</li> <li>Ensure youth and family are connected with transition services and supports.</li> </ul>
	End of the formal Wraparound Planning Process	<ul style="list-style-type: none"> <li>Facilitate final Wraparound Team Meeting.</li> <li>Have a graduation/transition celebration that is culturally responsive to the youth and family (if they want one).</li> <li>Complete all documentation: <ul style="list-style-type: none"> <li>Complete the final CANS;</li> <li>Complete Wraparound Transition POC;</li> <li>Complete Wraparound Transition Crisis &amp; Safety Plan.</li> </ul> </li> <li>Submit completed file.</li> </ul>
	ONGOING TASKS: PHASE 4	
	Weekly	<ul style="list-style-type: none"> <li>Submit billable notes.</li> <li>File all documentation.</li> </ul>