

# WRAPAROUND FACILITATION KNOWLEDGE SKILLS AND ABILITIES SELF-ASSESSMENT WORKSHEET

<b>Introductions and Review Agenda</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable leading the group through introductions?		
Does the team do introductions at every team meeting?		
Does everyone know who everyone is and how each team member is connected to the family & youth?		
Do I remember to start introductions with the family and youth?		
Are there aspects of the family's culture that need to be considered (e.g., matriarch, patriarch)?		

<p>Do I review the agenda at each team meeting? Does everyone have a copy of the agenda and/or can clearly see it (e.g., big sticky pad paper)?</p>		
<p>Do I feel comfortable redirecting back to the agenda if the team gets off track or wants to skip ahead?</p>		
<p>Does everyone have a copy of the current Plan of Care in front of them or accessible to them?</p>		
<p>Is the plan of care accessible to/understood by all team members? Is there a need for accommodations or modifications?</p>		
<p>Do I feel comfortable asking about accommodation needs?</p>		

## Ground Rules

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable leading the team through creating ground rules/group agreements, including helping them understand they should be strengths based and written in actions they want to see (not what they don't)?		
Do I feel comfortable reframing/redirecting if the suggested ground rules are not strengths based?		
Does the team have ground rules/group agreements that support the Wraparound process/reflect the Wraparound principles?		
Are the ground rules written in strengths-based language/ in the actions/behaviors that the team wants to see vs. things the team doesn't want to see?		

Do I guide the team to revisit the ground rules if there is a need to create new rules or revisit the existing rules?		
Do I feel comfortable following the ground rules and ensuring that team members are following them?		
Do I review the ground rules at every team meeting? Does everyone have a copy of the ground rules and/or can clearly see them (e.g., big sticky pad paper)?		

## Family Vision

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable reviewing the family's vision and/or prompting the family & youth to share their vision with the team?		
Do I feel comfortable redirecting the team and or helping the team understand their voice is not included in the vision?		
Does the family vision show what the family wants for themselves and what direction they are heading in their lives?		
Do I feel comfortable revisiting the family's vision with the family & youth if necessary (e.g., the family wants to add or edit parts of their vision)?		
Do I guide the team to revisit the family vision at every team meeting?		
Do I help to explain the purpose of the family vision if a team member has feedback or doesn't agree with the family's vision?		

<b>Team Mission</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable leading the team through creating the mission statement? (including explaining what it is, the requirements, time frame, written in present tense etc.)		
Does the team review the mission statement at each team meeting?		
Do I feel comfortable using the mission statement to help track the team's progress and use it as an indicator of transition?		

<b>Strengths</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable guiding the team through discussing the family & youth's strengths?		
Does the team revisit strengths at each team meeting?		
Do I feel comfortable naming strengths that I see or reframing discussions to elevate strengths?		
Do I feel comfortable redirecting or addressing deficits-based or negative language?		
Do I feel comfortable using strengths-based language and encouraging the team to use it too?		
Do I feel comfortable explaining what strengths-based language is?		
Does the team use strengths in the planning process (to identify strategies, outcomes etc)?		

<b>Needs</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable leading the team through discussing needs?		
Does the team revisit needs and discuss any new needs at every team meeting?		
Do I feel confident in my ability to guide the team to get to the heart of the need?		



<b>Prioritize Needs</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable guiding the team to prioritize 3-5 needs?		
Are the family & youth's preferences prioritized when choosing the needs to plan around? And do I feel comfortable facilitating the conversation if they are not or team members disagree with family preferences?		
Are needs prioritized using these guidelines 1. Family/youth choice, 2. Team based consensus- additional considerations: CANS ratings and legal mandates		
Do I feel comfortable checking with the team to see if a new need needs to be prioritized? Do I know when to do this?		

<b>Outcomes</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable explaining and leading the team through writing outcome statements?		
Do I understand the requirements of an outcome statement (including that it is time sensitive) and or know where to find them?		
Are family & youth preferences reflected in the outcome statements?		
Do I feel comfortable utilizing CANS ratings as one possible way of tracking outcomes within Wraparound (if the family & youth feel comfortable with sharing CANS information with the team)?		
Does the team revisit the outcome statement(s) at every team meeting?		
Do I know when to check with the team to see if the outcome statement needs to be modified or edited (i.e.,		

the team is stuck and/or it feels like the team is “spinning its wheels”)?		
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## Brainstorm Strategies

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable leading the team through brainstorming strategies?		
Does the team come up with many strategies to choose from?		
Do all team members contribute to the brainstorming process?		
Are the strategies diverse, and not just formal supports & services (i.e., strategies also include natural supports and/or community-based and family/youth-based activities)?		
Can I articulate the difference between a strategy and an action step (and outcome statement)?		
Are the strategies connected to the identified outcome statement and the need statement?		

<p>Are family &amp; youth preferences prioritized when selecting strategies to plan around? And do I feel comfortable facilitating the conversation if they are not or team members disagree with family preferences?</p>		
<p>Are the strategies that are not selected recorded/saved and accessible if the team wants to revisit them (e.g., on the S&amp;N Summary document, summary section of the POC etc.)?</p>		
<p>Are the identified strategies revisited at every team meeting?</p>		
<p>Do I feel comfortable guiding the team in assessing if the identified strategies are working?</p>		

<b>Action Steps</b>		
<b>Facilitation element/skill</b>	<b>Yes/Notes</b>	<b>No/Notes</b>
Do I feel comfortable leading the team through identifying action steps?		
Do I feel comfortable helping the team ensure the action steps are connected to the identified strategy, outcome statement, and need statement?		
Are the family & youth's preferences prioritized when identifying action steps?		
Does the person/people who are connected to the identified need have action steps or ways that they are involved in the planning process?		
Are the action steps divided up equitably amongst team members?		
Does the team revisit action steps and track progress at every team meeting?		

Do I feel comfortable in guiding the team to assess if a barrier is getting in the way of an action step(s) being completed?		
Are new action steps identified at every team meeting?		

## Summarize and Agree on the Plan

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable leading the team through summarizing and agreeing on the plan that was developed at the meeting?		
At the end of the meeting is everyone clear on their action steps and the pieces of the plan that they are responsible for?		
Do team members get an updated copy of the Plan of Care within seven days after the team meeting?		
Do I feel comfortable updating the Plan of Care with the information from the Wraparound meeting (or info gathered outside of wrap meetings as applicable) ?		
Do I feel comfortable recording information in any of my programs or states required databases as applicable to my role?		



## Schedule Next Team Meeting

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable leading the team through scheduling the next team meeting?		
Are meetings scheduled at times/locations that are preferable for the family & youth?		
Do I feel comfortable facilitating and navigating the conversation when some team members are not able to make it to the families preferred time and location?		
Is the next team meeting scheduled before the meeting wraps up?		
Do I send reminders or invites to the team meetings?		

## Additional Knowledge Skills and Abilities/Considerations

Facilitation element/skill	Yes/Notes	No/Notes
Do I feel comfortable explaining the Wraparound principles to youth, family and team members?		
I understand how to explain the strengths and needs summary and how it connects to the planning process?		
Do I feel comfortable gathering information/ having engagement sessions with youth, family and team members to gather info for the S&N summary?		
Do I understand how to introduce the CANS and the ratings and how they are used in Wraparound to youth and family?		
Do I feel comfortable and understand how to incorporate CANS ratings into the Wraparound process without allowing them to lead the process?		

Do I understand what it means to be trauma informed and feel comfortable providing trauma informed Wraparound?		
Do I understand what it means to be Culturally and Linguistically Responsive and can say I am actively working towards being Culturally and Linguistically Responsive?		
Do I feel comfortable pointing out the presence of or lack of Wraparound principles in the planning process?		
Do I feel comfortable navigating conflict or disagreement amongst team and or family members during the meeting?		
Do I understand how to explain the family parter and youth partner role?		