

WRAP Team Meeting Preparation Checklist

Use this checklist WITH the family/youth when preparing for each team meeting.

Facilitator Name: _____

Today's Date: _____

Youth Name: _____

Caregiver Name: _____

Scheduled Team Meeting Date: _____

Meeting Time (Start & End): _____

This is Meeting #: _____

Discuss the desired outcome of the meeting with the youth and family.

Notes: _____

Review the Strengths/Needs Profile with the youth and family to ensure they are comfortable sharing it at the team meeting. Document their response.

Notes: _____

Decide if the child will be included in the meeting (Yes / No / Part of the meeting).

- If not included, note the reason: _____

Develop/share an agenda and gather family feedback.

Confirm date, time, location of the meeting. Identify a way for family to contact facilitator if need to reschedule.

Reinforce with family that this is their meeting. Make sure family knows how to convey needs/wants during the meeting.

