



Jot down the ways your supervisor suggests you can best support the family before, during and after the meeting:

4. Observe the worker as he/she conducts the ISP Team Case Planning Meeting for a case you have been assigned to shadow.
  - a. As you record below the individuals present at the meeting please use pseudonyms or roles (e.g. "mother") in place of client names to preserve confidentiality:
    - b. Observe the process of making decisions about what the case plan will include.  
Answer the following questions:
      - What are the non-negotiables included in the case plan?
      - Did the case plan correspond to the family's ideas and goals and identify the family's "underlying" needs? How so? Or, why not?
      - Did the plan build on the family's strengths? What are these strengths?
      - Did the meeting feel like the "family's meeting"? What did that look like?
      - How do the supportive individuals invited by the client help or hinder the development of the case plan? Why?

**Part B.** In *Part B* of the “Case Record Format and Electronic Systems” activity you watched and took notes as a co-worker entered a case plan into FACTS. Use these notes to enter the case plan that was developed at the ISP Team Case Planning Meeting you shadowed into FACTS, while your supervisor or co-worker watches. Your supervisor or co-worker will let you know if you are about to make any errors so that you can correct them before saving. Write down any necessary notes below:

**I discussed the following with my supervisor regarding ISP Team Case Planning Meetings, and entering a case plan:**