SAMPLE AGREEMENT ABOUT THE ESTABLISHMENT OF COMMON PRINCIPLES USING THE WRAPAROUND PRACTICE MODEL

Date:

We, the undersigned, agree that our community of ________ is committed to moving toward a more integrated system of care that recognizes the potential complexity of child, youth, and family needs. We are implementing this effort in the best interest of children, youth, and families and to strengthen our community, our agencies and schools. We also implement this effort to demonstrate our individual dedication to improvement of our services systems. In signing this agreement, we commit to a team based planning model titled Wraparound, and commit to the following principles:

1. We partner with family members at every level, including system design, implementation, and evaluation. We commit to use of the maximum possible level of family voice and choice at the individual family service level, while maintaining the safety of the child and community.

2. We commit to a practice model that is based on: individualization; use of family and community strengths and culture; a child focus in the context of family; persistence in sticking with the family even in tough times; and to appreciate and build on natural supports in the lives of children and families.

3. We commit to continuous quality improvement which consists of collecting information about our implementation, and striving to gradually improve the fidelity of our team based planning practice model, and the integrity of our system of care.

4. If a family with needs across systems already has a team from any one or more systems, we commit to coordinating all single system planning methods such as FST, Family Group Decision Making, Restorative Justice Teams, Positive Individualized Behavioral Support Teams, Child and Family Teams (name all known planning methods) using the Wraparound Process.
SAMPLE AGREEMENT ABOUT THE WRAPAROUND PROCESS PRACTICE MODEL

Date:______________

We, the __________ (name the SOC) commit to the implementation of the Wraparound Practice Model as delineated in the National Wraparound Initiative Standards. These standards describe the major phases and activities of the Wraparound Process as follows:

Key tasks for the Engagement and Team Preparation Phase

1. Orient the family to the wraparound process
2. Stabilize crises
   - Ask the family about immediate crisis concerns
   - Elicit information about crisis concerns from agency representatives and potential team members
   - If immediate response is needed, stabilize any crises that put the family at risk
3. Facilitate conversations with family about strengths, needs, culture and vision
   - Facilitate exploration with the family about strengths, needs, culture and vision
   - Facilitator should prepare a summary document for family approval
4. Engage other team members
   - Solicit participation and engage/orient team members
5. Make necessary meeting arrangements
   - Arrange meeting logistics
   - Address legal and ethical issues with the family

Key Tasks for the Initial Plan Development Phase

1. Develop a plan of care
   - Determine ground rules
   - Describe and document strengths and culture in presentation to the team
   - Create a team mission based on family vision
   - Describe and prioritize needs and goals
   - Select strategies and assign action steps
2. Develop a detailed crisis/safety plan
   - Determine and prioritize potential problems
   - Create crisis/safety plan
Key Tasks for the Implementation Phase CONTINUED

1. Implement the plan
   - Implement Action Steps for Each Strategy
   - Track Progress of Action Steps
   - Evaluate the success of Strategies
   - Celebrate successes
2. Revisit and update the plan
   - Consider new strategies as necessary
3. Maintain team cohesiveness and trust
   - Maintain awareness of team members satisfaction and buy-in
   - Address issues of team cohesiveness and trust
4. Complete documentation and handle logistics

Key Tasks for the Transition Phase

1. Plan for cessation of formal wraparound
   - Create a transition plan
   - Create a post-transition crisis plan
   - Modify wraparound process to reflect transition
2. Conduct Commencement Ceremonies
   - Document the team’s work
   - Celebrate successes
3. Follow-up with the family
   - Check in with the family
SAMPLE AGREEMENT ON STAFF ROLES
IN THE WRAPAROUND PROCESS

Date: __________

We, the undersigned _____________ (name the SOC and agencies) commit to the following staff roles of the Wraparound Process

1. We will have Facilitators to manage the integration planning process. These Facilitators will be employed by ________ (name the agency) but are working for the entire system of care as integration specialists, with the children, youth, and families who are true integration resources.

2. Each of the Facilitators must have a designated supervisor who must become skilled in the Wraparound Process and who has responsibility to ensure that all Facilitators become competent in the core skills of the Wraparound Process. Part of this responsibility is to collect process and outcome data on fidelity of the process and share this information with __________ (name the SOC and Agencies). This supervisor must closely work with supervisors of other system partners and with the family organization (name the family organization).

3. Each of the Facilitators must be competent in the single system decision making planning systems, and work closely with the facilitators of each of these systems to ensure that no duplication of effort negatively impacts family outcomes or costs of services.
SAMPLE AGREEMENT ABOUT SINGLE SYSTEM AUTHORITY AND DISPUTE RESOLUTION IN THE WRAPAROUND PROCESS

Date: ______________

We, the undersigned, agree to use integrative decision making wherever possible, if the child, youth, and family have needs across system boundaries. However, based on Federal or State mandates, final decision making accountability may have to rest in a single system. We commit to the following steps if a single system decision has to be made for a family involved in the Wraparound Process:

1. The single system staff will consult with their supervisor and notify them that a child, youth, and family under their system responsibility and who is in the Wraparound Process, and that a need exists to make a single system decision.

2. The supervisor of the single system staff will contact the Wraparound Process Facilitator’s Supervisor and discuss the issue, and confirm the single system’s desire to both ensure the system mandates of their individual system and the single system’s desire to remain consistent with the team doing the integration through the Wraparound Process. The two supervisors will attempt to develop a solution to the issue, recognizing that time may be of the essence.

3. If the issue is not resolved and an integrated approach determined, the single system staff and their supervisor will make the single system decision, but then bring the issue as a potential system barrier to the ______ (name the SOC board and management structure).

4. The two supervisors will come to the barrier busters committee of the ______ (SOC) and present the issue together for resolution.