

ICEBREAKER MEETING POLICY

An Icebreaker meeting is to be held within 2 weeks of the child coming into foster care. The meeting should take place at the agency, a neutral location or virtually.

The Family Services Specialist is responsible for scheduling the meeting. The Icebreaker meeting is to occur face-to-face; however, if there are significant barriers to the meeting occurring then a discussion with the Supervisor must be had to discuss alternatives for the meeting.

The Family Services Specialist is responsible for preparing all participants for the meeting. The Family Services Specialist will share the purpose of the meeting, importance of staying child focused, opportunity for parents to form a partnership, specific information parents may want to share, and short term visitation plan. The Family Services Specialist will provide parties with the information forms, located on the G: Drive to help prepare all participants for the meeting.

The following participants shall be at the meeting: biological parents, prior custodian, if applicable, foster parents or residential case manager/therapist, Family Services Specialist and child, if developmentally appropriate. If there is a therapeutic foster care worker involved, those individuals should be invited to the meeting. If applicable, the Human Services Specialist assigned to the case should be invited. If the child is placed in a DSS home, include someone from the Resource staff.

The Family Services Specialist should assess if there are any safety concerns, no contact orders or stipulations around contact for the involved parties. In addition, the Family Services Specialist needs to assess if there are domestic violence concerns. If there are no contact orders and/or domestic violence concerns, then two separate meetings need to occur.

During the meeting, the Family Services Specialist is responsible for facilitating the meeting. The Family Services Specialist can use the Icebreaker Meeting Process and Agenda facilitator's guide. The Family Services Specialist will use the Icebreaker Meeting Report form to document information shared and any decisions made during the meeting. The Icebreaker Meeting Report form will be given to all parties participating in the meeting and any other parties deemed appropriate.

After the meeting, the Family Services Specialist will ensure to document the meeting in OASIS and have participants completed the meeting evaluation form.