



Sample Follow-up Meeting Agenda

Your first family meeting is a great start, but it's not the end. Your care and support arrangement will need adjustments over time as family members' needs and circumstances change. Getting everyone together periodically can help to ensure that things are running smoothly and to address unresolved items or issues that require further consideration. You might choose to set regular meetings (monthly, every 6 months, etc.) or plan your meetings one at a time. Not all meetings need to be face-to-face. Do what works for your family.

This sample meeting agenda may be helpful as you meet again.

Checking in: How's it going overall?

Updates:

- » What's changed since our last meeting? (for the person with care needs and caregivers alike)
- » What's working?
- » What isn't working so well?
- » Have our goals changed?
- » Do we want to complete a new Shared Assessment?

Our Family Care and Support Plan:

- » Do we want to complete a new Family Care and Support Plan?
- » Are we ready to tackle some of the unresolved areas from our last meeting?
- » Do we have new items to add to our list of unresolved areas?

Our Communication and Follow-up Plan:

- » Are we communicating the right kinds and amounts of information with each other?
- » Are we involving everyone who should be involved in our communication and decision making?
- » Are we using the right types of communication and care coordination tools?
- » Are we missing important information or resources, and how will we find them?
- » When should we meet again, or how will we decide when to meet again?