

Ten Steps Toward a Well-Constructed Plan of Care

1. Identify relevant goals that correspond to both strengths and needs.
2. Obtain perspectives/gather information from all members of the wraparound team.
3. Ensure that goals match the strengths/needs of the child/family.
4. Clarify goals before moving on to objectives and action steps. Have each team member state the goal in his/her own words.
5. Identify appropriate objectives.
6. Identify appropriate action steps (WHO will do WHAT by WHEN?).
7. Identify relevant measurement strategies.
8. Set appropriate time frames.
9. Watch for and address resistance BEFORE leaving the POC meeting.
 - o Beware of the dreaded "Parking Lot Meeting"
10. Set timelines for follow-up/review/send thank you notes (optional) with minutes/establish who does what next.

