

### NM HIGH-FIDELITY WRAPAROUND FACILITATOR'S PRACTICE FLOW CHART

The purpose of this chart is to provide a guide to Wraparound facilitators that have completed NM High-Fidelity Wraparound Foundations Training. It provides a step by step process that facilitators should follow in order to assure fidelity to the High-Fidelity Wraparound process. The first column describes the phase of the process. The second column describes the activity that should be taking place at each phase and a time frame for completion. The third column identifies the High-Fidelity Wraparound form or tool the facilitator should use to conduct the activity and assure High Fidelity to the Wraparound practice. The fourth column identifies the evaluation requirement that should match phase of the process.

\*\*Exceptions need to be approved by Wraparound coach

PHASE	ACTIVITY	FORM/TOOL	EVALUATION
<b>Referral</b>	<p>🕒 A referral must be vetted and the Consensus &amp; Consent Team Meeting scheduled within two (2) business days of receipt of a High-Fidelity Wraparound Referral Form</p> <p>➡</p> <p>🕒 In order to accommodate specific needs of youth/families the time frame to hold a Consensus &amp; Consent Team Meeting (CCT) can be extended to, but cannot exceed, five (5) business days.</p> <p>If consensus is reached from participants and the youth and Family consent to Wraparound:</p> <ol style="list-style-type: none"> <li>1. Get the NM High-Fidelity Wraparound Consent form signed</li> </ol>	<p>✂ Wraparound Elevator Speech (Developed at training to introduce Wraparound at first contact)</p> <p>✂ NM High Fidelity Wraparound Consent form</p>	<p>🕒 <b>Evaluation ID: Requests should be made within 48 hours from the NM High Fidelity Consent form being signed the <a href="#">Smartsheet</a> link</b></p>

	2. Get Release of Information forms signed to contact system partners, providers, and supports	✕ Use your Program's Release of Information Form ✕ Complete the Consensus and Consent Team Verification Form	
PHASE	ACTIVITY	FORM/TOOL	EVALUATION
Engagement	<p><b>Post consent, meet with Family and Youth in-vivo in the community</b></p> <p>🕒 Wraparound facilitators must have their first in-vivo engagement, post with youth and family within 48 business hours of the NM High-Fidelity Consent form being signed.</p> <p>Gather the family's story. Be aware that it may take several meetings to get this holistic picture. →</p> <p>🕒 Safety and Stability Plan should be completed within 15 days from enrollment. Assess for Safety &amp; Stability at <b>every</b> interaction and if necessary update plan →</p>	<p>✕ Gathering the Family Story Guide &amp; Gathering the Family Story Form</p> <p>✕ Safety &amp; Stability Plan Guide &amp; Safety &amp; Stability Form</p>	

	<p>If there are immediate concrete needs, address them with urgency Frequency of contact with family/youth should correlate the required intensity. (At a minimum once a week)</p> <p><b>Gather additional information:</b></p> <ol style="list-style-type: none"> <li>1. Review and collect collateral. New collateral should be added to the file. (Assessments, records, IEPs, etc.)</li> <li>2. Contact/Interview relevant people. Note, that they are also potential team members</li> </ol> <p><b>Communication:</b></p> <ol style="list-style-type: none"> <li>1. ⌚ Referral source should be updated on engagement at a minimum of once a week.</li> </ol>	<p>✂ Interactions should be recorded on the Weekly Reporting Form and filed</p> <p><b>Continue</b> to use the ✂ Gathering the Family Story Form Specifically assess for additional needs and strengths</p>	
PHASE	ACTIVITY	FORM/TOOL	EVALUATION
Engagement Cont..	<p><b>Preparation for First Family Team Meeting</b></p> <p>⌚ Expectation is to have first meeting within 30 days of making first face to face contact</p>		⌚ CANS must be completed within 30 days from enrollment


	<p>1. Combine information from Gathering the Family Story and collateral to discuss with family to formulate Vision, Needs, Strengths, team members</p> <p>2. Prioritize Needs.</p> <p>3. Assess for the need to formulate a Safety &amp; Stability Plan at <u>every</u> interaction</p> <p>4. Schedule time to review Team Meeting Prep form with Coach.</p> <p>5. After coach has approved Team Meeting Prep form, meet with family to schedule the Wraparound Team Meeting. Plan on location, identify who is going to make invitations to team members</p> <p><b>Transition out of Wraparound:</b> This should be discussed at every Wraparound team meeting in the context of reaching the Vision</p>	<p>➡ ✕ Team Meeting Prep Form</p> <p>➡ ✕ Team Meeting Prep Form</p> <p>➡ ✕ Team Meeting Guide</p>	
PHASE	ACTIVITY	TOOL	EVALUATION
Action Planning	<p><b>Facilitate Wraparound Team Meeting</b></p> <p>1. Formulate an action plan, delegate tasks and time frames</p>	<p>➡ ✕ Action Plan Form</p>	<p>🕒 Refer to the <i>New Mexico High Fidelity Wraparound Program Manual</i></p>

	<p>2. Assess for the need to formulate a Safety &amp; Stability Plan at <b>every</b> interaction</p> <p>3. Schedule next Wraparound Team Meeting at the end of this Family Team Meeting</p> <p>4. Within 48 hours of Wraparound Team meeting distribute Action Plan Form &amp; Safety/Stability Plan Form (If applicable) to all team members</p> <p><b>Lack of Engagement:</b> Engagement barriers are inherent in Wraparound. The Wraparound facilitator must demonstrate skill in bridging engagement barriers. For this reason lack of engagement should not generally constitute a reason for discharge.</p>	<p>✂ See Wraparound Transition Procedure for additional time frames during Pre-Engagement</p>	<p><i>and Provider Implementation Guide</i>, for details as to expectations and frequency for the administration of the <b>WFI, TOM and DART</b></p> <p>🕒 <b>CANS must be updated every six months or at life changing events as outlined in the CANS protocol</b></p>
PHASE	ACTIVITY	TOOL	EVALUATION
<b>Adaptation</b>	<p><b>Continuing the Wraparound Process</b></p> <p>1. Subsequent Wraparound Team meetings should take place biweekly (more often if necessary) for the first two months of the Wraparound process. Thereafter at least once a month 🕒 Frequency</p>	<p>✂ Variations to frequency of Family Team meetings should be done after consultation with Wraparound coach</p>	<p>🕒 Refer to the <i>New Mexico High Fidelity Wraparound Program Manual and Provider Implementation Guide</i>, for details as to expectations and frequency for the administration of the <b>WFI, TOM and DART</b></p>

<p><b>Adaptation</b></p>	<p>should be reflective of the family/team needs</p> <p>2. All subsequent Family Team meetings should focus on measuring the Action Plan's benchmarks and a review of the Vision, Strengths, Needs, Benchmark, and Strategies</p> <p>3. Continue to engage family, system partners, providers, supports to coordinate delegated tasks</p> <p>4. Continue to engage family, system partners, providers, supports to assess for efficacy of the Action Plan's Vision (Family only), Needs, &amp; Strategies</p> <p>5. ⌚ Crisis: A Wraparound Team Meeting should be scheduled as soon as possible, but no later than 48 hours following a crisis. Phone call attendance is acceptable if necessary to meet timeline</p> <p>6. ⌚ Crisis: Post a crisis the Action Plan's Elements should be revised within one week of the crisis</p>	<p>➡ ✖ Coaching sessions are consultations of Action Plan elements, barriers, &amp; troubleshooting</p> <p>➡ ✖ Weekly Reporting Form</p> <p>➡ ✖ Safety and Stability Plan Guide &amp; Form</p>	
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PHASE	ACTIVITY	FORM/ TOOL	Evaluation
Transition	<p><b>Start to transfer Wraparound process to a Wraparound Team members</b></p> <p>1. Staff with Wraparound coach to initiate this phase</p> <p>2. Bring team together to form a transition plan of care for you to exit the Wraparound facilitator role:</p> <ul style="list-style-type: none"> <li>• Determine what formal services may continue and how they will be funded.</li> <li>• Determine which informal/natural supports will continue to carry out transition plan and beyond</li> <li>• Determine who can take over transition role</li> </ul> <p>3. Create a post transition crisis plan.</p> <p>4. Transition Wraparound facilitator responsibilities to identified party</p>	<p>✂ Wraparound Transition Procedure</p>	

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PHASE	ACTIVITY	FORM/ TOOL	EVALUATION
<b>Discharge</b>	<b>Discharge family from NM High-Fidelity Wraparound</b>  1. Staff with Wraparound coach to initiate this phase  2. ⌚ Family must be discharged from NM High-Fidelity Wraparound within 7 days of discharge staffing	 ✕ NM High-Fidelity Wraparound Transition Form	