



High Fidelity Wraparound (HFW) Activities and Documentation Timeline

I. Engagement Phase:

Engagement is a phase in HFW, and occurs over time, not in a single meeting. During this phase the Facilitator and Family Support Partner (FSP) are meeting with the youth, family, and potential team members (natural supports and system partners) to explain and orient them to HFW, to understand the prioritized needs of the youth, family, and team members, to gather the information for the Strengths Needs and Culture Discovery and to understand the family's vision for the HFW process. The facilitator is preparing the family, youth, and team members for the initial team meeting (which occurs in the 2nd phase of the process). Successful engagement ensures that the youth and family as well as all team members have clarity regarding their role, establishes a tone of collaboration for the HFW team, and ensures that families are central to the planning process (entire process averages 12 months).

Documentation:

- Crisis Stabilization ("Band Aid") Plan) - Completed during initial meeting with youth/family and as needed throughout the HFW Process.
- Strengths, Needs, and Culture Discovery- Completed 30-45 Days after initiating HFW (ICC). This document is written by the Facilitator (FSP helps to collect the information). The purpose of the Discovery is to educate the HFW team on who the family is and as a result the Discovery is shared with all team members and guides the HFW Planning Process. The Discovery is updated throughout HFW to reflect new information learned.

II. Planning Phase:

The Planning Phase begins when the HFW team convenes for the first time and the Initial HFW Plan (based upon the prioritized needs of the youth and family) is developed. During this meeting, the facilitator models the principles of HFW, helps the team develop a shared team mission, and ensures that the youth and family voice is heard (Family Support Partners are essential for this as well). In the Planning Phase, a Crisis Prevention Plan (CPP) is also created by the team. The Planning Phase typically ends once the Initial HFW Plan and the CPP are developed.

Documentation:

- Initial Action Plan (developed at first team meeting)
- Crisis Prevention Plan (developed by the team)

III. Implementation Phase:

The Implementation Phase is the longest phase of the HFW Process, typically lasting 3-9 months. During this phase the HFW team is meeting regularly to develop, implement, and update Action Plans to meet the prioritized needs of the youth family (while incorporating and honoring system mandates). The Facilitator is following up with team members before, after, and between meetings to ensure action steps will be completed. The Facilitator is responsible for maintaining engagement with the youth, family, and all team members and for ensuring the success of the team. Success and progress are continuously monitored (through measurable strategies, the team mission, and the family vision) and successes are celebrated by the Facilitator and the team.

Documentation:

- Ongoing Action Plans (developed at each Team Meeting; occurring as needed and decided by the team; at least monthly)

IV. Transition Phase:

Transition is the final phase in HFW. During this phase, the HFW team should have a strong mix of natural and formal supports. This phase begins when the family and team believe that the family is approaching their vision, the team is approaching their mission, the family and youth have the skills to meet their needs, and the appropriate ongoing formal and informal supports are in place. By engaging natural supports, understanding the family vision, building upon strengths and transferring skills, preparation for Transition begins at Engagement. However, during the Transition Phase plans are made for the formal end to HFW. The team ensures that the essential professional and natural supports are in place, that the family is equipped with the skills to manage crises and to meet/problem-solve around their needs. The progress of the youth, family, and team are celebrated, lessons learned are shared, and a graduation celebration occurs.

Documentation:

- Final Action Plans (team is meeting less frequently now)
- Transition Plan
- Completed/Updated Strengths, Needs, and Culture Discovery

High Fidelity Wraparound Motto: “Do For, Do With, Cheer On...!!!”

