

## Prepare the Youth, Individual, or Family

It is important that CRCGs create a process and provide time to prepare the individual or family for their staffing. A designated CRCG leader or member should reach out to the youth, individual, or family prior to their staffing to answer any questions. When a child or youth is referred, the child's family, caregiver, or other legal representative are invited to the meeting. The family and CRCG leadership may make the decision to also invite the child or youth depending on the age, maturity, and condition of the youth. When an adult is referred, the adult is invited to the meeting, as is a caregiver and/or legal representative (if applicable).

Provide the Information for Your CRCG Meeting handout (available on the CRCG [website](#)) to help outline what to expect at the staffing. Explain that the staffing is an opportunity to express concerns about what brought them to the CRCG, and not necessarily about telling their whole story. Help them think through what they are going to tell the CRCG and questions to ask. Discuss which documents might be helpful for the individual or family to bring, such as medical insurance, psychological and/or psychiatric evaluations, school documentation, and discharge report from placement.

Describe how the room will be set up and list the organizations that may be at the staffing and explain their role. Ask the youth, individual, or family if there is someone they want or do not want at their staffing.

If the meeting will be virtual, ensure that the individual or family will have access to the meeting platform. Provide an overview of the platform and review the communication features available. Explain how the meeting will run, noting differences from an in-person meeting. Additional tips for supporting the individual and family for virtual meetings can be found on the Tips for Virtual CRCG Meetings resource available on the CRCG [website](#).

Encourage the youth, individual, or family to invite people from their support network (i.e., family, friend, pastor, etc.) or plan to have a CRCG member present for support. Prepare a check-in strategy with the individual or family and discuss:

- Concerns about the staffing.
- Language or circumstances that might be re-traumatizing.
- Plan a method, like a signal, for the individual to let someone know they are overwhelmed or not feeling okay about the meeting as it progresses.
- Ask what would be helpful from an emotional and outcomes perspective.

Special considerations to keep in mind if the youth will attend:

- Determine the preparation needed for the CRCG members, like how members should approach talking to the youth and to be mindful of the language they use in the presence of youth.

- Help the youth think through what is most important to share with the CRCG based on the areas in which they would like help.
- Identify a supportive adult who will be at the meeting that the youth feels comfortable asking questions to.
- Consider accommodations if young children will be attending.