

# Practice Alert



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Issued by: Jason Kearbey

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## Revised Family Support Team Meeting Forms

The purpose of this Practice Alert is to inform team members that a new version of the FST-1 form has been posted to e-forms. The new form can be found [here](#).

This update to the FST-1 form is the result of changes made to the informed consent policy and from discussions on how to best document the results of Family Support Team meetings.

The new form shall be used at every FST. This form should contain the names of all participants in the meeting. Their signature indicates they agree with the confidentiality statement. If a person refuses to sign, and that person is not a parent, they should only be included in the meeting for the time in which they provide information.

Once the meeting is concluded, the team member conducting the meeting shall complete the bottom portion of the form based on the case specific information. Then the participants can check whether they agree with the plan or not in the appropriate column.

The documentation on this form is to provide a brief overview of what was discussed that the FST. More detailed documentation must still be completed in FACES.

The FST-2 and FST-3 have now been eliminated and have been replaced by the [FST Discussion Guide](#). This tool can be used to guide agenda planning and purpose for all FSTs.

Please discontinue use of the previous form and begin using the current version from this date forward.