

Child and Family Team Meeting (CFTM)

Confidentiality and information-sharing practices are key elements throughout the CFT process. Mental health therapist may be asked to participate in a CFT meeting and share Protected Health Information. Obtaining the knowing and informed consent to share information in a CFT meeting ensures compliance with state and federal laws. It is imperative that the provider ensure that their client or authorized legal representative has signed the Child and Family Team Release of Information (04-29CFT), because there are multiple stakeholders at the CFT meeting including informal supports. Please keep in mind that the 04-29CFT form is different from the standard 04-29 Release of Information because the 04-29CFT form specifically references the CFT meeting and members. Providers can request a copy of the signed 04-29CFT form from the assigned social worker for their own records prior to attending the CFTM. Please make a note of the following:

Form	Child and Family Team Release of Information (04-29cft).
Purpose	<ul style="list-style-type: none"> Signed by the parent/guardian/youth who is the client of the identified service provider to allow that provider to share privileged information to the team during CFTMs. Only needs to be signed once per provider and lasts throughout their time on the team or expires after one year, whichever comes first.
Person Responsible	<ul style="list-style-type: none"> For forms that require Minor's Counsel signature (dependent youth under age 12), SW will obtain Minor's Counsel signature. SW to provide each provider and client with a copy of the release after it is signed
Who Signs	<ul style="list-style-type: none"> Parent/guardian/youth (age 12 and older) sign their own form to allow their own service provider to share information. Youth 12 years and older can sign for themselves for Medical/Mental Health/AOD providers. For Mental Health and Behavioral Health providers, if the youth is under 12 and represented by counsel in a Juvenile Dependency proceeding, the form must be signed by Minor's Counsel. For educational providers, if the youth is under 18, the form must be signed by the Educational Rights Holder. For all other providers, if the youth is under 12, the form must be signed by the parents. If the parent refuses to sign or no longer has Parental Rights, the worker will request the signature of the court via ex parte after informing Minor's Counsel. If the youth is under 12 and in a Voluntary Out of Home case, the parent/guardian must sign
When Form is Signed	<ul style="list-style-type: none"> When the service is initiated in anticipation of the provider becoming part of the Child and Family Team. For youth who require Minor's Counsel signature, the form must be signed before the first CFTM the associated provider shares information. Facilitator will make sure there is a 04-29CFT on file for every provider prior to the start of each meeting.

Reference: [Child and Family Team Meetings \(sandiegocounty.gov\)](http://sandiegocounty.gov)