

Joint Case Management Meeting Minutes & Case Plan Pro forma

Part 1: Meeting/Case Information & Proceeding

Date of Meeting:

Present:
.....

Name of Client:

Status of Case:

Name of Case Manager/s:

Family Support:

Name of Case Workers assisting Case Plan:
.....

Meeting Proceedings

Item 1
.....
.....
.....
.....

Item 2
.....
.....
.....
.....

(Continue for each item)

Date of Next Meeting:.....

Part 2: Case Plan

Name of Client:

Status of Case:

Summary of overall plan (short-medium term): e.g. To arrange rehabilitation with a direct transfer to education

.....
.....

Case Work Support Plan 1

Case Work Area of Support: (e.g. education)

Case Worker Responsible:.....

Agreed Action

.....
.....

Time Frame:

Feedback from Agreed Actions (follow up meetings)

.....
.....
.....

New actions (if required)

.....
.....
.....

(Continue for each area of case work)

Signed and dated:

Young Person _____

Family Member _____

Case Manager _____

Case Manager _____

Case Worker _____