

Cork Kerry - Interagency Case Meetings Step by Step.

This summary may be useful.

After taking necessary steps to arrange and prepare for the meeting...

1. Clarify Lead Agency / Case Manager where needed
2. Case Manager: chairing and recording care plan actions.
3. Initiate a round of introductions (chair)
4. Summarise the meeting aims/purpose (chair)
5. Agree agenda (all)
6. Suggested Agenda:
 - a) Individual service reports and recommendations: solution/recommendation focused (all)
 - b) Service user issues/suggestions and feedback on recommendations (service user)
 - c) Agree on interagency plan / next steps (lead by chair)
 - d) Issues that cannot be met by the services around the table: identify services and who will contact them. In general contacting other services is the role of the case manager.
7. All correct email address and phone number for future correspondence sought (chair)

Initiate appropriate follow-on communication.....