

Adult Protection Multidisciplinary Team Initial Meeting

In-Person Meeting Suggestions

This document provides MDT facilitators with suggestions to prepare for and facilitate the first meeting of the MDT.

Pre-Meeting Checklist

- Select date and time for first meeting
- Confirm meeting location
- Location should have proper audio/visual hookup for displaying PowerPoint presentation
- Identify team members and collect email addresses
- Send calendar invitations to invitees including date, time, and meeting location
- Review the sample meeting PowerPoint located near the end of Module 1 and use it as a template to create your own PowerPoint to use during the initial meeting

Materials Needed for Initial Meeting

- Meeting one PowerPoint presentation
- Name tags for participants
- Pens, pencils, and three inch by three inch or other large sticky notes (one pack per participant)
- Three whiteboards and/or poster boards/chart paper
- If whiteboards: Dry erase markers (preferably different colors) and dry eraser
- If posterboards/chart paper: Different colored markers

Day of Meeting Checklist

- Arrive early to set up meeting space and ensure technology is working
- Situate seats so that participants can easily see each other and the presentation and collaborate comfortably
- Set up a table near the entrance for name tags, pens, and sticky notes
- In an area near the participant seats, easily accessible by all, set up the whiteboards/poster boards/chart paper to be used later in the session

Suggested Agenda (all times are approximate)

Topic	Time
Welcome and Introductions	10 minutes
Multidisciplinary Teams Overview	10 minutes
Identifying the Group's Purpose	30 minutes
Future Considerations and Conclusion	10 minutes

Facilitator Ideas

As the facilitator of the meeting, you may find these activities useful as you host your first meeting. The general process is to seek input from everyone present at the meeting. Two possible options for collecting responses to key questions are to:

1. have the facilitator record each person's ideas on a white board or flip chart,
or
2. have each person record their ideas on sticky note, then have the facilitator group the notes on the board.

Participant Introductions (10 minutes)

The purpose of this exercise is to welcome participants and begin building relationships as a potential multidisciplinary team.

1. Share your name, profession or role in the community, and why you came to this meeting.
2. Record these professions/roles on the display boards.

Multidisciplinary Teams Overview (10 minutes)

In this segment, participants receive a brief overview of Multidisciplinary Teams. The team considers who else should be included in the MDT.

1. Share general information about MDTs and their benefits.
2. Ask participants to take a moment to reflect on the professions/roles present in the room and listed during the introductory activity.
3. Ask participants which professions in the community are potentially necessary and currently not represented on the MDT?
 - Of those missing professions, which ones should be invited to participate now? Which ones might be better to add later?
 - Identify which current MDT participants are best situated to identify and recruit those new members.
 - Identify who will be contacted to be added to the MDT, if anyone, and who of the existing participants will contact them, by what date, and how they will reach out to invite the new participants to join the MDT. Remember, it may be better to start small and build participants slowly over time.
4. Record possible additional members in an alternate color on the same board where participants' roles were originally recorded.

Identifying the Group's Purpose (30 minutes)

During this section of the agenda, participants discuss what motivates them to form and support an MDT. Following the discussion, participants will learn more about specific purposes for forming MDTs.

1. What are we trying to accomplish by having an MDT? The facilitator directs participants to respond to one of these questions:
 - a. Purpose of the MDT: *"The primary change I would like to see this MDT generate is..."*
 - b. Expectations of participation: *"I would participate in this MDT if we..."*
2. All participants are asked to share their responses. Ask participants to consider both similarities and contradictions in the responses.

3. Engage participants in a general discussion of whether their MDT should initially be oriented around systems-level change and coordination or around exchanging confidential information about specific cases. Remember, the purpose of MDTs can change over time but focus on the immediate future now.
4. Seek input from each participant about what the group's initial focus should be:
 - a. Case Review,
 - b. System Review, or
 - c. Hybrid.
5. Ask participants how the confidentiality limitations that apply to the case-specific information they hold might create challenges to using a Case Review model. The facilitator records the input on the board.
 - a. If everyone agrees about the initial focus on the MDT, a decision can be finalized quickly.
 - b. If there are differences in opinion or confidentiality limitations to discuss, use this time for discussing underlying concerns and motivations.

Your group may not settle on a purpose during this meeting. If the group is interested in Case Review or Hybrid, you may need to do more research on the confidentiality laws that apply to various members of the group to determine what information sharing would be allowed within the MDT. It is okay to revisit this section at the next meeting. The notes of the meeting should reflect the group's final choice, whenever the agreement is made.

Future Considerations and Conclusion (10 minutes)

The purpose of this time is to receive quick feedback about the meeting. Use this feedback to guide your design of future meetings.

To practice transparency, open communication, and self-assessment, ask each person to respond to the following questions:

- a. What went well in this meeting?
- b. What do we need to strengthen or change for next time?