

## ADR Meeting Preparation - Suggested Steps to Follow:

1. **Be professional**, focus on facts and pertinent information. Adhere to appeal process timelines.
2. Keep a **documented written history of communication** between you and the agency you are working with – chronological dates, names and details on each communication. Try to use **emails and other written correspondence**.
3. Create a clear list of topics to address at the ADR meetings. **List the points you want to cover**.
4. Try to **keep your emotions in check** – even practice with loved ones before attending the meeting.

## Once at the ADR meeting:

- **Take Notes.**
- Present your **key strategies/tools/skills** that support the child(ren)s healthy development.
- Discuss how you worked through **specific child development challenges** – give examples.
- Present **achievements and milestones** of the child(ren).
- Outline **attachments** the child(ren) have made while in your home.
- Share **activities** you do with the child(ren).
- **Bring a picture** of the child(ren) to place in the centre of table to remind all present who is the topic of discussion.
- If transition home is being discussed **offer your assistance/presence** throughout the transition. Even offer to be a co-parent, respite provider, lifelong connection or simply available to discuss caring for the child(ren) **even after discharge**.