

**Scenario:** Family Case Plan for New PC/Adoption is needed and is being created in the Ongoing case.

**Follow these steps on the FCP Update Information Screen:**

**Update Information**

Will this be a Recommended Family Case Plan? \*

Selecting **No** creates an Update to the current Family Case Plan.  
Selecting **Yes** will maintain the current Family Case Plan AND create an alternative Family Case Plan for the agency to recommend a different legal status, placement and/or visitation arrangement.  
The approved Family Case Plan is effective until the court orders the Recommended Plan.

→ 1. Select the response of **Yes** to the first question "Will this be a Recommended Family Case Plan?".

Are you recommending Permanent Custody?

→ 2. Select the response of **Yes** to the second question "Are you recommending Permanent Custody?".

Select child(ren) for whom you are recommending Permanent Custody:

<input type="checkbox"/>	Child(ren) for this Adoption Family Case Plan
<input checked="" type="checkbox"/>	John, Johnny - Male Age 1

→ 3. Check the box for each child that you are recommending Permanent Custody and click the **Save** button.

4. Complete the information for the rest of the FCP.

**Scenario:** Family Case Plan Update Is Needed because of a change in case circumstances (i.e. adding a participant to the case plan, visitation plan change, etc.).

**Follow these steps on the FCP Update Information Screen:**

**Update Information**

Will this be a Recommended Family Case Plan? \*

Selecting **No** creates an Update to the current Family Case Plan.  
Selecting **Yes** will maintain the current Family Case Plan AND create an alternative Family Case Plan for the agency to recommend a different legal status, placement and/or visitation arrangement.  
The approved Family Case Plan is effective until the court orders the Recommended Plan.

→ 1. Select the response of **No** to the question "Will this be a Recommended Family Case Plan?\*".

**Available Update Reasons:**

<input type="text" value="extension of time lines"/> Modify Concerns Legal Status Change Independent Living Services Other Permanency Goal Relevant Environmental Changes Removal of Case Plan Participant	<b>Selected Update Reasons:</b> Placement Change
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→ 2. The **Available Update Reasons** push box will display. Make the applicable selection (s).

**Reason for Change(s):\*** (expand full screen)

FCP update required because child's placement moved. |

→ 3. Enter a narrative in the textbox "Reason for Change(s):\*" and click the **Save** button.

4. Complete the information for the rest of the FCP.

Scenario: Initial Family Case Plan needs updated because of a change in case circumstances and the court needs a version of the Family Case Plan that is only being Recommended. This version must be finalized in SACWIS when the court orders the Recommended Plan to be final.

**Follow these steps on the FCP Update Information Screen:**

**Update Information**

Will this be a Recommended Family Case Plan? \*

Selecting **No** creates an Update to the current Family Case Plan.  
Selecting **Yes** will maintain the current Family Case Plan AND create an alternative Family Case Plan for the agency to recommend a different legal status, placement and/or visitation arrangement.  
The approved Family Case Plan is effective until the court orders the Recommended Plan.

→ 1. Select the response of **Yes** to the first question "Will this be a Recommended Family Case Plan?".

Are you recommending Permanent Custody?

→ 2. Select the response of **No** to the second question "Are you recommending Permanent Custody?".

Select child(ren) for whom you are recommending Permanent Custody:

Child(ren) for this Adoption Family Case Plan

John, Johnny - Male Age 1 → 3. Check the box for each child that you are recommending the different legal status and click the **Save** button.

Available Update Reasons:

- Extension of Time Lines
- Modify Concerns
- Legal Status Change
- Independent Living Services
- Other
- Permanency Goal
- Relevant Environmental Changes
- Removal of Case Plan Participant

Selected Update Reasons:

- Placement Change → 4. The Available Update Reasons push box will display. Make the applicable selection(s).

Reason for Change(s): \* (expand full screen)

FCP update required because child's placement moved. | → 5. Enter a narrative in the textbox "Reason for Change(s)\*" and click the **Save** button.

6. Complete the information for the rest of the FCP.