

## CONCERNS

### What are the concerns/needs for the family?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ A description of the behavior(s) or circumstance(s) resulting from the risk contributor(s) identified.</li> <li>❖ Identify how the behavior(s) or circumstance(s) directly impact the safety and/or risk of the child(ren).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be behaviorally specific and factual.</li> <li>➤ Provide examples of the behaviors reported and/or observed.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have you written about facts, not conjecture?</li> <li>✓ Are your concern statements specific to the family?</li> <li>✓ Will the family understand what you have written?</li> <li>✓ Is the statement written in behaviorally observable terms?</li> <li>✓ Have you conveyed the seriousness of the situation without being judgmental or derogatory?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mike's use of heroin and prescription pain pills prevents him from providing care and supervision to Samson and Anna. For example, police found Samson and Anna outside without supervision or adequate clothing.</li> <li>▪ Cheryl's untreated schizophrenia prevents her from providing food and supervision for Shanna and Elise. Shanna, age 7, has been caught stealing food multiple times from the local supermarket to feed herself and Elise, age 4. Shanna and Elise are often left unsupervised for days during Cheryl's paranoid phases in which she barricades herself in her bedroom.</li> </ul>

## CONCERNS continued

### Behavioral Change: What does the family and worker want to see happen?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ A description of the needed behavioral change indicating the risk contributor(s) identified for the concern have been improved.</li> <li>❖ A description of expected behavioral change and how it positively impacts the child(ren).</li> </ul>	<p style="text-align: center;"><b><u>FIRST SENTENCE:</u></b> A general description of the needed change</p> <p style="text-align: center;"><b><u>SECOND SENTENCE:</u></b> The change will result in:</p> <p style="text-align: center;"><b><u>BULLETED LIST:</u></b> Outcomes, always including parents' behaviors, related to the concern and care of the children</p> <ul style="list-style-type: none"> <li>➤ Use behaviorally observable terms.</li> <li>➤ Describe desired improvements in attitude, knowledge, mental health in terms of the resulting behavioral changes.</li> <li>➤ Use bullets rather than long sentences or paragraphs, they are easier to read.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have you identified what behavior must change?</li> <li>✓ Did you engage the family?</li> <li>✓ Is the language clear and written in family-friendly language?</li> <li>✓ Is there a clear description of behavioral changes that should result from improvements in behavior, attitude, mental health, or knowledge?</li> <li>✓ Is it clear how the change in behavior will positively impact the children?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mr. Watson will manage depression symptoms, which include sleeping, withdrawal from life activities, and self-medicating. He will:             <ul style="list-style-type: none"> <li>○ Provide unimpaired supervision of the children.</li> <li>○ Be awake when the children are awake.</li> <li>○ Provide meals for the children.</li> </ul> </li> <li>▪ Heidi will learn and use coping mechanisms that have a positive impact on her children. She will:             <ul style="list-style-type: none"> <li>○ Provide appropriate caregivers in her absence.</li> <li>○ Not become impaired by alcohol when caring for her children.</li> </ul> </li> <li>▪ Use non-physical discipline techniques.</li> </ul>

## CAUSE / STRENGTHS

### What is causing these concerns/needs for the family?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ Select risk contributors specific to the concern identified.</li> <li>❖ A description of the selected risk contributor(s) and how they relate to the specific concern for the family.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Group each main underlying RC with the related RCs it impacts.</li> <li>➤ Keep in mind that more than one main underlying RC can impact other RCs (Ex. Substance abuse and Mental Health can both affect Parenting Practices).</li> <li>➤ Parenting Practices should usually be grouped with other RCs.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Did you select risk contributors that are related to the concern?</li> <li>✓ Are your statements fact based?</li> <li>✓ Have you conveyed the seriousness of the situation without being judgmental or derogatory?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mr. Watson experienced a childhood trauma which has led to his depressed symptoms.</li> <li>▪ Heidi has reported she drinks alcohol to intoxication as a stress reliever.</li> </ul>

### What strengths and supports does the family have?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ Select non-risk contributors that mitigate the risk contributors identified for the concern.</li> <li>❖ A description of the selected non-risk contributor(s) and how they mitigate the risk to the child(ren)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep in mind that one non-risk contributor can mitigate the risk for multiple risk contributors and concerns for the family.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have you identified non-risk contributors that mitigate the risk to the child(ren) for the specific concern?</li> <li>✓ Did you engage the family?</li> <li>✓ Is the language clear and written in family-friendly language?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mr. Watson enjoys attending church and will often meet with other members after for coffee. (NRC – Extended Family, Social and Community Connectedness; RC – Emotional / Mental Health Functioning)</li> </ul>

## SERVICES

What steps will the family take to achieve what the family and caseworker want to see happen?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ The activity the family must complete to make the desired behavior change.</li> <li>❖ Which family member is responsible for completing the activity?</li> <li>❖ When the activity should be completed.</li> <li>❖ Direct service, case management, advocacy activities the caseworker will perform.</li> <li>❖ Activities other service providers will perform.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use step-by-step detail that will help the family reduce the risk of maltreatment.</li> <li>➤ Utilize activities that build on or enhance the family's strengths.</li> <li>➤ Sequence the activities so the most important ones are completed first.</li> <li>➤ Include activities that can occur concurrently, when appropriate.</li> <li>➤ Be transparent: include non-negotiable activities (e.g. drug screens).</li> <li>➤ When necessary, include the rationale for the activity.</li> <li>➤ Include how the caseworker will monitor completion of case plan activities and progress towards behavior change.</li> <li>➤ Explicitly state activities for caseworkers/service providers that correspond the family activities.</li> <li>➤ Include explanation of non-negotiable activities.</li> <li>➤ Make sure activities for service providers are consistent with any contractual requirements they may have with your agency.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Did you engage the family?</li> <li>✓ Did you include how you would help remove barriers to participating in services?</li> <li>✓ Are the number of activities realistic for the family?</li> <li>✓ Are the activities sequenced properly?</li> <li>✓ Do the activities explain how you and the other service providers will help the family achieve the changes they need to make?</li> <li>✓ Do the activities explain how you will monitor progress?</li> <li>✓ Is it written in easy to understand language?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Todd will complete a substance abuse assessment with a provider of his choice.               <ul style="list-style-type: none"> <li>○ The caseworker will make a referral for a substance abuse assessment with the provider of Todd's choice.</li> </ul> </li> <li>▪ Mrs. Wilson will participate in the "Help Me Grow" programs to learn ways to encourage her baby's development.               <ul style="list-style-type: none"> <li>○ The caseworker will speak with the Help Me Grow provider about Mrs. Wilson's attendance, participation and progress in the program. The caseworker will also discuss the baby's developmental progress.</li> </ul> </li> </ul>

## MEASURES

### How will the family's progress be measured?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>➤ A description of how progress will be measured.</li> <li>➤ A description of behavioral indicators of progress.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Describe specific indicators of successful progress towards behavior change.</li> <li>➤ Explain how improvements in knowledge, attitudes, beliefs, or mental health conditions will be evidenced by the parent's behavior change.</li> <li>➤ Use behaviorally observable language.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Are your statements specific?</li> <li>✓ Did you use clear language?</li> <li>✓ Do the measures clearly correspond with the desired behavior change?</li> <li>✓ Does it specifically outline how direct observations, interviews, and report from service providers will be used to determine if the behavior change is occurring?</li> </ul>	<ul style="list-style-type: none"> <li>▪ The caseworker will observe Ms. Warner's interactions with her children during visits. Evidence of progress in learning and using non-physical discipline include:               <ul style="list-style-type: none"> <li>○ Use of discipline strategies such as time-out, natural and logical consequences, restricting privileges or any other methods learned from the parent mentor.</li> <li>○ No use of physical discipline such as hitting, punching, spanking, slapping.</li> </ul> </li> </ul>

### When will the family's progress be reviewed?

COMPONENTS	TIPS FOR WRITING	CHECK YOUR WORK	EXAMPLES
<ul style="list-style-type: none"> <li>❖ An explanation of when progress will be reviewed during the caseworker's interactions with or on behalf of the family.</li> <li>❖ An explanation of the frequency of formal review process.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Measuring progress at logical times, such as during home visits, or during visits between the children in placement and their parents.</li> <li>➤ Include the frequency of each measure (both informal and formal).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Is the information specific?</li> <li>✓ Does it stipulate when and how frequently progress will be measured?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Caseworker will review written reports from the substance abuse counselor monthly.</li> <li>▪ Caseworker will observe interactions between the children who are in relative placement and their parents during every parent-child visit.</li> <li>▪ The case plan and services will be reviewed every 90 days.</li> </ul>