

APPLICATION of CAPMIS TOOLS with Minor Parents

This document provides guidance in the application of the Comprehensive Assessment and Planning Model – Interim Solution (CAPMIS) for cases involving a minor parent.

Case Maintenance

- Upon receipt of a report involving a minor mother as the alleged perpetrator/adult subject of the report and the minor mother's child as the alleged child victim/child subject of the report, a case should be created for the **child of the minor mother** and the report and assessment completed accordingly.
- Upon receipt of a report involving a minor mother as the alleged child victim/child subject of the report and the minor mother's child as other involved child, a case should be created for the **minor mother** and the report and assessment should be recorded under the minor mother's biological case.
- Upon receipt of a report involving a minor mother as the alleged child victim/child subject of the report and the minor mother's child as alleged child victim/child subject of the report, the report and the assessment should be recorded under the minor mother's biological case.
- Should the Public Children Services Agency (PCSA) provide ongoing services to a minor mother in her role as parent while providing ongoing services to the minor mother's parents, it is recommended that a separate case be created for the **child of the minor mother**. This will allow the PCSA to develop a case plan to include services, goals, and activities tailored to the minor mother and her child; while the case plan under the **minor mother's biological case** provides services, activities and goals tailored to the minor mother's parents.
- Upon a PCSA's receipt of custody of a minor mother and/or her child, a separate case should be created for the **child of the minor mother**. The PCSA serves the **minor mother** as a child under her **biological case**. Absent new allegations of child abuse and/or neglect, the case should be created and opened under a dependency intake. This assists the PCSA to provide case plan services that more clearly focus on the minor mother and her child with case plan services, goals, and activities tailored to the minor mother; while the case plan under the **minor mother's biological case** provides services, activities and goals tailored for the minor mother's parents.
- If a case has been created in SACWIS for the **child of the minor mother**, the **minor mother's biological case** should be associated as a companion case to her child's case. This is accomplished through the Admin tab. Go to **utilities** and select **associate case**. This will then display under **Linked Cases**.

■ MINOR MOTHER IN AN ADOPTION CASE:

Absent new allegations of child abuse and/or neglect, a case should be created and opened under a dependency intake. If the minor mother is the Case Reference Person (CRP) of an Adoption case, and her child's father is unknown, then a case for the child of the minor mother must be created with an Information &/or Referral-Information Only intake. The child of the minor mother would need to be the CRP. Once the case has been created, a Dependency Intake should be created, screened in and linked to the case. Adoption cases cannot be associated in SACWIS. Therefore, the minor child case

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would not be associated to the minor mom's case.

Safety Assessment - JFS 01401

This tool is designed to be completed on the child's home, prior to agency removal. This is a point in time assessment of safety. The safety assessment is conducted with the family of the individual(s) that holds legal custody of the child. The safety assessment concludes with a determination of one of the following safety responses: Safe, In-Home Safety Plan, Out-of-Home Safety Plan, or **Legally Authorized Out-of-Home Placement**.

- The minor mother and her parents or other adults in the household, as applicable, would be assessed as caretakers or others in the family.

Safety Plan – JFS 01409

A safety plan is required when the protective capacities of the family cannot control current active safety threats and safety interventions must be implemented. A safety plan is developed and implemented with the individual(s) who holds legal custody of the child. The following safety assessment responses require the implementation of a safety plan: In Home, Out-of-Home, and **Legally Authorized Out-of-Home Placement**.

- A minor mom can enter into a voluntary safety plan (JFS 01409). It is best practice to also engage the minor mother's parents in the development of the safety plan and get their signatures.

Family Assessment – JFS 01400

The Family Assessment is designed to be completed on the child's home and family, prior to agency removal. This tool assists workers in assessing risk and identifying the strengths and needs present in the family system. The Family Assessment includes a safety re-assessment and determines what level of service(s) the family needs. The Family Assessment is conducted with the family of the individual(s) that holds legal custody of the child.

- The JFS 01400 Family Assessment tool can be completed to include the assessment of the **minor mother** as parent/caregiver to her infant; and as a child in her biological family system.
 - The assessment of the parenting skills of a **minor mother** who resides with her parents can be documented on the Family Assessment Section 4: Strengths and Needs.
 - In Category 1: the **minor mother** should be assessed as a child. The **minor mother's** child should also be assessed in Category 1 and the rationale must clearly discern the ratings for each.
 - The assessment of the **minor mother** in the role of parent should be documented in Section 4: Categories 2, 3 and 4 of the Family Assessment tool. The rationale for each element must clearly discern the ratings for the minors' mother and the assessment of the minor mother as a parent to her child.
 - Documentation as to how the individual elements impact one another should be noted in the rationale. The overall dynamics of the two family systems interacting as one family system

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shall be addressed in the rationale.

- The actuarial risk assessment scale shall be completed per the guidance regarding the assignment of primary and secondary caregivers.

- A family assessment is required to be completed when a separate case is created for a minor mother's child via a Child Abuse, Neglect or Dependency intake.

Case Plan – JFS 01410

Case planning addresses the contributing factors that have led to the abuse and/or neglect of the child. Case plans should provide a clear and specific guide for the caseworker and the family in order to change individuals' behaviors and the conditions that negatively influence safety, risk, and family functioning. A case plan is developed when: (1) In-home services are provided to the child and his parent/guardian/custodian or pre-finalized adoptive parent with, or without, court ordered protective supervision; or **(2) the child is placed in an out-of-home care setting and supportive services are provided to the child and his parent/guardian/custodian or pre-finalized adoptive parent.** Services and activities are designed to address the causal and/or contributing factors identified in the Family Assessment.

- Should the PCSA provide ongoing services to a minor mother in her role as parent while providing ongoing services to the minor mother's parents, it is recommended that a separate case be created for the **child of the minor mother**. This will allow the PCSA to develop a case plan to include services, goals, and activities tailored to the minor mother and her child; while the case plan under the **minor mother's biological case** provides services, activities and goals tailored to the minor mother's parents.
- Upon a Public Children Services Agency's (PCSA) receipt of custody of a minor mother and/or her child, a separate case should be created for the **child of the minor mother**. The PCSA serves the **minor mother** as a child under her **biological case**. Absent new allegations of child abuse and/or neglect, the case should be created and opened under a dependency intake. This assists the PCSA to provide case plan services that more clearly focus on the minor mother and her child with case plan services, goals, and activities tailored to the minor mother; while the case plan under the **minor mother's biological case** provides services, activities and goals tailored for the minor mother's parents.