

CONVERSION TO THE FAMILY CASE PLAN

Case Plan

Family Case Plan

Topic	Identifying Information	Parties to the Plan
	All Child(ren) Participating in the Case Plan	Child(ren) Participating in the Family Case Plan
	All Adult(s) Participating in the Case Plan	Adult(s) Participating in the Family Case Plan
	Justify the Reason the Agency is not able to Complete the Case Plan within 30 Days and the Steps that will be Taken to Obtain the Missing Information	If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why the family case plan is not able to be completed and describe the steps taken to obtain the information.
Topic	Identifying Information	Court and Signatures
	Judge/Magistrate	Judge/Magistrate
Topic	Strengths and Concerns	Concerns
	What are the Strengths? Describe why this is a Strength.	What strengths and family family/community supports does the family have? (<i>Copied into every concern record</i>)
	What is the concern?	What are the concerns/needs for the family?
	What behavior will need to change to reduce risk and address safety issues of the child(ren)?	What does the family and Worker want to see happen to address the identified concerns/needs? (Behavioral Change)
	What activities do family members need to do to make this change?	What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)
	How will the caseworker and/or service team help the family make this change?	What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)
	How will the family's progress be measured?	How will the family's progress be measured?
	When will the family's progress be reviewed?	When will the family's progress be reviewed?
<i>All linked Case Services will convert to the new Concern record.</i>		
Topic	Placement Information	Placement Information
<i>Settings Details will convert to same Setting Type and Child in Placement Settings/Justifications</i>		
	How was it determined this was a safe and appropriate environment for the child?	For the placement selected, discuss how you determined this was a safe and appropriate environment for the child.
	How will the placement meet the best interest of the child?	How will the placement meet the best interest of the child?
	How will the placement meet the special needs of the child?	How will the placement meet the special needs of the child?
	How will the placement meet the Case Plan Goals of the Child?	How will the placement meet the Family Case Plan Goals of the child?
	What is the proximity of the placement to the parent, guardian, custodian? What transportation problems	What is the proximity of the placement to the parent, guardian, custodian? What transportation problems

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	might create obstacles to visitation? How will the agency resolve these obstacles?	might create obstacles to visitation? How will the agency resolve these obstacles?
<i>All Caregiver Services that have been linked to the prior version of the plan within the same plan episode will copy over unless the Placement Provider is no longer providing placement services to any child plan participant.</i>		
Topic	Placement Visitation	Visitation
	How Long (Duration)	Describe Other; Select 'Other' in the 'How Long' dropdown
	Where	Where (Location)
	Other Location Information	Other Location Information
	State the restriction on visitation and/or supervision. Explain the reasons for any restrictions on the location, frequency, and duration of visitation and/or the need for supervised visitation.	Restricted/Supervised narrative box
	Other Approved Communication	Other Approved Communication
	Restricted Visit marked as Yes	Restricted Only
	Supervised Visit marked as Yes	Supervised Only
	Restricted and Supervised Visit both marked as Yes	Both Restricted and Supervised
	Restricted and Supervised Visit both marked as No	Neither
Topic	Independent Living Information	Independent Living Information
	Identify programs and life skill services which will assist the child for independent living.	If an Independent Living Plan has not been developed, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan.
Topic	Independent Living Information	Foster Youth Rights Handbook
	Date field for Provided to Youth	The Foster Youth Rights Handbook Provided dropdown will convert to Yes and the date field will convert to the date entered in the Case Plan.
	Date field for Reviewed with Youth	The Foster Youth Rights Handbook Reviewed with Youth dropdown will convert to Yes and the date field will convert to the date entered in the Case Plan.
Topic	Permanency Information	Permanency Information – PC
	Document the steps taken to find an adoptive home, relative, legal guardian, or other permanent placement for the child.	Document the steps taken to find an adoptive home, relative, legal guardian, or other permanent placement for the child.
	The selected Recruitment Activities Performed by the Agency.	Selected Recruitment Activities.
	If Other, Explain	If Other, Explain
	Describe the child-specific recruitment activities taken by the agency and the outcomes:	Describe the above Selected Recruitment Activities that will be taken by the agency.

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Topic	Permanency Information	Permanency Information – PPLA
	Document the steps taken to find an adoptive home, relative, legal guardian, or other permanent placement for the child.	Documentation of intensive, ongoing, unsuccessful efforts for family placement including options of returning child home, placement with non-removal parent, placement with a fit and willing relative, a legal guardian or an adoptive parent. Include details on efforts that utilize search technology (including social media) to find biological family members for the child(ren).
Topic	Candidate For Foster Care	Candidate For Foster Care
	Child Candidate for Foster Care Reason: If Case Plan is selected, explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child’s risk of removal:	Reason: If Case Plan is selected, explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child’s risk of removal:
Information that will not convert from the Case Plan into the Family Case Plan		
Topic	Identifying Information	
	<ul style="list-style-type: none"> Court Order Protective Supervision in Home Services – No custody Sufficient Information is not Available to Complete Case Plan within 30 Days 	
Topic	Strengths and Concerns	
	<ul style="list-style-type: none"> The Case Members selected in a Concern The Risk Contributors selected in a Concern The Case Members selected in a Strength The Non-Risk Contributors selected in a Strength 	
Topic	Placement Information	
	<ul style="list-style-type: none"> Placement Setting of Own Home and Other justification ‘When selecting a substitute care placement setting, describe how the agency considered proximity to the school in which the child was enrolled prior to placement.’ ‘Is this an out-of-state placement?’ 	
Topic	Exceptions Information	
	<ul style="list-style-type: none"> Exceptions Information will not convert 	
Topic	Independent Living Information	
	<ul style="list-style-type: none"> Youth Not Available checkboxes 	
Topic	Family Participation	
	<ul style="list-style-type: none"> Family Participation will not convert 	