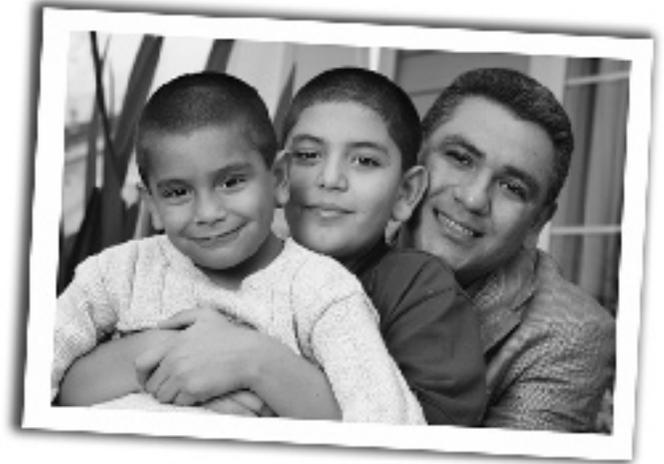


4. Develop an individualized Family Support Services Case Plan

- The parents or legal guardians or the former foster child must be involved in the development of the Family Support Services Case Plan. The caseworker is responsible for the development of the plan within 30 days of completing the determination of need (described in sections 2 and 3) and within 60 days when a child has been placed in substitute care.



Procedure

The caseworker must:

- Use the information gathered during the assessment (determination of need) to develop an FSS Case Plan to address the specific needs of the child, family or former foster child.
- Include the following people in the development of the FSS Case Plan:
 1. The parents or legal guardians, or the former foster child;
 2. A tribal custodian, when applicable;
 3. When the child is an Indian child, the child's tribe(s) and extended family members; and
 4. As appropriate:
 - a. The child,
 - b. Other relatives,
 - c. Other service providers, and
 - d. The substitute caregiver when the child is or will be placed in substitute care.
- An FSS Case Plan is based on the determination of need, and is not dependent on analysis of parental protective capacity. In most instances, an FSS Case Plan is used for short-term and focused services designed to meet the particular need of the family or former foster child.

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- Document the FSS Case Plan in FACIS on the appropriate Family Support Services Case Plan form (CF 333 series).
 1. Use the CF 333d Family Support Services Case Plan for services provided to a family or to children who remain in the parents' or legal guardians' homes. These cases include:
 - a. An eligible former foster child requesting one or more of the services available through the Independent Living Program or
 - b. A pre-adjudicated delinquent ordered by the court, for reasons other than child abuse or neglect, to receive child welfare services, and who remains in the parents' or legal guardians' home or
 - c. An eligible family who has been approved by the Child Welfare Program Manager to receive services, and the child remains in the parents' or legal guardians' home.
 2. Use the CF 333e Family Support Services Case Plan for services provided when a child is placed in substitute care. These cases include:
 - a. A family, approved by the Child Welfare Program Manager, entering into a Voluntary Placement Agreement.
 - b. A family, approved by the Child Welfare Program Manager, entering into a Voluntary Custody Agreement or
 - c. The substitute care placement of a pre-adjudicated delinquent ordered by the court, for reasons other than child abuse or neglect, to the department's custody.
- Include all of the following information in the FSS Case Plan:
 1. Document family composition. This information will prefill into the CF 333 series forms. Provide identifying information regarding:
 - a. Each child.
 - b. Each young adult (a former foster child over 18 years old is the adult self in the case).
 - c. When the child is an Indian child, the child's tribe(s) and
 - d. Each parent or legal guardian, including documentation on how the father was determined to be the legal father.
 - e. When the case involves a former foster child age 18, 19 or 20 years old who is parenting a child, provide identifying information for the former foster child and his or her child.
 2. Document the active efforts to ensure the Indian child's tribe and/or Indian parent's tribe participates in person, by telephone or another effective means of communication in the selection of services and activities.

3. Document the identified issues shared with child welfare staff through the intake screening process and screening referral.
4. Document and determine service needs. Document a clear description of the service needs of the family, the child or the former foster child that are determined as a result of the needs assessment. The Family Support Services Case Plan (CF 333d) when the child is in the home, or the Family Support Services Case Plan (CF 333e), when the child is in substitute care, will prompt this description.
5. Document service goals and activities.
6. Document specific information about what DHS and the parents or legal guardians, or former foster child will achieve through the services documented in the FSS Case Plan.
 - a. Develop the specific goal(s) that shape(s) the scope and duration of the department's involvement with the family or former foster child. Family support services generally are short-term services. Avoid goals that are vague or inappropriately long-term in nature. When other community service resources are able to accept responsibility for providing services to achieve the goals, the family support services case should be closed.
 - b. List the specific activities that will help achieve the service goals and the specific services to the parent or legal guardian, and services to the child. The FACIS 333 form will prompt these descriptions.
 - c. Select services and service providers to assist the parents or legal guardians and the child, or the former foster child to achieve the identified goals.
7. List the services the department will provide, including:
 - a. Case oversight and routine contact with the parents or legal guardians and the child or the former foster child.
 - b. Routine contact with the juvenile department staff, parents or legal guardians, and the child when the court has ordered the department to provide services to a pre-adjudicated delinquent.
 - c. Arranging visitation for the parents or legal guardians and the child when a child is in substitute care.
 - d. Timely referral, access to, and use of culturally appropriate services and service providers to address the identified needs, to the extent that resources are available and
 - e. Timely preparation of reports required for the court or other service providers.
8. When a child is voluntarily placed by the family in substitute care through a Voluntary Placement Agreement or Voluntary Custody Agreement, or if a pre-adjudicated delinquent was referred for placement by the court (not due to child abuse or neglect), include in the FSS Case Plan:

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- a. The type of placement selected for the child.
 - b. The anticipated date of the child's return home and the circumstances under which a child will return to and remain in the home.
 - c. The description of the child's current placement. (The CF 333e will prompt questions regarding the specific placement selected for the child and the child's adjustment to placement.)
 - d. The description of the substitute caregiver. (The CF 333e will prompt questions regarding the services the caregiver will provide.)
 - e. The strengths and needs of the child including those identified by the CANS screening and, when applicable, the Personal Care Services Plan. Include what services are being provided in order to build upon the child's strengths and/or meet the child's needs, information about the child's supervision plan when applicable, and information about the child's personal care services plan when applicable.
 - f. Completed 310 Health and Education forms for the printed FSS Case Plan whenever the department has **custody** of the child. When DHS is the legal custodian, the department is responsible for monitoring the child's health care and educational needs.
 - g. The description of the child's visitation plan. Narrate the plans for visits and other contacts, or attach the CF 0831B.
 - h. The identified primary permanency plan and the concurrent permanency plan. In almost every family support services case involving substitute care placement, the plan will be for the child to return home. These services are intended to be short-term services to assist a family through a crisis, rather than long-term placement of a child.
9. Document the conditions for case closure. Conditions may include, but are not limited to:
- a. Changes in behavior, condition or circumstances that indicate the identified case goals have been achieved.
 - b. The parent or legal guardians, or former foster child no longer wish to continue family support services.
 - c. The person requesting services is no longer working in cooperation with the department.
 - d. The department determines funding no longer is available for the service.
 - e. The eligible person no longer meets eligibility criteria or
 - f. The court dismisses the order requiring the department's involvement with a pre-adjudicated delinquent.

10. Document progress the family, child or former foster child have made to date in achieving case goals and completing service agreements, and any actions the department has taken to support achieving the case goals.
 - a. Document actions the department has taken to support the child's return home (when the child is in substitute care).
 - b. When the child is in substitute care, indicate whether the child has been in substitute care 15 of the last 22 months.
 - c. Remember that, any time a child is in substitute care, the court reviews placement after six months in placement and at **each** six-month interval thereafter.
11. Document the FSS Case Plan review date.
 - a. The FSS Case Plan must be reviewed, at a minimum, with the parent, legal guardians or former foster child every 90 days during a face-to-face contact. An agreement may be made to review the FSS Case Plan sooner.
12. The caseworker must obtain the following signatures on the appropriate FSS Case Plan document (CF 333d or CF 333e):
 - a. The caseworker and
 - b. Each parent or legal guardian, or the former foster child.
13. Whenever a family support services case involves a Voluntary Placement Agreement (CF 499) or parents giving custody to the department through a Voluntary Custody Agreement (CF 1005), the caseworker must meet with the family to complete the Voluntary Placement Agreement or Voluntary Custody Agreement.
 - a. When completing either agreement, ensure appropriate legal authorities regarding decisions impacting the child have been discussed with the family, and both the department and the parents or legal guardians are in agreement on designated responsibilities regarding the child's care, supervision, education, health and mental health needs.
 - b. Ensure the Child Welfare Program Manager approves and signs either a Voluntary Placement Agreement or a Voluntary Custody Agreement.
14. Submit the FSS Case Plan to the supervisor for review and approval.
15. Distribute the FSS Case Plan as soon as possible, but no later than seven days after the supervisor approves the plan.
 - a. Give a copy of the FSS Case Plan to the following people:
 - 1) The parents or legal guardians, or former foster child and
 - 2) The child's tribe(s) if the child is Indian.

16. When a child is in substitute care and one of the parents' or legal guardians' whereabouts are unknown:
 - a. Conduct a search for the absent parent.
 - b. Upon locating the parent, engage in discussion about planning for the child, including participation in the FSS Case Plan.
 - c. Consult with the supervisor as needed to determine ways to involve a parent or legal guardian who has been located.
17. Request an extension from the supervisor, if information essential to the development of the FSS Case Plan is not yet available due to circumstances beyond the control of the department. In almost all cases, the FSS Case Plan must be developed within the 30-day timeline.

The supervisor's role

- While reviewing the FSS Case Plan, the supervisor ensures:
- The caseworker has gathered sufficient information about the family's and child's needs (determination of service needs) to prepare the FSS Case Plan.
- The assessment was thorough and is there a good understanding of the specific needs of the family, child or former foster child.
- Family support services are being appropriately used.
- The goals, services and activities are appropriate and in-line with the scope and duration of services provided in family support services cases.
- The services selected are adequate, appropriate and culturally relevant, such that they will likely meet the identified goals.
- The caseworker has confirmed there are no safety threats to the child.
- At case review, reasonable progress is being made toward achieving the case goals, and actions are taken to enhance progress as needed.

The supervisor:

- Approves and signs the FSS Case Plan when the plan is appropriate and no changes need to be made.
- If changes need to occur, consults with the caseworker.
- If changes may impact the family, child or former foster child, encourages discussion with the individuals before changes are made.
- Is available to meet with the caseworker and other individuals involved in case planning, if needed.
- Consults with the caseworker as needed and/or provides connections with others who can assist the caseworker with understanding the need for and accessing culturally appropriate services and service providers.
- Ensures the parents or legal guardians, or the former foster child are adequately included and involved in the development of the FSS Case Plan.
- Consults with the caseworker when a parent or legal guardian is absent to determine the department is conducting a thorough search, following up appropriately when location is identified, and that the parent is contacted and informed of the FSS Case Plan.