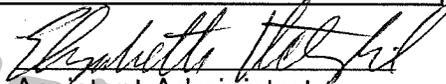


	<b>STATE OFFICE for SERVICES to CHILDREN and FAMILIES</b>  CLIENT SERVICES MANUAL I  ISSUED BY: Field Operations  EFFECTIVE DATE: December 1, 1996	NUMBER: I-B.3.1
		SECTION: B. Case Management
		SUBSECTION: 3. Service Planning
SUBJECT: 1. Service Plans		

Interpretation: Executive Assistant,  
Field Operations

Approval:   
Assistant Administrator,  
Field Operations

**REFERENCES:** SOSCF Policy I-1.2, Narrative Recording  
 SOSCF Policy I-B.2.1, Eligibility Determination - Intake  
 SOSCF Policy I-E.2.1, Placement of Indian Children  
 SOSCF Policy I-E.2.2, Placement of Refugee Children

**PURPOSE**

**413-040-0000** The purpose of these rules is to define the minimum requirements for developing and maintaining a service plan. The service planning process requires that the worker and family identify the key problem issues facing the family, determine the objectives to be achieved and agree upon the action to be taken.

**Statutory Authority: HB2004**  
**Stats. Implemented: HB2004**

**DEFINITIONS**

**413-040-0005 (1) "Family Decision Meetings (FDM)"** are family focused interventions designed to build and strengthen the natural care-giving systems for the child. These may include Family Group Conferences; Family Unity Meetings; Family Resource Meetings; Family Mediation; or other professionally recognized interventions that rely upon the family and extended family to collaborate in decisions for their children. The primary goal of the FDM process is to increase child safety and to maintain the child's attachments to the primary caregivers whenever appropriate.

**(2)** The difference between Family Decision Meetings and other types of meetings with families is: there is an emphasis on the family's unique plans for their child(ren); they collaborate, rather than just participate in the meeting. It is also essential that the professionals in the meeting have direct involvement with the child and are not just members of a committee.

**Statutory Authority: HB2004**  
**Stats. Implemented: HB2004**

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## POLICY

### DEVELOPING A SERVICE PLAN

**413-040-0010 (1)** The initial service plan shall be developed and carried out through a process which assures that the client/family will have to relate to the fewest persons necessary to provide services.

**(2)** In all cases a minimum of one face-to-face client interview shall be made in order to develop the service plan. When a service plan is in effect, contact with the client/family shall be maintained as prescribed in the service plan with at least one face-to-face contact made per month and recorded in accordance with policy I-I.2, Narrative Recording.

**(3)** Family members (including children who are old enough) to whom the social service plan is primarily addressed shall be given an opportunity to participate in its development, and to discuss their options in participating in the plan. All service plans developed must be available to the parents. Please note the Family Decision Meeting option listed in section (6) of this rule.

**(4)** The parent or guardian shall participate in developing and reviewing services planned when the service is directed toward specific behavior problems of a minor unless the service pertains to an exception in statute. (See I-B.2.1 for the statutory exemptions, i.e., diagnosis and treatment of venereal disease of children 12 years of age and older; referral of minors 15 years of age and older for pregnancy termination; surrender of parental rights by minors; services to minors who are legally emancipated.)

**(5)** In all cases an evaluation shall be made to determine if a family or family member is entitled to special handling under the Indian Child Welfare Act or the Refugee Act. (See I-E.2.1 and I-E.2.2.)

#### **(6) The Family Decision Meeting (FDM):**

**(a)** The Family Decision Meeting is a recommended tool to enhance the service planning process. Its use shall be considered in each case where there is the likelihood of involuntary services, including substitute care placement of the child(ren). This consideration and the associated decision shall be recorded in the case file. The participation of family members and other persons should be voluntary. Family members should be prepared prior to the meeting to increase the likelihood of a safe and productive meeting.

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## REVIEW REQUIREMENTS

**413-040-0030 (1) Frequency of Reviews.** A review of the service plan must be completed by the worker:

(a) When a plan has been in effect for six months from the date of the last plan;

(b) Whenever the program classification is changed.

**(2) The service plan review shall include:**

(a) A face-to-face interview with the parent(s) or family covering a review of the objectives of the plan;

(b) A determination of the progress toward achieving each objective;

(c) A determination of any further services to be provided by the agency;

(d) Consideration of the use of a Family Decision Meeting;

(e) The necessary service plan revisions when further services are planned; and

(f) Recording in accordance with policy I-1.2, Narrative Recording.

(3) If the parent(s) or pertinent family member(s) is not available to participate in a service plan review, an explanation shall be recorded in the case record.

**(4) Supervisory Review:**

(a) Supervisory review is required in each case where no significant progress toward achieving the service plan objectives has been made during a three month period and further services are planned. The service worker shall be responsible for submitting these cases to the supervisor for review. The purpose of the review will be to assist the worker in reviewing:

(A) All available resources;

(B) Alternative service strategies; and to

(C) Evaluate whether services should be continued;