ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL

Effective Date: August 12, 1999 **Number: K-0202**
Revised: March 28, 2008

Needs and Services Plan

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Purpose

To provide guidelines for providing a Needs and Services Plan when dependent children are placed in out-of-home care.

Approved

This policy was approved by Mike Ryan, Director of CFS, on March 28, 2008. *Signature on file.*

Background

State law requires that a dependent child placed in out-of-home care reside in a placement that best meets that child's day-to-day needs. Further, a plan outlining a child's needs and services is to be developed when a child is placed, and updated regularly, to ensure that the out-of-home caregiver is able to provide for the health, safety, and well-being of the child, to the fullest extent possible.

A Needs and Services Plan is a time limited, goal-oriented written plan identifying the specific needs of an individual child and the services required to address those needs. Children and Family Services (CFS) staff have utilized the *Appraisal/Needs and Services Plan* (F063-28-286 and F063-28-287) form for this purpose, when placing dependent children with a licensed foster parent, relative, or non-relative extended family member (NREFM). Foster Family Agencies (FFAs) and Group Homes have utilized their own Needs and Services Plan, as authorized by Community Care Licensing standards, when a dependent child is placed in their facility.

Legal Mandates

- Welfare and Institutions Code, Section 16010.4 (e)
- Welfare and Institutions Code, Section 361.2
- Community Care Licensing, Title 22, Division 6, General Licensing Requirements, Section 80068.3
- Community Care Licensing, Title 22, Division 6, Foster Family Homes, Section 89201
- Community Care Licensing, Title 22, Division 6, Foster Family Homes, Sections 89370 and 89378
- Community Care Licensing, Title 22, Division 6, Foster Family Homes, Sections 89468, 89569.1, and 89570.1
- Community Care Licensing, Title 22, Division 6, Foster Family Agencies, Section 88068.2 and Section 88068.3
- Community Care Licensing, Title 22, Division 6, Group Homes, Section 84068.2 and Section 84068.3
- Child Welfare Services, Division 31, Manual of Policies and Procedures, Section 31-445
- All County Letter No. 07-28 "Senate Bill (SB) 1641 Chapter 388, Statutes of 2006"
- Establishment of Expectations Between Orange County Social Services Agency Children and Family Services and Foster Family Agencies (unnumbered MOU, revised May 2003)

POLICY

Placement Requirements (Licensed Foster Parents, Relatives, and NREFMs)

The *Appraisal/Needs and Services Plan* form will be utilized by CFS staff when a dependent child is placed with any of the following **out-of-home caregivers**:

- All licensed foster parents
- A relative or NREFM approved by the Social Services Agency (SSA) to act as a foster parent to a dependent child

A. **Initial Placement**

At the time of placement, the placing social worker will provide the out-of-home caregiver with a thorough, accurate, and complete *Appraisal/Needs and Services Plan*. The placing social worker will review and discuss the *Appraisal/Needs and Services Plan* with the caregiver receiving the child's placement paperwork to:

- Provide information on the background and needs of the child necessary for the effective care of the child
- Assess the caregiver's ability to meet the individual needs of the child
- Assess the caregiver's ability to continue meeting the needs of other children in the home

B. **Updates to Appraisal/Needs and Services Plan**

The *Appraisal/Needs and Services Plan* form will be updated by the assigned social worker **at least annually** when the child remains in the same placement as well as when a:

- Placement change is required
- Significant new social, emotional, behavioral, medical and/or physical difficulty related to the child, which requires planned services, is identified by the assigned social worker or out-of-home caregiver

Upon each update and/or modification to the *Appraisal/Needs and Services Plan*, an assessment will be conducted by the assigned social worker in consultation with the out-of-home caregiver, to determine the caregiver's continued ability to meet the individual needs of the child.

C. **Assistance to Out-of-Home Caregivers**

The assigned social worker will provide ongoing assistance and referrals to the out-of-home caregiver to ensure that the child's identified needs are met to the fullest extent possible.

D. **Caregiver Maintenance of Child Records**

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The out-of-home caregiver will be advised to maintain a current *Appraisal/Needs and Services Plan* in the child's file, to ensure compliance with licensing regulations. For further information related to maintaining child placement records, refer to CFS Policy and Procedures (P&Ps) Out-of-Home Placement (K-0208) and Foster Home Licensing (K-0604).

Placement Requirements (FFAs and Group Homes)

FFAs and Group Homes utilize their own Needs and Services Plan (title of form may vary) which is completed by the FFA or Group Home. The *Appraisal/Needs and* Services *Plan* form is not completed by CFS staff under these circumstances.

A. **Initial Placement**

When a child is placed in an FFA or Group Home, the placing social worker will provide the FFA or Group Home with all known information related to the child's identified needs and services. Using this information, the FFA or Group Home will develop a Needs and Services Plan (title of form may vary) which will be provided to the child's assigned social worker **within 30 calendar days of placement**.

Prior to signature approval and implementation of the Needs and Services Plan provided by an FFA or Group Home, the child's assigned social worker will review the document, and request any necessary revisions/modifications.

B. **Updates to Needs and Services Plan**

The Needs and Services Plan associated with a dependent child placed in an FFA or Group Home will be updated **at least every six months** by the FFA or Group Home while a dependent child remains placed in their facility.

All updates will be provided to the assigned social worker by the FFA or Group Home. Prior to signature approval and implementation of the updated Needs and Services Plan, the assigned social worker will review the document, as provided by the FFA or Group Home, and request any necessary revisions/modifications.

C. **Assistance to FFAs and Group Homes**

The assigned social worker will provide ongoing assistance and referrals to children placed in an FFA or Group Home to ensure that the child's identified needs are met to the fullest extent possible.

D. **FFA/Group Home Maintenance of Child Records**

FFA and Group Home staff will be advised to maintain a current Needs and Services Plan in the child's file, in accordance with Community Care Licensing Regulations.

REFERENCES

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Hyperlinks Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P Out-of-Home Placement (K-0208)
- CFS P&P Foster Home Licensing (K-0604)

Other Sources None.

REQUIRED FORMS

Online Forms Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Appraisal/Needs and Services Plan (Page 1–F063-28-286; Page 2–F063-28-287)	F063-28-286 and F063-28-287
Placement Referral	F063-28-120

Hard Copy Forms Forms listed below can be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only,*** links are provided to view these hard copy forms, where available.

Form Name	Form Number
Appraisal/Needs and Services Plan (Page 1–F063-28-286; Page 2–F063-28-287)	F063-28-286 and F06328-287
Placement Acco	F063-25-106

CWS/CMS Forms The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only,*** links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Appraisal/Needs and Services Plan (Page 1–F063-28-286; Page 2–F063-28-287)	F063-28-286 and F063-28-287
Placement Referral	F063-28-120

Brochures Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Required Actions—Initial Placement in Out-of-Home Care	The following actions must be completed when a child is initially placed in out-of-home care with a licensed foster parent, relative, or NREFM.	
Staff Responsible	**Step**	**Required Action**

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Placing Social Worker	**1.**	Obtain information from assigned social worker regarding child's identified needs and services upon receiving a *Placement Referral, F063-28-120.*
Assigned Social Worker	**2.**	Provide placing social worker with information on background and service needs of child upon request.
Placing Social Worker	**3.**	Complete *Appraisal/Needs and Services Plan, F063-28-286 and F063-28-287*, from CFS Intranet (not in CWS/CMS) for each child being placed. **Note:** *Appraisal/Needs and Services Plan* is unable to be saved from Intranet due to confidential nature of information on form.
	4.	Print two copies of *Appraisal/Needs and Services Plan* and forward to unit clerk for placing social worker with instructions to include both copies in placement packet.
Unit Clerk for Placing Social Worker	**5.**	Place two copies of *Appraisal/Needs and Services Plan* provided by placing social worker in child's placement packet.
Placing Social Worker	**6.**	Discuss information on *Appraisal/Needs and Services Plan* with new caregiver when making placement.
	7.	Obtain caregiver's signature on both copies of *Appraisal/Needs and Services Plan*.
	8.	Leave one signed original copy of *Appraisal/Needs and Services Plan* with caregiver.
	9.	Return other signed original copy of *Appraisal/Needs and Services Plan* to unit clerk for placing social worker.
	10.	Document in contact narrative created for placement in child's case in CWS/CMS, that *Appraisal/Needs and Services Plan* was completed, discussed, signed, and a copy provided to caregiver.
Unit Clerk for Placing Social Worker	**11.**	Create an initial *Appraisal/Needs and Services Plan* in child's case in CWS/CMS using information on signed *Appraisal/Needs and Services Plan* when form is returned by placing social worker. • Type name of each person signing document, enclosing name in parenthesis, on signature lines of document in CWS/CMS
	12.	Pony signed copy of *Appraisal/Needs and Services Plan* to unit clerk for assigned social worker along with other completed placement documents.

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Unit Clerk for Assigned Social worker	**13.**	File signed copy of *Appraisal/Needs and Services Plan* on *Placement Acco, F063-25-106*, in child's Service File when completed placement paperwork is received from unit clerk for placing social worker.

Required Actions—Subsequent Placements in Out-of-Home Care	The following actions must be completed each time a child in out-of-home care changes placements and is placed with a licensed foster parent, relative, or NREFM.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Review *Appraisal/Needs and Services Plan, F063-28-286 and F063-28-287*, in child's case in CWS/CMS **before** making a *Placement Referral, F063-28-120*.
	2.	Revise *Appraisal/Needs and Services Plan,* if it is no longer accurate, by completing following steps: • Print a copy of most current Appraisal/Needs and Services Plan • Make needed revisions on printed copy in red pen • Give marked copy to unit clerk to create a revised Appraisal/Needs and Services Plan in child's case in CWS/CMS
Unit Clerk for Assigned Social Worker	**3.**	Create and save a new *Appraisal/Needs and Services Plan* in child's case in CWS/CMS, using either: • Information on previous Appraisal/Needs and Services Plan, **OR** • Information on marked copy provided by assigned social worker, if applicable **Note:** Leave signature and date lines blank
Assigned Social Worker	**4.**	Make placement referral when *Appraisal/Needs and Services Plan* is current in CWS/CMS.
Unit Clerk for Placing Social Worker	**5.**	Locate most recent copy of *Appraisal/Needs and Services Plan* in child's case in CWS/CMS when preparing a Placement Packet. • Remove information on signature and date lines (if any)
	6.	Print out two copies of *Appraisal/Needs and Services Plan* and put them in Placement Packet.
Placing Social Worker	**7.**	Discuss information on *Appraisal/Needs and Services Plan* with new caregiver.
	8.	Obtain caregiver's signature on both copies of *Appraisal/Needs and Services Plan*.
	9.	Leave one signed original copy of *Appraisal/Needs and Services Plan* with caregiver.

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	10.	Return other signed original copy of *Appraisal/Needs and Services Plan* to unit clerk for placing social worker.
	11.	Document in contact narrative created for placement in child's case in CWS/CMS, that *Appraisal/Needs and Services Plan* was completed, discussed, signed, and a copy provided to caregiver.
Unit Clerk for Placing Social Worker	**12.**	Retrieve most current *Appraisal/Needs and Services Plan* in child's case in CWS/CMS and revise using information on completed *Appraisal/Needs and Services Plan* when signed form is returned by placing social worker. • Type name of each person signing document, enclosing name in parenthesis, on signature lines of document in CWS/CMS
	13.	Pony signed original *Appraisal/Needs and Services Plan* to unit clerk for assigned social worker along with other completed placement documents.
Unit Clerk for Assigned Social Worker	**14.**	File signed copy of *Appraisal/Needs and Services Plan* on *Placement Acco* in child's Service File when completed placement paperwork is received from unit clerk for placing social worker.

Required Actions—Revising Form	The following actions must be completed to revise the *Appraisal/Needs and Services Plan* whenever a new significant social, emotional, behavioral, medical, and/or physical difficulty requiring planned services is identified.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Discuss child's behavior during regular contacts with caregiver.
	2.	Revise *Appraisal/Needs and Services Plan* immediately, whenever a new significant social, emotional, behavioral, medical, and/or physical difficulty requiring planned services is identified: • Print out a copy of most current *Appraisal/Needs and Services Plan* in child's case in CWS/CMS • Make needed revisions on printed copy in red pen • Give marked copy to unit clerk to create a revised *Appraisal/Needs and Services Plan* in child's case in CWS/CMS
Unit Clerk for Assigned Social Worker	**3.**	Create and save a new *Appraisal/Needs and Services Plan* in child's case in CWS/CMS using information on marked copy provided by assigned social worker. • Leave signature and date lines blank
	4.	Print out two copies of *Appraisal/Needs and Services Plan* and give both to assigned social worker.

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Assigned Social Worker	**5.**	Obtain caregiver's signature on two copies of revised *Appraisal/Needs and Services Plan.*
	6.	Leave one signed original copy of *Appraisal/Needs and Services Plan* with caregiver.
	7.	Return other signed original copy of *Appraisal/Needs and Services Plan* to unit clerk for assigned social worker.
	8.	Document in contact narrative created for placement in child's case in CWS/CMS, that *Appraisal/Needs and Services Plan* was completed, discussed, signed, and a copy provided to caregiver.
Unit Clerk for Assigned Social Worker	**9.**	Retrieve most current *Appraisal/Needs and Services Plan* in child's case in CWS/CMS and revise using information on completed *Appraisal/Needs and Services Plan* when signed form is returned by assigned social worker. • Type name of each person signing document, enclosing name in parenthesis, on signature lines of document in CWS/CMS
	10.	File signed copy of *Appraisal/Needs and Services Plan* on *Placement Acco* in child's Service File after revising in CWS/CMS.

Required Actions—Annual Update	The following actions must be completed to update the *Appraisal/Needs and Services Plan* annually whenever a child remains placed with the same licensed foster parent, relative or NREFM.	
Staff Responsible	**Step**	**Required Action**
Unit Clerk for Assigned Social Worker	**1.**	Complete monthly review of business objects report entitled " *Monthly Tickler for Statement of Behaviors/Appraisal Needs and Services*" using **Placement Hold Facility Type** drop-down menu to identify children placed with a licensed foster parent, relative or NREFM.
	2.	Locate most recent *Appraisal/Needs and Services Plan*, in CWS/CMS for each child assigned to unit whose name is on report.
	3.	Revise each *Appraisal/Needs and Services Plan* by removing information on signature and date lines for each child whose name is on report and print two copies (do not save to database).
	4.	Give both copies of *Appraisal/Needs and Services Plan* to assigned social worker along with a reminder that annual update is due.
Assigned Social Worker	**5.**	Discuss *Appraisal/Needs and Services Plan* during next regular contact with caregiver.
	6.	Obtain caregiver's signature on two copies of revised *Appraisal/Needs and Services Plan.*

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	7.	Leave one signed original copy of *Appraisal/Needs and Services Plan* with caregiver.
	8.	Return other signed original copy of *Appraisal/Needs and Services Plan* to unit clerk for assigned social worker.
	9.	Document in contact narrative created for placement in child's case in CWS/CMS, that *Appraisal/Needs and Services Plan* was completed, discussed, signed, and a copy provided to caregiver.
Unit Clerk for Assigned Social Worker	**10.**	Create a revised *Appraisal/Needs and Services Plan* in child's case in CWS/CMS using information on completed *Appraisal/Needs and Services Plan* when signed form is returned by social worker. • Type name of each person signing document, enclosing name in parenthesis, on signature lines of document in CWS/CMS
	11.	File signed copy of *Appraisal/Needs and Services Plan* on *Placement Acco* in child's Service File after revising in CWS/CMS.

Required Actions—FFA/Group Home Placements	The following actions must be completed when a child is initially placed in out-of-home care with an FFA or Group Home facility.	
Staff Responsible	**Step**	**Required Action**
Placing Social Worker	**1.**	Obtain information from assigned social worker regarding child's identified needs and services upon receiving a *Placement Referral, F063-28-120.*
Assigned Social Worker	**2.**	Provide placing social worker with information on background and service needs of child upon request.
Placing Social Worker	**3.**	Provide FFA or Group Home staff with information on background and service needs of child at time of placement.
Assigned Social Worker	**4.**	Obtain copy of initial Needs and Services Plan (title may vary by foster care facility) from FFA or Group Home within 30 days of placement. • Contact FFA or Group Home if modifications are required to initial Needs and Services Plan
	5.	Document in contact narrative in CWS/CMS that initial Needs and Services Plan was provided by FFA or Group Home and reviewed for appropriateness.
	6.	File copy of approved initial Needs and Services Plan on *Placement Acco* in child's Service File. • Return signed copy of Needs and Services Plan to FFA or Group Home

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Required Actions—FFA/Group Home Updates	The following actions must be completed to ensure Needs and Services Plan is updated every six months whenever a child remains placed with an FFA or Group Home facility.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Obtain copy of Needs and Services Plan update (title may vary by foster care facility) from FFA or Group Home. • Contact FFA or Group Home if modifications are required to Needs and Services Plan update **Note:** Needs and Services Plan updates provided by an FFA or Group Home are often combined with Quarterly Progress Reports.
	2.	Document in contact narrative in CWS/CMS that Needs and Services Plan update was provided by FFA or Group Home and reviewed for appropriateness.
	3.	File copy of approved Needs and Services Plan update on *Placement Acco* in child's Service File. • Return signed copy of updated Needs and Services Plan to FFA or Group Home

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