# ORANGE COUNTY SOCIAL SERVICES AGENCY CFS OPERATIONS MANUAL

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# **Case Plans**

# **Purpose**

To provide guidelines regarding the development, content, and use of a child welfare services Case Plan.

#### **Approved**

This policy was approved by Gary Taylor, Director of CFS, on December 14, 2012. *Signature on file*.

#### Most Recent Revision

The most recent revisions of the Policy and Procedure (P&P):

- Update guidelines to document assurances for educational stability in the Case Plan developed for a child in out-of-home care
- Clarify that a Case Plan specify planned social worker contacts for parents receiving Family Reunification or Family Maintenance services
- Update compliance with CFS P&P <u>Electronic Signing and Filing</u> of Court Reports (B-0217)
- Clarify that the CWS/CMS "In Effect" Case Plan be modified, as necessary, to ensure consistency with the Court-approved Case Plan

#### Background

The foundation and central tool in providing child welfare services is the Case Plan. The Case Plan is governed by federal and state guidelines and will be:

- Based on an individualized assessment of a family's strengths and the conditions/allegations necessitating child welfare services and/or Juvenile Court intervention
- Developed through family engagement with the child, family,

- and community supports
- Relevant to the service needs of the family identified through Structured Decision Making (SDM)

A collaborative, family-centered, ongoing case planning process will ensure the Case Plan developed for a family provides for:

- The child to receive adequate protection, care, and case management
- The needs of a child requiring out-of-home care
- Individualized services and supports to:
  - Maintain the child safely in the home
  - > Facilitate return of the child to a safe home
  - Facilitate the permanent placement of the child (if reunification is not possible)

Refer to Case Plans for Non-Minor Dependents (F063-25-688) for guidelines to develop a Case Plan for a Non-Minor Dependent (NMD) (including any foster youth, 17 ½ years of age or older, who is eligible for Extended Foster Care [EFC]).

Note: Unless otherwise specified, the guidelines detailed in this policy apply to dependency <u>and</u> voluntary services cases.

#### **Legal Mandates**

<u>Evidence Code Section (§) 1228.1</u> details advisements to be provided to a parent/legal guardian regarding Case Plan signature.

Welfare and Institution Code (WIC) § 301(a) and 362(c) provide that the child welfare services offered/provided to a parent/legal guardian will be designed to eliminate those conditions which bring the child in, or create the probability that the child will be within, the jurisdiction of the Juvenile Court.

Welfare and Institutions Code § 358 provides the court report for a Dispositional hearing be accompanied by a Case Plan.

Welfare and Institutions Code § 361.2 and California Department of Social Services (CDSS) Division 31 Regulations 31-420, 31-505 and 31-510 detail case plan requirements for group home and/or out-of-county/out-of-state placement.

Welfare and Institutions Code § 361.5(e) details case plan requirements for an incarcerated/institutionalized parent.

Welfare and Institutions Code § 11400, CDSS Division 31
Regulation 31-002 and 42 United States Code (USC) § 675 define the general content and purpose of a Case Plan.

Welfare and Institutions Code § 11404 provides that eligibility for Aid to Families with Dependent Children (AFDC)-Foster Care requires development of a written assessment and Case Plan.

Welfare and Institutions Code § 16001.9 details a child's right to receive a copy of and review the Case Plan (if the child is 12 years of age or older and in Permanent Placement [PP]).

Welfare and Institutions Code § 16010 provides the Case Plan summary of a foster child's health and education information may be maintained in the form of a Health and Education Passport.

Welfare and Institutions Code § 16501 details the provision of child welfare services in relation to an approved Case Plan.

Welfare and Institutions Code § 16501.1 and CDSS Division 31 Regulations Chapter 200 detail development and content of the Case Plan, and provision of the Case Plan for review/signature.

Welfare and Institutions Code § 16501.1(f)(1) provides for involvement of the child in case plan development.

Welfare and Institutions Code § 16501.1(f) and CDSS Division 31 Regulation 31-201 provide that when possible, the parent/legal guardian participate in case plan development.

Welfare and Institutions Code § 16501.1(f) provides the Case Plan for a transitioning youth, age 16 and older, be developed with input from the youth's Important Persons.

Welfare and Institutions Code § 16501.2 promotes strength-based child/family assessments to aid in case plan development and mandates that best practice guidelines be developed by CDSS.

Welfare and Institutions Code § 16501.1(j), CDSS Division 31
Regulation 31-405 and CDSS All County Information Notice I-63-00
provide that relevant Case Plan information identifying a child's needs and services be provided to out-of-home caregivers.

Welfare and Institutions Code § 16501.1(d) and CDSS Division 31 Regulations 31-210, 31-220, and 31-230 detail the timeframes for completion of a Case Plan and related administrative requirements.

Welfare and Institutions Code §§ 16506 through 16508 define Family Maintenance, Family Reunification, and Permanent Placement services and outline the eligibility requirements for these services.

Welfare and Institutions Code §§ 18986.40 and 18986.46 and CDSS All County Information Notice I-70-09 promote coordinated case planning between child welfare services and California Work Opportunity and Responsibility to Kids (CalWORKS).

<u>California Rule of Court 5.690</u> and <u>CDSS All County Letter 06-07</u> details the timeframe for completion of the initial Case Plan.

<u>California Rules of Court 5.690</u>, <u>5.708</u> and <u>5.725</u> provide for involvement of a child's Indian tribe (if any) in case plan development and permanency planning.

<u>CDSS Division 31 Regulations, Chapter 200</u> details the case plan assessment process and development/content of a Case Plan.

<u>CDSS Division 31 Regulations 31-206 and 31-236</u> require the incorporation of Transitional Independent Living Plan (TILP) information into the Case Plan.

CDSS Division 31 Regulations 31-320, 31-325, and 31-330 require a Case Plan to provide for social worker contact with the parent/legal guardian, child, and out-of-home caregiver.

CDSS All County Information Notices I-78-98, I-64-03, I-24-10, and I-70-10 provide best practice guidelines to engage families, community, and service professionals in case planning.

<u>CDSS All County Information Notice I-67-09</u> provides instruction to document case planning family engagement efforts in CWS/CMS.

<u>CDSS All County Letter 07-48</u> requires case plan documentation of candidacy for foster care when voluntary services are provided.

CDSS All County Letter 10-12 provides the Case Plan for a foster child include assurances for educational placement stability.

<u>CDSS All County Letter 10-56</u> details case planning responsibilities for placement pursuant to the Interstate Compact of the Placement of Children (ICPC).

Miscellaneous Order 520.4 (Authorization for Exchange of Information Concerning Juvenile Court Wards and Dependents Among Public and Private Agencies Providing Services) authorizes exchange of client record information among private/public agencies providing case planning to Social Services Agency.

Miscellaneous Order 534.3 (Authorization for the Sharing of Information Through Orange County Multidisciplinary Service Teams) authorizes the sharing of relevant information among members of multidisciplinary services teams.

#### **Definitions**

For purposes of this P&P, the following apply:

<u>Case Plan</u>: A written document, based upon an assessment of circumstances requiring child welfare services intervention, which identifies a Case Plan Goal, objectives to be achieved, services to be provided, and case management activities to be performed.

<u>Family Maintenance (FM) Services</u>: In-home protective services designed to prevent or remedy neglect, abuse, or exploitation, to prevent separation of a child from his/her family and maintain the child in his/her home.

<u>Family Reunification (FR) Services</u>: Activities designed to provide time-limited foster care services to prevent or remedy neglect, abuse, or exploitation, when the child cannot safely remain at home, and needs temporary foster care, while services are provided to reunite the family.

<u>Permanent Placement (PP) Services</u>: Activities designed to provide a permanent family structure for a child who, because of abuse, neglect, or exploitation, cannot safely remain at home and who is unlikely to ever return home.

<u>Statutory Review Hearing</u>: Refers to any dependency hearing held on behalf of a child, pursuant to:

- WIC § 358 (Dispositional hearing)
- WIC § 364 or 366.21(e) (Six Month Review hearing)
- WIC § 366.21(f) (Twelve Month Review Permanency hearing)
- WIC § 366.22(a) (Eighteen Month Review Permanency

Review hearing)

- WIC § 366.25 (Twenty-Four Month Review Subsequent Permanency Review hearing)
- WIC § 366.26 (Selection and Implementation hearing)
- WIC § 366.3 (Periodic Review hearing)

<u>Voluntary Services Case</u>: Refers to the following cases, for which voluntary services will be offered/provided:

- Voluntary Family Services (VFS)
- Informal Supervision pursuant to WIC § 301 or WIC § 360(b)
- Voluntary Placement
- Non-Dependent Legal Guardianship (LG)

## **POLICY**

# Responsibility for Case Plan Development

Social work staff involved with families receiving child welfare services will:

- Explore opportunities for family engagement at the earliest possible time
- · Document information relevant to case planning

#### A. Dependency Case:

The **Intake social worker** will complete the following Case Plan Tabs in Child Welfare Services/Case Management System (CWS/CMS) when an Original petition is filed:

- ID
- CP Participants
- Contributing Factors
- Strengths

**Note:** For a Supplemental/Subsequent petition, the Investigations social worker will update the Case Plan.

See CWS/CMS Data Entry Standards <u>EZ Mapping for CMS</u> <u>Case Plan—Initial</u> for further instruction.

The **Investigations social worker** will complete the following when a dispositional recommendation is made:

- Documentation of the case plan assessment in the Jurisdictional/Dispositional Hearing Report (JD Report)
- The initial Case Plan and/or Case Plan Update (as appropriate)

The **assigned social worker** will complete all necessary Case Plan Updates until dependency is terminated.

The **assigned supervisor** will be responsible for review and approval of the initial Case Plan and all Case Plan Updates.

**Note:** For a child placed out-of-county/out-of-state, the Sending County/State is responsible for case planning. The Receiving County/State will provide written reports to facilitate Case Plan Updates (as necessary).

#### B. Voluntary Services Case:

The Emergency Response (ER), Intake, or Investigations social worker referring the family for voluntary services will complete the following prior to transferring a case for voluntary services:

- The Case Plan Family Assessment in CWS/CMS
- The initial Case Plan
- Provide and review the Case Plan with the parent/legal guardian and obtain required case plan signatures

Initial Case Plan Exception: For a non-dependent LG case, the assigned social worker will complete a Case Plan Update, for the provision of financial assistance, following termination of dependency. If the case is a "walk-in" (i.e., initial contact occurs when a legal guardian applies for financial assistance), the newly assigned social worker will complete the initial Case Plan. See "Case Plan" Policy section in CFS P&P Legal Guardianship—Non-Dependents (K-0404).

The **Voluntary social worker** will complete all necessary Case Plan Updates until voluntary services are terminated.

The **assigned supervisor** or designee will be responsible for review and approval of the initial Case Plan and all Case Plan Updates.

### Case Plan Assessment

A case plan assessment will be completed for <u>each</u> child receiving child welfare services and is the basis for the initial Case Plan. The case plan assessment will identify the Case Plan Participants, Case Plan Goal, and service needs of the child and family. The assessment will be completed by the social worker responsible for development of the initial Case Plan with the involvement of the child, parent/legal guardian, and other interested parties.

Following completion of the case plan assessment and initial Case Plan, the assigned social worker will continue to assess the service needs of the child and family during each compliance contact. Case Plan Updates will be modified, as appropriate.

#### A. Case Plan Assessment Criteria:

The case plan assessment will vary based on the placement circumstances of the child (in-home/out-of-home), and whether child welfare services will be provided under a voluntary agreement or pursuant to Court order.

In accordance with CDSS MPP Division 31-205, the assigned social worker will gather/evaluate the following information, as case circumstances dictate, during the case plan assessment:

- 1. Relevant social, cultural, and physical factors of the child, parent/legal guardian, and other significant persons in the home (including siblings).
- 2. Apparent conditions (i.e., contributing factors) and possible causes of those conditions, which necessitate child welfare services.
- 3. Family strengths/resources which could aid in problem resolution.
- 4. Whether the provision of pre-placement preventative services would allow the child to safely remain home, and if so, the services to be provided.
- 5. Any known social services (e.g., child welfare services, CalWORKs, etc.) previously offered/provided to the child and/or family, and the result of those services.
- 6. The need, if known, for any health/medical care.

- 7. If the child is a parent, special needs of the child with regard to his/her role as a parent.
- 8. If the child was removed pursuant to WIC § 361.5(b):
  - Circumstances that warrant a recommendation of no FR services (see <u>Attachment 4—No FR</u> <u>Recommendation [WIC § 361.5]</u> in CFS P&P <u>Jurisdictional/Dispositional Hearing Report [G-0310]</u>)
  - Whether failure to order FR services would be detrimental to the child
- 9. If FR services are recommended, relatives or nonrelative extended family members (NREFMs) who could provide or assist with legal permanency if reunification efforts prove unsuccessful.
- The conditions necessitating out-of-home placement, and any special placement needs of the child (e.g., conditions requiring placement in a group home or other community treatment facility).

The case plan assessment will also consider any known substance use/abuse of a child, 12 years of age or older. See "Assessment" Policy section in CFS P&P <u>Substance Abuse</u> Services for Children (D-0510).

# B. <u>Documenting Case Plan Assessment – Dependency</u> Case:

To meet the documentation requirements of the case plan assessment, complete the JD Report pursuant to the "Completing the Jurisdiction/Disposition Hearing Report" Procedure section in CFS P&P <u>Jurisdictional/Dispositional Hearing Report</u> (G-0310).

Updates to case plan assessment information will be documented in:

- The narrative section of the CWS/CMS Contact page (see <u>Attachment 1—Contact Narrative Guidelines</u> in CFS P&P <u>Case Compliance Contacts and Documentation [E-0105]</u>)
- The court report to which a Case Plan Update is attached
- C. <u>Documenting Case Plan Assessment Voluntary Case</u>: A Case Plan Family Assessment will be created in

CWS/CMS, in conjunction with the initial Case Plan. Refer to CWS/CMS Data Entry Standards—Creating the Case Plan Family Assessment Document.

**Exception**: A Case Plan Family Assessment is not required:

- If WIC § 301 Informal Supervision will be provided <u>and</u> the case plan assessment information was previously documented in a JD Report submitted to Court
- If a non-dependent LG case remains open <u>following</u> termination of dependency and the continuing needs of the child and legal guardian were identified in a prior court report

Updates to case plan assessment information will be documented in the narrative section of the CWS/CMS Contact page. Refer to:

- Attachment 1—Contact Narrative Guidelines in CFS P&P Case Compliance Contacts and Documentation (E-0105)
- Attachment 1—Contact Narrative Guidelines—Legal Guardian Non-Dependent in CFS P&P Legal Guardianship—Non-Dependents (K-0404)

# Family Engagement in Case Planning

Family engagement is critical to develop **individualized** Case Plans that support the unique needs of a family and build on existing strengths. Whenever possible, active participation and involvement in case planning will be sought from the parent/legal guardian and child (as age and developmentally appropriate).

Relevant case planning information will also be sought from the following parties, when applicable:

- Community/Social supports identified by the family (e.g., Parent Partner, relatives/extended family, etc.)
- CalWORKs staff (for mutual clients)
- Child's out-of-home caregiver
- Child's identified Indian tribe (see "Court Reports" Policy section in CFS P&P Indian Child Welfare Act [G-0309])
- Service providers (including multidisciplinary team members) involved with the family
- Child's Important Person, provided child is 16 years of age or older and in out-of-home care (see "Transitioning Youth" Policy section in CFS P&P <u>Maintaining Connections with Important</u> <u>Persons [D-0410]</u>)

# A. Family Engagement Guidelines:

Family engagement begins at the time of initial contact and continues throughout the life of a case. During case planning, the assigned social worker will:

- 1. Explain to each party the purpose of the Case Plan and case planning process.
- 2. Inform the child (as appropriate) and parent/legal quardian of:
  - Their right to involvement in case planning
  - Reason for child welfare services intervention (i.e., safety/risk factors of the child) which will be addressed in the Case Plan
- 3. Engage and partner with each party involved in case planning, in a collaborative, strength-based, and supportive manner to identify and assess:
  - Family strengths and resources
  - Priority service needs to be addressed <u>and</u> any potential barriers to accessing services
  - Family perceptions regarding:
    - Case Plan Goals and Service Objectives
    - Desired outcomes (including permanency alternatives if reunification efforts prove unsuccessful)
  - Existing community/social supports
  - Protective capacity of the parent/legal guardian
  - The culture, traditions, and values of the family which may impact:
    - > Family structure and parenting practices
    - Language/communication and interaction styles
    - Family perceptions towards child welfare services intervention
  - Progress and compliance with any prior Case Plan and/or SDM Safety Plan
  - Appropriateness and effectiveness of services provided

Family engagement in case planning will occur in a setting that encourages and supports the sharing of information. As necessary and appropriate, consider the use of:

- A joint planning conference with CalWORKs staff (see CFS P&P CalWORKs–CFS Collaboration [D-0502])
- A Team Decision Making (TDM) meeting (see CFS P&P Team Decision Making [D-0308])
- Wraparound services (see CFS P&P <u>Wraparound Referral</u> and Services [D-0511])

Relevant information obtained through family engagement efforts will be considered and integrated into the Case Plan, when appropriate.

# B. **Documenting Family Engagement Efforts:**

Family engagement efforts in case planning will be documented by the assigned social worker, in the narrative section of the CWS/CMS Contact page. Refer to <a href="CWS/CMS">CWS/CMS</a> <a href="Data Entry Standards—Family Engagement Documentation">Documentation</a>.

**Note:** Coordinated case planning efforts (with CalWORKS) will adhere to these same documentation guidelines.

#### For dependency cases only:

- 1. The Acknowledgement of Participation in Case Plan Development (F063-28-244) will be signed by each of the following, to confirm involvement in case planning:
  - Parent/legal guardian
  - Child (12 years of age or older and in PP)
  - Other parties involved in case planning
  - Assigned social worker
  - Assigned supervisor (or designee)

If any signature is not obtained, the reason will be indicated on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)*.

**Note:** Signature on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* does not replace the need to obtain signature on the Court approved Case Plan.

A signed Acknowledgement of Participation in Case Plan Development (F063-28-244) will accompany any Case Plan submitted to Court. Multiple forms may be submitted if input regarding case plan development was obtained at different times and/or resulted in revisions to the proposed Case Plan.

- 2. The court report prepared for any Statutory Review hearing at which a Case Plan will be submitted, will address the following under the Case Plan heading:
  - a. Whether the parent/legal guardian and child (as age and developmentally appropriate) participated in development of the Case Plan.
  - b. The date of client engagement in case planning. This date will coincide with the signature date on the *Acknowledgement of Participation in Case Plan Development (F063-28-244*).
  - c. As applicable, the reason the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* was not signed.

# SDM in Case Planning

<u>Prior</u> to developing an initial Case Plan or Case Plan Update, the assigned social worker responsible for completion of the Case Plan will complete all applicable SDM assessments. See "Mandated Use" Policy section in CFS P&P <u>Structured Decision Making (D-0311)</u>.

**Exception:** For a non-dependent LG case, SDM assessments are not completed for case planning purposes.

The SDM Family Strengths and Needs Assessment or Child Strengths and Needs Assessment (as applicable for PP cases) aids in individualization of the Case Plan through:

- A. Identification and evaluation of:
  - Family strengths
  - Priority service needs for each Case Plan Participant
- B. Evaluation of progress as it relates to:

- Family functioning
- Addressing identified service needs and the impact of service interventions previously provided

# Collaboration with CalWORKs in Case Planning

If a family is a mutual client, the assigned social worker will collaborate with CalWORKs staff during case planning. See CFS P&P <u>CalWORKs-CFS Collaboration (D-0502)</u>.

**Note:** Pursuant to WIC § 10850, client record information may be shared between CFS and CalWORKs in the administration of public social services.

#### A. Identification of Mutual Clients:

To identify mutual client families, the assigned social worker will review the *Child Transfer Summary (F063-28-319R)* and/or the Mutual Clients Reports (via the OCSSA Report Portal [Portal]).

For instruction on accessing the Portal, refer to How to Access CFS Mutual Clients Reports via OCSSA Report Portal on the SSA/TCD website.

# B. Coordinated Case Planning:

A primary goal of coordinated case planning is to develop Case Plans among CFS and CalWORKs that:

- Ensure a child's safety
- Promote family economic stability
- Provide families an opportunity to access all available resources and supports

**Note:** CalWORKs services for FR cases are time-limited and require immediate request from the assigned Intake or Investigations social worker. See "CalWORKs Services for FR Families" Procedure section in CFS P&P <u>CalWORKs</u> Services to FR Parents (D-0501).

The assigned social worker will consult the parent and CalWORKs staff to discuss CalWORKs services to support activities specified in the Case Plan and to:

1. Identify family strengths, resources, and barriers to achieving child safety and/or self-sufficiency.

- 2. Coordinate goals, services, supports, and timelines.
- 3. Ensure client participation in CFS activities is included toward meeting Welfare-to-Work (WTW) participation requirements, when appropriate.
- 4. Avoid duplication of services and any potential conflict between the CFS Case Plan and WTW Plan.

See CFS P&Ps <u>CalWORKs–CFS Collaboration (D-0502)</u> and <u>CalWORKs Services to FR Parents (D-0501)</u> for further guidelines, including:

- A description of CalWORKs services that may support activities specified in a CFS Case Plan
- Exchange of the CFS Case Plan and WTW Plan

# CWS/CMS Case Plan

A Case Plan will be developed for each family. The assigned social worker will complete the initial Case Plan and subsequent Case Plan Updates in CWS/CMS. For instruction on generating a Case Plan in CWS/CMS, refer to the following:

- EZ Mapping for CMS Case Plan—Initial
- EZ Mapping for CMS Case Plan—Update

# Case Plan Elements

The Case Plan elements detailed in this Policy section are required.

**Note:** In accordance with WIC § 16501.1(f)(3), the original allegations of child abuse and/or neglect necessitating Juvenile Court involvement (if any) will be specified in the JD Report.

#### A. Case Plan Participants:

The Case Plan will identify each individual for whom child welfare services will be offered/provided. This includes, but is not limited to the child and parent/legal guardian.

**Note:** See "CFS Responsibilities Following Court Findings" Policy section in CFS P&P <u>Parentage (G-0602)</u> for guidelines to provide services to presumed and biological parents.

# B. Case Plan Goal:

The Case Plan will identify the following for <u>each</u> child addressed:

- Case Plan Goal (i.e., permanency goal) and Projected Completion Date
- Projected Date for Termination of Child Welfare Services

The Projected Completion Date and the Projected Date for Termination of Child Welfare Services will be consistent with one another, and reflect:

- For dependency cases, the recommended date of the next scheduled Statutory Review hearing
- For voluntary services cases, six months from the date of approval of the Case Plan

In determining the Case Plan Goal, the assigned social worker will consider the following order of priority for services:

1. <u>Family Maintenance</u>: Used to maintain the child in the home, when the child's protective needs can be met.

The associated Case Plan Goal is to Remain Home.

**Note:** Enhancement services may be provided to the parent from whom a child was initially removed.

2. <u>Family Reunification</u>: Used for a child requiring out-of-home care, if the family can potentially be reunified.

The associated Case Plan Goal is to **Return Home**.

<u>For dependency cases</u>, if FR services are provided the Case Plan must include a Concurrent Planning Goal for the child. See "Concurrent Services Planning" in the "Additional Case Plan Documentation" Policy section.

3. <u>Permanent Placement</u>: Used for a child requiring out-of-home care, if there are no feasible means of maintaining or reunifying the child with the parent/legal guardian.

The associated Case Plan Goal will be based on a permanent plan of Adoption, LG, or Long-Term Foster Care (LTFC), and will reflect one of the following:

- Adoption or Adoption with Siblings
- Legal Guardianship or Maintain Minor with Guardian
- LTFC with Relative or LTFC with Non-Relative

See "Recommendation Considerations" Policy section in CFS P&P <u>WIC 366.26 Report (G-0312)</u> to determine the most appropriate permanent plan for a child.

## C. <u>Service Objectives</u>:

The Case Plan will identify Service Objectives for <u>each</u> Case Plan Participant. These objectives are the **changes in behavior** desired to achieve the Case Plan Goal. Each Service Objective will be:

- Specific (clear description of desired behavior)
- Measureable
- Related to the:
  - Problems and strengths identified in the case plan assessment and SDM assessments
  - Risk of recurrence of maltreatment
- Time-limited (with a Projected Completion Date)

For a child with special medical needs, include Service Objectives necessary to provide adequate care for the child.

<u>For dependency cases</u>, if FR services are provided, include a Service Objective to authorize live scan clearances of the parent/legal guardian. See PDU Dispatch <u>Live Scan Services to Assess Reunification (B-0120-D)</u>.

Refer to <u>Attachment 1—Suggested Case Plan Elements</u> for Service Objectives that may be incorporated into a Case Plan, based on case-specific circumstances.

Refer to <u>Attachment 2—Case Plan Autotext Options: Service Objectives</u> for available autotext related to Case Plan Service Objectives.

#### D. Client Responsibilities:

The Case Plan will identify/describe the Client Responsibilities (i.e., Planned Client Services) applicable to <u>each</u> Case Plan Participant. These services will be:

- Offered/provided to achieve Case Plan Service Objectives
- Consistent with the Case Plan Goal
- Consistent with any Court orders related to service provision

For Case Plan Updates, do not include Planned Client Services previously completed unless indicating re-enrollment upon request of the assigned social worker.

If substance abuse treatment or drug/alcohol testing for a child (12 years of age or older) is appropriate, the Case Plan will incorporate such services. See "Case Plan" Policy section in CFS P&P Substance Abuse Services for Children (D-0510).

Refer to <u>Attachment 1—Suggested Case Plan Elements</u> for Planned Client Services that may be incorporated into a Case Plan, based on case-specific circumstances.

Refer to <u>Attachment 3—Case Plan Autotext Options: Planned Client Services</u> for available autotext related to Case Plan Client Responsibilities.

# E. <u>Case Management Services/Responsibilities</u>:

The Case Plan will identify/describe responsibilities and case management activities of the assigned social worker (and other involved staff), as it relates to:

- Providing Planned Client Services
- Achieving the Case Plan Goal and Service Objectives
- Family Engagement Efforts and Coordinated Case Planning with CalWORKs (see <u>CWS/CMS Data Entry</u> Standards—Family Engagement Efforts)

Refer to <u>Attachment 1—Suggested Case Plan Elements</u> for Case Management Services that may be incorporated into a Case Plan, based on case-specific circumstances.

Refer to Attachment 4—Case Plan Autotext Options: Case Management Services for available autotext related to Case Management Services.

#### F. Planned Client Contacts:

The Case Plan will specify the schedule/frequency of planned social worker contacts with the following, as applicable:

- Child
- Parent (required for parents receiving FR/FM services)
- Legal guardian
- Out-of-home caregiver

In most instances, monthly contact is required. See CFS P&P <u>Case Compliance Contacts and Documentation (E-0105)</u> for contact requirements and circumstances which may warrant a contact exception/waiver.

Justification for a contact exception/waiver requires Program Manager (PM) approval and will be documented in the:

- Case Plan, pursuant to <u>CWS/CMS Data Entry</u> Standards—Contact Waivers in Case Plan
- Case file, pursuant to the "Contact Exceptions/Waivers" Policy section in CFS P&P <u>Case Compliance Contacts and Documentation (E-0105)</u>

When developing a Case Plan for a LG case, consider the appropriateness of requesting a three-month exception/waiver (for a dependency case) or six-month exception/waiver (for a non-dependent LG case).

# Additional Case Plan Documentation

Additional Case Plan documentation will be required as case circumstances dictate. This Policy section details documentation requirements for:

- A Visitation Plan
- Concurrent Services Planning
- ILP Services/TILP Goals
- VFS and WIC § 301 Informal Supervision
- Voluntary placement
- An AWOL/Abducted child
- Maintaining a dependent child's important connections
- Incarcerated/Institutionalized parents
- Permanency planning
- A child in out-of-home care

If required information is not available for inclusion in the Case Plan, the court report (<u>for dependency cases</u>) or Case Plan (<u>for voluntary services cases</u>) will indicate the reason and expected timeframe within which the information will be obtained.

# A. <u>Visitation Plan</u>:

For any child placed in out-of-home care the Case Plan will include a Visitation Plan. The Visitation Plan will:

- Be developed with consideration to the Case Plan Goal
- Be consistent with any Court orders related to visitation
- Specify the conditions necessary to facilitate visitation that are least intrusive and consistent with the safety/protection of the child, including:
  - Nature of contact (i.e., in-person, letter, etc.)
  - Frequency and duration of visits
  - Type of visitation (i.e., Unmonitored, Supervised, Monitored)
  - Other persons that may be included in the visit
  - Location of visits (as necessary)
  - Transportation arrangements (as necessary)

**Note:** For FM, LG, and LTFC cases, whenever possible, place responsibility on the parent to facilitate their own transportation to a visit and/or to secure an individual approved by SSA to monitor/supervise the visit.

Modification to arrangements specified in the Visitation Plan may only be made if the Case Plan contains such provisions.

See CFS P&P <u>Visitation Guidelines (D-0313)</u> regarding selection of the appropriate type of visitation and **minimum visitation requirements** between the child and:

- Parent/Legal guardian
- Siblings (Note: Statements regarding the siblings' willingness to participate in unmonitored visitation will be included in the court report [<u>for dependency cases</u>] or Case Plan [<u>for voluntary cases</u>])
- Grandparents
- Important Persons

Refer to Attachment 4—Case Plan Autotext Options: Case Management Services for available autotext related to development of a Visitation Plan.

# B. **Concurrent Services Planning**:

<u>For dependency cases</u>, whenever FR services are offered/provided, the Case Plan will include a Concurrent Services Planning section, which identifies:

- A Concurrent Planning Goal (i.e., permanency alternative if reunification efforts prove unsuccessful)
- Case management activities to achieve the Concurrent Planning Goal, including advisement to the parents that they may request adoption counseling/services at any time during dependency. (Note: In the event a parent indicates a desire for voluntary relinquishment, refer to CFS P&P Voluntary Relinquishment [C-0203])

**Note:** The "Concurrent Planning" Policy section in CFS P&P Indian Child Welfare Act (G-0309) details Tribal Customary Adoption (TCA) as a permanency alternative for a dependent Indian child and associated concurrent planning activities.

Attachment 2—Concurrent Planning Case Plan in CFS P&P Concurrent Planning (D-0202) details the Case Management Services/Responsibilities to incorporate into the Concurrent Services Planning section of a Case Plan.

Refer to Attachment 4—Case Plan Autotext Options: Case Management Services for available autotext related to Concurrent Services Planning.

#### C. ILP Services/TILP Goals:

CFS P&P <u>Independent Living Program (ILP) Services (D-0504)</u> details:

- ILP services eligibility requirements
- Circumstances requiring development/update of a Transitional Independent Living Plan (TILP)

When a child is eligible for ILP services, the Case Plan will incorporate the Service Objectives, Planned Client Services, and Case Management Services detailed in <a href="Attachment 1—Suggested Case Plan Elements">Attachment 1—Suggested Case Plan Elements</a>.

When a TILP has been created/updated:

 The child's TILP goals will be incorporated into the Case Plan. Refer to the "Incorporating TILP Goals into Case Plan" Procedure section in CFS P&P <u>Independent Living</u> Program (ILP) Services (D-0504). 2. <u>For dependency cases</u>, a copy of the most recently completed TILP, that has been signed, will be submitted to Court with the Case Plan, at each Statutory Review hearing.

# D. VFS/WIC § 301 Informal Supervision:

The "Case Plan Requirements" Policy section in CFS P&P Voluntary Family Services and Informal Supervision (M-0106) provides further guidelines to develop a Case Plan for VFS and/or Informal Supervision, including mandatory candidacy language.

# E. Voluntary Placement:

The "VP Case Plan" Policy section in CFS P&P <u>Voluntary</u> <u>Placement (K-0901)</u> provides further guidelines to develop a Case Plan for Voluntary Placement, including an additional advisement to be included on the Case Plan signature page.

### F. AWOL/Abducted Child:

<u>CWS/CMS Data Entry Standards—AWOL/Abductions Case</u>
<u>Plan Entry</u> provides instructions to document the status of an AWOL/abducted child in a Case Plan.

Refer to <u>Attachment 4—Case Plan Autotext Options: Case Management Services</u> for available autotext related to applicable Case Management Services.

# G. Maintaining a Dependent Child's Important Connections:

For a child (10 years of age and older) in out-of-home care for six months or longer, the "Documentation" Policy section in CFS P&P <u>Maintaining Connections with Important Persons</u> (D-0410) details how to document, in the Case Plan, efforts to identify, establish, and maintain a child's relationships with Important Persons.

#### H. Incarcerated/Institutionalized Parents:

The "Case Plans" Policy section in CFS P&P <u>Incarcerated and Institutionalized Parents (G-0308)</u> provides further guidelines to develop a Case Plan for an incarcerated/institutionalized parent receiving FR services.

Refer to Attachment 3—Case Plan Autotext Options: Planned Client Services for available autotext related to Case Plan Client Responsibilities for an incarcerated/institutionalized parent.

Refer to <u>Attachment 4—Case Plan Autotext Options: Case Management Services</u> for available autotext related to Case Management Services for an incarcerated/institutionalized parent.

<u>For dependency cases only</u>, the following Case Plan requirements will be addressed in the court report to which the Case Plan is attached:

- 1. Information, to the extent available, regarding the parent's incarceration in a county jail or state prison.
- 2. Identification of any barriers to the incarcerated/institutionalized parents:
  - Access to court-mandated services (e.g., counseling, parenting, vocational training, etc.)
  - Ability to maintain contact with the child

**Note:** A primary responsibility of the assigned social worker is to determine what services are available to a parent at their place of incarceration, and to document for Court that information regarding available services has been provided to the parent.

#### I. Permanency Planning:

For dependency cases only, if a child receives PP services, the following Case Plan requirements will be addressed in the court report prepared for the WIC § 366.26 Selection and Implementation hearing and/or subsequent Periodic Review hearings:

- 1. Consideration of the following factors in determining the child's permanent plan:
  - a. Likelihood the child will be adopted. Discuss any applicable statutory exceptions to a permanent plan of Adoption. See "Statutory Exceptions to Adoption" Policy section in CFS P&P <u>Permanent Planning Assessments (PPAs) (G-0313)</u>.
  - b. In-state and out-of-state placements.
  - c. The importance of developing and maintaining sibling relationships.

- d. The desire and willingness of the out-of-home caregiver to provide legal permanency for the child.
- 2. Child's statements regarding the proposed permanent plan of Adoption/LG (as applicable), and an assessment of those desires.

**Note:** For an Indian child, consult child's identified Indian tribe regarding permanency planning and consider the appropriateness of TCA. See CFS P&P <u>Tribal</u> <u>Customary Adoption (C-0705)</u>.

3. Efforts to locate a prospective adoptive parent/legal guardian.

For a child with a permanent plan of Adoption, include a discussion of the child's participation in adoption recruitment activities/events. See CFS P&P Adoption Recruitment Guidelines (C-0707).

- 4. If the permanent plan is LG with a relative (i.e., kinship guardianship), documentation of how the child meets kinship guardianship eligibility requirements. See Policy section "Eligibility" in CFS P&P Kin-GAP (H-0113).
- 5. Efforts to finalize a permanent plan of Adoption/LG.

For court report documentation guidelines refer to the Procedure section in CFS P&Ps <u>WIC 366.26 Report (G-0312)</u> and Periodic Review Reports (G-0311).

#### J. Child in Out-of-Home Care:

The Case Plan for a child in out-of-home care will include each of the following:

- 1. A plan to ensure medical/dental care for the child, including:
  - A Child Health and Disability Prevention (CHDP) or equivalent medical/dental examination
  - Any additional preventative health services and/or follow-up treatment that may be required

Refer to Attachment 4—Case Plan Autotext Options:

<u>Case Management Services</u> for available autotext related to applicable Case Management Services.

2. A statement as to the location of the child's health and education summary.

This statement will be documented in the Case Plan using the **Arrange and Maintain Placement** – Case Management Services type. Refer to <u>Attachment 4—Case Plan Autotext Options: Case Management</u>
Services for applicable autotext.

To meet Case Plan requirements, the child's health and education summary will include:

- Contact information for health/dental/educational providers
- Immunization records
- Record of known medical problems/medications and/or hospitalizations
- Record of relevant mental health history, including current mental health condition and psychotropic medications
- Academic achievements/records and grade level performance
- <u>For dependency cases only</u>, a recommendation regarding whether to limit the educational rights of a parent/legal guardian (see CFS P&P <u>Limiting</u> <u>Educational Rights [I-0103]</u>)

<u>For dependency cases</u>, the above referenced information will be maintained on a Health and Education Passport (HEP), per CFS P&P <u>Health and Education Passport (I-0403)</u>. This information will also be documented in the court report prepared for any Statutory Review hearing.

<u>For voluntary services cases</u>, the above referenced information will be maintained on the *Voluntary Placement Child's Medical/Educational Information (F063-25-574)*.

3. Assurances for the child's educational stability.

These assurances will be documented in the Case Plan using the following Case Management Services types:

- Assess for Limit of Parental Ed Rights
- Consult Educational Right Holder
- Consult with Ed Liaison

Refer to <u>Attachment 4—Case Plan Autotext Options:</u> <u>Case Management Services</u> for applicable autotext.

4. An assessment of the child's placement needs. Include the reasons why the placement is determined to be the most appropriate placement selection to meet the needs and best interest of the child.

<u>For dependency cases</u>, placement information will be addressed in the Out-of-Home Placement section of the court report prepared for any Statutory Review hearing.

<u>For voluntary services cases</u>, placement information will be addressed in the Case Plan using the **Arrange and Maintain Placement** – Case Management Services type.

In addition to a discussion of the child's placement needs, document the following, as applicable:

- a. <u>Out-of-County/Out-of-State Placement</u>:
   Detail specific responsibilities of the Sending and Receiving County/State as it relates to:
  - Providing services to the child
  - Facilitating visitation
  - Supervision the child (i.e., compliance contacts)

Note: Monthly compliance contacts are not required for a child placed under ICPC with a relative/legal guardian/foster parent. See <a href="CWS/CMS">CWS/CMS</a> Data Entry Standards—ICPC Contacts—Entering into CWS/CMS to document compliance contacts for an ICPC case in the Case Plan.

Document information regarding any known or suspected dangerous behaviors of the child.

If placement selection is due to a lack of resources of the Sending County/State to meet the needs of the child, identify those needs <u>and</u> specify how the needs will be met.

For further guidelines regarding out-of-county placements refer to CFS P&P <u>Courtesy Supervision</u> (K-0501). For further guidelines regarding out-of-state placements refer to CFS P&P <u>Interstate</u> <u>Compact on the Placement of Children (K-0502)</u>.

- b. Out-of-State Group Home Placement: Indicate compliance with Family Code § 7911.1 by documenting each of the following:
  - A statement that either:
    - An assessment has certified the out-ofstate group home as meeting all applicable licensing standards required for group homes operated in California

#### -OR-

- A waiver to licensing standards has been granted by CDSS
- A recommendation for placement in the out-ofstate group home by a multidisciplinary team
- Alternatives to the out-of-state group home placement that were considered/used and the reasons why these alternatives were rejected or did not meet the best interest of the child

For further guidelines, refer to the "Outgoing Group Home Placements" Policy section in CFS P&P Interstate Compact on the Placement of Children (K-0502).

c. Group Home/Residential Treatment Facility:
Document reasons placement is necessary to meet the child's specialized treatment needs and describe the treatment that will be provided by the group home/residential treatment facility.

For a child under six years of age, placed in a group home/residential treatment facility, indicate either:

- Placement is for the purpose of providing specialized treatment to the child. Include:
  - A statement that the group home meets all applicable licensing standards
  - A description of the need for, nature of, and anticipated duration of the treatment
  - ➤ A statement that the specialized treatment period will not exceed 120 calendar days. (Extensions require the need for additional time to be documented on the Case Plan, and signature approval from the assigned supervisor and PM)

#### -OR-

- Placement is for the purposes of providing FR services and the facility offers specialized services which meet the needs of the child and family by:
  - Permitting parents reasonable access to the child 24 hours a day
  - Encouraging extensive parental involvement in meeting the child's daily needs
  - Employing staff trained to provide FR services

For further guidelines to place a child under six years of age in a group home/residential treatment facility, see the "Other Placement Circumstances" Policy section in CFS P&P Out-of-Home Placement (K-0208).

d. <u>Siblings Not Placed Together:</u>

Detail efforts and barriers to facilitate sibling placement <u>or</u> the reasons efforts to facilitate sibling placement would be contrary to the safety and/or well-being of the children.

## Case Plan Update

The Case Plan will be updated as service and permanency needs of the child and family dictate and to assure achievement of service and permanency objectives. Each Case Plan Update will document, at a minimum:

- The required elements detailed in the "Case Plan Content" Policy section
- Any changes to information in the previous Case Plan
- An indication of the progress of each Case Plan Participant towards achieving their Case Plan Service Objectives

The following are additional Case Plan Update documentation requirements:

# A. <u>Dependency Case</u>:

In accordance with WIC § 16501.1(d) and CDSS MPP Division 31-225, the following will be incorporated into the court report submitted with any Case Plan Update:

- A description of services provided to the child <u>and</u> an evaluation of the appropriateness/effectiveness of those services.
- 2. Information about the current condition of the child and family.
- A description of the degree of case plan compliance by any parent/legal guardian named in the Case Plan, including:
  - Progress towards achievement of each Case Plan Service Objective
  - Cooperation in keeping appointments
  - For a child in out-of-home care, visiting patterns of the parent/legal guardian, including:
    - > Frequency
    - Initiation by parent/legal guardian
    - Cooperation with Visitation Plan
    - Interaction with child/out-of-home caregiver
- For FR cases, a description of Concurrent Planning efforts made. Include any subsequent discussion with the parents regarding advisement that adoption counseling/services may be requested.
- 5. If the Court calendars a WIC § 366.26 hearing, the findings of any assessment conducted pursuant to WIC §§ 361.5(g), 366.21(i), 366.22(c), or 366.25(b).

- Refer to CFS P&P <u>WIC 366.26 Report (G-0312)</u> for guidelines to complete and document the assessment.
- 6. Discussion of the adequacy/continued appropriateness of the Case Plan. Include the justification or rationale for any changes incorporated into the Case Plan Update.

For further guidelines to document required Case Plan Update information in a court report, refer to the Procedure section in:

- CFS P&P <u>Family Maintenance Six Month Review Report</u> (G-0315)
- CFS P&P <u>Family Reunification Status Review Report (G-</u> 0317)
- CFS P&P WIC 366.26 Report (G-0312)
- CFS P&P Periodic Review Report (G-0311)

### B. Voluntary Services Case:

In accordance with WIC § 16501.1(d) and CDSS MPP Division 31-225, the following will be incorporated into the Case Plan Update for a voluntary services case:

- A description of services provided to the child <u>and</u> an evaluation of the appropriateness/effectiveness of those services.
- 2. Information about the current condition of the child and family.
- 3. A description of the degree of case plan compliance by any parent/legal guardian named in the Case Plan, including:
  - Progress towards achievement of each Case Plan Service Objective
  - Cooperation in keeping appointments
  - For a child in voluntary placement, visiting patterns of the parent/legal guardian, including:
    - > Frequency
    - Initiation by parent/legal guardian
    - > Cooperation with Visitation Plan
    - Interaction with child/out-of-home caregiver

4. Discussion of the adequacy/continued appropriateness of the Case Plan. Include the justification or rationale for any changes incorporated into the Case Plan Update.

Refer to Attachment 5—Case Plan Update for a Voluntary Services Case for guidelines to document the above information in a Case Plan Update.

# Case Plan Timeframes— Dependency

The Case Plan for a dependency case will be completed pursuant to the following timeframes:

#### A. Initial Case Plan:

Completed as expeditiously as possible, within <u>whichever</u> comes first:

- 30 calendar days of the initial in-person investigation (i.e., first face-to-face contact completed by ER)
- 30 calendar days of the initial removal of the child
- Date of the Dispositional hearing

If the initial Case Plan is completed within 21 calendar days of initial contact with the child, two compliance contacts with the child are required. Otherwise, a third compliance contact is required prior to the 30<sup>th</sup> calendar day.

# B. Case Plan Update:

Completed no less than <u>once every six months</u> from the date of Court approval of the previous Case Plan and:

- In conjunction with each Statutory Review hearing, unless recommending termination of dependency
- If the current Case Plan Service Objectives no longer meet the service/permanency needs of the child and/or family

**Note:** See "Case Plans" Policy section in CFS P&P Incarcerated and Institutionalized Parents (G-0308) for circumstances necessitating a Case Plan Update for an incarcerated/institutionalized parent (i.e., remanded into/released from custody) and timeframes within which the Case Plan Update must be completed.

# Case Plan Timeframes— Voluntary

The Case Plan for a voluntary services case will be completed pursuant to the following timeframes:

### A. Initial Case Plan:

Completed as applicable:

- Within 30 calendar days of the initial in-person investigation (i.e., first face-to-face contact completed by ER)
- Within 30 calendar days of assignment of a "walk-in" nondependent LG case. (Note: For a prior dependency case, a Case Plan Update must be completed within 30 calendar days of termination of dependency)

For cases other than a non-dependent LG case, if the initial Case Plan is completed within 21 calendar days of initial contact with the child, two compliance contacts with the child are required. Otherwise, a third compliance contact is required prior to the 30<sup>th</sup> calendar day.

**Exception:** Completion of the initial Case Plan may be extended for a period not to exceed 60 calendar days from the initial in-person investigation for Differential Response (DR) Path II referrals to allow additional time for teaming with community partners and linkages to resources. In such instances, a compliance contact must be completed with the child at least once in the period subsequent to the initial 30 days, <u>and</u> prior to completion of the initial Case Plan.

#### B. Case Plan Update:

Completed as follows:

- Every six months (from the date of supervisory approval of the previous Case Plan) when the extension of voluntary services is approved
- If the current Case Plan Service Objectives no longer meet the service/permanency needs of the child and/or family

For information regarding requirements to extend voluntary services refer to:

- "Service Time and Extensions" Policy section in CFS P&P <u>Voluntary Family Services and Informal Supervision (M-</u> 0106)
- "Extension of VP" Policy section in CFS P&P <u>Voluntary</u> <u>Placements (K-0901)</u>
- "Case Plan" Policy section in CFS P&P <u>Legal</u> Guardianship—Non-Dependents (K-0404)

# Case Plan Supervisory Approval

The following apply to supervisory approval of an initial Case Plan and/or Case Plan Update.

- A. The assigned supervisor (or designee) will, <u>prior</u> to approving a Case Plan:
  - Verify required SDM assessments have been completed. See "Supervisor Approval" Policy section in CFS P&P Structured Decision Making (D-0311).

Provided the SDM assessments are accurate and support the recommended Case Plan, approve each assessment.

**Exception:** For a non-dependent LG case, SDM assessments are not completed for case planning purposes.

- 2. Review the Case Plan in relation to associated documents (e.g., *Case Plan Family Assessment*, court report, TILP, etc.) for completion and consistency.
- 3. Request the assigned social worker complete any necessary modifications to the Case Plan.
- B. Provided they are in agreement with the Case Plan, the assigned supervisor (or designee) will:
  - 1. Approve the Case Plan in CWS/CMS.
  - 2. Sign and date the Case Plan.

<u>For dependency cases</u>, signature approval of the supervisor, on the Case Plan, is not required prior to submission of the Case Plan to Court, provided each of the following apply:

- The court report to which Case Plan is attached has been signed by the supervisor
- The Acknowledgement of Participation in Case Plan Development (F063-28-244) has been signed by the supervisor
- The Case Plan has been approved in CWS/CMS

<u>For voluntary services cases</u>, the Case Plan must be approved in CWS/CMS prior to case transfer to a voluntary services program. See "Case Transfer: ER/Intake Process" Procedure section in CFS P&P <u>Case Transfers (D-0302)</u>.

3. Request the assigned social worker sign and date the Case Plan.

<u>For dependency cases</u>, request the assigned social worker sign and date any associated *Acknowledgement* of *Participation in Case Plan Development (F063-28-244)*, if not already signed.

# Submission of Case Plan to Court

For dependency cases, a Case Plan and *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will be efiled along with the court report submitted at the following hearings, in accordance with CFS P&P <u>Electronic Signing and Filing of Court Reports (B-0217)</u>:

# A. Jurisdictional/Dispositional Hearing:

An Initial Case Plan or Case Plan Update (as applicable) is required whenever a dispositional recommendation is made.

A Case Plan Update will be submitted if either of the following apply:

- A Supplemental or Subsequent petition is filed
- The Dispositional hearing is not convened within six months of the date an initial Case Plan was completed

#### B. Statutory Review Hearing:

A Case Plan Update is required unless a recommendation is made to terminate dependency.

### C. <u>Interim Review Hearing</u>:

A Case Plan Update is required whenever an Interim Review hearing is calendared to:

- Address proposed changes to the Case Plan (e.g., Case Plan Goal, Service Objectives, Client Responsibilities, etc.)
- Clarify elements of the Case Plan

#### D. <u>Between Statutory Review Hearings</u>:

If a Case Plan Update is necessary prior to a calendared

Statutory Review hearing, consult the assigned supervisor and County Counsel regarding the appropriateness of submission of the Case Plan Update through:

- A Request to Change Court Order (JV-180)
  - Court may approve the Case Plan Update or set an Interim (Case Plan) Review hearing to address the matter

#### -OR-

- Informational Ex Parte
  - Consider whether the modifications are significant and/or further the current Case Plan Goal and Service Objectives

Any Case Plan submitted subsequent to the Court filing deadline must be attached to an Addendum.

# Case Plan

Court-Approved For dependency cases, following Court approval of an initial Case Plan or Case Plan Update, the assigned social worker and/or assigned supervisor will:

- Review the Minute Order to determine whether the Case Plan Α. was amended or modified.
- B. Ensure the CWS/CMS "In Effect" Case Plan is consistent with the Court approved Case Plan.
  - Refer to CWS/CMS Data Entry Standards—Post-Court Modification/Update of the Case Plan for guidelines to modify a CWS/CMS Case Plan following Court approval.
- Revise the "Effective" date of the "In Effect" Case Plan in CWS/CMS to coincide with the date the Case Plan was approved by Court.
- Ensure the "In Effect" Case Plan has been signed by the assigned social worker and assigned supervisor.
- Ensure the Case Service Component indicator in CWS/CMS is consistent with the Case Plan Goal of the "In Effect" Case Plan at the time of Court-approval. Refer to CWS/CMS Data Entry Standards—Case Service Component Instructions.

# Case Plan Participant Review/ Signature

Following approval of a Case Plan or Case Plan Update, the assigned social worker will complete the activities specified below.

- A. At the initial compliance contact following Case Plan approval, each Case Plan Participant, including any parent/legal guardian and child (12 years of age or older <u>and</u> in PP) will be:
  - 1. Provided a copy of the Case Plan for their review.
    Review of the Case Plan will occur on a regular and ongoing basis, and include an explanation of the purpose and content of the Case Plan.

**Note:** For dependency cases, if a Case Plan is amended at Court prior to Court approval, ensure a copy of the Court approved Case Plan is provided.

2. Requested to sign the assigned social worker's copy of the Case Plan.

When requesting the signature of a parent/legal guardian, the following advisement of **Evidence Code § 1228.1** will be provided:

- Signature on the Case Plan and acceptance of services does not imply guilt in a court of law
- Failure to cooperate in the provision of services may be used as evidence at any:
  - Jurisdictional/Dispositional hearing held pursuant to WIC §§ 300, 342, or 387
  - Statutory Review hearing held pursuant to WIC §§ 366.21 or 366.22

For voluntary services cases (excluding non-dependent LG cases) the Case Plan signature page will include additional advisements. See "Case Plan Requirements" Policy section in CFS P&Ps Voluntary Family Services and Informal Supervision (M-0106) or the Procedure section in Voluntary Placements (K-0901).

**If Case Plan signature is not obtained**, indicate the reason on the Case Plan signature page. In addition:

- <u>For dependency cases</u>, indicate the reason in the court report prepared for the next Statutory Review hearing
- For voluntary services cases (excluding nondependent LG cases), do not transfer the case to the appropriate voluntary services program until required signatures are obtained (see <u>Attachment 2—Sending</u> <u>Program Case Transfer Responsibilities and</u> <u>Timeframes</u> in CFS P&P <u>Case Transfers [D-0302]</u>)
- B. Following Case Plan review and signature:
  - Document the date the Case Plan was provided to each Case Plan Participant, in the narrative section of the CWS/CMS Contact page.
  - 2. File signed Case Plan in the Service Folder, on the *Case Plan Acco (F063-25-1123)*. See "Paper Filing" Policy section in CFS P&P Case Filing (E-0102).
  - 3. Enter the date of Case Plan signature (or refusal to sign) on the ID tab of the "In Effect" Case Plan in CWS/CMS.

This may be completed by the assigned supervisor.

# Case Plan Information for Caregivers

When applicable, the assigned social worker will ensure a child's out-of-home caregiver:

- Understands and supports the child's Case Plan
- Is aware of any changes to the Case Plan which are relevant to the child

Disclosure to an out-of-home caregiver of Case Plan information regarding a parent/legal guardian or sibling not placed with the child is not permitted. However, an out-of-home caregiver will be provided with the following Case Plan information:

A. A summary of the child's health and education information.

<u>For dependency cases</u>, this information is maintained on the HEP. See "Distribution" Policy section in CFS P&P <u>Health</u> and <u>Education Passport (I-0403)</u> for guidelines to provide the HEP to a child's out-of-home caregiver.

<u>For voluntary services cases</u>, this information is maintained on the *Voluntary Placement Child's Medical/Educational Information (F063-25-574).* See "Medical Information" Policy section in CFS P&P <u>Voluntary Placements (K-0901)</u> for guidelines to provide this form to a child's out-of-home caregiver.

B. A <u>plan</u> outlining the child's specific needs and services.

CFS P&P Needs and Services Plan (K-0202) provides guidelines to complete an *Appraisal/Needs and Services Plan* (F063-28-286/287). A Needs and Services Plan will be provided to each licensed foster parent or approved relative/NREFM caregiver.

Foster Family Agencies (FFAs) and group homes develop their own Needs and Services Plan based on information provided by the placing social worker.

- C. Details regarding any Court-ordered visitation for a child, including:
  - Identification of parties with whom visitation may occur
  - The schedule and frequency of visitation
  - The conditions needed to safely facilitate visitation for the child (i.e., visitation parameters)

Visitation information will be provided by the assigned social worker, as soon as possible after the Court order is made.

Provision of Case Plan information to an out-of-home caregiver will be documented in the narrative section of the CWS/CMS Contact page.

# Providing Case Plan to Service Providers

Pursuant to Miscellaneous Order 520.4, a Case Plan may be shared with service providers and/or other parties involved in case planning, eligibility, and/or service delivery.

# Case Plan Implementation

The approved Case Plan will be the guiding principle in providing child welfare services. The assigned social worker will:

A. Implement the Case Plan as expeditiously as possible, in accordance with the timeframes specified in the Case Plan.

<u>For dependency cases</u>, service/transportation referrals will be provided as necessary, pending completion of the initial Case Plan and disposition of the case.

B. Ensure the services provided are consistent with the Case Plan and any orders of the Juvenile Court.

Services will be offered/provided as necessary, regardless of whether case plan signatures have been obtained.

Voluntary Services Case Exception: If the parent/legal guardian named in a Case Plan refuses to sign the Case Plan, services will not be provided. In such instances, assess the risk of safety to the child and consult assigned supervisor and County Counsel (as necessary) regarding appropriate grounds to place the child into protective custody or file an Initial Petition.

Refer to CFS P&P <u>County Funds Request (H-0119)</u> if a county funds request is necessary to meet any service needs specified in the Case Plan.

- C. In providing/arranging for services identified in the Case Plan:
  - Assist the child to understand, as age appropriate, the reasons for providing service
  - Monitor the child's physical and emotional well-being
  - Ensure a child's protective needs are met
  - Clarify for Case Plan Participants any Court orders and the role/responsibilities of CFS

# Monitoring Case Plan Compliance

The assigned social worker will monitor the compliance of each Case Plan Participant, with the approved Case Plan.

The assigned supervisor will monitor the assigned social worker's compliance with Case Management Activities specified in the Case Plan. See "Oversight Responsibilities" Policy section in CFS P&P Quality Assurance of Cases—Supervisory Responsibilities (D-0304).

#### REFERENCES

## Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- Attachment 1—Suggested Case Plan Elements
- Attachment 2—Case Plan Autotext Options: Service Objectives
- Attachment 3—Case Plan Autotext Options: Planned Client Services
- Attachment 4—Case Plan Autotext Options: Case Management Services
- Attachment 5—Case Plan Update for A Voluntary Services
   Case
- <u>CWS/CMS Data Entry Standards—AWOL/Abductions Case</u>
   Plan Entry
- <u>CWS/CMS Data Entry Standards—Case Service Component Instructions</u>
- <u>CWS/CMS Data Entry Standards—Contact Waivers in Case</u>
   Plan
- <u>CWS/CMS Data Entry Standards—EZ Mapping for CMS Case</u> Plan—Initial
- <u>CWS/CMS Data Entry Standards—EZ Mapping for CMS Case</u> Plan—Update
- <u>CWS/CMS Data Entry Standards—Family Engagement</u>
  Documentation
- CWS/CMS Data Entry Standards—Family Engagement Efforts
- <u>CWS/CMS Data Entry Standards—ICPC Contacts Entering</u> into CWS/CMS
- CWS/CMS Data Entry Standards—Post-Court <u>Modification/Update of the Case Plan</u>
- <u>CWS/CMS Data Entry Standards—Creating the Case Plan</u> <u>Family Assessment Document</u>

# **Hyperlinks**

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

- CFS P&P <u>Adoption Recruitment Guidelines (C-0707)</u>
- CFS P&P CalWORKs-CFS Collaboration (D-0502)
- CFS P&P CalWORKs Services to FR Parents (D-0501)
- CFS P&P <u>Case Compliance Contacts and Documentation (E-0105)</u>
- CFS P&P Case Filing (E-0102)

- CFS P&P Case Transfers (D-0302)
- CFS P&P Concurrent Planning (D-0202)
- CFS P&P <u>County Funds Request (H-0119)</u>
- CFS P&P Courtesy Supervision (K-0501)
- CFS P&P <u>Custody</u> (Exit) <u>Orders and Custody Transfers to Non-Custodial Parents</u> (G-0201)
- CFS P&P <u>Electronic Signing and Filing of Court Reports (B-0217)</u>
- CFS P&P <u>Family Maintenance Six Month Review Report (G-0315)</u>
- CFS P&P Family Reunification Status Review Reports (G-0317)
- CFS P&P <u>Health and Education Passport (I-0403)</u>
- CFS P&P Incarcerated and Institutionalized Parents (G-0308)
- CFS P&P <u>Independent Living Program (ILP) Services (D-0504)</u>
- CFS P&P Indian Child Welfare Act (G-0309)
- CFS P&P <u>Interstate Compact on the Placement of Children (K-</u>0502)
- CFS P&P Jurisdictional/Dispositional Hearing Report (G-0310)
- CFS P&P Kin-GAP (H-0113)
- CFS P&P <u>Legal Guardianship—Dependents (K-0402)</u>
- CFS P&P Legal Guardianship—Non-Dependents (K-0404)
- CFS P&P Limiting Educational Rights (I-0103)
- CFS P&P <u>Maintaining Connections with Important Persons (D-0410)</u>
- CFS P&P Needs and Services Plan (K-0202)
- CFS P&P Out-of-Home Placement (K-0208)
- CFS P&P Parentage (G-0602)
- CFS P&P Periodic Review Report (G-0311)
- CFS P&P Permanent Planning Assessments (PPAs) (G-0313)
- CFS P&P <u>Quality Assurance of Cases—Supervisory</u> <u>Responsibilities (D-0304)</u>
- CFS P&P Structured Decision Making (D-0311)
- CFS P&P Substance Abuse Services for Children (D-0510)
- CFS P&P Team Decision Making (D-0308)
- CFS P&P Tribal Customary Adoption (C-0705)
- CFS P&P Visitation Guidelines (D-0313)
- CFS P&P <u>Voluntary Family Services and Informal Supervision</u> (M-0106)
- CFS P&P Voluntary Placement (K-0901)
- CFS P&P Voluntary Relinquishment (C-0203)
- CFS P&P WIC 366,26 Report (G-0312)
- CFS P&P Wraparound Referral and Services (D-0511)
- PDU Dispatch <u>Live Scan Services to Assess Reunification (B-0120-D)</u>

#### **Other Sources**

Other printed references include the following:

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
Acknowledgement of Participation in Case Plan	F063-28-244
Development	
Appraisal/Needs and Services Plan	F063-28-286
(Page 1–F063-28-286; Page 2–F063-28-287)	and F063-28-
	287
Request to Change Court Order	JV-180

# Hard Copy Forms

Forms listed below must 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
Case Plan Acco	F063-25-1123
Voluntary Placement Child's Medical/Education	F063-25-574
Information	

# 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
Case Plan Family Assessment	CS-CPFAM
Child Transfer Summary	F063-28-319R

#### **Brochures**

Brochures to distribute in conjunction with this procedure include:

<b>Brochure Name</b>	<b>Brochure Number</b>
Case Plans for Non-Minor Dependents	F063-25-688

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