

ADMINISTRATIVE CASE REVIEW

Introduction to ACR Process

Policy 36-11-1

Policy

The Department of Children and Families is required to implement an Administrative Case Review (ACR) process for all children under the care of DCF and their families, including youth over age 18 and children placed through the Voluntary Services Program. The ACR process shall include a review of the case, case planning including assessment and case formulation and an Administrative Case Review meeting no less frequently than once every six months (180 days) to determine:

- the physical and psychological safety of the child;
- the extent of compliance with the case plan;
- the extent of progress that has been made toward alleviating or mitigating the causes necessitating DCF involvement;

and, if the child is placed in out-of-home care:

- the appropriateness of the placement;
- the treatment and monitoring of any trauma associated with maltreatment and removal from home; and
- a projected likely date by which the child may be returned to and safely maintained in the home or placed for adoption or legal guardianship.

Legal references: [42 U.S.C. 675](#); Conn. Gen. Stat. §[17a-15\(b\)](#); [Child and Family Services Improvement and Innovations Act of 2011 - Public Law 112-34, Section 422\(b\)\(15\)\(A\)\(ii\) of the Social Security Act.](#)

See also: "[Case Planning Practice Guide.](#)"

Role and Responsibilities of ACR Social Work Supervisors

Administrative Case Review Social Work Supervisors (ACR SWS) shall conduct case reviews utilizing the Partners in Change principles. The ACR SWS shall apply the Quality Improvement/Quality Assessment philosophy and techniques to support the Regional staff that provides the direct services to the families and children.

The ACR SWS shall provide a comprehensive and qualitative analysis of casework practice that is systematically integrated into the Regional staff's everyday practice. These results are provided to the Regional Staff following the ACR meeting in the form of the ACRI.

The ACR SWS shall review actual case practice against expectations, policy, procedures, protocols and other requirements; identify strengths and areas needing improvement; provide findings and recommendations for case and system improvements.

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**Role and
Responsibilities
of ACR Social
Work
Supervisors
(continued)**

For individual cases, the ACR SWS shall:

- review the case record and case plan to assess case planning including assessment and case formulation;
 - facilitate the ACR meeting; and
 - complete the Administrative Case Review Instrument (SharePoint Document).
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ACR Reports

The ACR Program Manager shall make data available to management about the ACR process and data outcomes from the Administrative Case Review program.
