

ADMINISTRATIVE CASE REVIEW

ACR Meetings

Policy 36-11-2

Policy

The Department of Children and Families is required to conduct Administrative Case Review meetings for all children under the care of DCF and their families, including youth over age 18 and children placed through the Voluntary Services Program, no less frequently than once every six months (180 days).

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

Responsible Division

It is the responsibility of the Administrative Case Review Unit of the DCF Quality and Planning Division to conduct case reviews and administrative case review meetings. ACR Social Work Supervisors, assigned to Regional offices, shall facilitate the ACR meetings.

ACR Meeting Invitees

The following persons shall be invited to the ACR meeting:

- the parent or guardians;
- the child, 12 years of age and over;
- the attorneys for the parents and child;
- any guardians ad litem appointed by the court;
- community providers;
- placement providers;
- any other professionals involved with the child or family;
- school personnel; and
- any DCF Regional or Facility staff that provide services to the child or family.

Separate ACR Sessions

DCF, at its discretion, may hold separate ACR sessions when necessary to protect participants or in the best interests of the child, *e.g.*, in cases of domestic violence between parents; or in cases in which the child has a valid reason for requesting a separate session.

ACR Meeting Attendance

Mandatory Attendance

Attendance at ACR meetings is mandatory for the ACR SWS and at least one of the following DCF staff:

- Social Worker;
- Social Work Supervisor; or
- Program Manager.

In instances when the designated DCF staff is unavailable for the meeting, the meeting shall be rescheduled with every effort made to maintain compliance with the required timeframe (within 180 days of the last ACR meeting).

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ACR Meeting Attendance (continued)

Attendance of Parents and Child

- Every effort shall be made to hold the ACR meeting at a time and location that allows the parents or guardians, foster parents and the child 12 years of age and over to attend. Social Workers shall explore and encourage parents and children to invite others to attend their meeting (e.g. informal supports such as coaches, clergy, other family members, recreation leaders).

Participation by Phone

A toll-free audio conference number shall be provided to all invitees in the event that they are unable to attend in person. The toll-free number shall allow multiple participants to contribute who may have otherwise been unable to be involved.

Consent

The parents shall have the right to give their consent to the presence of other participants during the discussion of their confidential case information. A family case shall be reviewed with outside participants only with the written permission of the parents.

Family Case Plan Review

The review of the family case plan at the ACR meeting shall be an opportunity to review the status of progress towards the family's case goals. Family ACR Meetings are required:

- for all families who have an associated child in placement whose permanent or concurrent plan is reunification;
- for all families who have an associated child in placement and DCF is providing services to meet the parent(s)' identified needs; or
- as requested by ongoing services and at the discretion of the ACR manager.

Child In Placement (CIP) ACR

The review of the child in placement case plan at the ACR meeting shall be an opportunity to review the status of progress toward the child's case goals. Child in placement ACR Meetings are required for:

- children who are at home but committed to DCF;
- youth age 18 and older while the DCF case remains open;
- children in out-of-home care regardless of age or placement type when the legal basis for the placement is:
 - a Voluntary Services Program placement;
 - a Voluntary Placement Agreement; or
 - a court order (96 hour hold, order of temporary custody, abuse/neglect/uncared for commitment, FWSN commitment, dual commitment, probate court order, TPR/statutory parent).

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**ACR meeting
Narratives**

The Social Worker shall enter a summary of the ACR meeting in LINK narratives within five days.
