

CASE PLANNING

Contents of the Family Case Plan

Policy 36-2

Policy

A family case plan shall include (1) an assessment of the family's strengths and needs, (2) a description of service provision to address their needs, and (3) the a discussion of ongoing progress. Family case plans shall be developed with the family and shall be written in the primary language of the family or transcribed onto an audio CD or cassette.

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

Definition

Assessment means an evaluation of the circumstances that resulted in DCF involvement and that recognizes patterns over time, examines child and family strengths and protective factors, identifies and addresses the needs of the child and family, considers contributing factors (*e.g.*, domestic violence, substance abuse, cognitive limitations, traumatic events experienced by the child and caregivers and the impact on their functioning and well-being, mental health) and incorporates information gathered through other means (*e.g.*, collateral contacts).

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The family case plan shall include a comprehensive assessment of the strengths and needs of all relevant family members for use in developing appropriate goals, plans and interventions. Services that are appropriately matched to the family members' strengths and needs shall be identified. Services shall be individualized, effective and provided in a timely manner.

The family case plan shall include the current level of functioning of each parent and child across the following areas:

- 1) Reason for Involvement: initial or subsequent;
 - 2) Household Relationships: include significant relationships outside of the household;
 - 3) Resource Management/Basic Needs;
 - 4) Parenting Skills;
 - 5) History of Child Abuse/Neglect of adults as children (trauma history, impact on functioning and current trauma-related assessment and treatment needs of the parents);
 - 6) Mental Health/Coping Skills (adults) and Emotional/Behavioral (children - trauma history, impact on functioning and current trauma-related assessment and treatment needs of the child);
 - 7) Physical Health;
 - 8) Substance Abuse/Use;
 - 9) Social Support Systems: include extended relationships outside of the household;
 - 10) Education/Development (children); and
 - 11) Other Life Experiences: including employment, housing stability, and cultural, ethnic and linguistic considerations.
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Contents (continued)	The Summary Assessment section of the family case plan shall highlight the most significant issues within the family, identify what action needs to occur in response to the assessment and what the family, providers and DCF are going to do, or have done, to address those issues and needs.
Family Feedback	Family feedback is not merely a reflection of DCF's perspective of the family's position. Rather, it shall include each family member's participation in the development of the case plan, their perceptions of DCF involvement, their strengths and needs, the interventions offered and any comments made.
Goal of Case Planning	The case planning goal for the family shall address the overall goal for the adults and children within the home. It shall include a plan that can be followed in the event that circumstances require the removal of the children or result in the inability to reunify.
Case Objectives	Case objectives shall support the case planning goal. Objectives for the parents, guardian and children in the home shall be clearly stated, prioritized and measurable. The objectives, within the case objective section of the case plan, shall be consistent with the family assessment and any court-ordered specific steps. Objectives shall be supported by the Structured Decision Making (SDM) Family Strengths and Needs Assessment.
Progress	The progress toward each objective shall be evaluated by the Social Worker, the family and service providers. The progress section of the case plan shall reflect the status during the last six-month review period. Provider feedback shall be incorporated into the plan. Barriers to achieving progress, as well as how the barriers will be addressed, shall be noted.
Action Steps	Actions steps are meant to create change in behavior and, therefore, shall be specific, measurable, achievable, realistic and time-limited. For each objective, actions steps shall be included for each parent and child, the service provider(s), and DCF.
