

CASE PLANNING

TIME FRAMES FOR CASE PLAN COMPLETION

Policy 36-4

Policy

Case planning shall involve ongoing engagement with the family beginning with intake and continuing until the Department of Children and Families ends its involvement with the family.

Case plans shall be developed and approved in a timely manner. Initial case plans shall be developed within 60 calendar days.

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

Initial In-Home Family Plans

Day One of the time frame for completion shall be calculated as follows:

- for child protective services cases (Investigation and Family Assessment Response), the date of approval of the intake protocol;
- for Family With Service Needs cases, the date of the case acceptance; and
- for Voluntary Services cases, the date the family is determined to be eligible for services.

The draft initial case plan (with SDM FSNA) shall be due to the Social Work Supervisor 14 calendar days prior to the scheduled Family Case Planning Conference (CPC), which shall be held by day 60.

The initial family case plan shall be finalized and approved in LINK by the Social Work Supervisor within 10 calendar days of the CPC.

The family and attorneys shall be provided with copies of the completed and approved case plan by day 75.

Note: If the case plan requires translation into a language other than English, translation contracts require four to ten days for completion.

Initial CIP Case Plans

Day One for all CIP case plans (CPS, FWSN, Voluntary Services, dually committed, adolescent) shall be the date of placement.

Draft initial CIP case plans (with SDM FSNA, as applicable) shall be due to the Social Work Supervisor 14 calendar days prior to the scheduled ACR/CPC. The initial CIP case plan shall be submitted to the ACR unit seven calendar days prior to the scheduled ACR/CPC. The initial ACR/CPC shall be held by day 60.

ACR supervisors shall complete the Administrative Case Review Instrument (ACRI - a SharePoint document) within 15 calendar days of the ACR.

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Initial CIP Case Plans (continued)

The Social Worker and Social Work Supervisor shall review the ACRI in supervision and incorporate the feedback into the case plan and case planning.

The CIP case plan shall be finalized and approved in LINK by the Social Work Supervisor within ten calendar days of receipt of the ACRI.

The family and attorneys shall be provided with copies of the completed and approved case plan within five calendar days of the approval.

Note: If the case plans require translation into languages other than English, translation contracts require four to ten days for completion.

Ongoing In-Home and CIP Case Plans

Subsequent case plans shall be completed no later than the 180th day from the initial Case Planning Conference or Administrative Case Review. SDM tools (FSNA, risk reassessment, reunification assessment) shall also be completed by this time.

Subsequent case plans shall be initialized in LINK as soon as possible after approval.

Interim Planning Meeting

An interim planning meeting shall be held on or about the 90th day from the last scheduled ACR/CPC to review progress toward the objectives and action steps of the current case plan. The meeting shall include all family participants and service providers engaged with the family and the children.
