

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	400: Child Welfare Services	
<b>Policy Name:</b>	Case Planning	
<b>Policy Number:</b>	403	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Regulation:</b>	Ch. 39, F.S. 65C-30, F.A.C.	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC) to mandate that all CMOs to assure case planning is ongoing and leads to expeditious and appropriate permanency for each child under the supervision of the BBCBC Case Management Organizations (CMO).

## Procedure

- A. Each child under the supervision of the CMO shall have a case plan.
1. In each case in which the child has been placed in out of home care, a case plan must be prepared, within sixty (60) days after the child is removed from his or her home and be submitted to the court.
  2. Case plans must be filed with the court and provided to all parties at least three (3) business days prior to the dispositional hearing.
  3. This may occur prior to sixty (60) days after removal.
  4. Planning must occur with the participation of the family and others whose contribution is appropriate.
  5. The process must recognize and respect cultural differences and language barriers and be conducted in a way that is fully appreciative of the strengths and needs of the family.
  6. The Department of Children and Families' CFOP 170-9, *Family Assessment and Case Planning*, must be followed.
- B. The case plan is derived from a variety of sources, to include:
1. The Family Functioning Assessment (FFA) and On-going Family Functioning Assessment (O-FFA);
  2. The Comprehensive Behavioral Assessment;
  3. The Independent Living life skills assessment;
  4. Case plan conferences, mediation, court hearings;
  5. Therapeutic assessments and summaries;
  6. The pre-disposition study filed with the court;
  7. The child health check-up, medical and dental records;
  8. Educational assessments;

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9. Child Protection Team reports;
  10. CLS, if needed.
- C. Case plan development meetings shall begin as soon as possible in order to afford parents adequate time to complete required tasks so children can be reunited and/or achieve permanency expeditiously.
  - D. The case plan meetings will be conducted together with the family and the plan will be developed in a way that builds on the family's strengths while assessing needs.
  - E. The plan will include the necessary array of services with involvement of both formal and informal community and family supports.
    1. The goal of the plan will be to remedy factors and underlying conditions that lead to the maltreatment of the child(ren).
    2. Tasks and outcomes shall be clearly described. Outcomes will be measurable.
  - F. The plan will address visitation between the child and his or her parents, separated siblings, relatives, and other persons of significance to the child.
  - G. For children 13 years old and older in out of home placement, the plan shall include a description of independent living services identified, regardless of the goal of the plan.
  - H. The case plan will be written simply and clearly in English and, if English is not the principal language of the parent or child, to the extent possible the plan shall be prepared in the parents' or child's language.
  - I. The case plan will be negotiated with and signed by the parents, the DCM, the DCM Supervisor and, if appointed, the Guardian Ad Litem.
  - J. If a parent is unwilling or unable to participate in developing the case plan, the DCM will document the facts pertinent to this lack of participation. The parent, if available, must be provided a copy of the case plan and be advised that he or she may, at any time before or after the filing of a petition for termination of parental rights, enter into a case plan and that he or she may request a judicial review of any provision of the case plan with which he or she disagrees at any court hearing set for the child.
  - K. The refusal of the parent to sign a case plan does not prevent the court from accepting the plan. Signing the case plan does not constitute an admission to maltreatment of the child(ren).
  - L. Written notice must be given to the parent explaining that failure of the parent to substantially comply with the case plan may result in the termination of parental rights, and that a material breach of the case plan may result in the filing of a petition for termination of parental rights sooner than the compliance date set forth in the case plan.
  - M. The parent, the child (if appropriate) and other parties as directed by the court must be given a copy of the case plan.
  - N. Every case involving a child in an out-of-home placement shall be evaluated at least one (1) time each quarter to determine if concurrent case planning or changes to the plan are appropriate.
    1. Decisions reached during this review should be reached with involvement of others to include:
      - a. The child (if appropriate);
      - b. The parents;
      - c. School personnel (if appropriate);
      - d. Service providers;

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- e. The Guardian Ad Litem;
  - f. CLS; and
  - g. The substitute caregivers.
- 2. Additionally, progress reports, assessments, and any other pertinent information shall be reviewed to assure that the evaluation is thorough and inclusive.
- O. If the goal is changed or if the plan includes a concurrent goal, the plan will be modified to include services and tasks that address the concurrent goal or the new goal.
- P. The amended case plan must be approved by the court.
  - 1. The amended case plan must be agreed to by all parties, signed by all parties, and submitted to the court with a memorandum of explanation.
  - 2. Case plans may be amended by the court or upon a motion of any party at any hearing to change the goal of the plan, employ the use of concurrent planning, or add or remove tasks the parent must complete in order to substantially comply with the plan if there is a preponderance of evidence demonstrating the need for the amendment.
- Q. A paramour or other adult residing in the home shall be given the opportunity to voluntarily participate in case planning activities, when such participation is appropriate and does not endanger the child. If the paramour or other adult refuses to participate, the plan shall specify actions to be taken by the parent to protect the child.
- R. The DCM must assist the parent or caregiver with appropriate referrals so that case plan goals can be achieved.
- S. Whenever possible the parent or caregiver must be given choices as to service providers.
- T. Case plan progress must be discussed with the parent during required monthly visits. The DCM must make diligent efforts to assist the parent so that goals can be reached and children can be reunified safely.
- U. The DCM will follow up with service providers to ascertain whether or not the parents are participating in services and how they are benefiting from such.
- V. Formal reports will be requested as appropriate.
  - 1. The case file and the FSFN record will be kept current.
  - 2. The court must be informed about case plan progress as required.
  - 3. This report must be complete to include the name of the service provider.
  - 4. The parent's report about participation and progress does not constitute a full and complete report.
  - 5. The service provider must be contacted.
- W. The family has the right to ask the court to find the services worker in contempt for failing to comply with the case plan if in their view, the service worker is not in compliance.
- X. If circumstances are so extraordinary that an extension of the case plan beyond twelve (12) months is warranted and is in the child's best interest, the reasons for the extension shall be specifically and factually documented and presented to the court. The request for the extension shall be made at the twelve (12) month permanency review hearing with supportive documentation contained in the Judicial Review Social Study Report.