



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare Revision Effective Date: 4/4/07
 Chapter No: 4–Ongoing Case Management/Practice
 Item No: 11–Case Plan Update

POLICY: Case plans shall be updated based on an assessment of the current circumstances which require continuance of child welfare services intervention. The case plan goal, objectives to be achieved, specific services to be provided as well as the case management activities to be performed shall be continued or amended as necessary. The family members are to be engaged when possible and appropriate and social workers are to encourage them to be active participants. Information shall be made available to the parent(s) in all stages of the updated case planning

PURPOSE: Case plan updates are completed to reflect the ongoing service and permanency needs of the child and family, assure provision of requested/required services, and promote safety, permanency and well-being objectives.

REFERENCE: California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) [Division 31, Chapter 31-206.351 \(a\)-\(d\), Chapter 31-220.](#) Welfare and Institutions Code (WIC) Sections [16010\(a\), 16501,1\(a\), 16501.1 \(c\)\(1\), 16501,1\(d\), 16501,1\(e\)m 16501,1 \(f\)m 16501,1\(f\)\(9\), 16501,1 \(g\)\(5\)\(b\)\(9\).](#)

PROCEDURE:

- I. The case plan update shall be developed
 - A. With the parent(s)/guardian(s) named in the case plan;
 - B. With a discussion regarding the case progress, problems, and case plan status; and

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Assistant Director’s Approval	–	<u>Andrea Sobrado</u>	–	<u>4/2/07</u>
		Name		Date
Director’s Approval	–	<u>Catherine Huerta</u>	–	<u>4/3/07</u>
		Name		Date

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- C. With a request for the parents(s)/guardian(s) to sign the case plan update as an indication of plan approval and willingness to participate in services activities.
- II. Each case plan update shall document the following information regarding all case plan participants:
- A. Any changes in the information contained in the case plan;
 - B. Specific information about the current condition of the child(ren) and family;
 - C. If the parent(s)/guardian(s) is part of the case plan, a description of the degree of compliance by the parent(s)/guardian(s) with the written case plan, including the following:
 - 1. Progress in working toward achievement of each objective in the existing case plan. If the case plan's goal is that the child is to return home, documentation shall also include the efforts to achieve the permanency alternative if family reunification fails.
 - 2. Cooperation in keeping appointments
 - 3. For child(ren) in out-of-home placement, visiting patterns of the parent(s)/guardian(s) with the child(ren), including, but not limited to, the following:
 - a. Frequency of visits
 - b. Initiation by parent(s)/guardian(s)
 - c. Cooperation in keeping appointments
 - d. Interaction with child(ren) and/or foster parent(s); and
 - 4. For children who are of school age:
 - a. The case plan must contain assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement.
 - b. The case plan must include specified education information about the child, including names and addresses of the child's education providers, grade level performance, school record, and any other relevant education information. If any required information is not in the case plan, the case plan must document where the information is located.

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5. The case plan adequacy and continued appropriateness, including the need for any change in the case plan, such as developing new goals and excluding goals that have been achieved.
- III. The case plan update shall be considered complete only if all of the elements specified in the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Section 31-225 have been documented and the social worker's supervisor has signed and dated the case plan update.
- IV. Case plan update time frames and administrative requirements for court ordered cases. The social worker shall complete a case plan update as often as the services needs of the child(ren) and family dictate and as is necessary in order to assure achievement of service objectives. At a minimum the social worker shall complete a case plan update in conjunction with each status review hearing, but no less often than once every six months.