

# Case Plan Review

Rhode Island Department of Children, Youth and Families

**Policy: 700.0030**

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In compliance with Federal Law 96-272 and with State law, the Department for Children and Their Families has devised a Case Plan Review system which mandates regularly scheduled six-month reviews of the current Case Plan/Agreement (DCYF #032) for each child in placement. The intent of the Case Plan Review is to assess the progress of the child, the family and the Department towards meeting the goals, objectives, and tasks as defined in the most recent Case Plan/Agreement. This process helps to assure that appropriate and realistic goals and objectives have been set and that assigned tasks are reasonable, germane, and are being adequately carried out within the time frames indicated. Further, this process is designed to identify any specific barriers to the successful fulfillment of the Case Plan/Agreement and to facilitate planning towards overcoming these barriers. The case plan review shall be a cooperative effort between staff to provide the best possible services to the child and the family.

The Department further requires in compliance with federal law that a regularly scheduled six month Case Plan Review for children in foster/relative/institutional care who remain active with Probation, be held. For children in the custody of other states who are residing in Rhode Island under courtesy supervision, the responsibility for the formulation and review of Case Plans remains with the state retaining formulation and review of Case Plans remains with the state retaining custody. Youths sentenced to the Rhode Island Training School who are committed to the Department on Dependency, Neglect and/or Abuse petitions shall have Case Plan/Agreements and Case Plan Reviews as outlined in the procedure below..

The Case Plan Review is a structured, time-limited discussion of case progress conducted by a staff member assigned to the Administrative Review Unit in conjunction with various prescribed individuals who are determined to have a significant role in the current Case Plan/Agreement. Each review shall be limited to approximately one hour. In families where there is more than one child active with the Department, additional time shall be allotted. Each participant shall be afforded the opportunity to voice his/her views and/or concerns as they relate to the purpose of the review. In situations where foster parents and/or surrogate parents are invited to participate in the Case Plan Review, their participation is to be limited to those subject areas of the review for which they have direct knowledge and/or involvement. Confidentiality for the child and family must be strictly maintained.

For those case situations where a petition has been filed in Family Court to terminate parental rights, the scope of the Case Plan Review changes. In accordance with R.I. Law 15-7-7 the Department no longer has an obligation to make reasonable efforts towards reunification once a petition has been filed to terminate parental rights. However, parental rights to see or visit the child(ren) remain intact while the termination petition is pending. In these situations parental participation in the Case Plan Review process shall be limited to visitation and any concerns the parent(s) may have about the care of the child(ren) in foster care. Reunification shall not be discussed while the termination petition is pending before the court.

## Related Procedures

[Case Plan Review](#)

## Case Plan Review

### Procedure From Policy 700.0030: Case Plan Review

- A. Individuals who should participate in the Case Plan Review include:
1. Primary service worker
  2. Secondary Department service worker (if any)
  3. Supervisor of the primary service worker
  4. Child's parent(s)/guardian(s)
  5. Child (if of the appropriate age and intellectual capacity)
  6. The Director of the child care facility or his/her designee
  7. Foster parent(s)
  8. Educational surrogate parent (for the educational portion of the case plan only)
  9. Parent's attorney (if requested by the parent)
  10. Department child care facility liaison worker (when the presence of a liaison worker will aid in the identification or resolution of problems involving the practices of the child care facility or in worker/facility communication which may be adversely affecting the adjustment of the child)
  11. Other professionals and/or advocates seen as having a significant contribution to the review (ex. Guardian ad litem, CASA volunteer, mental health professional)
  12. A staff member from the Division of Retardation must be invited to the review closest to the child's nineteenth (19) birthday for any child past the age of eighteen (18) who is developmentally disabled and/or mentally retarded and who remains in the care of the Department.  
In addition, any mentally retarded child or family in which a parent is mentally retarded that is eligible to receive joint services from both Department of Children, Youth & Families and the Division of Retardation, (see Policy #631 Mentally Retarded Clients Section F) shall have a Division of Retardation staff person invited to the review.
  13. Any child with a disability eligible for, or receiving special education services under Public Law 94-142, shall have special education staff invited if the staff person(s) are seen as having a significant contribution to the review.
- B. Responsibilities of the Administrator, Administrative Review Unit or his/her designee.
1. Compile and distribute to each supervisor the monthly lists of children due for Case Plan review no less than six weeks prior to the due date for each review.
  2. Review the monthly lists returned by the supervisors including the preferred dates, times, and location for each review and any children added to the list.
  3. Designate the time, date, and location for each review. When possible, efforts shall be made to accommodate supervisors as to their preferred dates, times, and location for each review.
  4. Assign an Administrative Review Officer to conduct each Case Plan Review.
  5. Notify the supervisor and worker electronically of the date, time, location, and the Administrative Review Officers assigned for each review within one week of the receipt of the monthly lists.
- C. Responsibilities of the supervisors in Family Services and Probation.
1. Review the monthly listing compiled by the Administrative Review Unit of the children due for Case Plan Review.
    - a. In order to synchronize the case plan development/case plan review process, the supervisors shall add the names of any new child(ren) opened in an existing case scheduled for review.
    - b. At the time of case assignment, the Administrators in Family Services shall send a memo or a transfer form to the Administrative Review Unit informing them of any child transferred to those units from any other unit or division. The supervisor shall

- ensure that each child transferred to his/her unit who is in need of Case Plan Review has been added to the appropriate list.
2. Propose a date, time and place for each Case Plan Review including at least one alternative date and time. This must be returned to the Administrative Review Unit within one week of receipt of the monthly list.
    - a. Unless otherwise approved, all reviews are held at the Administrative Review Unit.
    - b. When necessary, the meeting location shall be chosen to allow for individuals to attend that require a handicapped accessible location.
    - c. Once a date, time, and place for each review has been finalized by the Administrator, Administrative Review Unit or his/her designee, it cannot be changed without supervisory approval.
  3. Oversee the process of inviting the appropriate individuals to each review. Upon receipt of the confirmation memo from Administrative Review Unit, the primary service worker shall provide written notice of the date, time, and location of each scheduled review to those individuals to be invited, (DCYF #128).
    - a. This shall occur no less than three weeks prior to the scheduled review.
    - b. A copy of each invitational letter shall be forwarded to the Administrative Review Unit.
    - c. A copy of each invitational letter shall be filed in the case record.
    - d. In the event it becomes necessary to invite an individual in any other manner (ex. telephone or in-person), this shall be documented in the RICHIST case record.
  4. No less than five working days prior to the scheduled Case Plan Review, the supervisor must ensure that the assigned Administrative Review Officer has received a copy of the current Case Plan/Agreement (DCF #032), a copy of the Case Profile Narrative (DCF #148), and copies of any other data deemed pertinent to that particular review (ex. Court reports, mental health evaluations/reports, etc.).
  5. Attend and participate in the Case Plan Review.
    - a. A supervisor may be excused from the Case Plan Review only with the approval of his/her Unit Administrator.
    - b. In these situations the scheduled Case Plan Review shall go forward in the absence of the supervisor provided the primary service worker is able to attend.
    - c. The supervisor shall be expected to:
      - i. Be familiar with the past history and current situation of the child and family.
      - ii. Be familiar with the current Case Plan and any efforts made towards implementation.
      - iii. Be able to identify and comment on any barriers delaying implementation and/or completion of specific objectives or tasks aimed at permanency for the child.
      - iv. Be familiar with the child's proposed Case Plan for the next six (6) months including any planned efforts or foreseen barriers towards implementation and/or successful completion.
      - v. Be prepared to answer questions and join in the discussion with the reviewer and other participants in an informed, professional manner.
    - d. If the Case Plan Review cannot be attended by either the supervisor or the primary service worker, then the review shall be canceled and the reason given for lack of attendance recorded by Administrative Review Unit.
      - i. The review will be rescheduled by the Administrative Review Unit and shall take place within two weeks.
      - ii. At the end of each month, the Administrative Review Unit shall submit a list to the appropriate Administrator of the number of reviews canceled, the worker/supervisor involved and the reason given for the cancellation.
      - iii. A copy of these reports shall be sent to the Associate Director.
  6. For youths sentenced to the Rhode Island Training School who have Case Plan/Agreements, Administrator of the Administrative Review Unit shall notify the Coordinator of Clinical Services of the need for a Case Plan Review no less than six weeks prior to the due date for each review.

- D. Responsibilities of the Primary Service Worker
1. Identify and invite all appropriate individuals to the Case Plan Review at least three weeks in advance of the scheduled review.
  2. Make available to the assigned Administrative Review Officer any material required for Case Plan Review. No less than five working days prior to the scheduled Case Plan Review, ensure that the assigned Officer has received a copy of the current Case Plan/Agreement (DCF #032), a copy of the Case Profile Narrative (DCF #148), and copies of any other data deemed pertinent to that particular review (ex. Court reports, mental health evaluations/reports, etc.).
  3. Attend and participate in the Case Plan Review.
    - a. A worker may be excused from the Case Plan Review only with the approval of his/her supervisor.
    - b. In these situations the scheduled Case Plan Review shall go forward in the absence of the worker provided the case work supervisor is able to attend the review.
    - c. The primary service worker shall be expected to:
      - i. Be familiar with the past history and current situation of the child and family.
      - ii. Describe the child's current Case Plan including implementation efforts and any identified barriers delaying permanency for the child.
      - iii. Describe the child's proposed Case Plan for the next six months including any planned efforts or foreseen barriers towards implementation and/or successful completion.
      - iv. Be prepared to answer questions and join in the discussion with the reviewer and other participants in an informed, professional manner.
- E. Responsibilities of the Administrative Review Officer
1. Review thoroughly the Case Plan/Agreement (DCF #032), the Case Profile Narrative (DCF #148), and any other material submitted prior to the scheduled Case Plan Review.
  2. If necessary, review the case record.
  3. Chair the Case Plan Review.
    - a. Assess the progress towards meeting the goal, objectives, and tasks of the Case Plan/Agreement.
    - b. Identify barriers to the successful fulfillment of the Case Plan/Agreement.
    - c. Facilitate planning towards overcoming any identified barriers.
    - d. Ensure that there is appropriate permanency planning for each child
  4. Complete the Record of Case Review for each Case Plan Review.
    - a. A completed copy is sent to the supervisor within seven days of the Case Plan Review to be signed and incorporated into the case record.
    - b. Barring any disagreement (see within, Section H, 4) a signed copy is forwarded by the supervisor to the Administrative Review Unit within seven days of receipt to be incorporated into their records.
    - c. A signed copy shall be forwarded by the primary service worker and/or supervisor to the contract providers and other individual participants upon request provided the rules of confidentiality are followed.
- F. Focus of the Case Plan Review
1. Assess the goal, objectives, and tasks of the Case Plan/Agreement as to their appropriateness, clarity, realism, and affect on the permanent plan for the child and its target date.
  2. Assess whether the assigned tasks are germane to the goal and objectives of the Case Plan/Agreement and whether they are being carried out within the prescribed time frames.
  3. Assess whether all appropriate objectives to successfully achieve the identified permanent planning goal have been identified on the Case Plan/Agreement.
  4. Assess the progress towards meeting the goals, objectives, and tasks as stated in the current Case Plan/Agreement. In addition, assess if the same goals, objectives and

tasks were present at the last review. If progress is still not being made on repeated goals, the procedure in Section G, Below, shall be followed.

5. Identify any specific barriers to the successful fulfillment of the Case Plan/Agreement and facilitate planning towards overcoming these barriers.
6. Assess the continued necessity for placement (including progress towards alleviating or mitigating the causes necessitating the placement), the appropriateness of the placement resource, and what efforts are being made towards reunification (including visitation) if the child is in placement.
7. Assess the efforts being made to maintain the child in the home if the child is not in placement, including the need for continued intervention by the Department.
8. For those case situations, where a petition has been filed to terminate parental rights, continued parental rights to visit the child(ren) unless precluded by court order must be ensured in accordance with RIGL 15-7-7. Reunification shall not be discussed at these Reviews while the termination petition is pending before the Court. Although other subject matter may be discussed at the Review, parental participation shall be limited to the visitation plan and to any concerns the parent (s) may have concerning the care the child is receiving in foster care.
9. In accordance with Public Law 96-272 all children in state-supervised placements who are 16 years of age or older must have a portion of their case plan describe services that shall prepare the child for independent living. The Case Plan Review shall assess progress towards meeting these objectives.

G. Outcome of the Case Plan Review

1. Once there has been a thorough review of all material related to the Case Plan Review, the Administrative Review Officer shall complete the Record of Case Review (DCF #048).
2. The Record of Case Review may include:
  - a. Recommendation modifications to the current Case Plan/Agreement (DCF #032).
  - b. Recommended methods to eliminate barriers towards successful fulfillment of the current Case Plan/Agreement.
  - c. Recommended modifications in the goal, objectives, and/or tasks for a Subsequent Case Plan/Agreement.
  - d. No recommended modifications or changes.
3. If the outcome of the Case Plan Review is a jointly agreed upon recommended change of goal, this must be brought to the attention of the Unit Administrator by the Administrator, Administrative Review Unit within ten days after the scheduled Review.
4. The Administrative Review Officer shall sign the completed Record of the Case Review (DCF #048) and shall send a signed copy to the supervisor of the assigned primary service worker.
5. The primary service worker and supervisor shall sign the Record of Case Review as acknowledgment of and agreement with the recommendations of the Administrative Review Unit.
  - a. If there is agreement, signed copies shall be forwarded to the Administrative Review Unit within seven days of receipt and to the Unit Administrator with the signed original copy being filed in the case record.
  - b. If there is disagreement with any of the information or recommendations included on this form, the process is as follows:
    - i. The disagreement worker and supervisor and/or worker/supervisor and Administrative Review Officer shall attempt to resolve these differences.
    - ii. If the disagreement cannot be resolved at this level, the Administrative Review Unit Administrator shall bring this to the attention of the Unit Administrator for discussion.
    - iii. If the Administrative Review Unit Administrator and Unit Administrator cannot agree, then the Administrative Review Unit shall bring this to the attention of the Associate Director of Child Welfare Services for resolution.

- iv. When there is resolution, in accordance with 5.a. signed copies shall be forwarded to the Administrative Review Unit and to the Unit Administrator with the signed original copy filed in the case record.
  - v. If there is disagreement by the parent(s) as to the recommended changes and/or modifications in the Case Plan/Agreement, the appeals procedure as outlined in the Case Plan/Agreement Policy (Section D inclusive) shall be followed.
- 6. The Unit Administrator shall be responsible to ensure staff take all appropriate action to comply with agreed upon recommendations.
- 7. If there is not disagreement at a Case Plan Review but there is repetition of objectives over two review dates with little or no movement towards the goal or completing an objective, the following process shall take place.
  - a. The Administrator of the Administrative Review Unit shall inform the Unit Administrator of the lack of movement in the case.
  - b. The Unit Administrator shall take whatever action deemed necessary by that Unit Administrator to ensure that appropriate intervention is taking place.
  - c. If the same situation exists at the next review by Administrative Review Unit, the Assistant Director and the Associate Director of Child Welfare shall be notified.