

Core Competencies Module VI

TOPIC 116

CASE PLANNING AND FAMILY-CENTERED CASEWORK

Skill Set 116-01 Ability to develop and help families implement case plans that address their needs, and builds on their strengths

116-01-001

Knows the potentially destructive effects on children and families of vague, incomplete and non-individualized case plans

116-01-002

Knows the importance of involving family members in all phases of case plan development

116-01-003

Knows the proper sequence of steps in the case planning process

116-01-004

Knows the difference between case plan goals, objectives and tasks

116-01-005

Knows criteria upon which to prioritize family needs and case plan goals and objectives

116-01-006

Knows the benefits of formally documenting each child's case plan

116-01-007

Understands how case plans are used with families to guide, monitor and evaluate change and achieve goals

116-01-008

Understands how case plan objectives are derived from information gathered during the risk, safety and family assessments

116-01-009

Understands the importance of engaging families to help choose culturally-relevant service providers and resources

116-01-010

Understands how case plan documents are used in legal and court processes

116-01-011

Understands how ineffective case planning can be destructive to children and families

116-01-012

Understands how periodic case plan review can document changes and ensure the continued progress on case plan goals and tasks

116-01-013

Knows strategies that facilitate full involvement of immediate and extended family members in case plan development

116-01-014

Knows how to develop case plan objectives that reflect needed changes in underlying conditions that will allow for achievement of case plan goals

116-01-015

Knows how to help families identify and access relevant services from the child welfare agency, service providers and other entities in the family's community

116-01-016

Knows how to write case plans in language that can be easily understood by family members

116-01-017

Knows how to help families identify culturally-responsive and knowledgeable service providers in their own community

116-01-018

Knows how to select and use specific interviewing strategies that facilitate case plan development

116-01-019

Knows engagement and supportive casework strategies to help families remain motivated over time to complete case plan tasks

116-01-020

Knows strategies to involve families and service providers in ongoing case reviews and revision of case plans

116-01-021

Knows criteria to determine when objectives have been met and a case can safely be closed

116-01-022

Knows how to connect families with ongoing support to help them sustain progress after case closure

116-01-023

Can use case planning as a means of involving and empowering immediate and extended families to address their children's safety and permanency needs

116-01-024

Can use case plans as a monitoring tool to chart progress and promote continued work toward jointly-identified goals

116-01-025

Can use formal case plan reviews as a tool to promote family involvement and collaboration with service providers

116-01-026

Can use case plans as a tool to chart and monitor mandated timelines

116-01-027

Can use case plans as a feedback tool for families to help them recognize their successes and guide continued work toward change

Skill Set 116-02 Ability to work collaboratively with families and service providers to plan and coordinate services

116-02-001

Knows the primary responsibilities and activities of case management

116-02-002

Knows the types of formal and informal neighborhood and community resources that can be accessed to support and serve families

116-02-003

Knows the implications of referring families for services without following up to coordinate and evaluate services

116-02-004

Knows intra- and inter-agency, community and cultural barriers that may prevent families from accessing or benefiting from services

116-02-005

Understands the value of home visits to learn about extended family supports and available services and resources in a family's community

116-02-006

Understands the importance of exploring family members' recommendations of culturally-responsive service providers in their communities

116-02-007

Understands the child welfare professional's responsibility to be an advocate for families and children to ensure access to needed services

116-02-008

Understands the importance of coordinating services delivered by multiple service providers and the difficulties experienced by families when services are not well coordinated

116-02-009

Understands the child welfare professional's responsibility to monitor and evaluate the effectiveness of services provided by other agencies or providers

116-02-010

Can enable families and service providers to work as a team to ensure children's safety and permanence

116-02-011

Can identify and help families access formal and informal community services that best meet their individual needs

116-02-012

Can empower family members to fulfill case plan objectives and acknowledge their accomplishments

116-02-013

Can advocate on behalf of families to eliminate barriers and to coordinate services provided by community providers

Skill Set 116-03 Ability to use case planning activities, including concurrent case planning, to ensure placement stability

116-03-001

Knows the purpose of concurrent case planning in achieving timely permanence for children

116-03-002

Knows the importance of beginning case planning at the time of first contact with a family

116-03-003

Knows the circumstances when a concurrent case plan should be developed

116-03-004

Knows the necessary elements that should be included in a concurrent case plan

116-03-005

Understands the dynamics of family members' discomfort and resistance when asked to consider alternative permanent placements for their children

116-03-006

Knows strategies to introduce a discussion of permanency issues during the family assessment and to empower immediate and extended family members to consider potential permanency solutions

116-03-007

Can discuss permanency issues and alternative permanent placement options without communicating a lack of commitment to reunification

116-03-008

Can determine when a concurrent case plan should be considered the primary focus of casework activities

Skill Set 116-04 Ability to complete case documentation and organize and maintain case files

116-04-001

Knows the importance of timely, accurate case documentation for agency accountability

116-04-002

Knows multiple types, purposes and uses of case documentation

116-04-003

Understands the importance of organizing and maintaining the case file through the life of the case

116-04-004

Knows the scope and type of information that should be gathered from community service providers for inclusion in the case file

116-04-005

Understands how inaccurate or insufficient case documentation contributes to service ineffectiveness

116-04-006

Knows what information can be provided to other service providers to promote open communication and collaboration in planning and service delivery, without violating confidentiality

116-04-007

Knows how to summarize case plan documentation, including safety and risk assessments, to guide supervisory case reviews and periodic formal case planning conferences

116-04-008

Can write concise and timely assessments and case plans and other supporting documentation

116-04-009

Can use computerized data collection and management information systems files