

COMPLETING THE FAMILY SERVICE/PRESERVATION CASE PLAN

The PPS 3050 serves as the case plan form for families being served through DCF Family Services and Child Welfare Case Management Family Preservation Providers. Case planning assures that the family, DCF, and contractor staff understand the reasons agency intervention is necessary and the strengths/resources the family brings to the process. See section 3200 of the PPS PPM for more information.

Prior to the first case plan, each participant shall have an opportunity to read the PPS 3049 An Introduction and Parents Guide to Case Planning Conferences.

The Family Service/Preservation Case Plan, must be completed, signed, and dated for every case accepted for Family Services or Family Preservation. The Permanency Plan Services and Codes (PPS 3057) is for internal purposes and shall be completed and sent to DCF along with other case planning documents. The Case Plan Review form (PPS 3055) is used to review progress on the case plan with the family between case planning conferences.

In section 2 of the Family Service/Preservation Case Plan, The Reason for Agency Involvement shall be gathered from the PPS 1001 (for family service case) or the PPS 4200 Family Preservation Referral (for Family Preservation cases). Strengths and risk factors are listed in the PPS 2030F Family Based Assessment and Summary. The family shall also be asked about their perception of the reason the agency is involved and their strengths and resources. Their input shall be a part of the case planning process. The family shall identify all diagnosis' and community support services. When yes is checked identify the child, diagnosis, and date(s) for each. The family shall identify all diagnosis' and community support services. When yes is checked identify the child, diagnosis, and date(s) for each.

Section 3 provides case planning participants with explanations of the possible outcomes of following or not following the tasks and objectives listed in the case plan. It also provides a space to document what has happened since the last case planning conference, if this is not the first case plan being completed.

In section 4, list the tasks of mutual agreement between the family and service providing workers. These tasks are to be a natural outgrowth from the PPS 2030F, Family Based Assessment Summary, and should reflect positive resolutions of the reason for agency involvement. The tasks should be stated as the end results of the specific actions taken by individual family members. There must be at least one task for each Permanency Objective. As each maintenance objective and task is developed with the family, a discussion of the criteria for success shall occur so that the family clearly understands what is expected of them in behavioral terms.

Section 5 provides spaces for participant signatures. Note that names shall also be printed so that accurate data entry is possible. The parents are asked to sign at the bottom of this section and their signature also provides permission for participants to share information so that the case plan tasks and objective can be implemented.

Section 6 the "Candidate for Care" section shall be completed and signed by an DCF worker. A Social Security number is required for federal compliance. An unborn infant would not be a candidate for care (see PPM 2904).

