

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.1a	SUBJECT: FAMILY CASE CONFERENCE CASE PLAN DEVELOPMENT
OAC: 5101:2-38-01, 2-38-05	EFFECTIVE DATE: 9/28/03
	REVISION DATE: 9/26/06, 11/07
	REVIEW DATE: 11/1/05, 9/26/06, 11/07

PURPOSE: The case plan documents planned intervention service activities designed to protect the child and reduce or eliminate the risk factors, which caused involvement with the agency. The case plan is the foundation of all service activity.

PURPOSE: The Family Case Conference process provides an opportunity for the family and other concerned parties to openly share information and act as a partnership while deciding which case plan services will be offered to the family. At the conclusion of Family Case Conference, a completed case plan will be provided to the parties.

POLICY:

1. All case plans, regardless of family participation, will be developed in compliance with Ohio Administrative Code Rules 5101:2-38-01 and/or 2-38-05. The agency will provide or recommend the most beneficial and least intrusive service for the family that maintains the child's safety.
2. All cases transferred from Intake (or another county/state) will be referred for case plan development using the FCC process.
3. Both Intake and Ongoing caseworkers and/or their supervisors will participate in the FCC Case Plan Development.

Timelines:

1. The following timelines shall be adhered to for In-home supportive services without a court order.
 - (a) The case plan shall be completed within thirty days after whichever of the following occurs first:
 - (1) The case decision indicates the need for services and the parent, guardian, or custodian has agreed upon the provision of supportive services
 - (2) The parent, guardian, or custodian has requested services and the agency has determined that the requested services can be provided.

- (b) The case plan shall be considered complete once the parent, guardian, or custodian signs the plan indicating their agreement to participate in services.
 - (c) When sufficient information is not available to complete any element contained on the case plan, the worker shall specify in the case plan the additional information which needs to be obtained in order to complete the case plan and the steps that will be taken to obtain the missing information.
 - (d) All parts of the case plan shall be completed no later than sixty days after the case decision indicates the need for services and the parent, guardian, or custodian agreed upon the provision of supportive services; or the parent, guardian, or custodian has requested services.
2. The following timelines shall be adhered to for children in custody or under protective supervision.
- (a) The case plan shall be completed and filed with Juvenile court based upon whichever of the following occurs first.
 - (1) No later than thirty days from the date the complaint was filed or the child was placed in care.
 - (2) Prior to the adjudicatory hearing on the complaint.
 - (b) When sufficient information is not available to complete any element contained in the case plan, the worker shall specify in the case plan the additional information which needs to be obtained in order to complete the case plan and the steps that will be taken to obtain the necessary information and file the case plan with the court.

Participants:

- 1. In-home supportive services without court order:
 - (a) Child's parent, guardian, or custodian,
 - (b) Child, if age appropriate.
 - (c) Other persons the parents want to invite.
- 2. Children in custody or under protective supervision:
 - (a) Child's parent, guardian, or custodian.
 - (b) Pre-finalized adoptive parent if applicable.
 - (c) Guardian ad litem and/or court appointed special advocate, if one has been appointed.
 - (d) Child, if age appropriate.
 - (e) The Indian tribe and extended relatives as defined by the child's tribe, if applicable.
 - (f) Foster Parent of the child. (Foster Parents are not considered parties to the case).
 - (g) Other persons the parents want to invite.

PROCEDURE:

1. The Intake caseworker will verbally notify the child's parent, guardian, or custodian, the child, if age appropriate and required parties pursuant to OAC 5101:2-39-08.1, of the Family Case Conference process, obtain names and addresses of those the parents want to invite to the FCC, and obtain written parental authorization for these persons to be invited. The intake case worker will submit a referral form and a copy of the transfer summary to the Conference Coordinator. The caseworker shall document verbal notification to the above participants in the case record. When an individual is identified as having Developmental Disabilities, the worker will investigate as to whether there is a case manager and will include the case manager on the Referral Form.
2. The Director of Family Support will receive the case from Intake, assign to an Ongoing Unit, and notify the Conference Coordinator of case assignment. Responsibility for the case is transferred to the Family Support and Services Unit at this time.
3. The Conference Coordinator will provide a copy of the FCC referral to the Facilitator. The facilitator will contact the family regarding scheduling. Every effort will be made by the facilitator to engage the family's participation, express the neutrality of the FCC process and facilitators, and prepare the participants for the meeting. The facilitator will provide the conference coordinator with the referral form with the date of the FCC and the identified participants.
4. The Conference Coordinator is responsible for notifying in writing all required parties and identified participants, and making arrangements for any special needs (such as daycare, transportation, or interpretation services). Notification shall be no later than seven days before the date the case plan is completed.
5. All participants will be asked to sign the Family Conference Confidentiality and Privacy Agreement at the beginning of the FCC process. (FCC 3 - Family Case Conference Confidentiality and Privacy Agreement).
6. All Family Case Conferences will be facilitated by a neutral and trained Facilitator (SW 4). The Facilitator will ensure all parties have introduced themselves to the others in the meeting, explain the purpose of an FCC, and explain the purpose of a case plan.
7. As a result of an FCC, the family's case plan document (ODJFS 1444) will be drafted, signed by all necessary parties, copied and distributed as appropriate.
8. Upon the completion of an FCC, all non-agency participants will be asked to complete the FCC Participant Feedback Survey (FCC 4 – Family Conferencing Participant Survey).
9. In the event that family members and/or other concerned parties attend the FCC with no custodial parent(s) involved, an informal FCC will be held. During this time, the participants' concerns for the children will be discussed with the caseworkers involved and suggestions made for case plan services. It is then the responsibility of the ongoing worker to ensure the case plan is completed with the family and all parties receive a copy of the completed case plan.
10. In the event that the family (or any other participant) does not attend the FCC, the assigned caseworker will be responsible for completing the case plan with the family, obtaining signatures, and distributing the case plan as necessary.

11. Data regarding the meeting, participants, and outcome will be gathered by the Facilitator and entered into the Efforts to Outcomes (ETO) Software. Also, the facilitator will complete a summary of the FCC discussion and save for records. Upon the completion of these forms, the Facilitator will provide a copy of the ETO report to the responsible caseworker to place in the family's file.

Approval Date: 11/1/07

A handwritten signature in black ink that reads "Michael A. Fox". The signature is written in a cursive style with a large initial 'M' and 'F'.

Michael A. Fox, Executive Director