



New Hampshire Division for Children, Youth and Families Policy Manual

1550 CASE PLANS

Chapter: **Case Management Standards for CP and JJ Field Services**

Section: **Case Management**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-47**

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References Of Note

Federal Authority: [42 USC 670](#), [42 USC 671](#), [42 USC 675](#), [42 USC 1302](#), and [45 CFR 1356.21](#)

Statutes: [RSA 169-B](#), [RSA 169-C](#), [RSA 169-D](#), [RSA 170-C](#), and [RSA 170-G:21](#)

Administrative Rules:

Case Law:

This policy establishes the expectations for Case Plan content and utilization.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. CPSWs/JPPOs utilize written case plans for the implementation of services and interventions for children who have been removed from their home including, but not limited to, the following case types:
 - A. Court-ordered Child Protective Cases with placement;
 - B. Court-ordered CHINS Cases with placement;
 - C. Delinquency Cases with placement (including commitment to SYSC); or
 - D. Extended Foster Care or HOPE cases.
- II. CPSWs/JPPOs collaborate with the child and family to identify a permanency plan within 30 calendar days of placement.
 - A. The CPSW/JPPO must document the identified permanency plan in the DCYF electronic information system.
- III. CPSWs must develop a case plan with the family and child, as age appropriate, within 60 calendar days from the date of the initial placement of the child.
- IV. JPPOs must develop a case plan with the family (if available) and child within 30 calendar days of placement.
- V. CPSWs/JPPOs will ensure the case plan is time-limited and goal-oriented;
- VI. Case plans developed by CPSWs/JPPOs must:

- A. Identify the efforts and any services offered/provided to prevent removal;
 - B. Address the concerns that need to be resolved;
 - C. Identify strengths, needs, and resources of the family;
 - D. Provide for the safe and proper care for the child by defining:
 - 1. How the Division will carry out court orders or a voluntary placement agreement;
 - 2. How medical, dental, mental/behavioral health, and basic needs will be met;
 - 3. How the child's educational stability will be met; and
 - 4. Activities to support normalcy (including access to connections, and age and developmentally appropriate activities).
 - E. Identify services for the parents, children, and placement provider to:
 - 1. Meet the family's needs and goals;
 - 2. Meet any child's mental or behavioral health goals identified through a Comprehensive Assessment for Treatment or other tool; and
 - 3. Improve the conditions and facilitate the return of the child to their own home or permanent placement;
 - F. Document the appropriateness of the placement such that the placement is:
 - 1. The least restrictive (most family-like) setting available;
 - 2. Consistent with meeting the permanency plan and best interests of the child; and
 - 3. In close proximity to the home of the parent(s) when the case plan goal is reunification; or
 - 4. The reasons for placement a substantial distance from home, if applicable; and
 - G. Document efforts toward the permanency plan including child-specific recruitment efforts toward adoption or placement in another permanent home.
- VII. CPSWs/JPPOs must complete and attach case plan appendices including:
- A. The Child/Youth Information sheet (Form 1552);
 - 1. Each child in placement must have a Form 1552 with the child's health and education records as outlined in 42 USC 675(1)(c); and

- B. Any supplemental documents applicable to the case, such as:
 - 1. Action plans (Form 1520);
 - 2. The Conditions of Release (Form 1341) and Individual Plan (if available), in a JJS case;
 - 3. A parole plan, in a JJS case; or
 - 4. A prevention plan for the child of a pregnant or parenting foster child.

- VIII. Complete the applicable sections of the case plan including:
 - A. The Foster Care Children’s Bill of Rights for any child age 12 or older;
 - B. Adult Living Preparation planning for any child age 14 and older;
 - C. The pregnant or parenting foster youth identification and screening for developing a prevention plan;
 - D. Qualified Residential Treatment Program (QRTP) information for any child placed in a QRTP to document the appropriateness of the placement; and
 - E. The review of continued QRTP stay if a child is remaining in a QRTP since the last completed case plan to document the continued appropriateness of the placement.

- IX. The case plan must be saved to the DCYF electronic information system.

- X. CPSWs/JPPOs must continually review all case plans with the family and child, and update as needed, within:
 - A. 6 months from the last signed case plan;
 - B. 30 calendar days from a change in a permanency goal or concurrent goal;
 - C. 30 calendar days from a change in a placement (a prevention plan must be established if the child reunified); or
 - D. 30 calendar days from a change in an identified need, Family Level Objective, or Individual Level Objective.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
1550.1	Documenting in a Case Plan	CPS and JJS

Applicable Forms	
Form	Title

1341	Conditions of Release – Juvenile Justice
1520	Action Plan
1550	Case Plan-Placement
1550YA	Case Plan-Placement (Young Adult version)
1552	Child/Youth Information Sheet

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date