

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	1550.1 DOCUMENTING IN A CASE PLAN	
	Policy Directive: 21-47 Effective Date: September 2021 Implements Policy: 1550	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines documentation practices specific to case plans.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. CPSWs/JPOs utilize the case plan to document efforts:
 - A. Towards permanency; and
 - B. To meet the child's well-being needs.
- II. Efforts towards permanency that are documented in a case plan include, but are not limited to:
 - A. The reasonable efforts made through services offered and provided, to prevent removal of a child from their family;
 - B. The reasonable efforts to identify and include all individuals in the child's family and permanency team;
 - C. The placement preferences of the family and permanency team;
 - D. Attempts to place the child with siblings, if appropriate;
 - E. The appropriateness and necessity for out-of-home care;
 - F. The type of placement identified, and the safety and appropriateness of the placement in matching the child's best interest and special needs, including:
 1. The placement's proximity and status as a least restrictive setting;
 2. Reasons for placement when it is in the child's best interest but not within close proximity or the least restrictive setting; and
 3. A Comprehensive Assessment for Treatment to determine if a QRTP is appropriate, which is inclusive of:

- (a) A determination of the most effective and appropriate level of care for the child in the least restrictive environment;
 - (b) Alignment with the short- and long-term goals for the child; and
 - (c) The family and permanency team's perspective;
 - G. The conditions parents will meet before the child is returned home (unless a court has terminated parental rights pursuant to RSA 170-C:5);
 - H. The reasonable efforts made through services offered and provided to improve the conditions in the parents' home to facilitate reunification in a timely manner;
 - I. Services provided to a placement provider to support placement stability;
 - J. The responsibilities and expectations of the parents, the child, placement provider, and DCYF toward reaching the identified service goals;
 - K. Evidence that meetings were held in a time and place convenient for the family;
 - L. Evidence that the parents of the removed child provided input on members of the permanency team, if reunification was the goal; and
 - M. The reason if any preferences of the permanency team or child were not adopted.
- III. Options documented in a case plan to meet the child's educational needs and stability include, but are not limited to:
- A. Remaining in the school in which they are currently enrolled;
 - B. Immediately enrolling in an appropriate new school, with all of the educational records of the child provided to the school; or
 - C. Identifying and supporting any medical conditions or needs that impact school attendance.
- IV. When a child has been in placement for 12 of the past 22 months the CPSW/JPPD documents the appropriateness of terminating parental rights. Compelling reasons for not filing to terminate parental rights are:
- A. Adoption is not the appropriate permanency goal for the child;
 - B. No grounds to file a petition to terminate parental rights exist;
 - C. The child is an unaccompanied refugee minor as defined in 45 CFR 400.111; or
 - D. The child is an Indian Child as defined in 25 USC 1903.

- V. When completing the case plan for multiple children content needs to be answered and included for each child.
 - A. All children who are developmentally appropriate are asked to sign the Acknowledgement.

- VI. Any youth, age 14 or older, may choose to include 2 individuals for their case planning team, to consult regarding the ongoing development of the case plan.
 - A. A foster parent, CPSW, or JPPO cannot be counted as one (1) of the 2 individuals.
 - B. The CPSW/JPPO can deny an individual chosen by a youth if they believe the individual would not act in the best interest of the youth.
 - C. The youth may identify one (1) individual as an advisor and advocate in planning matters and reviews of the "Reasonable and Prudent Parenting Standards."

Applicable Forms	
Form	Title
1550	Case Plan-Placement
1550Y	Case Plan-Placement (Young Adult version)

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