



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

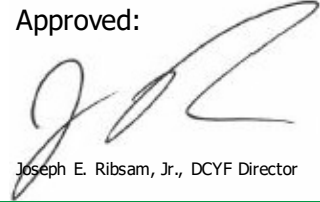
1551.1 TEAM PLANNING PREPARATION

Policy Directive: **21-47**

Approved:

Effective Date: **September 2021**

Implements Policy: **1551**


Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines how to prepare and team with families for prevention or case planning.

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. Prior to meeting with the family to develop the plan, the CPSW/JPPPO reviews all available information and identifies family and child risk factors. This includes:
 - A. Reviewing the family's strengths and needs as identified in any formal or informal assessments;
 - B. Gathering additional information through interviews, observation, self-reports, or a combination of these strategies;
 - C. Reviewing the family's history with DCYF (as applicable), including any past recommendations, prior services offered/provided, or any assessments that have been completed such as educational testing and mental health assessments; and
 - D. If services have already begun, the CPSW/JPPPO reviews the family's current engagement and progress, and includes the family's voice in considering any changes in services.
- II. DCYF will utilize existing teaming opportunities to work with the family or identify providers and natural supports to join a Family and Permanency Team. This can include the use of:
 - A. Solution Based Family Meetings; or
 - B. Roadmap to Reunification Meetings.
- III. Wrap-around or multidisciplinary teams may be used in providing services and consultation on a CPS or JJS prevention or case plan.
 - A. Either the family or the assigned CPSW/JPPPO may request these teams.
 - B. The wrap-around/multidisciplinary team may include:

1. The family;
2. School personnel;
3. Law enforcement personnel;
4. Health care personnel;
5. Service providers; and
6. Natural supports identified by the family.

IV. Family and Permanency Team participants may:

- A. Share information to identify community resources that may be helpful to the family;
- B. Assist in developing the plan;
- C. Coordinate case management activities when a variety of service providers are involved with the family; and
- D. Help determine and maintain aftercare support at the case closure.

Applicable Forms	
Form	Title
1549	Prevention Plan – Maintaining Home and Community Living
1549Y	Prevention Plan for Young Adults Aftercare
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