

<b>1555 JOINT CASE PLANNING AND CASE MANAGEMENT</b>	
Chapter: <b>Case Management Standards for CP and JJ Field Services</b>	Section: <b>Case Management</b>
	<p>New Hampshire Division for Children, Youth and Families Policy Manual  Policy Directive: <b>06-10</b>  Effective Date: <b>May 19, 2006</b>  Scheduled Review Date:</p>
	<p>Approved:    Maggie Bishop, DCYF Director</p>
Related Statute(s): <a href="#">RSA 169-A</a> , <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , <a href="#">RSA 169-D</a> , <a href="#">RSA 170-A</a> Related Admin Rule(s): Related Federal Regulation(s): <a href="#">Title IV-E</a>	Related Form(s): <b>FORM 2240MPR</b> Bridges' Screen(s) and Attachment(s):

<b>Policy</b>
---------------

- I. Assigned CPSWs and JPPOs:
  - A. Schedule, attend and participate in a joint case-planning conference with one another and their immediate supervisors within 10 days of the identification of a joint case.
  - B. Prepare a written agreement which documents the assigned roles and responsibilities of the assigned Case Managers; this should be integrated into the case plan (Form 2240 MPR) when the latter document is prepared.
  - C. Maintain child and community safety as the primary goals throughout the case planning and case management process.
  - D. Strive for maximum communication and collaboration among themselves.
  - E. Clearly communicate their specific roles and responsibilities to the family, service providers, community stakeholders and the court.
- II. Immediate Supervisors:
  - A. Ensure the scheduling of, and their own participation in a joint case-planning conference with the assigned Case Managers within 10 days of the identification of a joint case.
  - B. Ensure that the designated roles and responsibilities of the assigned Case Managers are clearly documented in the case records.
  - C. Ensure that the assigned Case Managers communicate their respective roles and responsibilities to the family, service providers, community stakeholders and the court.
- III. Administrators for Child Welfare and Juvenile Justice: Make the final case assignment decisions in disputed cases.

**Procedures**

- I. Case Conference:

- A. Whenever a CPSW or JPPO has an open case, and a newly founded allegation of abuse or neglect, or a new delinquency or "child in need of services" (CHINS) referral results in the involvement of an additional CPSW or JPPO, proceed as follows:
    - 1. The initial CPSW or JPPO remains assigned as the "primary worker".
    - 2. The established service plan remains in place.
    - 3. A case conference among the Case Managers and their immediate supervisors is scheduled to determine future roles and responsibilities.
  - B. Within 10 days of the identification of a case with multiple Case Managers concurrently assigned, conduct a joint case conference of the Case Managers and their immediate supervisors to discuss and determine appropriate planning, supervision and monitoring assignments for the case, resulting in one of the following outcomes:
    - 1. Multiple Case Managers continue to remain involved with a clear understanding and delineation of their respective case planning and case management roles and responsibilities;
    - 2. The initial Case Manager remains assigned to perform all case planning and case management roles and responsibilities; or
    - 3. The new Case Manager assumes all Case planning and case management roles and responsibilities.
  - C. When assigning case planning and case management responsibilities, consider the facts of the case, the needs and issues of the child, family and community stakeholders, and the specialized roles of CPSWs and JPPOs established by law and policy. Prioritize safety, permanency and well-being concerns.
  - D. Discuss and explain the case assignment decisions to the family and community stakeholders, as appropriate.
  - E. Enter the appropriate data into the Bridges automated case management system to record the case assignments, including designation of the "primary" and any "secondary" worker assignments.
- II. Written Agreement: At the conclusion of the case conference procedure described above, the assigned Case Managers prepare and enter into the case records a written agreement which clearly documents the case assignment decisions and case management responsibilities, including, but not limited to who will perform the following roles:
- A. Completing required court reports, preparing and filing of any necessary motions and attending court hearings.
  - B. Completing the case plan (Form 2240MPR), which integrates the terms of the agreement; updating the Plan as required.
  - C. Communicating and corresponding regularly with the family, service providers and other community stakeholders.

- D. Attending school meetings if the child is experiencing difficulty in school or has been identified as eligible or potentially eligible for special education services.
  - E. Responding to the family, community stakeholders and court in time of crisis.
  - F. Attending placement progress reviews if the child is placed at a residential care facility.
  - G. Visiting children who are placed in substitute care.
  - H. Making a referral to the Teen Independent Living Program when a child 16 years old or older resides in an out-of-home placement.
  - I. Scheduling and attending required administrative (Title IV-E) reviews when a child resides in an out-of-home placement for six months or longer.
  - J. Complying with the provisions of the Interstate Compact on Juveniles (RSA 169-A) and the Interstate Compact on the Placement of Children (RSA 170-A), as applicable, regarding children placed or absconding outside of New Hampshire.
  - K. Authorizing and implementing services, placements and programs approved by the court; entering required payment authorization data into Bridges.
  - L. Maintenance of case records: Making contact log and other necessary data entries into Bridges and, where appropriate, completing and retaining paper documents in a case file.
- III. Implementation: Based upon the case assignment decisions, implement case planning, supervision and monitoring activities.
- IV. Quarterly Review: At least quarterly, and more frequently when required by family or community issues, review the roles and responsibilities of the assigned Case Managers. Discuss any proposed changes with the family and document resulting changes in the case plan. Inform service providers, community stakeholders and the court, as appropriate, of any changes.
- V. Case Closure: Jointly determine with supervisory approval when to seek closure of any case or matter pending before the court.