

Case Plan Evaluation/ Ongoing Assessment Template

Assessment of Objectives and Family Functioning

Date case opened in ongoing function:

Family Objective:

Progress:

Has this objective been achieved? (Yes, No or Partially)

Individual Objective related to high-risk pattern:

Progress in managing high-risk pattern:

Has this objective been achieved? (Yes, No or Partially)

Assessment of Family Functioning

1. *Family composition or developmental stages*

- Describe the currently family composition including changes in living arrangements/address;
- Changes in health of any individual including birth or death of family members;
- Describe efforts to locate absent parents or relatives if OOHC;
- Discuss the family's use of support systems (community, family, friends, agencies, etc.).

2. *Safety and Risk*

- How has the identified risk and safety that resulted in the case being opened has been reduced;
- Discuss any new CPS or APS incidents and how those have been addressed;
- How has the family been handling daily life situations/ stressors;
- Discuss ongoing methods of behavior management including when the child/youth misbehaves or violates caregiver expectations.

3. *Protective Capacity*

- Describe how the family responds to the needs of the child;
- Describe insights into high risk patterns or behaviors;
- Describe the overall protective capacity of the caretakers.

4. *Assess the Current Placement (kinship care cases when the relative has custody)*

- Address the capacity of the caretakers to meet the child's individual, special needs (specific medical needs, high risk behaviors, etc);
- Discuss how the current caretakers discipline the child when addressing behavioral issues;
- Describe the overall protective capacity of the caretakers, note any safety issues and how those were addressed;
- Describe the overall relationship and attachment between the caretakers and the child;
- Describe the caretakers' willingness to make a permanent placement commitment to the child.

Overall Assessment

1. Describe the tasks that need to be completed on the case plan for the case to be closed.

2. Describe what the family sees as barriers to case closure and how these barriers may be overcome.

Additional Guidance

For OOHC cases:

- In addition to the family case plan evaluation the Case Plan Evaluation/Child Youth Action Plan template must also be completed in order to describe the child’s progress toward case plan objectives.

When closing an ongoing case:

- In addition to the family case plan evaluation The ongoing disposition must also be completed including the following documentation:
 - Discussion and agreement with the family of the mutual agreement to close the case.
 - If court involvement, the date the court was sent notice {at least fourteen (14) days advance notice, in writing, of the intention to close the case}.
 - Rationale for case closure:
 - The factors causing maltreatment are resolved to the point that the parent or guardian can protect and meet the needs of the children;
 - The documented risk of maltreatment is reduced to the point that the parent or guardian can protect and meet the needs of the children; and
 - The case planning goals have been achieved.
 - A description of the community resources the family been linked to in the aftercare plan.