

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.7	SUBJECT: <b>SOCIAL SUMMARIES</b>
EFFECTIVE DATE: 3/1/08	REVISION DATE: 5/23/08

**PURPOSE:** To ensure that families receive information regarding their case with BCCS in a timely manner. To ensure that social summaries are thorough, concise and objective.

The social summary is a summation of the agency's involvement with the client. The social summary includes the case plan goals, expectations, progress, and recommendations.

### POLICY:

1. Butler County Children Services will provide social summaries to parents and/or guardians prior to a scheduled court hearing. The assigned worker will prepare and mail or hand deliver the social summary to the client (7) days prior to the court hearing.
2. The social summary cover letter shall be sent with the social summary to the client at the address the client has provided as their residence.
3. It is the clients responsibility to discuss any discrepancies in the social summary with their attorney.
4. The worker shall use the social summary format attached to this policy which includes placement information, BCCS history, summary of events leading to filing, case plan goals and services, visitation, and agency recommendations.
5. The social summary shall be sent to court a minimum of (3) days prior to the court hearing.
6. The client/party to the case is entitled to submit, in writing on a form provided by the agency, suggestions for modifications to the Social Summary which the caseworker may include into the Social Summary by editing the text, or if the caseworker does not agree with the suggested modifications they shall attach the recommended changes or comments submitted by the client/party to the back of the Social Summary. The caseworker may, at their discretion, rebut or comment on the written comments submitted by the client/party. The caseworker shall provide the client/party with a copy of the form entitled "Disagreements with the Social Summary" either upon request or included with the Social Summary mailed to the client in compliance with this policy. If the Social Summary has already been submitted to court the disagreement form will be submitted to the court at the earliest opportunity. Clients/Parties may submit modifications for consideration for inclusion as part of the Social Summary at any time.

Approval Date: 5/23/08



Michael A. Fox, Executive Director

**Social Summary****Prepared for the Butler County Court of Common Pleas****Juvenile Division**

**Re:** Child's Name **Case No:** JN...  
 DOB:

**Mother:** Mother's Name **Father:** Father's Name  
 Mother's Address Father's Address

**Current Placement:** Document who has custody and where child is residing. Please give a brief summary of child's placements. (How many foster placements? Have they resided with a relative(s) previously?)

**Number of Days in Care:*****Court Information:***

- \*List last court date, what parties were present and what orders were issued.
- \*List purpose of current scheduled court date.

***BCCS history: (usually only on initial social summary)***

- \*Have we investigated this family in the past? If so, how many times?
- \*Were previous allegations substantiated?
- \*Were there previous court involvement or adjudications? Was permanency established for any siblings?
- \*What prior services have been offered to the family?

***Summary of events leading to filing: (usually only on initial social summary)***

- \*What allegation was reported?
- \*What is case disposition?
- \*Police removal or agency filing?
- \*What attempts if any were made to prevent court involvement?

***Case Plan Goals/Services:***

Please answer the below questions as appropriate for each case plan objective:

- \*What service referrals/evaluations have been made? When are appointments scheduled? What were results of evaluations?
- \*What was the start date of services? What progress has been made?
- \*Has CSB requested/recommended any services or evaluations that the parents have refused or failed to attend?
- \*Have parents accomplished or made progress on any case plan goals?

***Visitation:***

- \*What visitation is taking place? When? Where? Supervised or not? Attendance?

Progress? Information on parent/child interactions?

***Placement:***

- \*How have the children adjusted to a placement change? (if applicable)
- \*Any significant health or educational issues?

***Other Significant Information:***

- \*May include contacts/communication with parents, relatives and children that were not captured in the other section.

***Agency's recommendations:***

- \*Who is recommended to have custody?
- \*What services are recommended?
- \*Any no contact or no unsupervised contact orders?
- \*Recommendations for visitation?

Respectfully Submitted,

Social Worker

Supervisor