

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.1a	SUBJECT: FAMILY CASE CONFERENCE CASE PLAN DEVELOPMENT
OAC: 5101:2-38-01, 2-38-05	EFFECTIVE DATE: 9/28/03
	REVISION DATE: 9/26/06, 11/07, 1/10, 3/17, 7/17
	REVIEW DATE: 11/1/05, 9/26/06, 11/07, 1/10, 3/17, 7/17

PURPOSE: The case plan documents planned intervention service activities designed to protect the child and reduce or eliminate the risk factors, which caused involvement with the agency. The case plan is the foundation of all service activity.

PURPOSE: The Family Case Conference process provides an opportunity for the family and other concerned parties to openly share information and act as a partnership while deciding which case plan services will be offered to the family. At the conclusion of Family Case Conference, a completed case plan will be provided to the parties.

POLICY:

1. All case plans, regardless of family participation, will be developed in compliance with Ohio Administrative Code Rules 5101:2-38-01 and/or 2-38-05. The agency will provide or recommend the most beneficial and least intrusive service for the family that maintains the child's safety.
2. All cases transferred from case category of Assessment/Investigation to Ongoing (or another county/state) will be referred for case plan development using the FCC process.
3. Intervention and Permanency (if applicable) caseworkers and/or their supervisors will participate in the FCC Case Plan Development.

Timelines:

1. The following timelines shall be adhered to for In-home supportive services without a court order.
 - (a) The case plan shall be completed within thirty days after whichever of the following occurs first:

- (1) The case decision indicates the need for services and the parent, guardian, or custodian has agreed upon the provision of supportive services
 - (2). The parent, guardian, or custodian has requested services and the agency has determined that the requested services can be provided.
 - (b) The case plan shall be considered complete once the parent, guardian, or custodian signs the plan indicating their agreement to participate in services.
 - (c) When sufficient information is not available to complete any element contained on the case plan, the worker shall specify in the case plan the additional information which needs to be obtained in order to complete the case plan and the steps that will be taken to obtain the missing information.
2. The following timelines shall be adhered to for children in custody or under protective supervision:
 - (a) The case plan shall be completed and filed with Juvenile court no later than thirty days from when one of the following occurs:
 - (1) BCCS files a complaint alleging a child is an abused, neglected, or dependent child.
 - (2) BCCS has court ordered temporary custody or permanent custody of the child.
 - (3) BCCS is court ordered to provide protective supervision for a child living in the child's own home.
 - (4) BCCS is court ordered to place a child sixteen (16) or older in a permanent living arrangement.
 - (a) When sufficient information is not available to complete any element contained in the case plan, the worker shall specify in the case plan the additional information which needs to be obtained in order to complete the case plan and the steps that will be taken to obtain the necessary information and file the case plan with the court. Once the missing information is obtained, complete the missing elements and submit to the court no later than thirty (30) days after the adjudicatory hearing or by the date of the dispositional hearing.

Participants:

1. In-home supportive services without court order:
 - (a) Child's parent, guardian, or custodian,
 - (b) Child, if age appropriate.
 - (c) Other persons the parents want to invite.
2. Children in custody or under protective supervision:
 - (a) Child's parent, guardian, or custodian.

- (b) Pre-finalized adoptive parent if applicable.
- (c) Guardian ad litem and/or court appointed special advocate, if one has been appointed.
- (d) Child age fourteen (14) and older.
- (e) Child under age fourteen (14) if developmentally appropriate.
- (f) The Indian tribe and extended relatives as defined by the child's tribe, if applicable.
- (g) Child's attorney, if applicable.
- (h) Other persons the parents want to invite.
- (i) Any other party specifically identified by the court as a party to the case plan.

PROCEDURE:

1. The assigned caseworker will verbally notify the child's parent, guardian, or custodian, the child, if age appropriate and required parties pursuant to OAC 5101:2-39-08.1, of the Family Case Conference process, obtain names and addresses of those the parents want to invite to the FCC, and obtain written parental authorization for these persons to be invited. The assigned caseworker will submit a referral form and a copy of any supporting documentation (i.e.: court complaints, social summaries) to the case conference coordinator. The assigned caseworker shall document verbal notification to the above participants in the case record. When an individual is identified as having Developmental Disabilities, the worker will investigate as to whether there is a case manager and will include the case manager on the Referral Form.
2. The case conference coordinator will provide a copy of the FCC referral to the facilitator
3. The case conference coordinator is responsible for notifying in writing all required parties and identified participants, and making arrangements for any special needs (such as interpretation services). Notification shall be no later than seven days before the date the case plan is completed.
4. All Family Case Conferences will be facilitated by a neutral and trained facilitator (SW 4). The facilitator will ensure all parties have introduced themselves to the others in the meeting, explain the purpose of an FCC, and explain the purpose of a case plan.
5. As a result of an FCC, the family's case plan document (JFS 01410) will be drafted, signed by all necessary parties, copied and distributed as appropriate.
6. Upon the completion of an FCC, all non-agency participants will be asked to complete the Participant FCC Survey.
7. In the event that family members and/or other concerned parties attend the FCC with no custodial parent(s) involved, an informal FCC will be held. During this time, the participants' concerns for the children will be discussed with the caseworkers involved and suggestions made for case plan services. It is then the responsibility of the assigned worker to ensure the case plan is completed with the family and all parties receive a copy of the completed case plan.

8. In the event that the family (or any other participant) does not attend the FCC, the assigned caseworker will be responsible for obtaining signatures, and distributing the case plan as necessary.
9. The facilitator will document FCC activity log in SACWIS and end-date their assignment to the case within 3 business days after completion of the FCC meeting.

7-25-17
Approval Date


William Morrison, Executive Director