

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.1(b)	SUBJECT: 9 MONTH CASE REVIEW
OAC:	EFFECTIVE DATE: 5/17
	REVISION DATE: 7/17
	REVIEW DATE: 7/17

PURPOSE: To review and discuss progress being made in case plan services and permanency time mandates with parents whose children are in the agency's custody.

POLICY: BCCS shall conduct a 9 month Case Review nine (9) months after a child has been placed in BCCS' custody utilizing the procedures outlined below:

PROCEDURE:

1. 9 Month Case Reviews will only be held for cases where children are in the agency's custody.
2. The case conference coordinator shall notify the supervisors and workers of a 9 Month Case Review when the SAR tickler is sent out.
3. The worker shall submit the SAR referral form to the case conference coordinator within 1 week of the SAR tickler being sent out or by the SAR referral due date listed on the SAR tickler; whichever is earlier. Only the parents are invited to the 9 Month Case Review.
4. The case conference coordinator shall schedule the 9 Month Case Review and send notification of the meeting to the parents which includes a letter explaining the meeting, the assigned facilitator's name and phone number and a worksheet they can complete regarding their case involvement and progress in services. The case conference coordinator shall make arrangements for a conference room.
5. The 9 Month Case Review will begin with the facilitator meeting with the parents to review the current circumstances of the case and discuss progress in case plan services as well as permanency time mandates. The assigned caseworker and supervisor will then join the meeting. The 9 Month Case Review form will be completed and signed by the participants. The parents will receive a copy and the caseworker will receive the original to file in the case record.

6. The facilitator will document the meeting in an activity log in SACWIS and end-date their assignment within 3 business days after completion of the 9 Month Case Review meeting.

7-25-17
Approval Date:


William Morrison, Executive Director