
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: May 22, 1995
Current Revision Date: March 29, 2019

Number: D-0101

Case Plans

Purpose	To provide guidelines regarding the development, content, and use of a child welfare services Case Plan.
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Approved	This policy was approved by Anne Bloxom, Director of CFS. <i>Signature on file.</i>
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Most Recent Revision	<p>The most recent revisions of the Policy and Procedure (P&P):</p> <ul style="list-style-type: none">• Incorporate the Child and Family Team (CFT), Safety Organized Practice, and provisions related to Indian children• Detail case plan requirements for youth 14 years of age and older, including:<ul style="list-style-type: none">○ Identification of a postsecondary education support person and case planning team○ Documentation of foster youth rights○ Provision of a written description of programs and services, and credit report resolution• Include documentation requirements:<ul style="list-style-type: none">○ Addressing comprehensive sexual health education and sexual/reproductive health rights of children 10 years of age and older○ For children who are victims, or at risk of becoming victims of commercial sexual exploitation• Update permanent planning to include placement with a Fit and Willing Relative and Another Planned Permanent Living Arrangement (APPLA)• Update to the following attachments:<ul style="list-style-type: none">○ Attachment 1—Suggested Case Plan Elements○ Attachment 2—Case Plan Autotext Options: Service Objectives○ Attachment 3—Case Plan Autotext Options: Planned
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Client Services

- Attachment 4—Case Plan Autotext Options: Case Management Services
 - Detail use of a newly created brochure, *Resource Guide for Youth (F063-25-834)*
 - Update the *Foster Child Rights (F063-25-758)* form
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Background

Per Welfare and Institutions Code (WIC) Section (§) 16501.1, the foundation and central tool in providing child welfare services is the Case Plan. The Case Plan is governed by federal and state guidelines and:

- Based on an **individualized** assessment of a family's strengths and the circumstances necessitating child welfare services and/or Juvenile Court intervention
- Developed through family engagement with the child, family, and community supports
- Meets the service needs of the family identified through Structured Decision Making (SDM)
- Seeks to create behavioral change over an extended period of time to reduce risk and further increase the caregiver's capacity to protect the child (All County Letter [ACL] 17-107)

Refer to *Case Plans for Non-Minor Dependents (F063-25-688)* for further guidelines to develop a Case Plan for a Non-Minor Dependent (NMD) (including foster youth, 17 ½ years of age or older, who are eligible for Extended Foster Care [EFC]).

Note: Unless otherwise specified, the guidelines detailed in this policy apply to dependency and voluntary services cases.

Definitions

For purposes of this P&P, the following apply:

Case Plan: Per WIC § 11400, a written document that at a minimum, specifies the type of home in which the child will be placed, the safety of that home, and the appropriateness of that home to meet the child's needs. It will also include the agency's plan for ensuring that the child receive proper care and protection in a safe environment, and will set forth the appropriate services to be provided to the child, the child's family, and the foster parents, in order to meet the child's needs while in foster care, and to reunify the child with the child's family. In addition, the plan will specify the services that will be provided or steps that will be taken to facilitate an alternate permanent plan if reunification is not possible.

Child and Family Team (CFT): Per WIC § 16501, a group of individuals convened by CFS and engaged through a variety of team-based processes to identify the strengths and needs of the child and his/her family, and to help achieve positive outcomes for safety, permanency, and well-being. Refer to CFS P&P [Child and Family Team \(D-0314\)](#) for more information related to the composition of the CFT.

Comprehensive Sexual Health Education (CSHE): As defined by the California Healthy Youth Act (Education Code [EDC] §§ 51930-51932), refers to education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections (STIs) provided by California state educational agencies. Refer to All County Letter (ACL) 18-61 for further information regarding CSHE.

Family Maintenance (FM) Services: Per WIC §§ 16501 and 16506, in-home protective services designed to prevent or remedy neglect, abuse, or exploitation, to prevent separation of a child from his/her family and maintain the child in their home.

Family Reunification (FR) Services: Per WIC § 16501, activities designed to provide time-limited foster care services to prevent or remedy neglect, abuse, or exploitation, when the child cannot safely remain at home, and needs temporary foster care, while services are provided to reunite the family.

Indian Child: Per WIC § 224(c), an unmarried person under the age of 18 years who is 1) a member of a federally recognized Indian tribe or 2) eligible for membership in such a tribe and is the biological child of a tribal member.

Permanent Placement (PP) Services: Per WIC §§ 16501 and 16508, activities designed to provide an alternate permanent family structure for a child who, because of abuse, neglect, or exploitation, cannot safely remain at home and who is unlikely to ever return home. This may include supportive transition services provided to NMDs.

Statutory Review Hearing: Refers to dependency hearing held pursuant to:

- WIC § 364 or 366.21(e) (Six Month Review hearing)
- WIC § 366.21(f) (Twelve Month Review – Permanency hearing)

- WIC § 366.22 (Eighteen Month Review – Permanency Review hearing)
- WIC § 366.25 (Twenty-Four Month Review – Subsequent Permanency Review hearing)
- WIC § 366.26 (Selection and Implementation hearing)
- WIC § 366.3 (Periodic Review hearing)

Note: For purposes of this policy, a Dispositional hearing held pursuant to WIC § 358 will also be included in this definition.

Voluntary Services Case: Refers to the following cases, for which voluntary services will be offered/provided:

- Voluntary Family Services (VFS)
- Informal Supervision pursuant to WIC § 301 or WIC § 360(b)
- Voluntary Placement
- Non-Dependent Legal Guardianship (LG)

POLICY

Responsibility for Case Plan Development

Social work staff involved with families receiving child welfare services will:

- Explore opportunities for family engagement at the earliest possible time
- Identify Child and Family Team (CFT) members to participate in development of a child and family-centered case plan
- Document information relevant to case planning
- Use Safety-Organized Practice (SOP) tools and principles to aid in the development of a case plan
 - Refer to the [CFS Intranet, Safety Organized Practice webpage](#), for available SOP tools

A. **Dependency Case:**

The **Intake social worker** will complete the following Case Plan Tabs in Child Welfare Services/Case Management System (CWS/CMS) when an Original petition is filed:

- ID
- CP Participants
- Contributing Factors
- Strengths

Note: For a Supplemental/Subsequent petition, the Investigations social worker will update the Case Plan.

See CWS/CMS Data Entry Standards [EZ Mapping for CMS Case Plan—Initial](#) for further instruction.

The **Investigations social worker** will complete the following when a dispositional recommendation is made:

- Case plan assessment
- Initial Case Plan and/or Case Plan Update (as appropriate)

The **assigned social worker** will complete necessary Case Plan Updates until dependency is terminated.

The **assigned supervisor** will be responsible for review and approval of the initial Case Plan and Case Plan Updates.

Note: Per California Department of Social Services (CDSS) Division 31 Regulation 31-505 and All County Letter 10-56, if a child is placed out-of-county/out-of-state, the Sending County/State is responsible for case planning. The Receiving County/State will provide written reports to facilitate Case Plan Updates.

B. Voluntary Services Case:

The **Voluntary social worker** will complete the following upon receipt of a case transferred from Emergency Response (ER) or Investigations, if the Voluntary social worker (or designee) attends the CFT meeting at which VFS is agreed upon as an appropriate intervention:

- Case plan assessment (as required)
- Initial Case Plan
- Provide and review the Case Plan with the parent/legal guardian and obtain case plan signatures

If the Voluntary social worker (or designee) does not attend the CFT meeting, the **social worker referring the family for VFS** will complete the case plan responsibilities noted above, before transferring the case to a VFS program.

The **Voluntary social worker** will complete necessary Case Plan Updates until voluntary services are terminated.

The **assigned supervisor** or designee will be responsible for review and approval of the initial Case Plan and Case Plan Updates.

Non-Dependent LG Exception: For a non-dependent LG case, the assigned social worker will complete a Case Plan Update, for the provision of financial assistance, following termination of dependency. If the case is a “walk-in” (i.e., initial contact occurs when a legal guardian applies for financial assistance), the newly assigned social worker will complete the initial Case Plan. See CFS P&P [Legal Guardianship—Non-Dependents \(K-0404\)](#).

The **Voluntary VFS social worker** will complete necessary Case Plan Updates until voluntary services are terminated.

The **assigned supervisor** or designee will be responsible for review and approval of the initial Case Plan and Case Plan Updates.

Case Plan Assessment

Per WIC § 16501.1 and CDSS Division 31 Regulation 31-201, a case plan assessment will be completed for each child receiving child welfare services and is the basis for the initial Case Plan. The case plan assessment will identify the Case Plan Participants, Case Plan Goal, and service needs of the child and family. The assessment will be completed with the involvement of the child, parent/legal guardian, and other interested parties. In the case of an Indian child, the child’s extended family, tribe, or tribal advocate or Indian custodian, will be requested to participate in the development of the case plan (per CDSS Division 31 Regulation 31-201.133).

Following completion of the case plan assessment and initial Case Plan, the assigned social worker will continue to assess the service needs of the child and family during each compliance contact. Case Plan Updates will be modified, as appropriate.

A. Case Plan Assessment Criteria:

In accordance with CDSS Division 31 Regulation 31-205, gather/evaluate the following information, as case circumstances dictate, during the case plan assessment:

1. Relevant social, cultural, and physical factors of the child, parent/legal guardian/Indian custodian, and other significant persons in the home (including siblings).

- In the case of an Indian child, include information about the prevailing social and cultural standards and way of life of the Indian child's tribe, including family organization and child-rearing practices (per CDSS Division 31 Regulation 31-205.111)
- 2. Apparent conditions (i.e., contributing factors) and possible causes of those conditions, which necessitate child welfare services.
- 3. Family strengths/resources which could aid in problem resolution.
- 4. Whether the provision of pre-placement preventative services would allow the child to safely remain home, and if so, the services to be provided.
 - In the case of an Indian child, document the Active Efforts to provide remedial services and rehabilitative programs designed to prevent the breakup of the Indian family that have been or will be provided (per CDSS Division 31 Regulation 31-205.131)
- 5. Any known social services (e.g., child welfare services, CalWORKs, etc.) previously offered/provided to the child and/or family, and the result of those services.
 - In the case of an Indian child, include active efforts to provide remedial services and rehabilitative programs designed to prevent the breakup of the Indian family, and the results of those efforts (per CDSS Division 31 Regulation 31-205.161)
- 6. The need, if known, for any health/medical care.
- 7. If the child is a parent, special needs of the child with regard to his/her role as a parent.
- 8. If the child was removed pursuant to WIC § 361.5(b):
 - Circumstances that warrant a recommendation of no FR services (see [Attachment 4—No FR Recommendation \[WIC § 361.5\]](#) in CFS P&P)

[Jurisdictional/Dispositional Hearing Report \[G-0310\]](#))

- Whether failure to order FR services would be detrimental to the child
9. If FR services are recommended, relatives or non-relative extended family members (NREFMs) who could provide or assist with legal permanency if reunification efforts prove unsuccessful.
- In the case of an Indian child, documentation will also include information about relatives and extended family members, tribal representatives, other Indian social service agencies and individual Indian caregivers who can provide or assist with legal permanency if reunification efforts fail (per CDSS Division 31 Regulation 31-205.171)
10. The conditions necessitating out-of-home placement, and any special placement needs of the child (e.g., conditions requiring placement in a group home/STRTP or other community treatment facility).

The case plan assessment will also consider any known substance use/abuse of a child, 12 years of age or older. See CFS P&P [Substance Abuse Services for Children \(D-0510\)](#).

B. Documenting Case Plan Assessment – Dependency

Case:

To document the case plan assessment, complete the JD Report pursuant to CFS P&P [Jurisdictional/Dispositional Hearing Report \(G-0310\)](#).

Updates to case plan assessment information will be documented in:

- The narrative section of the CWS/CMS Contact page (see [Attachment 1—Contact Narrative Guidelines](#) in CFS P&P [Case Compliance Contacts and Documentation \[E-0105\]](#))
- The court report to which a Case Plan Update is attached

- C. **Documenting Case Plan Assessment – Voluntary Case:**
To document the case plan assessment, complete a *Case Plan Family Assessment* in CWS/CMS in conjunction with the initial Case Plan. Refer to [CWS/CMS Data Entry Standards—Creating the Case Plan Family Assessment Document](#).

Exception: A *Case Plan Family Assessment* is not required:

- If WIC § 301 Informal Supervision will be provided and the case plan assessment information was previously documented in a JD Report submitted to Court
- If a non-dependent LG case remains open following termination of dependency and the continuing needs of the child and legal guardian were identified in a prior court report

Updates to case plan assessment information will be documented in the narrative section of the CWS/CMS Contact page. Refer to:

- [Attachment 1—Contact Narrative Guidelines](#) in CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)
- [Attachment 1—Contact Narrative Guidelines—Legal Guardian Non-Dependent](#) in CFS P&P [Legal Guardianship—Non-Dependents \(K-0404\)](#)

Child and Family Team (CFT)

WIC § 16501.1(d) requires that CFS convene a CFT meeting to identify supports and services needed to achieve permanency, and to enable a child to live in the least restrictive family setting that promotes normal childhood experiences.

Per WIC § 16501(a), activities of the CFT include providing input into:

- Development of a child and family plan (i.e., Case Plan) that is strengths-based, needs driven, and culturally relevant
- Placement decisions and services to be provided to support the child

ACL 16-84 provides CFT meetings for a child in out-of-home care occur **no less than once every six months**. Best practice dictates the CFT convene as needed, to address emerging issues, coordinate interventions and safety planning, and refine the Case Plan.

Refer to CFS P&P [Child and Family Teams \(D-0314\)](#) for more information.

**Family
Engagement
in
Case Planning**

Family engagement is critical to developing **individualized** Case Plans that support the unique needs of a family and to build on existing strengths. In accordance with WIC § 16501.1 and CDSS Division 31 Regulation 31-201, whenever possible, the parent/legal guardian/Indian custodian and child (as age and developmentally appropriate) will be actively engaged in case planning. This engagement should occur through the CFT process.

ACL 16-84 indicates the CFT's role is to include family members in defining and reaching identified goals for the child. The individuals on the team work together to identify each family member's strengths and needs, based on relevant life domains, to develop a child, and family-centered case plan.

In addition to CFT participants, relevant case planning information may also be sought from the following parties, when applicable:

- CalWORKs staff (for mutual clients)
- Child's out-of-home caregiver
- Child's identified Indian tribe (see CFS P&P [Indian Child Welfare Act \[G-0309\]](#))
- Service providers (including multidisciplinary team members) involved with the family
- Important Persons, provided child is 16 years of age or older and in out-of-home care (see CFS P&P [Maintaining Connections with Important Persons \[D-0410\]](#))

A. **Family Engagement Guidelines:**

Family engagement begins at the time of initial contact and continues throughout the life of a case. Per the best practice guidelines detailed in All County Information Notices I-78-98, I-64-03, I-24-10, and I-70-10:

1. Explain to each party the purpose of the Case Plan and case planning process.
2. Inform the child and parent/legal guardian of:
 - Their right to involvement in case planning
 - Reason for child welfare services intervention (i.e., safety/risk factors of the child)

3. Engage and partner with each party in a collaborative, strength-based, and supportive manner to identify and assess:
 - Family strengths and resources
 - Priority service needs and potential barriers to accessing services
 - Family perceptions regarding:
 - Case Plan Goals and Service Objectives
 - Desired outcomes (including permanency alternatives if reunification efforts prove unsuccessful)
 - Community/Social supports
 - Protective capacity of the parent/legal guardian
 - The culture, traditions, and values of the family which may impact:
 - Family structure and parenting practices
 - Language/communication and interaction styles
 - Family perceptions towards child welfare services intervention
 - Progress and compliance with any prior Case Plan and/or SDM Safety Plan
 - Appropriateness and effectiveness of services provided

In addition to CFT meetings, the following may be used to facilitate family engagement in case planning:

- A joint planning conference with CalWORKs staff (see CFS P&P [CalWORKs–CFS Collaboration \[D-0502\]](#))
- Wraparound services (see CFS P&P [Wraparound Referral and Services \[D-0511\]](#))

In line with WIC § 16501.1(a), relevant information obtained through family engagement efforts and recommendations of the CFT will be considered for incorporation into the Case Plan, when appropriate. Inconsistencies between the Case Plan and the CFT recommendations will be documented in the Child and Family Team section of the court report.

B. **My Action Plan:**

Per Orange County best practice, staff may use the following tools to engage a parent/legal guardian in case plan development throughout the life of a case:

- *My Action Plan (F063-25-746)*
- *My Action Plan (Continuing) (F063-25-747)*

These tools may also be used to assist a parent/legal guardian with accomplishing the goals of their Case Plan.

If completed, a copy of each *My Action Plan* will be provided to the parent/legal guardian, and filed on the Case Plan Acco.

C. **Documenting Family Engagement Efforts:**

Per All County Information Notice I-67-09, family engagement efforts in case planning will be documented by the assigned social worker, in the narrative section of the CWS/CMS Contact page. Refer to [CWS/CMS Data Entry Standards—Family Engagement Efforts](#).

Note: Coordinated case planning efforts (with CalWORKs) will adhere to these same documentation guidelines.

A summary of the case planning CFT meeting will be entered into CWS/CMS. Refer to [CWS/CMS Data Entry Standards—Entering Child and Family Team \(CFT\) Meeting Contacts](#).

For dependency cases only:

1. Per Orange County policy, the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will be signed by each of the following:
 - Parent/legal guardian
 - Child (12 years of age or older and in PP)
 - Other parties involved in case planning
 - Assigned social worker
 - Assigned supervisor (or designee)

Exception: An *Acknowledgement of Participation in Case Plan Development (F063-28-244)* is not required for PP cases with a case plan goal of Adoption, placement with a Fit and Willing Relative, or Another Planned Permanent Living Arrangement (APPLA) if the child is under 12 years of age and the assigned social worker and supervisor were the only parties involved in case planning.

If signature is not obtained, the reason will be indicated on the *Acknowledgement of Participation in Case Plan Development (F063-28-244)*.

A copy of the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will accompany the Case Plan submitted to Court.

The original signed *Acknowledgement of Case Plan Development (F063-28-244)* will be filed on the Case Plan Acco.

2. The court report accompanying a Case Plan will address the following under the Case Plan heading:
 - a. Whether the parent/legal guardian and child (as age and developmentally appropriate) participated in development of the Case Plan.
 - b. The date of client engagement in case planning.
 - c. As applicable, the reason the *Acknowledgement of Participation in Case Plan Development (F063-28-244)* was not completed/signed.

SDM in Case Planning

In line with WIC § 16501.2, prior to developing an initial Case Plan or Case Plan Update, the assigned social worker will complete all applicable SDM assessments. See CFS P&P [Structured Decision Making \(D-0311\)](#).

Exception: For a non-dependent LG case, SDM assessments are not completed for case planning purposes.

The SDM **Family/Child Strengths and Needs Assessment** aids in individualization of the Case Plan through:

- A. Identification of:
 - Family strengths
 - Priority service needs for each Case Plan Participant
- B. Evaluation of progress as it relates to:
 - Family functioning
 - Impact of service interventions towards addressing identified service needs

**Collaboration
with
CalWORKs
in Case
Planning**

As authorized by WIC §§ 18986.40 and 18986.46, if a family is a mutual client, the assigned social worker will collaborate with CalWORKs staff during case planning. See CFS P&P [CalWORKs–CFS Collaboration \(D-0502\)](#).

Note: Per WIC § 10850, client record information may be shared between CFS and CalWORKs in the administration of public social services.

A. Identification of Mutual Clients:

For mutual client families, the SSW will be provided with CalWORKs worker information by clerical staff as outlined in [Attachment 1](#) of CFS P&P [CalWORKs–CFS Collaboration \(D-0502\)](#).

B. Coordinated Case Planning:

A primary goal of coordinated case planning is to develop Case Plans among CFS and CalWORKs that:

- Ensure a child’s safety
- Promote family economic stability
- Provide families an opportunity to access all available resources and supports

Note: Continuation of CalWORKs services for FR cases is time-limited (per WIC § 11203) and initiated at the request of the Investigations social worker. Refer to CFS P&P [CFS P&P CalWORKs–CFS Collaboration \(D-0502\)](#) for guidelines.

In accordance with the best practice guidelines detailed in All County Information Notice I-70-09, the assigned social worker will consult with the parent and CalWORKs staff to:

1. Identify CalWORKs services that may support activities specified in the Case Plan.
2. Identify family strengths, resources, and barriers to achieving child safety and/or self-sufficiency.
3. Coordinate goals, services, supports, and timelines.
4. Ensure client participation in CFS activities is included toward meeting Welfare-to-Work (WTW) participation requirements, when appropriate.

5. Avoid duplication of services and any potential conflict between the CFS Case Plan and WTW Plan.

**CWS/CMS
Case Plan**

A Case Plan will be developed for each family. The assigned social worker will complete the initial Case Plan and subsequent Case Plan Updates in CWS/CMS. For instruction on generating a Case Plan in CWS/CMS, refer to the following:

- [EZ Mapping for CMS Case Plan—Initial](#)
- [EZ Mapping for CMS Case Plan—Update](#)

**Safety
Organized
Practice (SOP)
Principles**

Per Orange County best practice, the Case Plan may include:

- A. A Danger Statement to indicate the specific current and future “worries” about the child. Danger statements clearly identify what the professionals or related parties are worried may happen if there are not enhanced actions of protection by the family and network. Danger Statements include:

Who is worried + Potential caregiver (parent, legal guardian) actions/inactions + Potential future impact on the child

Sharing danger statements with the family allows a sharper focus on key elements that need to change for the case to move forward.

- B. Safety Goals to indicate statements about what the caregiver (parent, legal guardian) will do that will demonstrate the child is safe now and will be safe in the future. Safety Goals include:

Who is a part of the network/plan? + What will caregiver (parent, legal guardian) do differently? + For how long?

Safety goals are behaviorally based statements to help family members clearly understand what actions need to be taken to show that the child will be safe. Safety goals lay the groundwork for the family to successfully complete their case plan. They describe what the family can do to create safety.

**Case Plan
Elements**

The Case Plan elements detailed in this Policy section are required per WIC § 16501.1 and CDSS Division 31 Regulations 31-201 and 31-206.

Note: In accordance with WIC § 16501.1(g)(3), the original allegations of child abuse and/or neglect necessitating Juvenile Court involvement (if any) will be specified in the JD Report.

A. **Case Plan Participants:**

The Case Plan will identify each individual for whom child welfare services will be offered/provided. This includes, but is not limited to the child and parent/legal guardian.

Note: Refer to CFS P&P [Parentage \(G-0602\)](#) for guidelines to provide services to presumed and biological parents.

B. **Case Plan Goal:**

The Case Plan will identify the following for each child addressed:

- Case Plan Goal (i.e., permanency goal) and Projected Completion Date
- Projected Date for Termination of Child Welfare Services

The Projected Completion Date and the Projected Date for Termination of Child Welfare Services will be consistent with one another, and reflect:

- *For dependency cases*, the recommended date of the next scheduled Statutory Review hearing
- *For voluntary services cases*, six months from the date of approval of the Case Plan

When selecting the Case Plan Goal, consider the following order of priority for services:

1. **Family Maintenance:** Used to maintain the child in the home, when the child's protective needs can be met.

The associated Case Plan Goal is to **Remain Home**.

Note: Enhancement services may be provided to a parent not residing with the child as authorized by WIC § 361.2.

2. **Family Reunification:** Used for a child requiring out-of-home care, if the family can potentially be reunified.

The associated Case Plan Goal is to **Return Home**.

For dependency cases, if FR services are provided, include a Concurrent Planning Goal for the child. See “Concurrent Services Planning” in the “Additional Case Plan Documentation” Policy section.

3. **Permanent Placement**: Used for a child requiring out-of-home care, if there are no feasible means of maintaining or reunifying the child with the parent/legal guardian.

The associated Case Plan Goal will be based on a permanent plan of Adoption, LG, placement with a Fit and Willing Relative or APPLA, and will reflect one of the following:

- **Adoption or Adoption with Siblings**
- **Legal Guardianship or Maintain Minor with Guardian**
- **Fit and Willing Relative**
- **Another Planned Permanent Living Arrangement**

C. **Service Objectives:**

The Case Plan will identify Service Objectives for each Case Plan Participant. These objectives are the **changes in behavior** desired to achieve the Case Plan Goal. Each Service Objective will be:

- Specific (clear description of desired behavior)
- Measureable
- Related to the:
 - Problems and strengths identified in the case plan assessment and SDM assessments
 - Risk of recurrence of maltreatment
- Time-limited (with a Projected Completion Date)

For a child with special medical needs, include Service Objectives necessary to provide adequate care for the child.

For dependency cases, if FR services are provided, include a Service Objective requesting the parent/legal guardian submit to live scan fingerprinting, as authorized by WIC § 16504.5(f). See CFS P&P [Live Scan Fingerprinting \(B-0115\)](#).

Refer to [Attachment 1—Suggested Case Plan Elements](#) for Service Objectives that may be incorporated into a Case Plan.

Refer to [Attachment 2—Case Plan Autotext Options: Service Objectives](#) for available autotext related to Case Plan Service Objectives.

D. Client Responsibilities:

The Case Plan will identify/describe the Client Responsibilities (i.e., Planned Client Services) applicable to each Case Plan Participant. These services will be:

- Offered/provided to achieve Case Plan Service Objectives
- Consistent with the Case Plan Goal
- Consistent with Court orders related to service provision

For Case Plan Updates, do not include Planned Client Services previously completed unless indicating re-enrollment upon request of the assigned social worker.

If substance abuse treatment or drug/alcohol testing for a child (12 years of age or older) is appropriate, the Case Plan will incorporate such services, per CFS P&P [Substance Abuse Services for Children \(D-0510\)](#).

Refer to [Attachment 1—Suggested Case Plan Elements](#) for Planned Client Services that may be incorporated into a Case Plan.

Refer to [Attachment 3—Case Plan Autotext Options: Planned Client Services](#) for available autotext related to Case Plan Client Responsibilities.

E. Case Management Services/Responsibilities:

The Case Plan will identify/describe responsibilities and case management activities of the assigned social worker (and other involved staff), as it relates to:

- Providing Planned Client Services
- Achieving the Case Plan Goal and Service Objectives
- Family Engagement Efforts and Coordinated Case Planning with CalWORKs (see [CWS/CMS Data Entry Standards—Family Engagement Efforts](#))

Refer to [Attachment 1—Suggested Case Plan Elements](#) for Case Management Services that may be incorporated into a Case Plan.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for available autotext related to Case Management Services.

F. Planned Client Contacts:

The Case Plan will specify the schedule/frequency of planned social worker contacts with the following, as applicable:

- Child
- Parent (required for parents receiving FR/FM services)
- Legal guardian
- Out-of-home caregiver

Refer to CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#) for contact requirements and circumstances which may warrant a contact exception/waiver.

Justification for a contact exception/waiver requires Program Manager (PM) approval and will be documented in the:

- Case Plan, per [CWS/CMS Data Entry Standards—Contact Waivers in Case Plan](#)
- Case file, per CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)

When developing a Case Plan for a LG case, consider the appropriateness of requesting a six-month exception (for a non-dependent LG case).

Additional Case Plan Documentation

Additional Case Plan documentation may be required as case circumstances dictate. This Policy section details documentation requirements for:

- A Visitation Plan
- Concurrent Services Planning
- Independent Living Program (ILP) Services/TILP Goals
- Postsecondary education support person(s)
- VFS and WIC § 301 Informal Supervision
- Voluntary placement
- A child with a pending application for Title XVI Supplemental Security Income (SSI) and/or legal residency
- An AWOL/Abducted child

- A child who is, or who is at risk of becoming, the victim of commercial sexual exploitation
- Maintaining a dependent child's important connections
- A parent who is incarcerated, institutionalized, detained, or deported
- Permanency planning
- A child in out-of-home care

Per CDSS Division 31 Regulation 31-206.52, if required information is not available for inclusion in the Case Plan, the court report (*for dependency cases*) or Case Plan (*for voluntary services cases*) will indicate the reason and the expected timeframe within which the information will be obtained.

A. **Visitation Plan:**

If a child is placed in out-of-home care the Case Plan will include a Visitation Plan per WIC §§ 362.1, 16002, and 16501.1(g), and CDSS Division 31 Regulation 31-206.32. The Visitation Plan will:

1. Be developed with consideration to the Case Plan Goal.
2. Specify the conditions necessary to facilitate visitation that are least intrusive and consistent with the safety/protection of the child, including:
 - Nature of contact (i.e., in-person, letter, etc.)
 - Frequency and duration of visits
 - Type of visitation (i.e., Unmonitored, Supervised, Monitored)
 - Other persons that may be included in the visit
 - Location of visits (as necessary)
 - Transportation arrangements (as necessary)

Note: For FM, LG, placement with a Fit and Willing Relative, and APPLA cases, whenever possible, place responsibility on the parent to facilitate their own transportation to a visit and/or to secure an individual approved by SSA to monitor/supervise the visit.

3. Take into account the **minimum visitation requirements** detailed in CFS P&P [Visitation Guidelines \(D-0313\)](#), as it relates to visitation between the child and:
 - a. Parent/Legal Guardian: Per WIC §§ 361.5(f) and 366.21(h), if a WIC § 366.26 Selection and Implementation hearing is calendared, do not

reduce parent/child visitation prior to the hearing, unless the Court finds continued visitation would be detrimental to the child.

- b. Siblings (including non-dependent siblings in the physical custody of a parent): Include statements regarding the siblings' willingness to participate in unmonitored visitation in the:

- Court report (*for dependency cases*)

-OR-

- Case Plan (*for voluntary services cases*)

Note: Per WIC § 16501.1(g), if parental rights have been terminated and the case plan goal is Adoption, consider the appropriateness of unsupervised visitation between the child and any of the child's siblings. If recommending unsupervised sibling visitation, note in the case plan whether information necessary to accomplish this visitation has been/will be provided to the child or to the child's siblings.

- c. Grandparents

- d. Important Persons

Modification to arrangements specified in the Visitation Plan may only be made if the Case Plan contains such provisions.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for available autotext related to development of a Visitation Plan.

B. Concurrent Services Planning:

For dependency cases, per WIC § 16501.1(g) and CDSS Division 31 Regulations 31-201.121 and 31-206.222, if FR services are offered/provided, the Case Plan will include a Concurrent Services Planning section, which identifies:

- A Concurrent Planning Goal (i.e., permanency alternative if reunification efforts prove unsuccessful)
- Case management activities to achieve the Concurrent Planning Goal

Note: CFS P&P [Indian Child Welfare Act \(G-0309\)](#) details Tribal Customary Adoption (TCA) as a permanency alternative for a dependent Indian child and associated concurrent planning activities.

[Attachment 2—Concurrent Planning Case Plan](#) in CFS P&P [Concurrent Planning \(D-0202\)](#) details the Case Management Services/Responsibilities to incorporate into the Concurrent Services Planning section of a Case Plan.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for available autotext related to Concurrent Services Planning.

C. ILP Services/TILP Goals:

When a child is eligible for ILP services, the Case Plan will incorporate the Service Objectives, Planned Client Services, and Case Management Services detailed in [Attachment 1—Suggested Case Plan Elements](#).

Per WIC § 16501.1 and CDSS Division 31 Regulation 31-236, when a Transitional Independent Living Plan (TILP) is created/updated:

1. The child's TILP goals will be incorporated into the Case Plan. Refer to CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#).
2. *For dependency cases*, a copy of the most recent TILP that has been signed will be submitted to Court with the Case Plan at each Statutory Review hearing.

Refer to the "Case Planning for Youth 14 Years of Age and Older" Policy section for additional case plan documentation requirements.

D. Postsecondary Education Support Person(s):

For dependency and voluntary services cases, per WIC § 16501.1(g) and ACL 18-104, if a youth is 16 years of age or older, document in the case plan the person(s) (i.e. adult individual such as the youth's high school counselor, CASA, guardian or other adult) responsible for assisting the youth with applications for postsecondary education and related financial aid, unless the youth does not want to pursue postsecondary education, including career or technical education.

If at any point in the future, the youth expresses a desire to pursue postsecondary education, update the case plan to identify the adult individual responsible for assisting the youth with applications for postsecondary education and related financial aid.

Refer to [Attachment 3—Case Plan Autotext Options: Planned Client Services](#) for available autotext related to this requirement.

- E. **VFS/WIC § 301 Informal Supervision:**
CFS P&P [Voluntary Family Services and Informal Supervision \(M-0106\)](#) provides further guidelines to develop a Case Plan for VFS and/or Informal Supervision, including mandatory candidacy language.
- F. **Voluntary Placement:**
CFS P&P [Voluntary Placement \(K-0901\)](#) provides further guidelines to develop a Case Plan for Voluntary Placement, including an additional advisement to be included on the Case Plan signature page.
- G. **Pending Application for Title XVI SSI and/or Legal Residency:**
For dependency cases, if a child has a pending application for SSI benefits and/or legal residency (i.e., Special Immigrant Juvenile Status [SIJS]) the following case plan requirements, in line with WIC § 16501.1(g) and California Rule of Court, Rule 5.707 will be addressed in the Independent Living Plan Services section of the court report:
1. The type and status of the application.
 2. Whether remaining under Juvenile Court jurisdiction until a final decision has been issued is in the best interest of the child.
 3. Whether an active dependency case is required for the application.

Note: Refer to CFS P&P [Undocumented Dependent \(D-0508\)](#) for guidelines to obtain permanent resident status for eligible, undocumented dependents of the Juvenile Court.

- H. **AWOL/Abducted Child:**
[CWS/CMS Data Entry Standards—AWOL/Abductions Case Plan Entry](#) provides instructions to document the status of an AWOL/abducted child in a Case Plan.

Note: If a child goes AWOL or is abducted prior to a Detention hearing and the case remains open, an initial case plan will be completed based on available case information.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for available autotext related to applicable Case Management Services.

- I. **Victim of Commercial Sexual Exploitation:**
Pursuant to WIC § 16501.1(g), document the services provided to a child who is, or who is at risk of becoming, a victim of commercial sexual exploitation.

Refer to [Attachment 3—Case Plan Autotext Options: Planned Client Services](#) for available autotext related to this requirement.

- J. **Maintaining a Dependent Child’s Important Connections:**
If a child (10 years of age and older) remains in out-of-home care for six months or longer, refer to CFS P&P [Maintaining Connections with Important Persons \(D-0410\)](#) for details on documenting efforts to identify, establish, and maintain the child’s relationships with Important Persons in the Case Plan, per WIC § 16501.1(j).

- K. **Incarcerated/Institutionalized/Detained/Deported Parents:**
The following applies to a parent receiving FR services, if the parent is:

- Incarcerated/Institutionalized
- Detained by the United States Department of Homeland Security
- Deported to their country of origin

Refer to [Attachment 3—Case Plan Autotext Options: Planned Client Services](#) for available autotext related to Case Plan Client Responsibilities for a parent who has been incarcerated, institutionalized, detained, or deported.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for available autotext related to Case Management Services for a parent who has been incarcerated, institutionalized, detained, or deported.

Note: CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#) provides further guidelines to develop a Case Plan for an incarcerated/institutionalized parent.

For dependency cases only, the following case plan requirements, detailed in WIC §§ 361.5(e) and 16501.1(b) and All County Letter 14-21, will be addressed in the court report:

1. Information, to the extent available, regarding the parent's incarceration in a county jail or state prison, detention by the United States Department of Homeland Security, or deportation.
2. Identification of barriers to the parent's:
 - Access to court-mandated services (e.g., counseling, parenting, vocational training, etc.)
 - Ability to maintain contact with the child

Note: When developing a visitation plan for a parent who has been incarcerated, institutionalized, detained, or deported, consider the likelihood that the parent will be moved from the facility where they are housed (e.g., from Theo Lacy to a Federal/State prison outside the county, etc.) and the detriment this may pose to the child. If transfer is anticipated, develop an alternative visitation plan to facilitate contact with the child that would not be detrimental.

Document the plan to address these barriers, the services available to the parent, and information regarding services that have been provided to the parent.

3. Efforts to assist a parent who has been deported, with contacting the local child welfare authority in the parent's country of origin to:

- Identify available services that comply with case plan requirements
- Document the parent's participation in those services
- Request reports as to the parent's living situation, progress, and participation in services

L. **Permanency Planning:**

For dependency cases only, the following case plan requirements, detailed in WIC § 16501.1(g), will be addressed in the court report prepared for the WIC § 366.26 Selection and Implementation hearing and subsequent Periodic Review hearings:

1. Consideration of the following factors in determining the child's permanent plan:
 - a. Likelihood the child will be adopted. Discuss applicable statutory exceptions to a permanent plan of Adoption. See CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#).
 - b. In-state and out-of-state placements.
 - c. The importance of developing and maintaining sibling relationships.
 - d. The desire and willingness of the out-of-home caregiver to provide legal permanency for the child.
2. Child's statements regarding the proposed permanent plan of Adoption, LG, or APPLA (as applicable), and an assessment of those desires.

Note: For an Indian child, consult child's identified Indian tribe regarding permanency planning and consider the appropriateness of TCA, per California Rule of Court 5.725. See CFS P&P [Tribal Customary Adoption \(C-0705\)](#).

3. Efforts to locate a prospective adoptive family or other permanent living arrangements for the child.

For a child with a permanent plan of Adoption, include a discussion of the child's participation in adoption recruitment activities/events. See CFS P&P [Adoption Recruitment Guidelines \(C-0707\)](#).

4. If the permanent plan is LG with a relative, documentation of how the child meets kinship guardianship eligibility requirements. Refer to CFS P&P [Kin-GAP \(H-0113\)](#).
5. Efforts to place the child with: An adoptive family, an appropriate and willing relative, or a legal guardian.
6. Efforts to finalize a permanent plan of Adoption/LG.
7. Description of any barriers to achieving legal permanence and steps that will be taken to address those barriers.

For court report documentation guidelines refer to CFS P&Ps [WIC 366.26 Report \(G-0312\)](#) and [Periodic Review Reports \(G-0311\)](#).

M. **Child in Out-of-Home Care:**

Per WIC §§ 361.2, 16010, 16501.1, 16501.16, CDSS Division 31 Regulation 31-206, and All County Letter 10-12, the Case Plan for a child in out-of-home care will include:

1. A plan to ensure medical/dental care for the child, including:
 - A Child Health and Disability Prevention (CHDP) or equivalent medical/dental examination
 - Additional preventative health services and/or follow-up treatment that may be required

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext.

2. A statement as to the location of the child's health and education summary.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext.

To meet case plan requirements, the child's health and education summary will include:

- Names and addresses of the child's health/dental/educational providers
- Name and contact information of the person currently holding the right to make educational/developmental services decisions for the child, unless confidential
- Name of the educational liaison and the contact information for the nearest foster youth services coordinating program
- Immunization records
- Record of known medical problems/allergies/medications and/or hospitalizations
- Record of relevant mental health history, including current mental health condition and psychotropic medications
- Educational progress as demonstrated by academic proficiency scores, credits earned toward graduation, academic achievements/records and grade level performance
- *For dependency cases only*, a recommendation regarding whether to limit the educational/developmental services rights of a parent/legal guardian (see CFS P&P [Limiting Educational Rights \[I-0103\]](#))

For dependency cases, the above referenced information will be maintained on a Health and Education Passport (HEP), per CFS P&P [Health and Education Passport \(I-0403\)](#). Per WIC § 16010, this information will also be documented in the court report.

For voluntary services cases, the above referenced information will be maintained on the *Voluntary Placement Child's Medical/Educational Information (F063-25-574)*.

3. Assurances for the child's educational stability, including taking into account proximity to the school where the child is enrolled at the time of placement and number of school transfers the child has already experienced.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext.

4. An assessment of the child’s placement needs. Include the reasons why the placement is the most appropriate placement selection to meet the needs and best interest of the child.

For dependency cases, placement information will be addressed in the:

- Case Plan (refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext)

–AND–

- Out-of-Home Placement section of the court report

For voluntary services cases, placement information will be addressed in the Case Plan.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext.

In addition to a discussion of the child’s placement needs, document the following, as applicable:

- a. Out-of-County/Out-of-State Placement:
Detail specific responsibilities of the Sending and Receiving County/State as it relates to:
 - Providing services to the child
 - Facilitating visitation
 - Supervision the child (i.e., compliance contacts)

Note: Per CDSS Division 31 Regulation 31-320, monthly compliance contacts are not required for a child placed under ICPC with a relative/legal guardian/foster parent. See [CWS/CMS Data Entry Standards—ICPC Contacts—Entering into CWS/CMS](#) to document compliance contacts for an ICPC case in the Case Plan.

Document information regarding any known or suspected dangerous behaviors of the child.

If placement selection is due to a lack of resources of the Sending County/State to meet the needs of the child, identify those needs and specify how the needs will be met.

For further guidelines regarding out-of-county placements refer to CFS P&P [Courtesy Supervision \(K-0501\)](#). For further guidelines regarding out-of-state placements refer to CFS P&P [Interstate Compact on the Placement of Children \(K-0502\)](#).

- b. Group Home/STRTP/Residential Treatment Facility:
If the child is placed in a group home/STRTP or residential treatment facility, refer to the “Group Home/STRTP Case Plan Requirements” Policy section.
 - c. Siblings Not Placed Together:
Detail efforts and barriers to facilitate sibling placement or the reasons efforts to facilitate sibling placement would be contrary to the safety and/or well-being of the children.
5. For foster children 10 years of age and older in junior high, middle or high school, whether the child has received or will receive comprehensive sexual health education (CSHE) instruction as detailed in ACL 18-61.
- a. For a child who has received CSHE, refer to [Attachment 2—Case Plan Autotext Options: Service Objectives](#) for applicable autotext entries.
 - b. For a child who has not yet received CSHE, refer to [Attachment 3—Case Plan Autotext Options: Planned Client Services](#) for applicable autotext entries.

Refer to CFS P&P [Sexual/Reproductive Health and Parenting \(I-0207\)](#) and [CWS/CMS Data Entry Standards—Sexual & Reproductive Health Case Plan Entry](#) for further case plan documentation guidelines.

6. For foster children 10 years of age and older, the child has been informed of their sexual and reproductive health rights and available services as indicated in ACL 18-61. Document this information in the Child's Rights section of the court report.

Refer to CFS P&P [Sexual/Reproductive Health and Parenting \(I-0207\)](#) for further guidelines.

Case Planning for Youth 14 Years of Age and Older

Youth 14 years of age and older have additional Case Plan requirements. This Policy section details requirements specific to youth 14 years of age and older, as follows:

- Case Planning Team
- Documentation of Foster Youth Rights
- Written Description of Programs and Services
- Credit Report Requirements

A. **Case Planning Team:**

For dependency and voluntary services cases, per ACL 16-30 and WIC § 16501.1(g), youth 14 years of age and older may, at their option, select up to two people to participate on the case planning team and CFTs. These two members may not include the social worker or foster parent. The individual(s) selected may be rejected by the assigned SSW if there is good cause to believe that the chosen person(s) would not act in the best interest of the youth. One individual may be designated the youth's adviser and advocate with respect to the application of the reasonable and prudent parent standard, as necessary.

B. **Documentation of Foster Youth Rights:**

Current law requires children in foster care to receive information about their personal rights every six months. Refer to CFS P&P [Sexual/Reproductive Health and Parenting \(I-0207\)](#) for more information regarding foster care personal rights.

In accordance with ACL 16-30 and WIC § 16501.1(g), the SSW will provide youth 14 years of age and older in foster care, with a copy of their personal rights and request the youth sign the acknowledgement on the *Foster Care Personal Rights (F063-25-758)* every six months, to indicate receipt of a copy of their rights, explained in an age appropriate manner.

Current practice is to document that a foster child was provided with information regarding his/her foster youth personal rights in an age and developmentally appropriate manner in the court report under the Child's Rights section. For youth 14 years of age and older in foster care, also indicate in the court report the date the youth signed the acknowledgement on the *Foster Care Personal Rights (F063-25-758)* under the Child's Rights section.

Refer to CFS P&Ps [Jurisdictional and Dispositional Hearing Report \(G-0310\)](#), [Family Reunification Status Review Reports \(G-0317\)](#), [WIC 366.26 Report \(G-0312\)](#) and [Periodic Review Report \(G-0311\)](#) for more information regarding documenting foster care rights.

C. Written Description of Programs and Services:

Per ACL 16-30 and WIC § 16501.1(g), foster youth 14 and 15 years of age will be provided a written description of programs and services that will help the youth successfully transition to adulthood. The *Resource Guide for Youth (F063-25-834)* may be used for this purpose.

The resource guide will assist youth to prepare for the goals listed on the TILP and can be used as a foundation for developing a TILP when the youth is 15 ½ years of age.

The written description of programs and services provided to the youth will be documented in the case plan.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for guidance to document these efforts in the case plan.

D. Credit Report:

As required by WIC § 16501.1(g), the case plan for youth 14 years of age or older will include documentation that a credit report was requested annually from each of the three major credit reporting agencies and that results were provided to the youth.

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for guidance to document these efforts in the case plan.

Refer to [CFS Credit Reports and Credit Resolution \(D-0414\)](#) for further guidelines.

**Group Home/
STRTP Case
Plan
Requirements**

Per ACL 17-122, case plan documentation is intended to ensure diligent efforts are made to address barriers to home-based family placement and that group home/STRTP placement is/continues to be necessary.

For dependency cases only, if a child is placed in a group home/STRTP or residential treatment facility, the Case Plan will include the following statements in accordance with WIC § 361.2(e) and 16501.1(d):

- Placement is for the purposes of providing short-term, specialized and intensive treatment
- The agency has taken into consideration the intent of the Legislature that no child or youth in foster care reside in group care for longer than one year per WIC § 16010.8

Refer to [Attachment 4—Case Plan Autotext Options: Case Management Services](#) for applicable autotext.

The following additional case plan requirements will be addressed in the Out-of-Home Placement section of the court report.

A. Group Home/STRTP Placement:

Per WIC §§ 361.2(e) and 16501.1(d), CDSS Division Regulation 31-420, and ACL 17-122, specify the need for, nature of, and anticipation duration of treatment. Document:

1. The needs of the child necessitating group home/STRTP placement (per WIC 16501.1[d]).
2. How the group home/STRTP will meet the child's treatment needs (e.g., types and modalities of treatment to be provided).

If the child is under six years of age, specify the needs which cannot be met if the child resides in a less restrictive environment (per CDSS Division 31 Regulation 31-420.232).

3. The plan and projected timeline for transitioning the child to a less restrictive environment.

Per WIC § 16501.1(d), each of the factors specified above will be reviewed and updated every six months, in conjunction with each Statutory Review hearing.

B. **Continued Group Home/STRTP Placement (0–12 Years of Age):**

Per WIC § 361.2(e), if group home/STRTP placement will exceed 120 days for a child under six years of age, or 180 days for a child 6–12 years of age, document:

1. Why continuation in group home/STRTP placement is the best alternative to meet the special needs of the child and strategies considered to transition the child to a less restrictive level of care (see ACL 13-86).
2. Progress made to implement the case plan and transition the child to a family setting.
3. Circumstances beyond the Social Services Agency's (SSAs) control that prevented SSA from obtaining services or supports for the child within the previously documented timeframe.
4. The date Deputy Director (DD)/DD on Duty (DDOD) approval was obtained for continued group home/STRTP placement.

Note: If a child is 0–12 years of age continued group home/STRTP placement requires re-approval every 60 days via submittal of *DD/DDOD Approval for Group Home Placement Extension (F063-25-743)*. See CFS P&P [Out-of-Home Placement \(K-0208\)](#).

C. **Out-of-State Group Home/STRTP Placement:**

Per WIC § 16501.1(g), indicate compliance with Family Code § 7911.1 by documenting:

1. A statement that either:
 - An assessment has certified the out-of-state group home/STRTP as meeting applicable licensing standards required for group homes/STRTPs operated in California
 - OR–
 - A waiver to licensing standards has been granted by CDSS
2. A recommendation for placement in the out-of-state group home/STRTP by a multidisciplinary team.

3. Alternatives to the out-of-state group home/STRTP placement that were considered/used and the reasons why these alternatives were rejected or did not meet the best interest of the child (see CDSS Division 31 Regulation 31-510.414).

For further guidelines, refer to CFS P&P [Interstate Compact on the Placement of Children \(K-0502\)](#).

Case Plan Update

Per CDSS Division 31 Regulation 31-220.1, the Case Plan will be updated as service and permanency needs of the child and family dictate and to assure achievement of service and permanency objectives.

Per CDSS Division 31 Regulation 31-225, each Case Plan Update will document, at a minimum:

- Changes to information in the previous Case Plan
- An indication of the progress of each Case Plan Participant towards achieving their Case Plan Service Objectives

A. Dependency Case:

In accordance with WIC § 16501.1(e) and CDSS Division 31 Regulation 31-225, the following will be incorporated into the court report submitted with each Case Plan Update:

1. A description of services provided to the child and an evaluation of the appropriateness/effectiveness of those services.
2. Information about the current condition of the child and family.
3. A description of the degree of case plan compliance by the parent/legal guardian including:
 - Progress towards achievement of each Case Plan Service Objective.
 - Cooperation in keeping appointments.
 - For a child in out-of-home care, visiting patterns of the parent/legal guardian, including:
 - Frequency
 - Initiation by parent/legal guardian
 - Cooperation with Visitation Plan
 - Interaction with child/out-of-home caregiver

4. For FR cases, a description of Concurrent Planning efforts made. Document subsequent discussions with the parents regarding advisement that adoption counseling/services may be requested.
5. If Court calendars a WIC § 366.26 hearing, the findings of an assessment conducted pursuant to WIC §§ 361.5(g), 366.21(i), 366.22(c), or 366.25(b).

Refer to CFS P&P [WIC 366.26 Report \(G-0312\)](#) for guidelines to complete and document the assessment.

6. Discussion of the adequacy/continued appropriateness of the Case Plan. Include the rationale for changes incorporated into the Case Plan Update.

For guidelines to document the above information in a court report, refer to:

- CFS P&P [Family Maintenance Six Month Review Report \(G-0315\)](#)
- CFS P&P [Family Reunification Status Review Report \(G-0317\)](#)
- CFS P&P [WIC 366.26 Report \(G-0312\)](#)
- CFS P&P [Periodic Review Report \(G-0311\)](#)

B. Voluntary Services Case:

In accordance with WIC § 16501.1 and CDSS Division 31 Regulation 31-225, the following will be incorporated into the Case Plan Update:

1. A description of services provided to the child and an evaluation of the appropriateness/effectiveness of those services.
2. Information about the current condition of the child and family.
3. A description of the degree of case plan compliance by the parent/legal guardian, including:
 - Progress towards achievement of each Case Plan Service Objective
 - Cooperation in keeping appointments
 - For a child in voluntary placement, visiting patterns of the parent/legal guardian, including:

- Frequency
- Initiation by parent/legal guardian
- Cooperation with Visitation Plan
- Interaction with child/out-of-home caregiver

4. Discussion of the adequacy/continued appropriateness of the Case Plan. Include the rationale for changes incorporated into the Case Plan Update.

Refer to [Attachment 5—Case Plan Update for a Voluntary Services Case](#) for guidelines to document the above information in a Case Plan Update.

**Case Plan
Timeframes—
Dependency**

The Case Plan for a dependency case will be completed pursuant to the following timeframes:

A. Initial Case Plan:

Per CDSS Division 31 Regulation 31-210.1, completed as expeditiously as possible, within whichever comes first:

- 30 calendar days of initial in-person investigation (i.e., first face-to-face contact completed by ER)
- 30 calendar days of the initial removal of the child
- Date of the Dispositional hearing

Per CDSS Division 31 Regulation 31-320.21, if the initial Case Plan is completed within 21 calendar days of initial contact with the child, two compliance contacts with the child are required. Otherwise, a third compliance contact is required prior to the 30th calendar day.

B. Case Plan Update:

Per WIC 16501.1 and CDSS Division 31 Regulation 31-230, completed no less than once every six months from the date of Court approval of the previous Case Plan and:

- In conjunction with each Statutory Review hearing, unless recommending termination of dependency
- If the current Case Plan Service Objectives no longer meet the service/permanency needs of the child and/or family

Note: See CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#) for circumstances necessitating a Case Plan Update for a parent/legal guardian remanded into/released from custody and timeframes within which the Case Plan Update must be completed.

**Case Plan
Timeframes—
Voluntary**

The Case Plan for a voluntary services case will be completed pursuant to the following timeframes:

A. **Initial Case Plan:**

Per CDSS Division 31 Regulation 31-215, completed:

- Within 30 calendar days of initial in-person investigation (i.e., first face-to-face contact completed by ER)
- Within 30 calendar days of assignment of a “walk-in” non-dependent LG case. (**Note:** For a prior dependency case, a Case Plan Update must be completed within 30 calendar days of termination of dependency)

Per CDSS Division 31 Regulation 31-320, for cases other than a non-dependent LG case, if the initial Case Plan is completed within 21 calendar days of initial contact with the child, two compliance contacts with the child are required. Otherwise, a third compliance contact is required prior to the 30th calendar day.

Exception: Completion of the initial Case Plan may be extended for a period not to exceed 60 calendar days from the initial in-person investigation for Differential Response (DR) Path II referrals to allow additional time for teaming with community partners and linkages to resources. In such instances, a compliance contact must be completed with the child at least once in the period subsequent to the initial 30 days, and prior to completion of the initial Case Plan (see All County Letter 06-07).

B. **Case Plan Update:**

Per CDSS Division 31 Regulation 31-235, completed:

- Every six months (from the date of supervisory approval of the previous Case Plan) when the extension of voluntary services is approved
- If the current Case Plan Service Objectives no longer meet the service/permanency needs of the child and/or family

For information regarding requirements to extend voluntary services refer to the following, as applicable:

- CFS P&P [Voluntary Family Services and Informal Supervision \(M-0106\)](#)
- CFS P&P [Voluntary Placements \(K-0901\)](#)
- CFS P&P [Legal Guardianship—Non-Dependents \(K-0404\)](#)

Case Plan Supervisory Approval

The following apply to supervisory approval of an initial Case Plan and/or Case Plan Update.

- A. The assigned supervisor (or designee) will, prior to approving a Case Plan:
1. Verify required SDM assessments have been completed. See CFS P&P [Structured Decision Making \(D-0311\)](#).

Provided the SDM assessments are accurate and support the recommended Case Plan, approve each assessment.

Exception: For a non-dependent LG case, SDM assessments are not completed for case planning purposes.

2. Review the Case Plan in relation to associated documents (e.g., court report, TILP, etc.) for completion and consistency.
 3. Request the assigned social worker complete necessary modifications to the Case Plan.
- B. Provided he/she is in agreement with the Case Plan, the assigned supervisor (or designee) will:
1. Approve the Case Plan in CWS/CMS.
 2. Per CDSS Division 31 Regulations 31-210.15 and 31-230.12, sign and date the Case Plan.

For dependency cases, signature approval of the supervisor is not required prior to submission of the Case Plan to Court, provided each of the following apply:

- The court report to which Case Plan is attached has been signed by the supervisor
- The completed *Acknowledgement of Participation in Case Plan Development (F063-28-244)* has been signed by the supervisor
- The Case Plan has been approved in CWS/CMS

For voluntary services cases, the Case Plan must be approved in CWS/CMS prior to case transfer to a voluntary services program. See CFS P&P [Case Transfers \(D-0302\)](#).

3. Per CDSS Division 31 Regulations 31-210 and 31-230, request the assigned social worker sign and date the Case Plan.

For dependency cases, request the assigned social worker sign and date the associated *Acknowledgement of Participation in Case Plan Development (F063-28-244)*, if not already signed.

Submission of Case Plan to Court

Per WIC § 16501.1(g), a Case Plan and *Acknowledgement of Participation in Case Plan Development (F063-28-244)* will be e-filed along with the court report submitted at the following hearings, per CFS P&P [Electronic Signing and Filing of Court Reports \(B-0217\)](#):

Exception: An *Acknowledgement of Participation in Case Plan Development (F063-28-244)* is not required for permanent placement (PP) cases with a case plan goal of Adoption, placement with a Fit and Willing Relative, or APPLA, if the child is under 12 years of age and the assigned social worker and supervisor were the only parties involved in case planning.

A. **Jurisdictional/Dispositional Hearing:**

Per WIC § 358(b) and CDSS Division 31 Regulation 31-210.2, an initial Case Plan or Case Plan Update is required whenever a dispositional recommendation is made.

A Case Plan Update will be submitted if:

- A Supplemental or Subsequent petition is filed
- The Dispositional hearing is not convened within six months of the date an initial Case Plan was completed

- B. **Statutory Review Hearing:**
Per CDSS Division 31 Regulation 31-230, a Case Plan Update is required unless a recommendation is made to terminate dependency.
- C. **Interim Review Hearing:**
A Case Plan Update is required if an Interim Review hearing is calendared to:
- Address proposed changes to the Case Plan (e.g., Case Plan Goal, Service Objectives, Client Responsibilities, etc.)
 - Clarify elements of the Case Plan
- D. **Between Statutory Review Hearings:**
If a Case Plan Update is necessary prior to a calendared Statutory Review hearing, consult the assigned supervisor and County Counsel regarding the appropriateness of submission of the Case Plan Update through:
- *A Request to Change Court Order (JV-180)*
 - Court may approve the Case Plan Update or set an Interim (Case Plan) Review hearing to address the matter
- OR–**
- Informational Ex Parte
 - Consider whether the modifications are significant and/or further the current Case Plan Goal and Service Objectives

A Case Plan submitted subsequent to the Court filing deadline will be attached to an Addendum.

**Court-
Approved
Case Plan**

For dependency cases, following Court approval of a Case Plan, the assigned social worker and/or assigned supervisor will:

- A. Review the Minute Order to determine whether the Case Plan was amended or modified.
- B. Ensure the CWS/CMS “In Effect” Case Plan is consistent with the Court approved Case Plan.

Refer to [CWS/CMS Data Entry Standards—Post-Court Modification/Update of the Case Plan](#) for guidelines to modify a CWS/CMS Case Plan following Court approval.

- C. Revise the “Effective” date of the “In Effect” Case Plan in CWS/CMS to coincide with the date the Case Plan was approved by Court.
- D. Ensure the “In Effect” Case Plan has been signed by the assigned social worker and assigned supervisor.
- E. Ensure the Case Service Component indicator in CWS/CMS is consistent with the Case Plan Goal of the “In Effect” Case Plan at the time of Court-approval. Refer to [CWS/CMS Data Entry Standards—Case Service Component Instructions](#).

**Case Plan
Participant
Review/
Signature**

Following approval of a Case Plan, the assigned social worker will complete the activities specified below.

- A. Per WIC §§ 16001.9 and 16501.1, and CDSS Division 31 Regulations 31-230 and 31-235, at the initial compliance contact following Case Plan approval, each Case Plan Participant, including the parent/legal guardian and child (12 years of age or older and in PP) will be:
 - 1. Provided a copy of the Case Plan for review. Review of the Case Plan will occur on a regular and ongoing basis, and include an explanation of the purpose and content of the Case Plan (see CDSS Division 31 Regulation 31-210.12).

Note: Per ACL 18-61, when explaining the content of the case plan to a parent/legal guardian of a child 10 years of age or older, inform that the child must receive CSHE and that the SSW will inform the child of sexual and reproductive health rights. Refer to CFS P&P [Sexual/Reproductive Health and Parenting \(I-0207\)](#) for more information.

Note: *For dependency cases*, if a Case Plan is amended at Court prior to Court approval, ensure a copy of the Court approved Case Plan is provided.
 - 2. Requested to sign the assigned social worker’s copy of the Case Plan.

When requesting the signature of a parent/legal guardian, the following advisement of **Evidence Code § 1228.1** will be provided:

- Signature on the Case Plan and acceptance of services does not imply guilt in a court of law
- Failure to cooperate in the provision of services may be used as evidence at any:
 - Jurisdictional/Dispositional hearing held pursuant to WIC §§ 300, 342, or 387
 - Statutory Review hearing held pursuant to WIC §§ 366.21, 366.22, or 388

For voluntary services cases (excluding non-dependent LG cases) the Case Plan signature page will include additional advisements. Refer to CFS P&Ps [Voluntary Family Services and Informal Supervision \(M-0106\)](#) or [Voluntary Placements \(K-0901\)](#).

If the Case Plan is not signed, indicate the reason on the Case Plan signature page (per CDSS Division 31 Regulations 31-210.131 and 31-230.151). In addition:

- For dependency cases, indicate the reason in the court report prepared for the next Statutory Review hearing
- For voluntary services cases (excluding non-dependent LG cases), do not transfer the case to the appropriate voluntary services program until required signatures are obtained (see [Attachment 2—Sending Program Case Transfer Responsibilities and Timeframes](#) in CFS P&P [Case Transfers \[D-0302\]](#))

B. Following Case Plan review and signature:

1. Document the date the Case Plan was provided to each Case Plan Participant, in the narrative section of the CWS/CMS Contact page, per CDSS Division 31 Regulation 31-075.
2. File signed Case Plan in the Service Folder, on the *Case Plan Acco (F063-25-1123)*.
3. Enter the date of Case Plan signature (or refusal to sign) on the ID tab of the “In Effect” Case Plan in CWS/CMS.

This may be completed by the assigned supervisor.

Case Plan Information for Caregivers

Per CDSS All County Information Notice (I-05-14) and CDSS Division 31 Regulation 31-405.27, the assigned social worker will assist the child's out-of-home caregiver to understand and support the child's Case Plan.

Note: Do not disclose case plan information regarding a parent/legal guardian or sibling who is not placed with the child.

The following child-related case plan information will be provided to the out-of-home caregiver:

- A. A summary of the child's health and education information, per WIC § 16010(c).

For dependency cases, this information is maintained on the HEP. See CFS P&P [Health and Education Passport \(I-0403\)](#).

For voluntary services cases, this information is maintained on the *Voluntary Placement Child's Medical/Educational Information (F063-25-574)*. See CFS P&P [Voluntary Placements \(K-0901\)](#).

- B. A plan outlining the child's specific needs and services per WIC §§ 16010.4(d) and 16501.1(k), and CDSS Division 31 Regulation 31-405.28.

CFS P&P [Out-of-Home Placement \(K-0208\)](#) provides guidelines to complete an *Appraisal/Needs and Services Plan (F063-28-286/287)*. A Needs and Services Plan will be provided to each licensed foster parent or approved relative/NREFM caregiver.

Foster Family Agencies (FFAs) and group homes/STRTPs develop their own Needs and Services Plan based on information provided by the placing and/or assigned social worker.

- C. Details regarding Court-ordered visitation for the child, per WIC §§ 16010.4(d) and 16501.1(g), including:
- Identification of parties with whom visitation may occur
 - Schedule and frequency of family and sibling visitation
 - Conditions needed to safely facilitate visitation for the child (i.e., visitation parameters)

Visitation information will be provided by the assigned social worker, as soon as possible after the Court order is made.

Document case plan information provided to an out-of-home caregiver in the narrative section of the CWS/CMS Contact page.

**Providing
Case
Plan to
Service
Providers**

Pursuant to Orange County Superior Court Local Rule 903.1, a Case Plan may be shared with service providers and/or other parties involved in case planning, eligibility, and/or service delivery.

**Case Plan
Implementation**

Per WIC § 16501 and CDSS Division 31 Regulation 31-301, the approved Case Plan will be the guiding principle in providing child welfare services.

The assigned social worker will:

- A. Per CDSS Division 31 Regulation 31-210, implement the Case Plan as expeditiously as possible, in accordance with the timeframes specified in the Case Plan.

For dependency cases, service/transportation referrals will be provided as necessary, pending completion of the initial Case Plan and disposition of the case.

- B. Per WIC § 16501, provide services consistent with the Case Plan and any orders of the Juvenile Court.

Services will be offered/provided as necessary, regardless of whether case plan signatures have been obtained (see CDSS Division 31 regulation 31-230).

Voluntary Services Case Exception: Per CDSS Division 31 Regulation 31-235, if the parent/legal guardian named in a Case Plan refuses to sign the Case Plan, services will not be provided. In such instances, assess the risk of safety to the child and consult assigned supervisor and County Counsel (as necessary) regarding appropriate grounds to place the child into protective custody or file an Initial Petition.

Refer to CFS P&P [County Funds Request \(H-0119\)](#) if a county funds request is necessary to meet service needs specified in the Case Plan.

- C. Per CDSS Division 31 Regulation 31-310, when providing/arranging for services identified in the Case Plan:
- Assist the child to understand, as age appropriate, the reasons for providing service
 - Monitor the child's physical and emotional well-being
 - Ensure a child's protective needs are met
 - Clarify for Case Plan Participants any Court orders and the role/responsibilities of CFS

Monitoring Case Plan Compliance

The assigned social worker will monitor the compliance of each Case Plan Participant, with the approved Case Plan.

The assigned supervisor will monitor the assigned social worker's compliance with Case Management Activities specified in the Case Plan. Refer to CFS P&P [Quality Assurance of Cases—Supervisory Responsibilities \(D-0304\)](#).

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—Suggested Case Plan Elements](#)
- [Attachment 2—Case Plan Autotext Options: Service Objectives](#)
- [Attachment 3—Case Plan Autotext Options: Planned Client Services](#)
- [Attachment 4—Case Plan Autotext Options: Case Management Services](#)
- [Attachment 5—Case Plan Update for A Voluntary Services Case](#)
- [CWS/CMS Data Entry Standards—AWOL/Abductions Case Plan Entry](#)
- [CWS/CMS Data Entry Standards—Case Service Component Instructions](#)
- [CWS/CMS Data Entry Standards—Contact Waivers in Case Plan](#)
- [CWS/CMS Data Entry Standards—EZ Mapping for CMS Case Plan—Initial](#)
- [CWS/CMS Data Entry Standards—EZ Mapping for CMS Case Plan—Update](#)
- [CWS/CMS Data Entry Standards—Family Engagement](#)

Documentation

- [CWS/CMS Data Entry Standards—Family Engagement Efforts](#)
 - [CWS/CMS Data Entry Standards—ICPC Contacts – Entering into CWS/CMS](#)
 - [CWS/CMS Data Entry Standards—Post-Court Modification/Update of the Case Plan](#)
 - [CWS/CMS Data Entry Standards—Creating the Case Plan Family Assessment Document](#)
 - [CWS/CMS Data Entry Standards—Sexual & Reproductive Health Care Case Plan Entry](#)
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Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

- CFS P&P [Adoption Recruitment Guidelines \(C-0707\)](#)
- CFS P&P [CalWORKs—CFS Collaboration \(D-0502\)](#)
- CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)
- CFS P&P [Case Transfers \(D-0302\)](#)
- CFS P&P [Child and Family Team \(D-0314\)](#)
- CFS P&P [Commercial Sexual Exploitation of Children \(CSEC\) \(M-0110\)](#)
- CFS P&P [Concurrent Planning \(D-0202\)](#)
- CFS P&P [County Funds Request \(H-0119\)](#)
- CFS P&P [Courtesy Supervision \(K-0501\)](#)
- CFS P&P [Custody \(Exit\) Orders and Custody Transfers to Non-Custodial Parents \(G-0201\)](#)
- CFS P&P [Electronic Signing and Filing of Court Reports \(B-0217\)](#)
- CFS P&P [Family Maintenance Six Month Review Report \(G-0315\)](#)
- CFS P&P [Family Reunification Status Review Reports \(G-0317\)](#)
- CFS P&P [Health and Education Passport \(I-0403\)](#)
- CFS P&P [Incarcerated and Institutionalized Parents \(G-0308\)](#)
- CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#)
- CFS P&P [Indian Child Welfare Act \(G-0309\)](#)
- CFS P&P [Interstate Compact on the Placement of Children \(K-0502\)](#)
- CFS P&P [Jurisdictional/Dispositional Hearing Report \(G-0310\)](#)

- CFS P&P [Kin-GAP \(H-0113\)](#)
- CFS P&P [Legal Guardianship—Dependents \(K-0402\)](#)
- CFS P&P [Legal Guardianship—Non-Dependents \(K-0404\)](#)
- CFS P&P [Limiting Educational Rights \(I-0103\)](#)
- CFS P&P [Live Scan Fingerprinting \(B-0115\)](#)
- CFS P&P [Maintaining Connections with Important Persons \(D-0410\)](#)
- CFS P&P [Out-of-Home Placement \(K-0208\)](#)
- CFS P&P [Parentage \(G-0602\)](#)
- CFS P&P [Periodic Review Report \(G-0311\)](#)
- CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#)
- CFS P&P [Quality Assurance of Cases—Supervisory Responsibilities \(D-0304\)](#)
- CFS P&P [Sexual/Reproductive Health and Parenting \(I-0207\)](#)
- CFS P&P [Structured Decision Making \(D-0311\)](#)
- CFS P&P [Substance Abuse Services for Children \(D-0510\)](#)
- CFS P&P [Tribal Customary Adoption \(C-0705\)](#)
- CFS P&P [Undocumented Dependent \(D-0508\)](#)
- CFS P&P [Visitation Guidelines \(D-0313\)](#)
- CFS P&P [Voluntary Family Services and Informal Supervision \(M-0106\)](#)
- CFS P&P [Voluntary Placement \(K-0901\)](#)
- CFS P&P [WIC 366.26 Report \(G-0312\)](#)
- CFS P&P [Wraparound Referral and Services \(D-0511\)](#)

Other Sources Other printed references include the following:

None.

FORMS

Online Forms Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Acknowledgement of Participation in Case Plan Development	F063-28-244
Acknowledgement of Participation in Case Plan Development (Spanish)	F063-28-244Sp
Request to Change Court Order	JV-180

Resource Guide for Youth	F063-25-834
Foster Care Personal Rights Acknowledgment	F063-25-758

Hard Copy Forms

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Case Plan Acco	F063-25-1123
Voluntary Placement Child's Medical/Education Information	F063-25-574

CWS/CMS Forms

Forms that may **only** be obtained in CWS/CMS are listed below. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Case Plan Family Assessment	CS-CPFAM
Case Transfer Summary	F063-28-319R
My Action Plan	F063-25-746
My Action Plan (Continuing)	F063-25-747

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
Case Plans for Non-Minor Dependents	F063-25-688

LEGAL MANDATES

[Evidence Code Section \(§\) 1228.1](#) details advisements to be provided to a parent/legal guardian regarding Case Plan signature.

[Welfare and Institutions Code § 224\(c\)](#) provides the definition of an Indian child for the application requirement of ICWA.

[Welfare and Institution Code \(WIC\) § 301\(a\)](#) and [362\(c\)](#) provide the child welfare services offered/provided to a parent/legal guardian will be designed to eliminate those conditions which bring the child in, or create the probability that the child will be within, the jurisdiction of the Juvenile Court.

[Welfare and Institutions Code § 358](#) provides the court report for a Dispositional hearing shall be accompanied by a Case Plan.

[Welfare and Institutions Code § 361.2](#) and California Department of Social Services (CDSS) Division 31 Regulations [31-420](#), [31-505](#) and [31-510](#) detail case plan requirements for group home/STRTP and/or out-of-county/out-of-state placement.

[Welfare and Institutions Code § 361.5\(e\)](#) details case plan requirements for a parent who has been incarcerated/institutionalized, detained by the United State Department of Homeland Security, or deported to their country of origin.

[Welfare and Institutions Code § 11400](#), [CDSS Division 31 Regulation 31-002](#) and 42 United States Code (USC) § 675 define content and purpose of a Case Plan.

[Welfare and Institutions Code § 11404](#) provides eligibility for Aid to Families with Dependent Children (AFDC)–Foster Care requires development of a written assessment and Case Plan.

[Welfare and Institutions Code § 16001.9](#) details a child’s right to receive a copy of and review the Case Plan.

[Welfare and Institutions Code § 16002](#) requires a case plan provide for ongoing and frequent sibling interaction unless there is judicial suspension of sibling interaction.

[Welfare and Institutions Code § 16010](#) provides the Case Plan summary of a foster child’s health and education information may be maintained in the form of a Health and Education Passport.

[Welfare and Institutions Code § 16501](#) details the provision of child welfare services in relation to an approved Case Plan, and defines FM, FR, and PP services.

[Welfare and Institutions Code § 16501.1](#) and [CDSS Division 31 Regulations Chapter 200](#) detail development and content of the Case Plan, and provision of the Case Plan for review/signature.

[Welfare and Institutions Code § 16501.1\(e\)](#) and [CDSS Division 31 Regulations 31-210, 31-220, and 31-230](#) detail the timeframes for completion of a Case Plan and related administrative requirements.

[Welfare and Institutions Code § 16501.1\(g\)\(12\)](#) and [CDSS Division 31 Regulation 31-201](#) provide when possible, the parent/legal guardian shall participate in case plan development, have an opportunity to review, sign and receive a copy of the case plan.

[Welfare and Institutions Code § 16501.1\(g\)\(13\)](#) provides a child shall participate in case plan development and specifies a child 12 years of age or older and in a permanent placement shall also be given the opportunity to review, sign, and receive a copy of the case plan.

[Welfare and Institutions Code § 16501.2](#) promotes strength-based child/family assessments to aid in case plan development and mandates that best practice guidelines be developed by CDSS.

[Welfare and Institutions Code § 16501.1\(k\)](#), [CDSS Division 31 Regulation 31-405](#), [CDSS All County Information Notice I-63-00](#), and [CDSS All County Information Notice I-05-14](#) provide relevant Case Plan information identifying a child's needs and services to be provided to out-of-home caregivers.

Welfare and Institutions Code §§ [16506](#) through [16508](#) define FM, FR, and PP services and outline the eligibility requirements for these services.

Welfare and Institutions Code §§ [18986.40](#) and [18986.46](#) and [CDSS All County Information Notice I-70-09](#) promote coordinated case planning between child welfare services and California Work Opportunity and Responsibility to Kids (CaWORKS).

[California Rules of Court, Rule 5.690](#) and [CDSS All County Letter 06-07](#) details the timeframe for completion of the initial Case Plan.

California Rules of Court, Rules [5.690](#), [5.708](#) and [5.725](#) provide for involvement of a child's Indian tribe (if any) in case plan development and permanency planning.

[California Rules of Court, Rule 5.707](#) provide for court hearing report requirements for child approaching majority.

[CDSS Division 31 Regulations, Chapter 200](#) details the case plan assessment process and development/content of a Case Plan.

[CDSS Division 31 Regulations 31-206 and 31-236](#) require the incorporation of Transitional Independent Living Plan (TILP) information into the Case Plan.

[CDSS Division 31 Regulations 31-320, 31-325, and 31-330](#) require a Case Plan to provide for social worker contact with the parent/legal guardian, child, and out-of-home caregiver.

[CDSS All County Information Notices I-78-98, I-64-03, I-24-10, and I-70-10](#) provide best practice guidelines to engage families, community, and service professionals in case planning.

[CDSS All County Information Notice I-67-09](#) provides instruction to document case planning family engagement efforts in CWS/CMS.

[CDSS All County Letter 07-48](#) requires case plan documentation of candidacy for foster care when voluntary services are provided.

[CDSS All County Letter 10-12](#) provides the Case Plan for a foster child include assurances for educational placement stability.

[CDSS All County Letter 10-56](#) details case planning responsibilities for placement pursuant to the Interstate Compact of the Placement of Children (ICPC).

[CDSS All County Letter 13-86](#) details reassessment documentation for group home placements exceeding 12 months.

[CDSS All County Letter 13-87](#) and [17-122](#) details case plan requirements for group home/STRTP placement.

[CDSS All County Letter 15-100](#) details case plan requirements for documenting sibling visitation.

[CDSS All County Letter 16-28](#) details case plan requirements for youth 16 years of age and older in APPLA.

[CDSS All County Letter 16-30](#) details case plan requirements for youth 14 years of age and older.

[CDSS All County Letter 16-84](#) details requirements and guidelines for a CFT.

[CDSS All County Letter 16-85](#) details policies and procedures to comply with the preventing child sex trafficking provisions.

[CDSS All County Letter 17-77](#) details documentation requirements for presumptive transfer waiver decision.

[CDSS All County Letter 17-107](#) provides instructions on how to assess for child safety during investigations and throughout a case.

[CDSS All County Letter 18-61](#) details case plan documentation requirements related to reproductive and sexual health care needs and rights of foster youth.

[CDSS All County Letter 18-104](#) details case plan documentation requirements for postsecondary education support.

Orange County Superior Court Local Rule 903.1 (Exchange of Confidential Information) authorizes the exchange of information concerning current and former wards and dependents among private or public agencies providing case planning, eligibility, and/or services delivered.

Miscellaneous Order 534.3 (Authorization for the Sharing of Information Through Orange County Multidisciplinary Service Teams) authorizes the sharing of relevant information among members of multidisciplinary services teams.

REVISION HISTORY

Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions of this P&P were published:

July 27, 2011
December 14, 2012
May 30, 2014