

30 Day Staffing, Case Practice Guide pages 22-24

30-day staff conference to be held within 30 days of a child's placement.

Incorporate this conference with formal transfer conference from Investigation to Permanency if children were placed during investigation.

Participants

Supervisor and caseworker must be present. The resource support worker and/or resource supervisor are required participants if child is not placed with kin or fictive kin

Purpose

To ensure that the family and the agency are jointly creating a comprehensive and relevant case plan that addresses the issues that caused placement and begins concurrent planning for the children in care.

- Review the MVR schedule for child, resource family and parent, and ensure that two contacts for parent and child occurred during the first month of placement and are planned for the second month.
- If the resource worker completes the MVR, resource worker completes contact activity note in New Jersey Spirit. Discuss the SDM tools completed. What strengths and needs have been identified? What other assessment information has been gathered, and what does the historical record review reflect
- Discuss the case plan. Was an initial FTM held? What are the identified goals, action steps/tasks, and the criteria of success? What could go wrong? Were parents/youth involved in developing the case plan and visitation plan? Do the identified services match the underlying needs that must be addressed in order for the children to return home safely
- Review the Safety Assessment (CP&P 22-5 & 22-6) to ensure timeframes of all concerns are being met. If placed with a relative, follow relative care policy. Discuss family circumstances and whether there are factors that present barriers to family reunification
- Reassess the appropriateness of the child's current placement in view of this discussion. Initiate a change to a more appropriate placement if warranted
- Review the health and mental health information for the child/ren
- Discuss recommended follow-up with the Child Health Unit and clinical consultant as needed
- Engage other providers and partners as appropriate (CADC, DVL, LCSW, CHU, and Resource Unit) Discuss school progress. Is the child classified? Has the child remained in his/ her home school? If not, is the child receiving the school services they need? How are attendance, adjustment and progress
- Prepare for the 45-day Child Placement Review Board (CPRB) enhanced review
- Review the most current court order. What is the parent's progress, and has the agency done all that was required

Practice Considerations Within First 30 Days of Placement, Case Practice Guide, page 24-25

- Engage the family and conduct the preparations for a Family Team Meeting within two weeks of placement

- Encourage participation of the formal and informal supports that the family identifies, suggesting possible participants after listening to their story
- Ask if the family has any international or tribal connections
- Speak to the parents and identified supports to prepare for the meeting
- Review the CP&P record and relevant collateral information
- Conduct the initial meeting within 30 days of placement. If the family declines, plan collaboratively as possible with them outside of a formal meeting. Plan for follow-up meetings as family needs and circumstances require, keeping in mind the benchmark of quarterly meetings for children in placement
- Use the information from the meeting and the review to complete the initial case plan with the family
- Complete a visitation plan with the parents and assure ongoing visitation between parents and children at least weekly, as well as sibling visits
- Ensure all visitation documentation is entered in NJ SPIRIT
- Coordinate closely with the family and the court to identify kin, establish a service plan, and ensure parental notification of the need to resolve the conditions that led to placement
- What are the transportation arrangements; what after school activities is the child/youth involved in or projected to be involved in and what are the transportation needs for these activities
- Search for missing parents and relatives via formal search process. Follow-up on information obtained to locate missing family members
- Provide 30 day notification as required by the Fostering Connections Act. (CP&P 5-58)
- Send for Birth Certificate, Birth and Medical Records, School Records and Social Security Cards
- Complete any required educational stability activities as outlined previously within 0-5 days of placement
- Refer parents for non-negotiable evaluations and services as indicated in the court order
- Continue to explore relatives as placement resources and determine which relatives will be best able to meet the needs of the children in the long and short term
- Update goals, legal status on each family member on NJ SPIRIT. Ensure that all other documentation is complete
- Take pictures of the children and their parents. Provide copies to the parents, retain copies for the record, and use a copy to begin the child's Life Book
- Assure that the resource family and all other adults in the household are fingerprinted and that background checks have been completed and reviewed
- Complete the entire resource family application and submit it to the Resource Family Unit so that the home can be studied, approved and licensed, if that has not already been done
- Complete and review results of the mental health screening tool, and CME or CHEC, if available. Follow-up with needed services. Conference any mental health or medical needs with the nurse consultant, clinical consultant or involved providers. Arrange any recommended follow-up
- When medical, mental health and educational records are obtained, initiate completion of medical history (CP&P 14-177), with the family providing the background and medical history
- Refer to EIP in conjunction with the foster parents if the child is less than 3 years of age and a victim of substantiated abuse/neglect, or a child potentially in need of services

- Prepare for the 45-day Child Placement Review Board (CPRB) enhanced review
- Complete two monthly visits with child/ren during their first two months in placement