

## **90 Day Staffing, Case Practice Guide, page 26-27**

Formal conference to involve the Casework Supervisor in permanency plans for children who have now been in placement for three months.

### **Required Participants**

Casework Supervisor, Supervisor and Caseworker. Based on the Casework Supervisor's request, the Area Concurrent Planning Specialist, DAG, RDS, Resource Family Worker and/or Supervisor, nurse consultant or other participants will be included as appropriate. **The resource worker and/or supervisor are required participants if the child is not placed with kin or fictive kin.**

### **Purpose**

Use of the family reunification assessment (see page 101), comprehensive family assessments and case review for indicators of progress towards reunification and to see where case plan adjustments may be needed. Assess both the progress made towards achieving permanency and the appropriateness of the child's current placement as a potentially permanent home.

### **Practice Considerations Within First 90 Days of Placement, Case Practice Guide. Pages 27-28**

- Follow-up on all referrals to service providers for parents
- Obtain evaluations and reports from providers. Review and share information.
- Plan with the family to make adjustments or initiate additional activities or services recommended
- Continue to explore relatives - Identify relatives and send 30-day notification to relatives of child's out of home placement. (CP&P 5-58)
- Rule out relatives who cannot be resources (CP&P 5-52)
- Assess the caregiver's ability and interest in providing a permanent plan for child and document in NJ SPIRIT
- Follow up on progress of the resource family home study, fingerprint results, and licensing process, if applicable
- Obtain all approved waivers on relative or kinship homes and submit to the Resource Home Unit
- Finalize resource family selection by assessing whether they are able to meet the short and long-term needs of the child
- Assess any opportunities to place siblings together
- Transitional plan for youth 14 years or older is due
- Assure ongoing visitation with parents/siblings and formulate or adjust the written visitation plan
- Include other types of interaction as appropriate – attendance at school conferences, medical appointments, church or sports events, and phone calls
- Organize visits to allow parents to practice protective capacities and parental activities

- Set timeframes for reconsideration of visitation plans and activities, including sibling visits
- Document visits in NJ SPIRIT including direct worker observation, visit logs, etc.
- Provide feedback to parents regarding progress. (Full Disclosure)
- Reinforce importance of permanency for children in parent contacts and court hearing
- Complete concurrent planning guide to assess for expedited permanency
- Explain concurrent planning, including a general overview of adoption and subsidy supports to caregivers
- Provide written information and review the KLG vs. Adoption Form. (CP&P - 4-18, Rev. 4/10)
- Continue to work with the child on the life book. (Life Book resources on NJ SPIRIT)
- Follow up on services for the child as indicated
- Review school progress, including attendance and academic performance, progress in counseling, visitation, etc. and adjust accordingly
- Assure birth certificates, birth records, photographs, medical records, school records, CHEC results and social security cards have been requested and received, certified and filed in case record; verify the accuracy of names and other identifying information; verify that all match both legal and agency documents. Assure that caregiver has this information
- Continue thorough documentation of all parties' progress with the case plan and/or court order, all visits, other contacts and collateral information
- Review and complete the reunification assessment, caregiver strength and needs assessment (on biological parents), at three months from entry into placement, keeping in mind all information obtained from the family, documented history and collateral information
- Update the family agreement and case plan, as necessary
- Assure ongoing compliance with court order by agency, parents and child.