

## WORKSHOP DIRECTORY PAGE

**TITLE:** "Charting the Course towards Permanency for Children in Pennsylvania"  
Module 11: Family Service Planning Process/Case Transfer and Closure

**COMP. #:** 110

**NO. HRS:** 12 hours

**DATE:** August 2007 (Revised in January 2008)

### COMPETENCIES:

- 101-4: The Child Welfare Professional understands the dual roles of the Child Welfare Caseworker to protect children from maltreatment, and to provide services to enable and empower families.
- 101-11: The Child Welfare Professional knows the proper roles and responsibilities of other community agencies in the child protective service process and can collaborate with these agencies and practitioners to develop case plans and to provide services.
- 102-1: The Child Welfare Professional is able to apply social work values and principles in practice, including respecting the self-determination, dignity, and individuality of the family.
- 102-2: The Child Welfare Professional understands the importance of effective case assessment and planning as the foundation of casework intervention.
- 102-4: The Child Welfare Professional can assess families' cognitive, behavioral, and emotional strengths and weaknesses and can use this information to formulate case goals and plans.
- 102-8: The Child Welfare Professional understands the potential effects of cultural and ethnic differences on the development of the casework relationship, and knows strategies to establish relationships with families from cultural backgrounds different from one's own.
- 102-9: The Child Welfare Professional is able to develop appropriate, time-limited case goals and objectives and can formulate observable, behavioral measures of these goals and objectives.
- 102-10: The Child Welfare Professional is able to prioritize case needs and objectives, and can develop action/service plans, which reflect these priorities.
- 102-13: The Child Welfare Professional can use casework methods to promote family preservation and permanence for children by involving parents in case planning; by providing services to maintain children in their own homes; by assuring parents' involvement with children in placement; and by providing services toward timely reunification.
- 102-14: The Child Welfare Professional understands the importance of conducting routine and timely case reviews, and can reassess the outcomes of all case

plans and service interventions and to make appropriate modifications in the case plan.

102-15: The Child Welfare Professional is able to write concise, summarized case assessment, case plan, and other supporting documentation into the family case record in a timely manner.

106-4: The Child Welfare Professional is able to gather pertinent information from the family, the child and from collateral sources; can make an initial assessment of risk to the child and of the family's problems, needs, and strengths; and can make the appropriate case disposition.

### **LEARNING OBJECTIVES:**

Participants will be able to:

- ✓ Recognize the importance of doing strength based and solution focused family service plans to ensure the safety, permanence, and well-being of children

### **CALENDAR SUMMARY:**

Module 11 of Charting the Course, Family Service Planning Process/Case Transfer and Closure, introduces new Child Welfare Professionals to the knowledge and skills that are required to do effective service planning with families; and introduces them to the standardized Family Service Plan and Review forms used in Pennsylvania. In this workshop, the Child Welfare Professionals have an opportunity to learn the Family Services Planning process and to practice it with a case. They also assess their level of knowledge through an embedded evaluation about service planning. In this workshop, Child Welfare Professionals will learn what is expected of them according to Pennsylvania practice standards, laws, and regulations when monitoring service delivery, transferring or closing cases, and evaluating service delivery outcomes. Connections to the Federal Child and Family Review standards will also be made. This workshop is eligible for 9 Continuing Education Credit Hours (CEU) for LSW, LCSW, LPC, and LMFT.

### **TARGET AUDIENCE:**

Child Welfare Professionals seeking certification as direct service workers.

### **EXPECTATIONS OF THE TRAINER:**

The trainer will be knowledgeable about the entire casework process for child welfare cases, but be especially skilled in the area of service planning with families. They should also have a basic knowledge of the child welfare laws and regulations (both federal and state), and the Pennsylvania Standards for Child Welfare *Practice* (January 2000). They should be familiar with the Interactional Helping Skills, the strengths perspective and solution-focused questioning, which comes from the work of Insoo Kim Berg (and others). The trainers must have effective presentation and practice facilitation

skills. They should be committed to strengths-based child welfare practice and the values and ethics of social work.

The trainer should have supervisory and casework experience in Child Welfare practice, specifically, in child protective services. The trainer should have considerable experience in conducting training workshops, should have excellent group facilitation skills, and should have knowledge regarding the Pennsylvania Child Welfare Training Program.

## **PENNSYLVANIA STANDARDS/CFSR:**

### Safety

- IG: Assessment: Recognize Assessment as Basis for Planning
- IIA: Service Planning: Establish a Planning Process
- IIC: Service Planning: Write the Plan
- IID: Service Planning: Build on Continuing Assessments
- IIG: Service Planning: Include Formal and Informal Resources
- III: Service Planning: Meet Concrete Needs
- IJJ: Service Planning: Use the Plan
- IIIA: Service Delivery: Connect Service Plan and Delivery
- IIIE: Service Delivery: Implement Service Plan
- IIII: Service Delivery: Plan In-Home Services
- IVC: Monitoring and Evaluation: Revise Plan
- IVE: Monitoring and Evaluation: Record Changes and Decision Making
- IVG: Monitoring and Evaluation: Conduct Case Reviews

### Permanence

- IJ: Assessment: Complete Full Reassessment
- IIA: Service Planning: Establish a Planning Process
- IIB: Service Planning: Select an Appropriate Goal
- IIC: Service Planning: Write the Plan
- IIH: Service Planning: Involve Extended Family as a Resource
- IIIA: Service Delivery: Connect Service Plan and Delivery
- IIIE: Service Delivery: Implement Service Plan
- IIII: Service Delivery: Plan In-Home Services
- IVC: Monitoring and Evaluation: Revise Plan
- IVE: Monitoring and Evaluation: Record Changes and Decision Making
- IVG: Monitoring and Evaluation: Conduct Case Reviews

### Timeliness

- IIC: Service Planning: Write the Plan
- IIIA: Service Delivery: Connect Service Plan and Delivery
- IIIE: Service Delivery: Implement Service Plan
- IIIG: Service Delivery: Determine Length of Service
- IIII: Service Delivery: Plan In-Home Services
- IVC: Monitoring and Evaluation: Revise Plan

IVG: Monitoring and Evaluation: Conduct Case Reviews

#### Well-Being

IH: Assessment: Consider Culture

IID: Service Planning: Build on Continuing Assessments

IIF: Service Planning: Share the Plan

IIG: Service Planning: Include Formal and Informal Resources

III: Service Planning: Meet Concrete Needs

IIIA: Service Delivery: Connect Service Plan and Delivery

IIIB: Service Delivery: Establish Service Linkages

IIIE: Service Delivery: Implement Service Plan

IIII: Service Delivery: Plan In-Home Services

IVC: Monitoring and Evaluation: Revise Plan

IVE: Monitoring and Evaluation: Record Changes and Decision Making

IVG: Monitoring and Evaluation: Conduct Case Reviews

#### **MATERIALS NEEDED TO PRESENT WORKSHOP:**

- ✓ Two Flip chart stands
- ✓ Two Blank flip charts
- ✓ Colored markers
- ✓ Masking tape
- ✓ Name tents
- ✓ Power Strip
- ✓ Overhead projector and screen
- ✓ Overheads
- ✓ Handouts
- ✓ **Video (Summarizing: Good)**
- ✓ **Video (Summarizing: Bad)**
- ✓ **Video (The Forrester Family)**
- ✓ Family Service Planning Embedded Evaluation Booklet
- ✓ Family Service Planning Embedded Evaluation Answer Key
- ✓ **Reference books: Reference Book for Charting the Course towards Permanency for Children in Pennsylvania** (1 for each participant to use during the training. *Note: These are to stay in the training room.*)

#### **LIST OF HANDOUTS:**

- 1: Learning Objectives and Competencies (2 pages)
- 2: Agenda (1 page)
- 3: Child and Family Service Review Outcomes (1 page)
- 4: Phases of Casework Practice: Navigational Guide (1 page)
- 5: Steps in the Family Service Planning Process (1 page)
- 6: Family Service Plan (11 pages)
- 7: Forrester Case Planning Video Script for Case Planning (11 pages)
- 8: Demographic Information on the Forresters (1 page)

- 9: Identifying Strengths of Susan Forrester (2 pages)
- 10: Initial Risk Assessment on the Forresters (4 pages)
- 11: Family Service Plan Definitions (1 page)
- 12: Case Planning Flow Chart (1 page)
- 13: Guidelines for Case Planning (1 page)
- 14: Areas of Concern (1 page)
- 15: Service Plan (4 pages)
- 16: Solution-Focused Questions (8 pages)
- 17: Observations (4 pages)
- 18: Assessing Progress of Family Service Plans (3 pages)
- 19: Family Service Plan Review Requirements (2 pages)
- 20: Excerpts from the Forrester Updated Service Plan (1 page)
- 21: Steps in Case Transfer (4 pages)
- 22: Step in Case Closure (1 page)
- 23: Interactional Helping Skills (2 pages)
- 24: Observation Checklist of Summarization (1 page)
- 25: Self Assessment for Module 11 (2 pages)
- 26: Transfer of Learning for Module 11(1 page)

#### **LIST OF OVERHEADS:**

- 1: Learning Objectives (1 page)
- 2: Agenda (2 pages)
- 3: The Mission of Child Welfare (1 page)
- 4: Assessment Standard I-G: Recognize Assessment as the Basis for Planning (1 page)
- 5: Standard II-A: Service Planning: Establish a Planning Process (1 page)
- 6: Steps in the Family Service Planning Process (1 page)
- 7: Standard II-C: Service Planning: Write the Plan (1 page)
- 8: Standard II-D: Service Planning: Build on Continuing Assessments (1 page)
- 9: Standard II-B: Service Planning: Select an Appropriate Goal (1 page)
- 10: Permanency Goals (1 page)
- 11: Family Service Plan Definitions (3 pages)
- 12: Standard II-G: Service Planning: Include Formal and Informal Resources (1 page)
- 13: Standard II-H: Service Planning: Involve Extended Family as a Resource (1 page)
- 14: Standard II-I: Service Planning: Meet Concrete Needs (1 page)
- 15: Solution-Focused Questions Activity (1 page)

#### **CREDIT ASSIGNED:**

CE for LSW, LCSW (9 hours)