

GUIDELINES FOR CASE PLANNING

- ❖ A separate sheet is to be used for each objective.
- ❖ At least one objective and a corresponding task list is **required** for each moderate and high level risk listed in the most recent Risk Assessment in the case record.
- ❖ The task list should be complete. It is a task analysis of all of the activities which will be required by the family, service providers and agency to lower the risks and to satisfy the concerns about child safety, permanency and well-being.
- ❖ If the task list exceeds one page, the objective can be continued on a second page.
- ❖ Best practice suggests prioritizing the objectives, developing and listing them in the order of priority. The objective(s) connected to the highest levels of risk and the areas of concern that will assure safety and permanency are typically listed first, followed by those that will assure well-being. This is one suggested listing of prioritizing objectives:
 - What will reduce the risk of harm?
 - What will assist the safe return of children in substitute care to their home?
 - What will assure the successful long-term development of the children?
 - What addresses multiple outcomes at the same time?
 - What meets a client's request for service?
 - What builds toward success?
 - What will reduce barriers to assuring safety, permanency and well-being?
 - What will facilitate the coordination and cooperation between multiple service systems involved with the family?
- ❖ Some agency attorneys and policies require workers to list every objective and task that the family is expected to complete in order for the agency to close the case. In some situations, this can overwhelm the family at the start of the process and negatively impact on progress and the helping relationship. Workers need to alert families to the fact that as they change throughout the service delivery process, their objectives and tasks may also change, with new ones being added when necessary to address new concerns and issues. Trainees need to know the policy and practice of their agency.
- ❖ Families need to understand that the FSP identifies the **changes** that need to be made to assure child safety, permanency, and well-being. Without these changes being successful and permanent, the agency will be required to continue involvement with the family and/or assure safety, permanency, and well-being outside the immediate family. The caseworker's role is as a change agent—he/she must understand the change process and stages of change and develop skills to help families make and sustain desired changes.