

FAMILY SERVICE PLAN REVIEW REQUIREMENTS

- 1) **The Family Service Plan is reviewed every 6 months** . The date of the FSP review is based on the date the family's case was accepted for service. Additionally, within 10 calendar days of a change in any of the elements of the Family Service Plan, the county agency supervisor conducts a review to determine if such change warrants a review of the family service plan.

- 2) The **Family Service Plan Review document** should include:
 - The review of the family service plan includes the elements listed on the original Family Service Plan as well as the following:
 1. The family's strengths during the review period.
 2. The current level of risk based upon a risk assessment.
 3. The reason for a revision of the family service based upon the review which includes:
 1. An assessment of whether planned actions have occurred and services have been provided.
 2. An assessment of the progress made toward alleviating the conditions necessitating service by completion of the tasks and objectives.
 3. Any event that reflects new or increased risk.
 - Within 10 calendar days of the completion of the family service plan, the county agency supervisor reviews the plan to assure that the level of activity, in person contacts with the child, oversight, supervision and services for the child and family contained in the plan, are consistent with the level of risk determined by the county agency for the case. This review will be documented in the family case record.
 - The county agency provides a copy of the family service plan, upon initial completion and on each occasion that the service plan is revised to the following parties within five days of approval by the county agency supervisor:
 1. Parents, guardians or custodians, their legal counsel, and other representatives;
 2. Children where appropriate and the child's guardian ad litem or attorney;
 3. Private children and youth social service agencies providing services to the child or family through a purchase of service agreement with the county agency;
 4. Resource parents providing care to a child within the family.

5. Other agencies or facilities providing services to the child and family; and
 6. Other relevant individuals as identified in the service planning process.
- Note: If a child is in placement, the county agency prepares an amendment to the family service plan, known as the child's permanency plan.

