

**Case Management
Pre-Service Curriculum
Additional Resource Materials
(ARM)**

***Florida Department of Children and Families
June 2016***

Safety Intervention Across the Florida Child Welfare Practice

Hotline Assessment:
Identify and Screen In Primary Service Population

- Hotline Assessment seeks to screen in cases and determine response times where reported information indicates that maltreatment may have occurred and/or there are indications that children may be unsafe due to Present or Impending Danger.

CPI Family Functioning Assessment:
Problem Identification

- Collect information related to Maltreatment, the surrounding circumstances, child functioning, adult functioning, parenting general and parenting discipline.
- Determine Impending Danger and Diminished Caregiver Protective Capacities.
- Establish sufficient Safety Plans.

Ongoing Family Functioning Assessment:
Determine What Must Change

- Engage caregivers to facilitate change.
- Discuss reason for case opening and develop "Danger Statement".
- Promote family self-determination: raise self-awareness regarding danger and caregiver protective capacities.
- Co-construct case plan with family to establish:
 - Family Goal
 - Outcomes to achieve change/enhance/caregiver protective capacities
 - Address child well-being needs.
- Revise/manage Safety Plans.

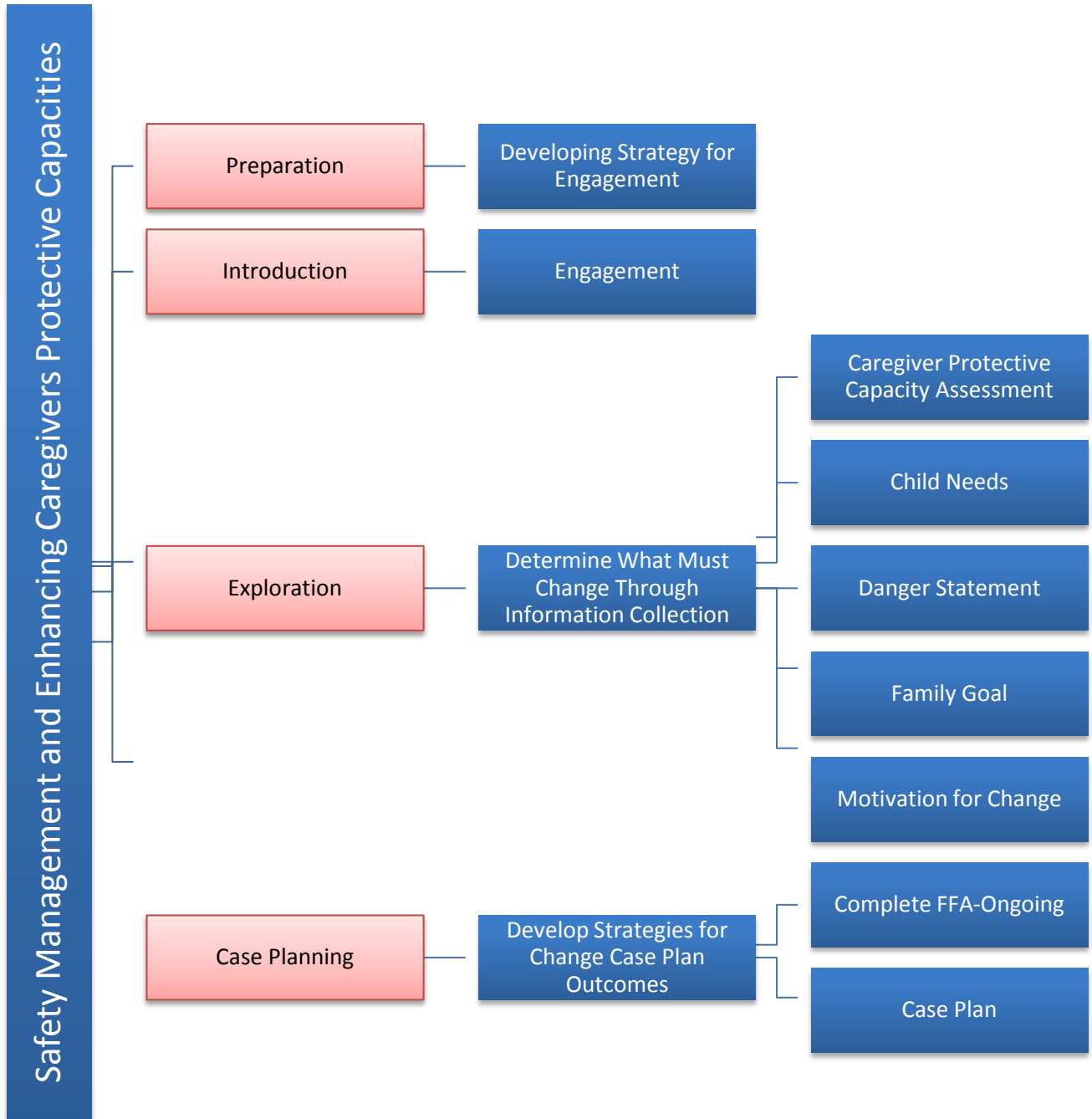
Safety Plan and Case Plan Evaluation:
Measuring Progress for Change

- Continue to engage caregivers, promote personal choice; raise self-awareness and facilitate change.
- Focus on progress related to goals and outcomes for change: Enhancing Diminished Caregiver Protective Capacities.
- Assess effectiveness of change strategies.
- Safety Management:
 - Status of Impending Danger
 - Safety Planning Analysis
 - Least Intrusive Safety plan.

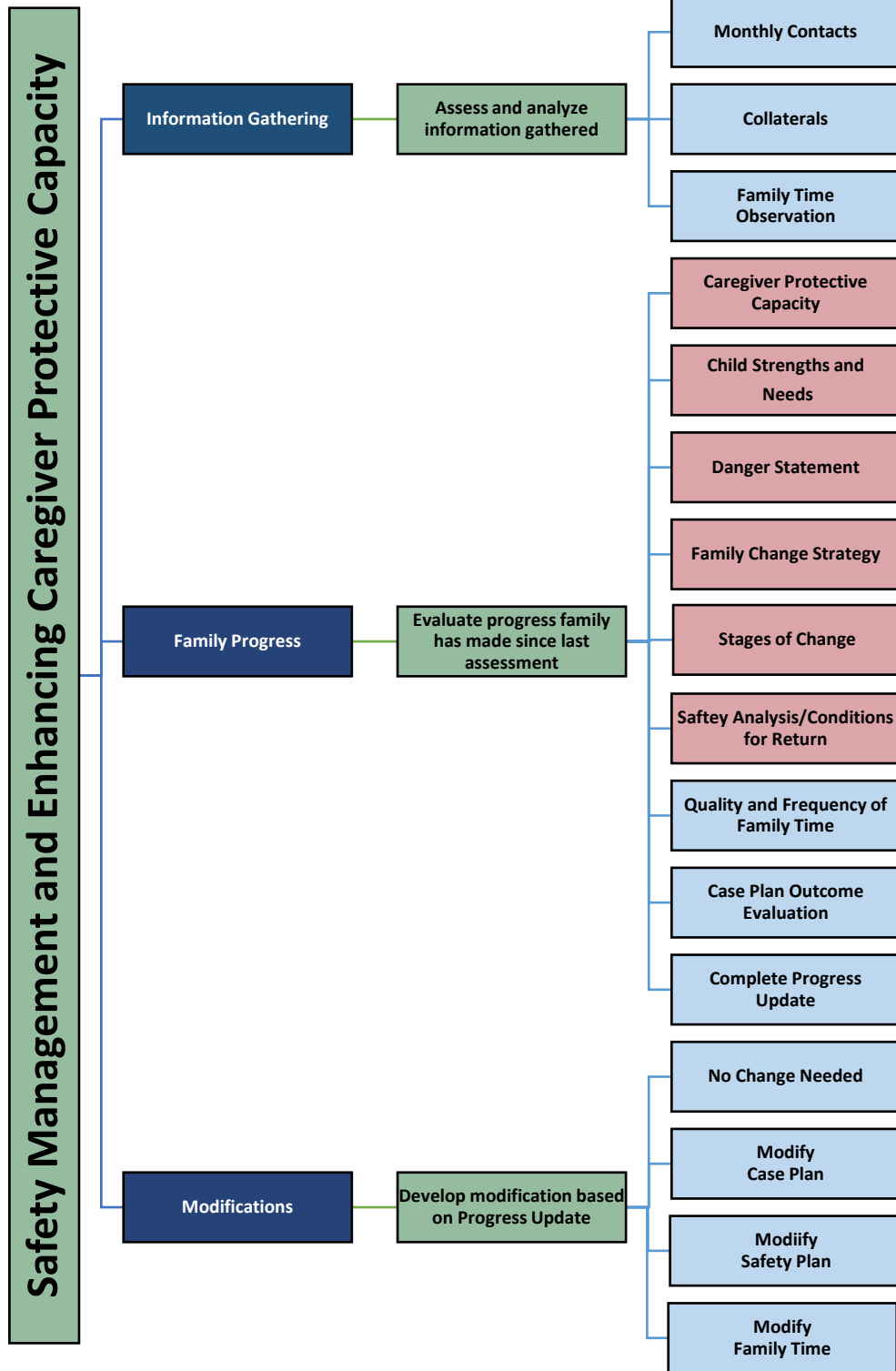
Anticipated Intervention Outcomes:
Case Closure – Child Safety, Permanency and Well-being

- In the absence of impending danger and demonstrated Enhanced Caregiver Protective Capacities, close the case.
- If reasonable efforts to improve diminished protective capacities have been provided but cannot be achieved in the required time frames, alternative permanency for child is arranged.

Case Management Flowchart



Progress Update Flowchart



For the first Progress Update, information in pink boxes is pulled from the FFA-Ongoing.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Family Functioning Assessment - Ongoing

Case Name:

FSFN Case ID:

Date of Most Recent Safety Plan:

Worker Name:

Approval Date:

I. HOUSEHOLD COMPOSITION

Child Name	Date of Birth	Primary Goal	Concurrent Goal	Current Placement

Parent/ Legal Guardian(s)/ Other Adult Household Members in Caregiving Role:	
Name	Date of Birth

Family Support Network	
Name	Role

II. MALTREATMENT AND NATURE OF MALTREATMENT

What is the extent of the maltreatment? What surrounding circumstances accompany the alleged maltreatment?

Additional Ongoing Information

III. CHILD FUNCTIONING

How does the child function on a daily basis? Include physical health, development; emotion and temperament; intellectual functioning; behavior; ability to communicate; self-control; educational performance; peer relations; behaviors that seem to provoke parent/caregiver reaction/behavior; activities with family and others. Include a description of each child's vulnerability based on threats identified.

IV. ADULT FUNCTIONING

How does the adult function on a daily basis? Overall life management. Include assessment and analysis of prior child abuse/neglect history, criminal behavior, impulse control, substance use/abuse, violence and domestic violence, mental health; include an assessment of the adult's physical health, emotion and temperament, cognitive ability; intellectual functioning; behavior; ability to communicate; self-control; education; peer and family relations, employment, etc.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Family Functioning Assessment - Ongoing

V. PARENTING

General – What are the overall, typical, parenting practices used by the parents/legal guardians? Discipline/Behavior Management – What are the disciplinary approaches used by the parents/legal guardians, and under what circumstances?

VI. REASON FOR ONGOING INVLOVEMENT

Danger Statement (Develop in collaboration with the family)

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VII. FAMILY CHANGE STRATEGY

Family Goal: Describe how the family will be functioning when all children are safe and the family is able to independently meet the needs of their children. (Developed in collaboration with the family.)

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Ideas: Describe ideas parent/legal guardian, worker, child or other network members have for moving toward the Family Goal.

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Potential Barriers: Describe things that could get in the way of change from the family's perspective and/or the family team's perspective.

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VIII. CHILD NEED INDICATORS

Children	Child Needs									
	Emotional/ Trauma	Behavioral (e.g. risk taking behavior, runaway, etc)	Development	Education	Physical Health/ Disability	Family Relationships	Peer/ Adult Relationships	Cultural Identity	Substance Awareness	Life Skills Development

IX. PRIORITY NEEDS

	Rating	Include in Case Plan?

If the parent is meeting the need, describe their actions. If the parent needs support or assistance to meet the needs of the child, the need

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FLORIDA SAFETY DECISION MAKING METHODOLOGY

Family Functioning Assessment - Ongoing

will be addressed in the Case Plan.

X. PROTECTIVE CAPACITIES

Adults	Capacity Categories and Types																	
	Behavioral					Cognitive					Emotional							
	Controls Impulses	Takes Action	Sets aside own needs for child	Demonstrates adequate skills	Adaptive as a Parent/Legal Guardian	Is self aware	Is intellectually able	Recognizes threats	Recognizes child's needs	Understands protective role	Plans and articulates plans for protection	Meets own emotional needs	Is resilient	Is tolerant	Is stable	Expresses love, empathy, sensitivity to the child	Is positively attached with child	Is aligned and supports the child

XI. PRIORITY NEEDS

	Rating	Include in Case Plan?

If a diminished protective capacity will not be addressed in the Case Plan, describe the assessment process to reach this conclusion.

XII. MOTIVATION FOR CHANGE

Adult	Motivation

XIII. IN-HOME SAFETY ANALYSIS AND PLANNING (removal home)

In-Home Safety Plan is determined. Summarize the conditions that have changed since last safety analysis to support reunification with an In-Home Safety Plan.

Out-of-Home Safety Plan is the only protective intervention possible for one or more children (whether family designated arrangement or removal/placement). Summarize reason for Out of Home Safety Plan or removal/placement (if applicable), and conditions for return. Conditions for return should



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Family Functioning Assessment - Ongoing

be related to reasons for removal and behaviorally based. These are parent/legal guardian actions and behaviors that must be demonstrated over time to sufficiently address the impending danger and allow for the child to safely return home.

XIV. CURRENT SAFETY PLAN ASSESSMENT FOR SUFFICIENCY

- Safety plan is sufficient, no need for changes to the plan at this time.
- Safety plan is not sufficient, not controlling for child safety or no longer applicable; change in safety plan is needed.
- Safety plan is no longer needed.

IN-HOME SAFETY ANALYSIS AND PLANNING

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In-Home Safety Plan is determined. Summarize the conditions that have changed since last safety analysis to support reunification with an In-Home Safety Plan.

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Out-of-Home Safety Plan is the only protective intervention possible for one or more children (whether family designated arrangement or removal/placement). Summarize reason for Out of Home Safety Plan or removal/placement (if applicable), and conditions for return. Conditions for return should be related to reasons for removal and behaviorally based. These are parent/legal guardian actions and behaviors that must be demonstrated over time to sufficiently address the impending danger and allow for the child to safely return home.

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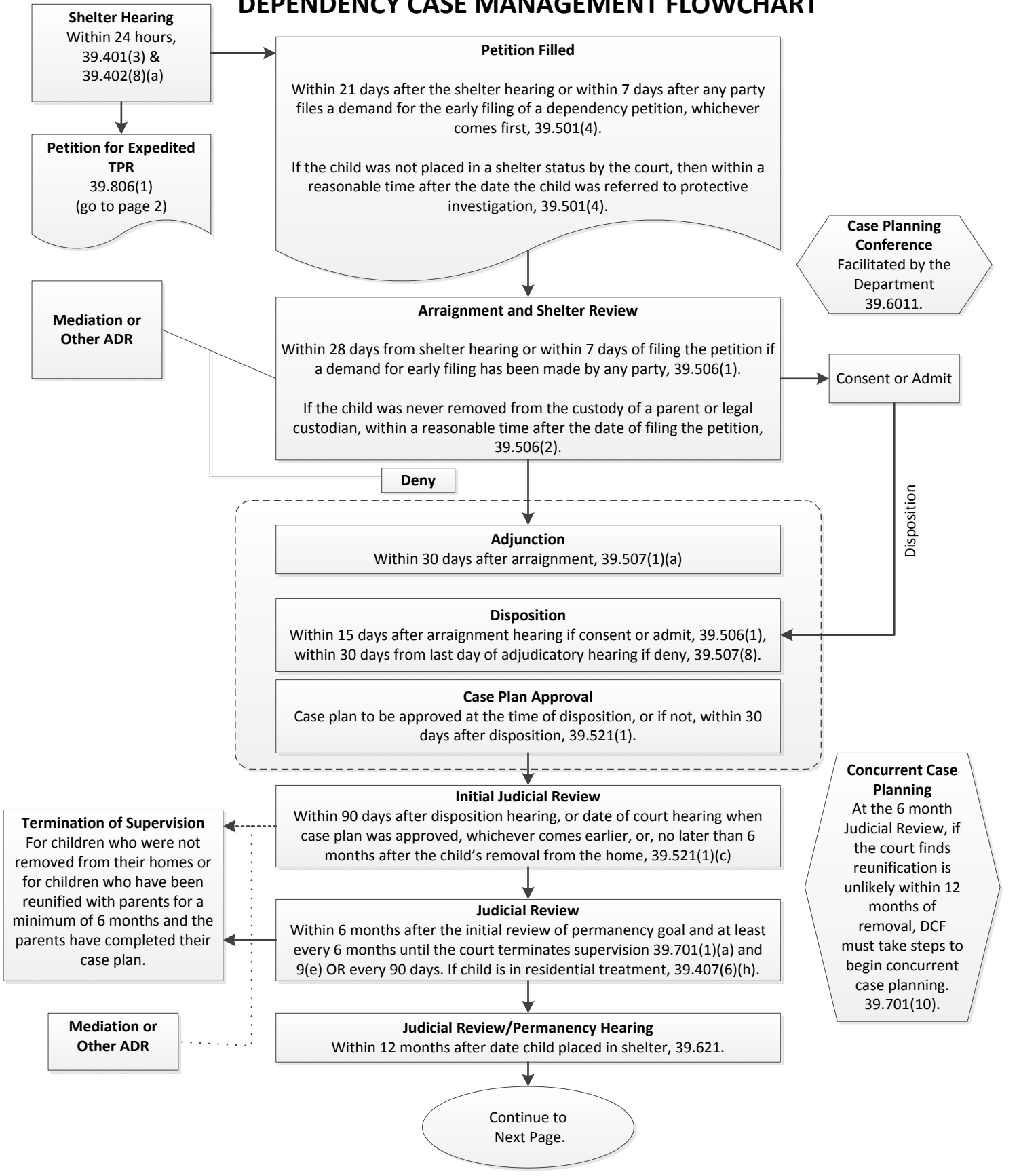
Based on the determination selected above, describe the assessment process to reach this conclusion.

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Special Cases and Conditions: Law/Policy/Procedure Locator

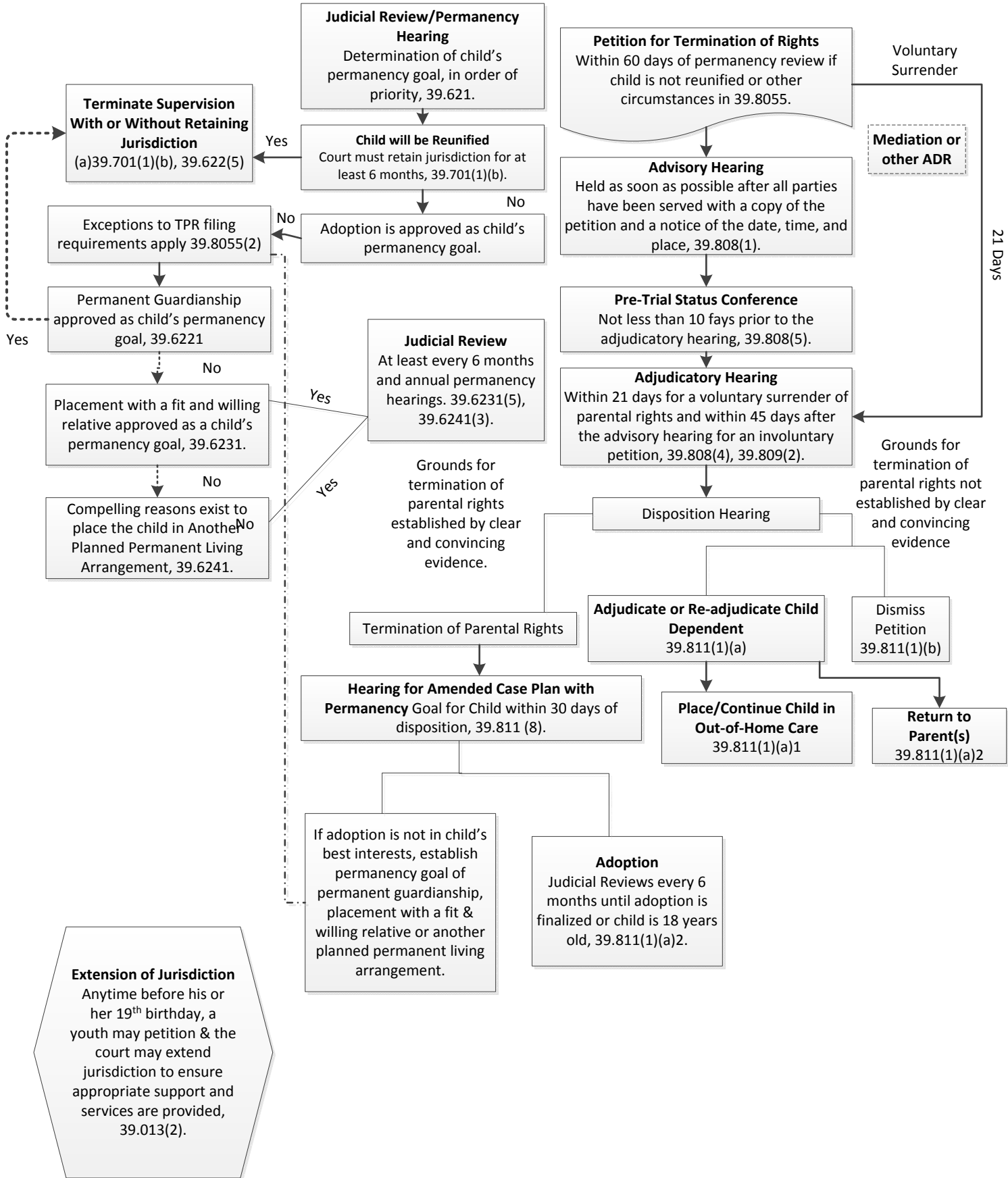
Case Condition	Florida Statute	Florida Administrative Code	Operating Procedures for DCF Staff
<i>Special Condition Referrals: Parent Needs Assistance</i>			170-2
<i>Missing Children</i>	39.0141 39.604(4)(b)3 39.0121(16)	65C-30.019 65C-29.013	175-85
<i>Human Trafficking</i>	39.301(2)(b)(6)	65C-43	175-14
<i>Transfer of Cases Within/Between Districts (Case Management)</i>		65C-29.012 65C-30.002 65C-30.018	
<i>Safety Management (Safety Planning)</i>	39.301(7) 39.301(9)5 39.301(9)6a-b 39.501(3)(d)4-5	65C-28.004(10)(b) 65C-29.003(3) 65C-30.007(1)(c)&(d) 65C-30.007 (6)(a) 65C-30.007 (9) 65C-30.007 (10)	170-07
<i>Contacts/Home Visits</i>	39.701(2)(a)7 39.701(2)©7	65C-30.007(1)-(9)	170-9
<i>Diligent Search</i>	39.502(8) 39.503(5),(6), &(8) 39.803(5)-(6) & (8)	65C-30.003	175-22
<i>Home Studies</i>	39.202(2)(s) 39.5085(2)(a)3(b) 39.521(2)r(3)	65C-28.008(2)(i)2(j)3 65C-30.007 (2)(c)	170-07 pending
<i>Reunification</i>	39.621(2)(a)	65C-30.008(3) 65C-30.012 65C-30.014	175-38 170-7
<i>Adoption</i>	39.621(2)(b) 39.812	65C 16 65C-30.012	170-12
<i>Independent Living</i>	39.6251	65C 31 65C-30.012(4) 65C-41 65C-42	
<i>Long-term Guardianship</i>	39.621(2)(c)	65C-30.012	
<i>Case Transfer</i>		65C-30.007 65C-30.018	170-01
<i>Normalcy</i>	39.4091	65C-28.019	
<i>Case Planning</i>	39.6011-39.604	65C-30.006 65C-14.096 65C-28.006	170-9
<i>Impending Danger</i>	39.301(9)6	65C-29.003(2)(f)1 & 2 65C-29.003(3)(c)	170-01
<i>Present Danger</i>	39.301(9)6	65C-29.003(2)(f)1 65C-29.003(3)(c)	170-01

DEPENDENCY CASE MANAGEMENT FLOWCHART



DEPENDENCY CASE MANAGEMENT FLOWCHART

(Continued)



Dependency Hearing Map Key

Court Hearing	Purpose	Timeframe	Standard of Proof
Shelter 39.402	To establish probable cause that reasonable grounds for removal exist and the provision of appropriate and available services will not eliminate the need for placement. 39.402(8)(d)1	Held within 24 hours of removal. 39.402(8)(a)	Probable Cause 39.402(1)
Arraignment 39.506	To provide parents or legal custodian with the opportunity to admit, deny, or consent to findings of dependency alleged in the petition. 39.506(1)	No later than 28 days after the shelter hearing, or within 7 days after the date of filing the dependency petition if a demand for early filing has been made by any party 39.506(1)	N/A
Adjudicatory 39.507	To decide a state of dependency of the child. 39.507(1)(b)	As soon as practicable after dependency petition is filed, but no later than 30 days after the arraignment. 39.507(1)	Preponderance of Evidence 39.507(1)(b)
Disposition 39.506 39.507 39.521	To review and approve a predisposition study and case plan. To decide how to best remedy a family's problems and reach permanence for the child. 39.521(1)(a)	Within 15 days after arraignment, if parent or legal custodian admits or consents. 39.506(1) Within 30 days after conclusion of the adjudicatory hearing, if parent or legal custodian denies. 39.507(8)	N/A
Judicial Reviews 39.701	To review the child's status and the parents' progress towards the goal, objectives, and tasks of the case plan 39.701 To assess progress towards establishing permanency for the child. To ensure youth's aftercare support or SIJS	No later than 90 days after disposition or approval of the case plan 39.521(1)(c); No later than 6 months after removal and every 6 months thereafter. 39.701(3)(a); No later than 6 months after date of removal to review the child's permanency goal. 39.701(10)(e); Within 90 days after child's 17 th birthday. 39.701(7)(a)	N/A
Permanency 39.621	To decide when the child will achieve the permanency goal or if modifying the current goal is in the best interest of the child. 39.621(1)	No later than 12 months after removal or no later than 30 days after court establishes that no reasonable efforts are required, whichever comes first. Must be held every 12 months for any child under supervision or awaiting adoption. 39.621(1)	N/A
TPR Advisory 39.808	To inform parties of their rights, to appoint counsel for the parties, and to appoint a guardian ad litem if not already appointed. 39.808(2)	As soon as possible after all parties are served with a copy of the petition and a notice of the date, time, and location of the advisory hearing. 39.808(1)	N/A
TPR Adjudicatory 39.809	To consider the elements required for termination of parental rights. 39.809(1)	Within 45 days after the TPR advisory hearing. 39.809(2)	Clear and Convincing Evidence 39.809(1)

Staffings Chart

Name*	Who attends?***	When is it held?	Purpose/Main Tasks	Potential Decisions/ Recommendations
Case Transfer Conference (CTC)	Investigator, Supervisor, Parents or legal guardians, family's support network, Case Manager, Supervisor	Transfer case between CPI an CM.	Ensure transfer of responsibility for a case involving an unsafe child requiring a safety plan and remediated with a case plan.	Next case steps are planned. Roles and tasks are assigned. Service Planning Conference Checklist is completed.
Family Team Conferencing Individualized Course of Action (ICA) May be used in lieu of CTC or case plan staffing in some districts	Based on family's needs: Informal Support: family friends, relatives, pastor, co-worker, etc. Formal support: substance abuse counselor, DV advocates, GAL, all staff who've worked with family	Throughout duration of case at critical junctions: prevent removal; prepare family for reunification; transition child for TPR; Or as needed when new issues surface.	Identify underlying conditions to address through a strength-based, individualized, family plan.	Safety Plans, Case Plans, Permanency Decisions.
Child Protection Team (CPT) 39.303	Agency representative, medical personnel, law enforcement, school personnel, CPT, GAL, service providers, others as needed	During initial Investigation; High risk cases; Investigations containing mandatory referral criteria and 3 priors, regardless of findings.	Report results of assessments (medical or psychosocial) and discuss various perspectives on the case. Provide a multi-disciplinary assessment.	Facts of abuse/neglect are summarized; goals are set for caregiver(s).
Children's Multidisciplinary Assessment Team (CMAT) staffing	Parents, caregivers, Case Manager/CPI, Medical Social Worker, CMS Nurse, Medicaid representative	When a child requires certain services such as entry into Medical Foster Care or needs to be admitted to a Skilled Nursing Facility	Reviews medical and mental health records and other background information, Makes decisions about what care may be required for the child	Whether a child qualifies or continues qualification in Medical Foster Care; can make recommendations for permanency and ongoing care for the child
Transition Planning Staffing F.S. 39.6035 65C-41.004	Child, Case Manager, Independent Living Coordinator, caregiver, and other individuals the child would like to include (GAL, attorney, family member, teacher, therapist, etc.)	Planning is required within 180 days of the child turning 17; plan must be completed at least 90 days before the youth turns 18 but no later than the last Judicial Review before the 18th birthday	Assist the child in developing a plan for when the child turns 18, including housing, eligibility for programs like PESS/EFC, educational goals, employment, etc.	What services the youth needs for a successful transition out of foster care; can be modified at any time
Multi-Disciplinary Team	Based on specific family needs: alcohol, drug abuse, mental health provider, caregiver, department/agency rep, medical personnel, school rep, guardian ad litem	As needed, to assist case plan development or implementation. Child may still be at home or already removed.	Determine needed services and treatments for the family. May include mental health services or residential placement for the child; funding resources determined.	Case plan for specific services and Case Manager assigned to implementation plan. Plan is approved by ADM rep or by the court.

Name*	Who attends? **	When is it held?	Purpose/Main Tasks	Potential Decisions/ Recommendations
Case Plan 36.6011 39.6012 30.006(6)(b)(2)	Case Manager, supervisor, parents or caregivers, child (if age appropriate), GAL and CLS attorney if opposing attorney attends	ASAP following initial assessment, within 60 days of child's removal.	Review case plan to decide if it addresses the specific problems presented in the petition and visitation, and ensure it was developed with parent(s). Also discuss need for concurrent plans.	Case plan ready to submit to court for review and approval.
Legal Sufficiency or Determination of Dependency If applicable: OP 175-15 (8)(c)(1)-(2)	CLS Attorney, Agency Representative, Supervisor	After shelter hearing and before arraignment.	Determine if legal dependency will be pursued.	If the decision is to pursue legal dependency, decide what needs to go into the petition.
Licensing/ Institutional	Case Manager, foster parents, licensing staff, service providers	Upon report of a problem or potential problem in a foster care or institutional placement.	Discuss concerns regarding licensing or reissuing of license.	Problems/potential problems are corrected or referred to the proper authority.
Permanency 65C-28.006 Required Staffing 39.621 39.6221 39.6231 39.6241	Referring Case Manager and supervisor, Case Manager and supervisor from appropriate service areas, adoption and related services, foster care, family service providers, CLS attorney, other attorneys, GAL, foster parents or caregivers, staffing specialist	To prepare for permanency hearing and/or as the department or agency deems necessary when there are concurrent goals.	Review facts of case. Make sure reunification has been considered. Make sure relatives have been considered for placement. Decide goal and appropriate service provision. Recommend a change in permanency. Initiate termination or parental rights and begin adoption planning.	Preparations for court; decide what kind of permanency including: 39.01(52) reunification adoption permanent guardianship permanent placement with a fit and willing relative placement in another planned permanent living arrangement.
Adoptions 39.802-TPR petition 38.8055-filing TPR petition 39.8060-grounds for TPR	Case Manager with family (investigator, PS, FC, Adoption, CWLS rep, program specialist, GAL)	Any time adoption becomes the preferred permanency option, before court hearing	Review facts that show why rights of parents should be terminated. Show legal basis and legal sufficiency of case	Legal sufficiency in case is established; social study report, case plan update, judicial review will be presented in court; then petition to terminate parental rights
Independent Living 65C-28.009(4)	Case Manager with supervisor, CWLS, child, child's caregiver, GAL, Child's attorney, independent living service provider, other individuals significant to teen	Periodically for children age 13 and older who are in out of home placement	Child's educational and work goals, life skills needed, child's progress, SIL program requirements and benefits, Road to Independent Living Program, permanency arrangements	Child's progress and identified obstacles and needs the child has with regard to Independent Living