Family Interaction Plan

Note: In order to create a Family Interaction Plan, an assignment to the case is needed.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink ❯ Create case work or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

2. On the Create Case Work page, select Family Interaction Plan from the Planning drop-down. Select the appropriate Case Participant for the Case and click Create. This will open the Family Interaction Plan page.

3. When creating a new plan, if a plan already exists for the identified child or any other child in that case, Copy over will be an option. Copy over can be used for Historical, Ongoing, and Terminated Plans. If the user selects the Copy hyperlink, the plan will copy over. Otherwise, the user can select the Create button to create a new (blank) plan.

4. The Family Interaction Plan page will open. The Effective Date is user entered and required. The Case Name will pre-fill from the Maintain Case page. Click the Case Name to access the Maintain Case page. The Child Name will pre-fill from the name of the participant selected on the Create Case Work page. Click the Child Name to access the Person Management page for the child. The Status field will fill depending on whether the plan is Pending, Historical, Ongoing, or Terminated.

5. The first section is Those Allowed to Visit with Child. The names are user entered by clicking the Insert button. The Relationship to Child is a drop-down field of possible relationships. If a row is created in error, the Delete hyperlink can be selected, which will delete the row. Multiple rows can be inserted to capture numerous people allowed to visit with the child.

6. The second section is Supervision – Parent / Caregiver (1), which documents the level and type of supervision required for the person identified as the child's mother or caregiver. The Name of Parent / Caregiver (1) is pre-filled with the name of the person associated with the child's Person Management record and identified as either Child's Mother or Child's Guardian (1) on the Parent Info tab. The user is able to document the Minimum Level of Supervision Required as a drop-down field. The Frequency field is user entered and allows the user to document the frequency of the contact allowed. The Least Restrictive Location Permissible is also a drop-down field. The user is also able to document the agency or persons responsible to provide the supervision of the parent/caregiver's visit. If no one is documented as the Child's Mother or the Child's Guardian (1) on the Parent Info tab of the child's Person Management record, then the Name will pre-fill to N/A and all fields will be disabled. Lastly, the user is able to document the agency or persons responsible to provide the supervision of the parent/caregiver's visit. If the Foster Home, Relative, or Other is checked, the text field next to the checkbox will be required and user entered.

Note: If Parent/Caregiver 1 is not involved, check the Parent / Caregiver Not Involved checkbox.

7. The third section is Supervision – Parent / Caregiver (2), which documents the level and type of supervision required for the person identified as the child's Father or second Caregiver. The Name of Parent / Caregiver (2) is pre-filled with the name of the person associated on the Parent Info tab on the child's Person Management record and identified as either Child's Father or Child's Guardian (2). The user is able to document the Minimum Level of Supervision Required with the drop-down field. The Frequency field is user entered and allows the user to document the frequency of the contact allowed. The Least Restrictive Location Permissible is also a drop-down field. The user is also able to document the agency or persons responsible to provide the supervision of the parent/caregiver's visit. If no one is documented as the Child's Father or the Child's Guardian (2) on the Parent Info tab of the child's Person Management page, then the Name will pre-fill to N/A and all fields will be disabled. Lastly, the user is able to document the agency or persons responsible to provide the supervision of the parent/caregiver's visit. If the Foster Home, Relative or Other is checked, the field next to the checkbox will be required and user entered.

Note: If Parent/Caregiver 2 is not involved, check the Parent/Caregiver Not Involved checkbox.

8. The second tab of the Family Interaction Plan page is the Description tab. Each description field is user entered and required, except for the comments field. Enter data in each of the required fields.

Family Interaction Plan - Internet Explorer

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Plan Information

Case Name: Allen, Sarah (9220000)   Child Name: Allen, Clara (9224739)
☐ Completed

Effective Date: 00/00/0000   Status: Pending

Basic	Description

Rationale for Level of Supervision and Location:

Describe each parent's / caregiver's diminished protective capacities that impact child safety warranting supervised family interactions.

Plan to Transition Family Interaction:

Describe what needs to happen in order to transition the family interaction plan. If supervised, describe what is needed to control impending danger threats in order to transition to unsupervised family interaction. If unsupervised, at what points will family interaction increase in frequency and duration. Be specific.

Description of Parental / Caregiver Responsibilities:

Include each parent's / caregiver's responsibilities to: arrange / confirm interactions with the agency worker, plan and prepare activities for the family interaction and assist their child with the transition at the conclusion of the family interaction.

Description of Agency Responsibilities:

Include how agency will assure that family interactions will occur on a regular basis.

Transportation:

Document how any necessary transportation will take place and who is responsible for the transportation.

Description of Sibling Interaction Plan:

When siblings are not seeing each other as part of the family interaction plan, a sibling interaction plan is necessary. Describe how, when and at what frequency sibling interactions will occur.

Comments:

Options: [▼] Go   Save   Close

9. Once complete, click back on the Basic tab. The Family Interaction Plan template can be selected from the Options drop-down and opened by clicking Go.

10. The Family Interaction Plan must be completed and sent for approval in order to change from a Pending plan to an Ongoing plan. The Completed checkbox must be selected and is located at the top right of the page. The approval can be accessed through the Options drop-down.

11. Once a plan is finally approved, the document will become frozen and the status will be updated to Ongoing. A new plan can be created, and the Ongoing plan will become Historical. When the plan is no longer needed, the plan can be Terminated. This is done by accessing the Ongoing plan and selecting the Terminate option from the Options drop-down.

12. This will bring you to the Terminate Plan page. Select an appropriate termination reason on this page and send for approval through the options drop-down. The termination must be finally approved before the plan will become Terminated.

13. The Family Interaction Plans can be viewed and accessed via the outliner for the case. Click View case information, Planning, and the appropriate hyperlink to open the plan.