



Casework Activity: Caregiver Support and Placement Stabilization Efforts

New July 12, 2010

Purpose

To ensure effective, collaborative and efficient caregiver support and placement stabilization efforts between Ongoing Case Management, and Foster Care and Adoption (FCA) program staff that will reduce the risk of placement disruption.

Procedure

Starting July 12, 2010, the *Foster Family Support Plan* created and saved in eWiSACWIS, will be used on an “as needed” basis as determined by the foster family’s assigned Foster Care and Adoption program (FCA) staff. It is intended for foster families that need a higher level of assistance with improving a particular skill set, or, who are struggling with meeting the needs of a child who has specific behavioral health challenges.

The following procedure will apply to **all** children entering out-of-home care and foster parents/caregivers.

Completing the Caregiver Child Placement Plan

1. **Creation of Child Placement Plan:** This plan is created at a meeting scheduled, facilitated, and documented by the FCA staff within *five business days* of a child’s case transferring to Ongoing Case Management or a child’s change of placement. Participation of the child’s assigned OCM, foster care specialist, and foster parent are required.

Documentation: Copies of the *Caregiver Child Placement Plan*, signed by the foster parent, Ongoing Case Manager, and FCA staff are given to the foster parent, and placed in the paper case file/child folder and in the foster parent’s file held by the licensing agency. Completion of the form is documented in the FCA and OCMs’ respective case note for the home visit.

2. **Periodic review of plans:** The Caregiver Child Placement Plans of every child placed in the foster home will be reviewed simultaneously on a 120-day schedule, or on a more frequent case specific schedule, as deemed necessary. Each plan will be updated as necessary, by the FCA staff. The assigned OCM of every child placed in the home, as well as the FCA staff and foster parent are required to participate in the interest of clear communication and coordination of responsibilities.

Documentation: Copies of the *Caregiver Child Placement Plan*, signed by the foster parent, Ongoing Case Manager, and FCA staff are given to the foster parent, and placed in the paper case file/child folder and in the foster parent’s file held by the licensing agency. Completion of the form is documented in the FCA and OCMs’ respective case note for the home visit.