

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 1551.2 DEVELOPING THE PLAN	
	Policy Directive: 21-47	Approved: 
	Effective Date: September 2021	Implements Policy: 1551 Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines how to collaboratively develop prevention plans or case plans.

Procedure
The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The CPSW/JPPD discusses each section of the plan with the Family and Permanency Team to identify what should be included, and documents the information identified/decided upon in the family’s plan.
 - A. Discussions can be informal parts of regular interactions with the family leading up to the formalized plan development.
 - B. A family ecomap or a genogram is a tool that may be utilized when discussing strengths and resources with the family.

- II. Objectives and supporting services for the family should be considered based on the following factors:
 - A. What the child/family’s specific needs are and if they would be best met through a service intervention;
 1. Consider the financial, educational, social, and emotional resources and connections of the family; and
 - B. Whether services/programs currently available are appropriate for the specific need. Consider:
 1. Whether community agencies are appropriate, such as developmental services or parent education classes;
 2. The focus of the specific service is the most appropriate to meet the identified need (e.g. child health support aides primarily build and enhance parenting skills);
 3. Whether one provider or a combination of services will best meet the child/family’s needs; and

4. Availability of a certified provider.
- III. After reaching consensus with the family on the plan, the CPSW/JPPPO:
- A. Requests the family's signature(s) on the plan;
 1. If a family member refuses to sign, this is recorded in the plan; and
 - B. Provides copies of the plan (in whole or in part) to:
 1. Each parent/guardian;
 2. The child (as age and developmentally appropriate); and
 3. Any team member responsible for implementing a part of the plan (such as foster parents or residential care providers). In this instance, they will receive an excerpt with their specific part.
- IV. The CPS or JJS Supervisor:
- A. Reviews the plan; and
 - B. Approves or disapproves the plan.
- V. In court-involved CPS cases, the plan will be shared with the appropriate Circuit Court no later than 5 business days before the next hearing including:
- A. Upon completion before a dispositional hearing;
 - B. When any updates to the plan have been made; and
 - C. When the case is in the post-permanency stage.

Applicable Forms	
Form	Title
1549	Prevention Plan – Maintaining Home and Community Living
1549Y	Prevention Plan for Young Adults Aftercare
1550	Case Plan-Placement
1550Y	Case Plan-Placement (Young Adult version)

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date

