



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1551.3 APPLYING THE PLAN IN PRACTICE

Policy Directive: **21-47**

Approved:

Effective Date: **September 2021**

Implements Policy: **1551**

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This SOP outlines how to use prevention plans or case plans as a case management tool.

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/JPPPO in conjunction with service providers or other natural supports will:
 - A. Monitor the progress by utilizing recognized tools to complete ongoing assessment of the child/family's strengths, needs, and risk factors;
 - B. Document progress, and discussions with the family regarding progress, towards objectives and plan goals; and
 - C. Continually review the plan with the family for appropriateness, and revise or modify as necessary.
 1. Progress towards all objectives are discussed with the family during visits or court hearings, if applicable.
 2. If it is determined that an objective or service being provided is not meeting the family's needs, the CPSW/JPPPO and the child(ren), family, and provider should review the plan and consider other alternatives.
- II. When reviewing plan progress or achievement, the CPSW/JPPPO discusses barriers which may be impacting the family's ability to achieve goals or objectives.
- III. If the family is unable to maintain their child's safety, or they are not progressing toward their goals, the CPSW/JPPPO should re-assess goals in conjunction with the family strengths, capabilities, and resources. This may include:
 - A. Re-evaluating assessments of the child/family; and
 - B. Considering alternative opportunities to engage the family or colleagues such as:
 1. Meeting with the family and having a Supervisor present;

2. A Multi-Disciplinary Team Meeting;
3. A Court Hearing;
4. A Solution Based Family Meeting;
5. A Permanency Planning Team Meeting; or
6. A Permanency Round Table Meeting.

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									
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Document Change Log			
PD	Modification Made	Approved	Date