

Ohio SACWIS Project

Use Case CM05 Maintain Case Plan (CAPMIS)(UC96) Version 2.1

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Prepared for:



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1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the case plan and Amended Case Plan.

The worker completes a Case Plan on those cases that have a Family Assessment completed prior to a case plan being generated, within the exception of Family in Need of Services type, Deserted Child.

The worker will then complete the Family Decision Making Model, Part II (A) Case Plan. The completed Part II (A) of the Case Plan records identifying information about the family and clients that will be receiving services; the strengths, non-risk contributors and needs or risk contributors the Family Assessment has identified; the Expected Changes/Services for each concern identified; the names of the family members and agency workers involved in the creation of the Case Plan, their signatures and whether or not they agreed with and participated in the Case Planning process. The worker and family complete the Family Decision Making Model, Part II (B) Case Plan if any of the children listed in Part (A) are in the agency's custody. The completed Part II (B) of the Case Plan documents Identifying Information on the child(ren); the circumstances regarding the removal of the child from their home; the Visitation/Placement information for each child; the Appropriateness of Placement for each child; the Exceptions to Filing a Motion for Permanent Custody per child; and the Efforts for Permanency for each child.

An Amended Case Plan is completed when there is an existing case plan on an open case. The agency is providing services to the family/child and there has been a change in the services, placement or visitation or the case is to be closed or another significant change has occurred that requires an amendment to the Case Plan. Every case plan after the original case plan is an amended case plan (within the current episode).

1.1 Terminology Key

Type and Status Terminology:

Case Plan Types

The Type of Case Plan is:

- ? Original & version #
- ? Amended & version #
- ? Proposed

1. Original (example Case Plan #1) (Supervisory Approval Process)

1a. Second Original Case Plan (example Case Plan #1a., 1b., 1c.) (Supervisory Approval Process)

- ? Some judges order PCSA's to develop multiple case plans for one family. Rule: There must be a court order placed in the file in order to have more than one original case plan.

2. Amended Case Plan (example Amended Case Plan #1.0, 1.1, 1.2) (Supervisory Approval Process)

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3. Proposed Case Plan – Post supervisory approval and presented to court for approval – can not be edited or deleted. E.g. this is when the court needs an alternative case plan for a child.

(Only when file for termination for parental rights (TPR) and PPLA) (Supervisory Approval Process)

3a. If Accepted by Court, become Amended Case Plan and plan that the family will follow. (Proposed Accepted = Amended).

- ? PPLA could be just the child or could involve the family.
- ? If permanent custody it will only be the child.

3b. If Denied by Court – System needs to keep a trail of this but does not become an amended case plan - becomes a rejected case plan)

4. Case Closure and Reopening of Case = Original Case Plan #2

Note: Review how does Participant Signature Process affect this.

Case Plan Status

Work In Progress Case Plan (incomplete case plan): Court Involved and Voluntary: Prior to Supervisory Signature and Approval, the worker may edit and delete case plan. (Status is generated by the System)

- ? Original or Amended or Proposed
- ? Not Approved
- ? Work in Progress

Not Approved Case Plan by Supervisor: The Worker routes case plan to the supervisor for approval. The type changes to (Original Case Plan or Amended Case Plan/Work in Progress) If the supervisor does not approve the case plan, the status remains as 'Work In Progress', the type of case plan (Original Case Plan or Amended Case Plan or Proposed/Not Approved/Work in Progress) is routed back to the worker, the worker can edit it and resends it back to the supervisor after edits are made.

- ? Original or Amended or Proposed
- ? Not Approved
- ? Work in Progress

Approved Case Plan by Supervisor: Supervisor Signature (Voluntary and Court Involved) The Supervisor approves Case Plan. The supervisory approval date is equal to the Completion Date. No edits allowed after supervisory approval. The Status changes to:

- ? Original or Amended or Proposed
- ? Approved

Supervisor Edits: The supervisor is able to edit the case plan prior to approval by the supervisor Case Plan or Amended Case Plan/Proposed. Once the edits are made, the supervisor approves, the status changes to:

- ? Original or Amended or Proposed
- ? Approved

Court Status

File Stamp Date: Timeliness (monitoring), date filed with the Court. The Case Plan Type would be Original or Amended or Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Accepted'. The overall type and status would be: Approved, Original/Amended/Proposed, File Stamp Date.

- ? Original or Amended or Proposed
- ? Approved
- ? File Stamp Date

Declined by the Court = Court dismisses Case Plan

- ? Proposed Accepted Y/N
- ? Proposed Declined Y/N



The Case Plan Type would be Original/Amended/Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Declined'. The overall type and status would be:

- ? Original or Amended or Proposed
- ? Approved
- ? Declined

Journalized: Once the Court approves the Case Plan, the case plan is implemented with the family. The case plan becomes the case plan of record and the worker must complete an amended case plan to reflect the changes to the case plan. The Case Plan Type would be Original or Amended or Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Accepted'. The overall type and status would be:

- ? Original or Amended or Proposed
- ? Approved
- ? Journalized

2 Characteristic Information

| Name | Details of Characteristic |
|----------------------------|---|
| Level |  Business – Case Management |
| Scope |  - Primary Task |
| Actor(s) | Worker, Supervisor |
| Supporting Actor(s) | |
| Stakeholders and Interests | <ul style="list-style-type: none"> ? Child(ren) ? Family members: Parent/guardian/custodian ? Guardian ad litem ? Court appointed special advocate ? Child's substitute care giver ? Kin/relative who is providing care for the child ? Pre-adoptive parent ? Attorney ? Court ? OWF Caseworkers ? Tribal - Extended family (ICWA) ? Probation officers ? Service Providers ? Private Agencies (PCPAs) ? PCSA's ? ODJFS ? State ICPC worker |
| Pre-conditions | Original Case Plan: The case is open. Amended Case Plan: A change has occurred to the original case plan that has been completed and locked and the current case episode is still open. |
| Post-conditions | Case Plan: The worker will be able to generate a JFS 01444 1. The case plan remains locked upon appropriate determination. 2. Court Involved (whichever occurs first) ? Court file stamp date ? Date of parent signature 3. Voluntary ? Date of Parental Signature ? Date of Refusal ? Date Indicated Unavailable ? Date Determined Whereabouts Unknown <u>Read:</u> A case plan has been created in the system. <u>Update:</u> The worker updates (modify) an 'In Progress' Case Plan. <u>Delete:</u> The worker is unable to delete a case plan. <u>Amended Case Plan:</u> The worker will be able to generate an Amended Case Plan (JFS1444) and Amended Case Plan Cover Sheet (JFS1445) |

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| Name | Details of Characteristic |
|--|--|
| <p>Trigger(s)</p> | <p><u>Court Involved – Agency Custody: Out of Home Placement JFS 01444, Case Plan Part II (A & B):</u></p> <p><u>Court Involved: (Non-Custody Protective Supervision) Part II (A) (All Legal Status Types)</u> Which Ever Occurs First:</p> <ul style="list-style-type: none"> ? PCSA files complaint: 30 days from Court Complaint filing date file stamp date ? 30 days from date agency receives custody ? 30 days from date placement of child (PCSA custody) ? Prior to adjudicatory hearing <p><u>Voluntary:</u> 30 days from report disposition date or 60 days from receipt of report</p> <p><u>Amended Case Plan</u> Changes to any of the following:</p> <ul style="list-style-type: none"> ? Legal Status Change ? Services ? Permanency goal ? Visitation Plan ? Placement ? Addition or Removal of Case Plan Participants ? Child attains age of 16 (if services have changed) ? Relevant environmental changes (in Rule 5101: 2-39-08.1) ? The SAR triggers a new Amended Case Plan (if you answer yes) ? Case Review <p>Case Closure (amended case plan cover sheet only)</p> |
| <p>RFP Requirements Addressed</p> | <p>82, 255, 256, 260, 264, 265, 266, 274, 274.1, 274.2, 274.3, 274.4, 274.5, 274.6, 275, 276, 277, 278, 279, 283, 284, 287, 288, 289, 290, 295, 297, 299, 300, 301, 302, 310, 313, 314, 315, 316, 317, 325, 327, 328, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 366, RFP367, 368, 376.3, 376.5, 376.6, 723.9</p> <p>Eight (8) New Requirements</p> <p>ASFA/AFCARS - 214, 274.6, 379, 395.1, 723.1, 363, 723.9</p> |

Figure 1 – Characteristic Information

3 Basic Flow

The caseworker, through their comprehensive information gathering and interaction with the family completes the Case Plan. The family assessment process and documentation provide the foundation for the case plan. Case planning addresses the causal or contributing factors that have led to the abuse and/or neglect or dependency of the child or risk thereof.

The purpose of the case plan is to change those conditions creating or sustaining threats of harm to the child and to strengthen the protective capacities of the family. Family concerns requiring services to ensure child safety, to build protective capacities and to increase family functioning must be addressed. Case plans should also work to reduce the likelihood of maltreatment and enhance child and family functioning. Case plans should also identify family strengths which will be utilized to assist families in addressing needs with the family system. Strengths can help counterbalance the effects of the concerns and can provide a stronger foundation for the family system.

The PCSA shall work with the family to develop and complete a case plan when agency services are provided to the child in his or her own home or in a substitute care setting

3.1 Usage Examples and Narratives

Scenario 1: Create Case Plan: Court Involved – Agency Custody: Out of Home Placement (JFS 01444, Case Plan Part II (A & B))

Example The agency has determined a family case is open; the agency is providing services to the family and child. The child is in agency custody.

Comment: BA, please write out the word "Example"

3.2 Main Success Scenarios

Scenario 1: Create a Case Plan: Court Involved – Agency Custody: Out of Home Placement (JFS 01444, Case Plan Part II (A & B))

1. The worker accesses their workload which displays case assignments. Find a Workload (UC)
2. The worker selects the case.
3. The worker accesses the Case Plan page of the system.
4. The system generates a dialog box reminding the worker to complete a family assessment if one has not been completed in the current episode.
5. The worker asks the system to create an original case plan.
6. The system generates the Case Plan Type. (Original) (MSS)
7. The system generates the appropriate Case Plan status. (Work In Progress) (MSS)
8. The system populates the case plan with identifying information and assigns a unique case plan identification number. (MSS)
9. The worker accesses the Child Specific Identifying Information component of the Case Plan.

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10. The system populates child specific identifying information (demographic) that has previously been recorded in the system. Maintain Person Profile (UC) (MSS)
11. The system populates Child Specific Court Legal Status/Disposition or Legal Agreement (voluntary) information per child. CM01 Track Court Events (UC125) (MSS)
12. The system populates Agency Specific Court Legal Status/Disposition or Legal Agreement (voluntary) information per child. CM01 Track Court Events (UC125) (MSS)
13. The system populates the child's current type of placement. (where the child is physically located). CM09 Record Placement Information (UC304) (MSS)
14. The worker records the permanency goal(s) for the child(ren). (MSS) Case Plan: Strengths and Concerns (Section 1)
15. The worker accesses the Strengths and Concerns component of the Case Plan (Section 1 Strengths and Concerns).
16. The system displays for worker selection (via dialog box), both Strengths and Concerns (Risk Contributors and Non-Risk Contributors for the child/family/adult ratings (which is the RC's (risk contributors) and NRC's (non-risk contributors) from Section 4 Category 1-4 from the most recent approved Family Assessment. (Populating Part II Case Plan A Section 1, A & B) (RC and NRC text box) (MSS)
17. The worker selects one or more assessment elements via dialog box.
18. The system will populates the worker selections from Step 16 into the appropriate Strengths and Concerns section of the case plan.
19. The worker edits the selections in the Strengths and Concerns section. Case Plan: Expected Changes/Services (Section 2A)
20. The worker accesses the Expected Changes/Services component of the Case Plan.
21. For each concern identified the system automatically populates the List of Family Assessment Concern(s) (Case Plan Section 1B) into "What is the Concern" (Case Plan Section 2A) of the Expected Changes/Services area. For each concern identified in Case Plan Section 1B, all 5 questions in Case Plan Section 2A shall be addressed. (MSS)
22. The worker records information concerning "What behavior will change this concern to reduce risk and address safety issues of the child(ren)?" (MSS)
23. The system displays case plan participants via a dialog box.
24. The worker selects the activity participant(s) from the case plan participants list.
25. The worker accesses the Services page of the system.
26. The worker selects which 'Planned' service is linked to a concern. CM10 Record Case Services (UC303)
27. The system populates the selected 'Planned' services into the Case Plan Section 2A. CM10 Record Case Services (UC303)
28. The worker records narrative information for each service selected. "What activities do the family members need to do to make this change? (attempt to utilize and build on family strengths when planning service provision?)" (Section 2A Item 2) (MSS)

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29. The worker records information concerning “How will the social worker and/or service team help the family make this change?” (MSS)
30. The worker records information concerning “How will the family’s progress be measured?” (MSS)
31. The worker records information concerning “When will the family’s progress be reviewed?” (MSS) Case Plan: Removal (Section B1)
32. The worker accesses the Removal page of the system.
33. The worker records removal information as appropriate via CM07 Record Removal Information(UC318) Case Plan: Visitation (Section B2)
34. The worker accesses the Visitation page of the system.
35. The worker records visitation information via CM45 Record Visitation Plan (UC345). Case Plan: Appropriateness of Placement (Section B3)
36. The worker accesses the Placement page of the system.
37. The worker records the placement information via CM09 Record Placement Information (UC304). Case Plan: Exceptions to Filing a Motion for Permanent Custody (Section B4)
38. The system populates the Exceptions to Filing a Motion for Permanent Custody which is edited by the worker. CM01 Track Court Events (UC125) (MSS)
39. The worker records the details regarding the compelling reasons if selected. (textbox)
40. The worker records details for the reasons that parental rights shall not be pursued (agency providing services). Case Plan: Documentation of Efforts for Permanency (Section B5)
41. The worker documents efforts for permanency including steps taken to find a permanent placement for the child.
42. The system auto fills child-specific recruitment activities and outcomes via CM20 Track Adoption Process (UC274)
43. The worker completes the case plan by recording date of case plan completion, which is equal to the date of worker/agency representative signature.
44. The worker asks system to save the Case Plan information.
45. The system validates case plan details via a checklist. (MSS)
46. The worker initiates Route and Apply Approvals (UC256)
47. The system “Locks” and displays the locked status for the Case Plan Form JFS 01444.
48. The system populates case plan completion and date information into casework activity log. CM30 Record Casework Activity Log (UC91)

Scenario 2: Read(view) Case Plan

1. The worker accesses the Case via Find a Workload (UC).
2. The worker accesses the Case Plan page.
3. The system displays the Case Plan.

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4. The worker views/reads case plan information.
5. The worker exits Case Plan page.

Scenario 3: Update (Modify) a ‘Work In Progress’ Case Plan

1. The worker accesses the Case via Find a Workload (UC).
2. The worker accesses the Case Plan page.
3. The worker records new information in the case plan.
4. The worker saves the information.

Scenario 3a.: Delete a ‘Work In Progress’ Case Plan (prior to supervisory approval)

- a. The worker accesses the Case via Find a Workload (UC).
- b. The worker accesses the Case Plan page.
- c. The worker selects the ‘Work in Progress’ case plan he/she wishes to delete.
- d. The worker deletes the Work in Progress’ case plan

Scenario 4: Delete a Proposed Case Plan (after supervisory approval)

1. The worker accesses the Case via Find a Workload (UC).
2. The worker accesses the Case Plan page.
3. The worker selects the case plan he/she wishes to delete.
4. The delete button is disabled and the worker is unable to delete the case plan.

4 Alternate Flows

Alternate Flow for Scenario 1

Family Assessment Not Completed Prior to Case Plan (exceptions to no Family Assessment being required: deserted baby and permanent surrender).

- 4a.1. The system generates a dialog box reminding the worker to complete a family assessment if one has not been completed in the current episode.*
- 4a.2. The system does not allow the worker to access the Case Plan page.*
- 4a.3. The worker completes the Family Assessment.*
- 4a.4. The worker returns to the Case Plan Page.*
- 4a.5. The worker completes the Case Plan.*
- 4a.6. Return to MSS 1 Step 1.*

5a. Create Case Plan: Court Involved – No Custody and Voluntary JFS 01444, Case Plan Part II (A).

Example: Court has ordered protective supervision to PCSA. The agency has determined a case is open; the agency is providing services to the family and child. The court has ordered protective supervision.

Example: A worker has been assigned a case, the child remains in the home but needs services. The worker records a case plan for the child and family.

- 5a1. The worker completes Case Plan Part II (A.)*
- 5a2. The worker records case plan participant signature CM Record Participant Signature (UC)*

5b. Proposed Case Plan

Example: Agency files for Permanent Custody to begin adoption process for a Child.

Auto fills from Pre-Adoptive Case Plan to include: Check use case for list.

Sharon: Adoption generate a list what should come from Pre-Adoptive Case Plan.

5c. Create an Amended Case Plan Cover Sheet (JFS Form 01445) and Amended Case Plan (JFS Form 01444) – Non-Emergency

- 5c1. The system generates a tickler notifying the worker that there has been a change and an Amended Case Plan is due.*
- 5c2. The worker accesses the Case Plan page of the system. (every case plan after the Original case plan within current episode is an amended case plan.)*

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5c3. The system generates a case plan with unique case plan amendment number pre-populated with existing case plan information and maintains previous case plans.

5c4. The worker modifies the amended case plan as needed. CM05 Maintain Case Plan (UC96)

5c5. The worker records the reason for the change, what is the change, and is this an emergency via the Amended Case Plan Cover Sheet (JFS Form 01445). Documenting the reason why, indicating the reason why.

5c6. The system generates a question. Is this an emergency amendment? (Emergency Case Plan Amendment)

5c7. The worker asks system to save the Amended Case Plan.

The system confirms that the information has been saved and initiates Route and Apply Approvals (UC256)

5c8. The system generates a dialog box that asks 'Do you want to do a reunification assessment?'

5c9. The worker asks the system to generate the Amended Case Plan form JFS01444 and JFS01445 Amended Case Plan Cover Sheet to view or print including the disclaimer. View or Print a whatever (UC236)

6a. Second Original Case Plan (example Case Plan #1a., 1b., 1c.)

Example. A judge orders the PCSA's to develop multiple case plans for one family.

Rule: There must be a court order placed in the file in order to have more than one original case plan.

Comment: BA, please write the word "Example".

6a1. All the same MSS steps.

6a2. Dialog box is generated asking if you have a court order Y/N, narrative textbox and date.

8a. Insufficient Information to Complete Case Plan

8a1. The worker selects checkbox to document that sufficient information was not available to complete the case plan as applicable. (MSS)

8a2. The worker records the narrative information regarding the lack of information if applicable.

5 Important and/or Required Fields

| MSS or AF Step | Fields |
|--|--|
| <p>MSS 1 Step 6</p> <p>Case Plan A – Identifying Information</p> | <p><u>Type and Status Terminology:</u></p> <p>Case Plan Types</p> <p>The Type of Case Plan is:</p> <ul style="list-style-type: none"> ○ 1. Original & version # ○ 2. Amended & version # ○ 3. Proposed <p>1. Original (example Case Plan #1) (Supervisory Approval Process)</p> <p>1a. Second Original Case Plan (example Case Plan #1a., 1b., 1c.) (Supervisory Approval Process)</p> <ul style="list-style-type: none"> ✍ Some judges order PCSA's to develop multiple case plans for one family. Rule: There must be a court order placed in the file in order to have more than one original case plan. <p>2. Amended Case Plan (example Amended Case Plan #1.0, 1.1, 1.2) (Supervisory Approval Process)</p> <p>3. Proposed Case Plan – Post supervisory approval and presented to court for approval – can not be edited or deleted. E.g. this is when the court needs an alternative case plan for a child.</p> <p>(Only when file for termination for parental rights (TPR) and PPLA) (Supervisory Approval Process)</p> <ul style="list-style-type: none"> ○ if Accepted by Court, become Amended Case Plan and plan that the family will follow. (Proposed Accepted = Amended). <ul style="list-style-type: none"> ○ PPLA could be just the child or could involve the family. ○ If permanent custody it will only be the child. ○ if Denied by Court – System needs to keep a trail of this but does not become an amended case plan - becomes a rejected case plan) <p>Case Closure and Reopening of Case = Original Case Plan #2</p> <p>Note: How does Participant Signature Process affect this???</p> |
| <p>MSS 1 Step 7</p> | <p><u>Case Plan Status</u></p> <p>Work In Progress Case Plan (incomplete case plan): <u>Court Involved and Voluntary</u>: Prior to Supervisory Signature and</p> |

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| MSS or AF Step | Fields |
|----------------|---|
| | <p>Approval, the worker may edit and delete case plan. (Status is generated by the System)</p> <ul style="list-style-type: none"> ✍ Original or Amended or Proposed ✍ Not Approved ✍ Work in Progress <p>Not Approved Case Plan by Supervisor: The Worker routes case plan to the supervisor for approval. The type changes to (Original Case Plan or Amended Case Plan/Work in Progress) If the supervisor does not approve the case plan, the status remains as 'Work In Progress', the type of case plan (Original Case Plan or Amended Case Plan or Proposed/Not Approved/Work in Progress) is routed back to the worker, the worker can edit it and resends it back to the supervisor after edits are made.</p> <ul style="list-style-type: none"> ✍ Original or Amended or Proposed ✍ Not Approved ✍ Work in Progress <p>Approved Case Plan by Supervisor: Supervisor Signature (Voluntary and Court Involved) The Supervisor approves Case Plan. The supervisory approval date is equal to the Completion Date. No edits allowed after supervisory approval. The Status changes to:</p> <ul style="list-style-type: none"> ✍ Original or Amended or Proposed ✍ Approved <p>Supervisor Edits: The supervisor is able to edit the case plan prior to approval by the supervisor(Case Plan or Amended Case Plan/Proposed. Once the edits are made and the supervisor approves, the status changes to:</p> <ul style="list-style-type: none"> ✍ Original or Amended or Proposed ✍ Approved <p><u>Court Status</u></p> <p>File Stamp Date: Timeliness (monitoring), date filed with the Court. The Case Plan Type would be Original or Amended or Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Accepted'. The overall type and status would be: Approved, Original/Amended/Proposed, File Stamp Date.</p> <ul style="list-style-type: none"> ✍ Original or Amended or Proposed ✍ Approved ✍ File Stamp Date |

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| MSS or AF Step | Fields |
|--|---|
| | <p>Declined by the Court = Court dismisses Case Plan</p> <ul style="list-style-type: none"> ☒ Proposed Accepted Y/N ☒ Proposed Declined Y/N <p>The Case Plan Type would be Original/Amended/Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Declined'. The overall type and status would be:</p> <ul style="list-style-type: none"> ☒ Original or Amended or Proposed ☒ Approved ☒ Declined <p>Journalized: Once the Court approves the Case Plan, the case plan is implemented with the family. The case plan becomes the case plan of record and the worker must complete an amended case plan to reflect the changes to the case plan. The Case Plan Type would be Original or Amended or Proposed and Approved (by supervisor for Case Plan system approval process) The Court Status is 'Accepted'. The overall type and status would be:</p> <ul style="list-style-type: none"> ☒ Original or Amended or Proposed ☒ Approved ☒ Journalized |
| <p>MSS 1 Step 8</p> <p>Case Plan A –</p> <p>Child Specific Identifying Information</p> | <ol style="list-style-type: none"> 1. Child(ren) names, DOB, Age (system pull this information from Family Assessment or Report if no Family Assessment exists)- with ability to edit 2. Type of Placement 3. ICWA Flag identifying child as native American heritage) including information on Tribe 4. Court ID – Magistrate/Judge by child 5. Names of Parents/Guardians/Custodians/GAL's/ Tribal Community and others for each child 6. Relationship and Roles from Family Assessments or report if no Family Assessment exists 7. Ability to add/remove individuals 8. Court ID# 9. Date Plan Signed 10. Medicaid Eligible – Yes/No 11. Medicaid Number |
| <p>MSS 1 Step 11</p> <p>Case Plan A – child Specific Identifying Information</p> <p>Child's Current Legal Status and Legal Agreement</p> <p><i>From Use Case CM01 Track Court Events (UC125)</i></p> | <p><u>Child Legal Status/Disposition</u></p> <p>Needs to be broken into subcategories in court and reflected in this pick list. See revised version after Track Court Events JAD</p> <ul style="list-style-type: none"> ? Temporary Commitment (to Agency) (1 year) (<i>also known as TC or TCC</i>) ? 1st Extension Temporary Commitment (to Agency) (6 months) ? 2nd Extension Temporary Commitment (to Agency) (6 months) ? Emergency Custody to Relative ? Emergency Custody to Relative with Protective |

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| MSS or AF Step | Fields |
|----------------|--|
| | <ul style="list-style-type: none"> Supervision ? Emergency Custody to Non-Relative ? Emergency Custody to Non-Relative with Protective Supervision ? Emergency Custody to Non-Custodial Parent ? Court Ordered Protective Supervision (2 years) –(Also known as PSUP or COPS) – ? Temporary Custody to Relative ? Temporary Custody to Relative with Protective Supervision (1 year) ? Temporary Custody to Non-Relative ? Temporary Custody to Non Relative with Protective Supervision (1 year) ? Temporary Custody to Non-Custodial Parent ? Planned Permanent Living Arrangements – (Also known as PPLA -previously known as LTFC)(See special requirement 5 as it relates to the case plan) ? Permanent Commitment (Also known as Permanent Custody or PCC)(see special requirement 4 & 5 as it relates to sealing and case plan) ? Legal Custody to Relative ? Legal Custody to Relative with Protective Supervision (6 months) ? Legal Custody to Non-Relative ? Legal Custody to Non Relative with Protective Supervision (6 months) ? Legal Custody to Non-Custodial Parent ? Custody to Another Agency ? ODYS – Delinquency Commitment ? Custody to Removal Parent, Guardian, Custodian/Agency Protective Supervision ? Custody to Removal Parent, Guardian, Custodian/No Agency Protective Supervision ? Permanent Surrender (Review Hearing every 6 months until adopted) ? Custody Objections/Appeal Sustained (Up-held) ? Custody Objections Appeal Overruled (Overturned) ? Court Custody ? Withdrawn ? Transfer Jurisdiction <ul style="list-style-type: none"> o Address of court o Contact of person in new court o Reason for Transfer ? Relinquish Jurisdiction/Transfer to Tribal Council (ICWA) <ul style="list-style-type: none"> o Tribe Name, Contact Person, Address, Phone ? Agency Custody Terminated <ul style="list-style-type: none"> o Return to Parent/Guardian/Custodian o Court Termination o Custody to Other Relative o Voluntary Agreement Expired o Adoption Finalized |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|---|--|
| | <ul style="list-style-type: none"> ☒ Denied ☒ Upheld ○ Appeal Disposition ○ Age of Majority ○ Death ○ Guardianship/Custody of 3rd Party ○ Committed to DYS ? Detention Placement Ordered ? Emancipation of Support Enforcement Order ? Emancipation of Custody ? Extension of Protective Supervision ? Vacate ? Dismissal ? Cancellation ? Other: Textbox <p><u>Legal Agreement</u></p> <ul style="list-style-type: none"> ? Voluntary Care (<i>Initial- 30 days</i>) (<i>also known as ATC – Agreement for Temporary Care or Agreement for Temporary Custody</i>) <p><i>Design: Check Box and Date</i></p> <ul style="list-style-type: none"> ? Original Extension Voluntary Care (30 days – Court Order) ? 1st Extension Voluntary Care (30 days – Court Order) ? Permanent Surrender |
| <p>MSS 1 Step 12</p> <p>Case Plan A –Child Specific Identifying Information</p> <p>Agency Current Legal Status and Legal Agreement</p> | <p><u>Agency Legal Status/Disposition</u></p> <p><i>Same list as Step 11 taken from Use Case CM01 Track Court Events (UC125)</i></p> |
| <p>MSS 1 Step 13</p> <p>Case Plan A –Child Specific Identifying Information</p> <p>Type of Placement (form name)</p> <p>Child’s Physical Location</p> | <p><u>Type of Placement</u></p> <p><i>This list needs to updated when Resource and Fiscal have final Placement list.</i></p> <ol style="list-style-type: none"> 1. Own Home –OH 2. Certified/Approved Relative –CAR 3. Certified Foster Home – FH 4. Independent Living – IL 5. Agency Approved Adoptive Home -AH 6. Certified Group Home-GH 7. Licensed Maternity Home-MH 8. Certified Emergency Shelter Care Facility-ESC |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|---|---|
| | 9. Certified Children’s Residential Center-CRC 10. Licensed Medical/Educational Facility - MEF 11. Detention Facility - DET 12. Absent Without Leave – AWOL 13. Certified/Approved Non-Relative 14. Other: Specify with a text box |
| MSS 1 Step 16 Case Plan A –Child Specific Identifying Information Permanency Goal | <u>Child’s Permanency Goal(s)</u> ? Goal: Maintain Child (ren) in his/her own home; prevent removal. ? Goal: Return the child(ren) to his/her parent/guardian or custodian. ? Goal: Placement of child(ren) is a planned permanent living arrangement, excluding adoption. (Note: if this goal is chosen, complete Part B, Section 5- Documentation of Efforts for Permanency ? Goal: Independent Living ? Goal: Adoption Note: If this goal is chosen, Complete Part B, Section 5 Documentation of Efforts for Permanency ? <u>Secondary Goal: Concurrent/Supplemental (pending outcome of decision of the method of handling concurrent/supplemental goals)</u> ? Other w/ a text box (concurrent supplemental text) |
| MSS 1 Step 16 Section 1. Strengths/Concerns | <u>Section 1. Risk Contributors and Non-Risk Contributors 10/26/04:</u> <i>Note change out wording: Strengths= Risk Contributors /Concerns= Non-Risk Contributors: Final decision to change wording in Case Plan is pending.</i> ? Display Child/Family/Adults ratings from Sec 4 of the Family Assessment. ? Display Protective Capacities from Sec 8.A.1. from Family Assessment ? These displays will be for viewing & editing capabilities for identification of strengths and concerns. |
| MSS 1 Step 21 Section 2A Expected Changes/Services | <u>What are the Concerns?</u> ? System pre-fills concerns identified in Section 1.B of the Case Plan (not editable since it is being pulled from a previous section) ? 1,2,3,4 – Text box unlimited ? Pick List of standard language for “when” with ability for free form text. ? For each family member identified, the worker addresses what is the concern. (all questions are answered for each family member) |
| MSS 1 Step 22 Section 2A | 1. What behavior will change this concern to reduce risk and address safety issues of the child (ren)? |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|--|--|
| Expected Changes/Services | |
| MSS 1 Step 28 Section 2A Expected Changes/Services | <ol style="list-style-type: none"> 1. What activities do the family members need to do to make this change? 2. Pick list and text box by service. 3. Ability to pick more than one service. <p><u>SERVICES</u> – Services can be documented by individual, family or caregiver including frequency and duration</p> <p><u>Adoption Services</u></p> <ul style="list-style-type: none"> ? Home study approval ? Post finalized Adoption Services ? Prefinalized Adoption Services ? Training Recruitment <p><u>Case Management Services</u></p> <ul style="list-style-type: none"> ? Arranging for Services ? Case Planning ? Casework Counseling ? Information and Referral ? Monitoring Services ? Monitoring Case Progress ? Assessment Tools ? Self-Sufficiency Contract Coordination ? Supervised Visitation ? Other <p><u>Child and Adolescent Activities</u></p> <ul style="list-style-type: none"> ? Mentoring ? After School Services ? Day Camp ? Recreational Services <p><u>Communication</u></p> <ul style="list-style-type: none"> ? Signing Services (need definition of signing) ? Translation Services (Interpreter) <p><u>Counseling/Therapy</u></p> <ul style="list-style-type: none"> ? Abuse Perpetrator ? Abuse Victim ? Alcohol Abuse Treatment-Inpatient ? Alcohol Abuse Treatment – Outpatient ? Alcohol Prevention Services ? Alcohol Support Services ? Drug Abuse Treatment – Inpatient ? Drug Abuse Treatment – Outpatient ? Drug Prevention Services ? Drug Support Services ? Smoking Avoidance Services |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|----------------|---|
| | <ul style="list-style-type: none"> ? Anger Management ? Child Development ? Marital ? Occupational ? Therapeutic ? MST – Multi-Systemic Therapy Services ? Parenting ? Physical Therapy ? Play ? Self Esteem/Confidence Development Services ? Self Help/Support Group Services ? Speech ? Stress Management ? Other <u>Day Care</u> ? Day Treatment Services ? Employment/Training Related ? Protective Day Care ? Employment Related ? Other <u>Diagnostic/Evaluation/Assessment Services</u> ? Batterer Assessment ? Alcohol Abuse ? Child Development ? Dental ? Drug Abuse ? Educational ? Hearing ? Medical ? Psychiatric/Psychological ? Sexual Assault ? Vision ? MRDD and MRDD Services ? Other <u>Domestic Violence Assistance</u> ? Domestic Violence Counseling ? Domestic Violence Shelter ? Healthy Homes <u>Educational Services</u> ? Community College ? Community Education Services/Outreach ? Educational Advocacy ? GED Classes ? Head Start ? Parenting Education Services ? Pregnancy Classes ? Special Education ? Pregnancy Prevention |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|----------------|---|
| | <ul style="list-style-type: none"> ? Alternative School ? Budgeting Training ? IEP ? IDP ? Nutritional Education ? GRADS Program ? Tutoring ? Other <u>Emergency Services</u> ? Child Shelter ? Crisis Services ? Crisis Nursery Services ? Domestic Violence Shelter ? Emergency Caretaker Services ? Emergency Food and Clothing ? Emergency Medical Care ? Emergency Placement ? Family ? Other <u>Family Preservation Services</u> ? Intensive Home Based Services ? Parent Aide Services ? Unmarried Parent Services ? Kinship Care Family Preservation Services ? Family and Children First ? Cluster ? Other <u>Financial Support</u> ? Clothing (non-emergency) ? Food Stamps ? Medicaid Card ? TANF/OWF ? Utilities ? Budgeting ? IV-E Adoption Assistance ? Financial Management ? OWF Extension ? Financial Assistance ? Non-Recurring ? Adoption Assistance ? SAMS ? PASSS ? PRC ? Other <u>Home Management Services</u> ? Environmental Management ? Homemaker Services ? Housing Services |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|----------------|--|
| | <ul style="list-style-type: none"> ? Housing Habitability ? Other <u>Independent Living</u> ? Emancipated Youth ? Life Skill Assessment Services ? Independent Living Skills Services ? Other <u>Legal Services</u> <u>Medical Care</u> ? Annual Physical ? Acute Illness ? Assessment/Screening ? Dental ? Emergency ? Health Education/Prevention Services ? Home Health Nurse/Aide ? Initial Evaluation ? Inpatient (Non-emergency) ? Outpatient (Non-emergency) ? Immunizations ? Physical Therapy ? Routine Examination ? Vision Care Services ? Smoking Avoidance Services ? Surgery ? Other <u>Placement Services</u> ? Child Substitute Care Services ? Residential Services ? Respite Care ? Substitute Caregiver Services ? Summer Residential Camp Services ? ICPC ? ICWA ? Other <u>Leave Services</u> ? Placement Leave Services ? Respite Care Services ? Hospital ? (cut and paste from types of leave) <u>Special Services for the Disabled Individual</u> ? Handicap Accessibility Services ? Other <u>Special Services for Juvenile Delinquents</u> ? Transportation Services ? Volunteer Services |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|--|--|
| | <ul style="list-style-type: none"> ? Information and/or Referral ? Community Services ? Voluntary Services ? Protective Services |
| <p>MSS 1 Step 29</p> <p>Section 2A Expected Changes/Services</p> | <p>3. How will the social worker and/or service team help the family make this change?</p> <p><u>Text box</u></p> |
| <p>MSS 1 Step 30</p> <p>Section 2A Expected Changes/Services</p> | <p>4. How will the family's progress be measured? Text Box</p> |
| <p>MSS 1 Step 31</p> <p>Section 2A Expected Changes/Services</p> | <p>When will the family's progress be reviewed? (Multi- select pick list and text box, and a narrative text box.</p> <ul style="list-style-type: none"> ? Monthly Home Visits ? SAR ? Case Reviews ? School Reviews ? Supervisory Conferences (between S.W. & Sup) ? Staffings ? Court Hearings ? When Correspondence received ? Visitation w/ child(ren) ? Formal (SAR Court) ? Informal (h.v.sv ect) (textbox) ? Through interviews with...90 day reviews ? Other (text field) ? Date Field (optional filled in) |
| <p>MSS 1 Step 38</p> <p>Reason Not to File Permanent Custody</p> <p><i>CM01 Track Court Events (UC125)</i></p> | <p>Reasons Not To File Permanent Custody (12/22)</p> <p>Compelling Reason (Best Interest) if selected then record narrative information via textbox that displays.</p> <ul style="list-style-type: none"> ? The Agency has not provided the services required by the case plan to the parent of the child or the child to ensure the safe return of the child to the child's home. ? The agency has been granted permanent custody of the child. ? The child has been returned home pursuant to Court Order. |
| <p>MSS 1 Step 41</p> | <p>Documentation of Efforts for Permanency (textbox)</p> |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|---|---|
| Section 5a Documentation of Efforts for Permanency | <ul style="list-style-type: none"> ? Steps taken to find an adoptive home, relative, legal guardian or another permanent placement for the child. |
| MSS 1 Step 42 Recruitment Activities | <p>Pick list with the ability to multi select</p> <ul style="list-style-type: none"> ? Recruitment Activities ? Flyers (mail and email out to adoptive families, public and private agencies) ? Radio spots (Wednesday Child, commercials) ? TV spots ? Newspaper spots ? Internal email to other adoption staff to locate internal homes ? Send CSI (via fax, email or mail) to other states to recruit for homes ? AdoptOhio ? County Website ? AdoptUsKids Website ? Investigate relatives, neighbors, friends, kinship options ? Review Resource materials (collection of home studies sent to agency in the past for all cases) ? Attend Northeast Ohio Adoption Resource Exchange (NEOARE) and other matching meetings ? Adoption Picnic, Fair, Events, Activities ? Original Case Plan List ? Locating Extended Family" ? AdoptOHIO Website ? Radio ? Adoption Congress ? Locating Interested Non-Relative(s) ? Own Agency Website ? Flyers ? Adoption Resource Exchange (Regional or National) ? OAPL ? Television ? Adoption Fair/Party ? Other |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|--|--|
| <p>AF 5c Amended Case Plan</p> | <ul style="list-style-type: none"> ? Is this an Emergency? Y/N If Yes: "Why is this an emergency, the date of the action, who has been notified, and the date of the notification". ? What is the Change(s)? ? Reason for Change (s)? ? Multi – Select Pick list: ? Legal Status Change ? Services ? Permanency goal ? Visitation Plan ? Placement Change ? Case Closure ? Compelling reasons ? Addition or Removal of Case Plan participants (child death) ? Child attains age of 16 ? Relevant environmental changes ? Extension of Time Lines ? Change Goal/Objectives ? Compelling reasons ? Other (Textbox) |
| <p>AF 8 Step 8a1 Lack of Sufficient Information Checkbox</p> | <p><u>Court Involved</u>: Lack of Sufficient Information</p> <ul style="list-style-type: none"> ? If sufficient information is not obtained ? Up to 30 day extension ? Documentation of what information is needed ? Date worker documents the lack of sufficient information triggers the 30 day extension > becomes a completed case plan ? Becomes the 'original' case plan ? When sufficient information is obtained- the original case plan a well * No 'Amendment' is necessary ? Trigger dates are still linked to the 'insufficient' original case plan |
| <p>Forms</p> | <p>ICCA (JFS Pending) Case Plan (JFS 01444) Amended Case Plan Cover Sheet (JFS01445) Sanitized Case Plan</p> |
| <p>Case Plan Ticklers</p> | <ul style="list-style-type: none"> ? Children in Custody or under Court protective supervision: 1) No later than 30 days from the complaint was filed or the child was placed away from his/her home or prior to the adjudicatory hearing which ever comes first. |

Use Case CM05 – Maintain Case Plan (CAPMIS) (UC96)

| MSS or AF Step | Fields |
|----------------------------|---|
| | <ul style="list-style-type: none"> ? The system must create a tickler to the Worker when the Case Plan is due for Voluntary - In Home Supportive Services -No Court Order: 1)“The Case Disposition indicates the need for Services” 2) “The parent/guardian/custodian has agreed to supportive services.” ? The System must calculate and notify worker for all children in temporary custody of the agency for 12 of the past 22 consecutive months. ? The system shall generate a 14 day and 30 day tickler for services with case plan approval. ? The system shall generate a 30 day tickler for services with case plan approval. ? Tickler on date of placement/re-placement for ICCA & Med Ed due |
| Amended Case Plan Ticklers | <p><u>Amended Case Plan Ticklers</u></p> <ul style="list-style-type: none"> ? Changes in the Conditions/relevant factors of the Child and Parent/guardian/custodian/pre-finalized adoptive parent ? Changes in the goals for the child or family members ? Placement change has been recorded – child needs to be placed in a substitute care setting, returned to his parents/guardians/custodians or pre-finalized adoptive parent or moved to another substitute care setting ? Child’s Permanency Goal Changed ? Visitation Plan for child in substitute care has been modified ? Change in Services ? A party added or deleted from the case plan ? Case Closure ? The SAR could generate the need for an Amended Case Plan ? OR every six-month after the Case Plan has been completed. ? The Case Review could generate the need for an Amended Case Plan ? Tickler when Child attains age of 16 (Amended Case Plan –Independent Living) |
| Notifications | <ul style="list-style-type: none"> ⚡ Notification at age 15 ½ (Amended Case Plan – Independent Living) |
| NCANDS | |
| ASFA | |
| AFCARS | |

Figure 2 - Important and Required Fields

6 Special Requirements

6.1 *Special Requirement* 1.

Comment: BA, this requirement has been numbered 6.1 please delete additional numbering

6.2 *Special Requirement* 2.

Comment: BA, this requirement has been numbered 6.1 please delete additional numbering

*Note: All Performance and Usability Requirements are captured in the Supplementary Requirements Document. Required Fields and Security Requirements are captured in the

Comment: List Screen Specifications Document here.

7 Notes, Background Information, User Interface Ideas