

Ohio SACWIS Project

CM05-Maintain Case Plan

Version 3.1

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Prepared For



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Revision Log

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1 Description

The worker completes a Case Plan on those cases that have a Family Assessment completed prior to a case plan being generated, with the exception of Family in Need of Services when the type Permanent Surrender, Emancipated Youth or Deserted Child.

The worker will then complete the Case Plan. The completed 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. In addition, the Case Plan can be used to reflect 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 case episode).

2 Characteristic Information


Characteristic	Details of Characteristic
Scope	 Business – Case Management
Level	Primary Function 
Primary Actor(s)	Caseworker - A generic term for an agency employee who can be assigned to tasks that are common to all caseworkers. Worker - This is a generic term for someone with general access to SACWIS having the capability to read and perform tasks that all employees will be able to perform.
Supporting Actor(s)	N/A
Stakeholders and Interests	<ol style="list-style-type: none"> 1. Service Provider 2. Child(ren) 3. Parent/guardian/custodian 4. Case Participants 5. Guardian ad litem 6. Court appointed special advocate 7. Kin/relative who is providing care for the child 8. The pre-adoptive parent 9. Child's attorney 10. Court 11. Tribe - Extended Family (ICWA) 12. PCPA 13. PCSA 14. Local CDJFS 15. ODJFS 16. State ICPC Worker
Pre-conditions	A Case Record exists in OH SACWIS.
Post-conditions	Case Plan information has been documented in OH SACWIS.
Trigger(s)	The Caseworker requests the System add a Case Plan Record.
Requirements Addressed	<p>RFP82, RFP255, RFP256, RFP260, RFP264, RFP265, RFP266, RFP274, RFP274.1, RFP274.2, RFP274.3, RFP274.4, RFP274.5, RFP274.6, RFP275, RFP276, RFP277, RFP278, RFP279, RFP283, RFP284, RFP287, RFP288, RFP289, RFP290, RFP295, RFP297, RFP299, RFP300, RFP301, RFP302, RFP310, RFP313, RFP314, RFP315, RFP316, RFP317, RFP325, RFP327, RFP328, RFP330, RFP331, RFP332, RFP333, RFP334, RFP335, RFP336, RFP337, RFP338, RFP339, RFP366, RFP367, RFP368, RFP376.3, RFP376.5, RFP376.6, RFP723.9</p> <p>ASFA/AFCARS RFP214, RFP274.6, RFP379, RFP395.1, RFP723.1, RFP363, RFP723.9</p>

Figure 1 – Characteristic Information

3 Basic Flow

3.1 Usage Examples and Narratives

- Example 1: User needs to navigate Case Plan.
- Example 2: User needs to filter the Case Plan List page.
- Example 3: Caseworker needs to create a Case Plan Record.
- Example 4: Caseworker needs to maintain a Case Plan Record.
- Example 5: Caseworker needs to delete a Case Plan Record.
- Example 6: Worker needs to view a Case Plan Record.
- Example 7: Caseworker needs to maintain Strength and Concerns in a Case Plan.
- Example 8: Caseworker needs to maintain Service Information in a Case Plan.
- Example 9: Caseworker needs to maintain Placement Information in a Case Plan.
- Example 10: Caseworker needs to maintain Exception Information in a Case Plan.
- Example 11: Caseworker needs to maintain Permanency Information in a Case Plan.
- Example 12: Caseworker needs to add a Case Participant to the Identifying Information page.
- Example 13: Caseworker needs to edit a Case Participant's person profile.
- Example 14: Caseworker needs to delete a Case Participant from the Case Plan record.
- Example 15: Worker needs to view a Case Participant's person profile.
- Example 16: Caseworker needs to maintain narrative information record.
- Example 17: Caseworker needs to edit the Visitation Plan to the Case Plan record.
- Example 18: Caseworker needs to view the Visitation Plan from the Case Plan record.
- Example 19: Caseworker needs to view Activity associated to the Visitation Plan.
- Example 20: Caseworker needs to link Case Services to the Case Plan record.
- Example 21: Caseworker needs to delink Case Services from the Case Plan record.
- Example 22: Caseworker needs to add Strength Information to the Case Plan record.
- Example 23: Caseworker needs to edit Strength Information in the Case Plan record.
- Example 24: Caseworker needs to delete Strength Information from the Case Plan record.
- Example 25: Worker needs to view Strength Information in the Case Plan record.
- Example 26: Caseworker needs to add Concern Information to the Case Plan record.
- Example 27: Caseworker needs to edit Concern Information in the Case Plan record.
- Example 28: Caseworker needs to delete Concern Information from the Case Plan record.
- Example 29: Worker needs to view Concern Information in the Case Plan record.
- Example 30: Caseworker needs to validate record prior to submission of approval.
- Example 31: Supervisor needs to approve a Case Plan Record.
- Example 32: Worker needs to generate a report.
- Example 33: Caseworker needs to amend a Case Plan Record.
- Example 34: User Navigates History List page.
- Example 35: Caseworker needs to maintain additional information for the Case Plan record.
- Example 36: Caseworker needs to add signature information in the Case Plan record.
- Example 37: Caseworker needs to edit signature information in the Case Plan record.
- Example 38: Caseworker needs to delete signature information in the Case Plan record.
- Example 39: Worker needs to view signature information in the Case Plan record.
- Example 40: Caseworker wishes to copy a current Initial or Amended Case Plan record.
- Example 41: Caseworker maintains Independent Living Information.
- Example 42: Caseworker maintains Placement Visitation Information
- Example 43: Caseworker maintains Placement Services Information

3.2 Main Success Scenarios

Scenario 1: Navigate Case Plan List Page

1. The Worker requests the System present the Case Plan List page for the selected Case.
2. System presents the Case Plan page.
3. Worker optionally executes Scenario 2.
4. Caseworker optionally executes one of Scenarios 3-6 and 33-37. Worker optionally executes Scenarios 6, 35 and 36.

Scenario 2: Filter List Page

1. Worker enters search/filter criteria.
2. Worker requests System 'Filter'.
3. System presents filtered view of the Case Plan list.

*Note: The user can alternate back and forth between the various pages contained in the Case Plan record.

Scenario 3: Add Case Plan Record

1. Caseworker requests System 'Add' a Case Plan record.
2. System presents Case Plan record and defaults to Identifying Information page.
3. Caseworker optionally enters information.
4. Caseworker optionally executes Scenarios 12-15.
5. Caseworker optionally executes PM03-Find a Person.
6. Caseworker optionally requests System present Relationships page for selected adult participant.
7. System optionally presents Relationships information pre-filled with associated relationships to children participants.
8. Caseworker optionally requests System present Relationship page for the selected Case.
9. System optionally presents Relationship page for selected Case. (See IN07-Maintain Case).
10. Caseworker optionally closes page.
11. System closes page and returns to Relationships page.
12. Caseworker optionally closes page.
13. System closes page and returns to Identifying Information page.
14. Caseworker optionally requests the System present the Case Plan Topic page.
15. System optionally verifies Case Plan Participants have been added to the Identifying Information page and presents Case Plan Topic page.
16. Caseworker optionally executes Scenarios 6-10 and 41-43.
17. Caseworker requests the system 'Save' Case Plan record.
18. System validates and saves Case Plan record returning to Case Plan List page.

Scenario 4: Edit Case Plan Record

1. Caseworker requests System 'Edit' selected Case Plan record.

2. System presents Case Plan record in edit mode and defaults to Identifying Information page (with Case Plan Topics).
3. Repeat Steps 8-19 of Scenario 3.

Scenario 5: Delete Case Plan Record

1. Caseworker requests System delete Case Plan record.
2. System asks user "Are you sure you want to delete this Case Plan record, OK or Cancel?"
3. Caseworker selects 'OK'.
4. System deletes the Case Plan record.

Scenario 6: View Case Plan Record

1. Worker requests System 'View' selected Case Plan record.
2. System presents Case Plan record in view mode and defaults to Identifying Information page.
3. Worker views information.
4. Worker optionally executes Scenarios 6-10 (in view mode only).
5. Worker optionally executes Scenario 31. (*Note: The worker will be able to view Approval History in this scenario).
6. Worker requests the system 'Close' the Case Plan record.
7. System closes the Case Plan record returning to Case Plan List page.

*Note: All Maintain Scenarios for the Caseworker translate into Read Only scenarios for a Worker.

Scenario 7: Maintain Strength and Concerns Information

1. Caseworker requests System display Strength and Concerns page.
2. System presents Strength and Concerns page; defaulting to the Strengths page.
3. Caseworker optionally executes Scenarios 22-25.
4. Caseworker optionally requests System display Concerns page.
5. System optionally presents Concerns page.
6. Caseworker optionally executes 8, 26-30.
7. Caseworker request System close page.
8. System closes page and returns to Case Plan Topics page.

Scenario 8: Maintain Service Information in Case Plan Record

1. Caseworker requests System present Services page for the selected Concern.
2. System presents the Services page for the selected Concern.
3. Caseworker optionally executes Scenarios 20-22.
4. Caseworker optionally requests the System save information.
5. System validates and saves information; returns to Service Planning page.
6. Caseworker request System close page.
7. System closes page and returns to Case Plan Topics page.

Scenario 9: Maintain Placement Information

1. Caseworker requests System display Placement Information page.
2. System presents Placement Information page; defaulting to the Settings page.
3. Caseworker optionally executes Scenario 16.
4. Caseworker optionally requests System display Placement page.
5. System optionally presents Placement page.
6. Caseworker optionally executes Scenario 16.
7. Caseworker optionally enters information.
8. Caseworker requests System close page.
9. System closes page and returns Caseworker to Case Plan Topics page.

Scenario 10: Maintain Exceptions Information in Case Plan Record

1. Caseworker requests System present Exceptions Information page.
2. System presents Exceptions Information page.
3. Caseworker enters information.
4. Caseworker requests System save information.
5. System validates and saves information; returns Caseworker to Case Plan Topics page.

Scenario 11: Maintain Permanency Information in Case Plan Record

1. Caseworker requests System present Permanency Information page.
2. System presents Permanency Information page.
3. Caseworker enters information.
4. Caseworker requests System save information.
5. System validates and saves information; returns Caseworker to Case Plan Topics page.

Scenario 12: Add Case Participant

1. Caseworker requests System add a Person to the Identifying Information page.
2. System presents Current Case Participants Selection page.
3. Caseworker selects case participant.
4. Caseworker requests the system save information.
5. System verifies and accepts the information and returns to Identifying Information page.

Scenario 13: Edit Person Information Record

1. Caseworker requests System edit the selected Person Information Record.
2. System presents Person Profile Record in edit mode.
3. Caseworker executes PM01-Maintain Person Profile.

Scenario 14: Delete Person Information Record

1. Caseworker requests System delete the selected Person Information record.
2. System asks user “Are you sure you want to delete this Person Information record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System deletes the Person Information record.

Scenario 15: View Person Information Record

1. Worker requests System view selected Person Information Record.
2. System presents selected Person Profile Record in view mode.
3. Worker views information.
4. Worker requests the system close page.
5. System closes page and returns to Identifying Information page.

Scenario 16: Maintain Narrative Information Record

1. Caseworker requests System edit selected Narrative Information record.
2. System presents Narrative Details page.
3. Caseworker enters information.
4. Caseworker requests the system save information.
5. System validates and saves the information and returns to calling page.

Scenario 17: Link Visitation Plan Record

1. Caseworker requests System Link Visitation Plan record to the Case Plan.
2. System displays the Visitation Plan List page for the Case Record.
3. Caseworker views information.
4. Caseworker optionally executes CM45-Record Visitation Plan.
5. Caseworker selects Visitation Plan(s) to be returned to Case Plan.
6. Caseworker requests System return records to Case Plan.
7. System returns records to Case Plan.

Scenario 18: View Visitation Plan Record

1. Worker requests System edit selected Visitation Plan record in the Case Plan.
2. System displays the Visitation Plan page for the selected Visitation Plan.
3. Caseworker optionally executes CM45-Record Visitation Plan.
4. Caseworker requests System return to Case Plan.
5. Caseworker returns to Case Plan.

Scenario 19: View Visit Activity Information for a Visitation Plan Record

1. Caseworker requests System presents Activity Information for the selected Visitation Plan Information Record.
2. System presents Visit Activity Record List page for the selected Visitation Plan Information Record.
3. Caseworker optionally requests System view selected Activity Record.
4. System optionally presents selected Activity Record (See CM30-Record Case Activity Log).
5. Worker optionally views information.
6. Worker requests the system close page.
7. System closes page and returns to Visit Activity Record List page for the selected Visitation Plan Information Record.
8. Caseworker requests System close page.
9. System closes page and returns to Visitation page.

Scenario 20: Link Case Service Record

1. Caseworker requests System link Case Service record(s) to the Case Plan.
2. System displays the Case Services List page for the Case Record.
3. Caseworker views information.
4. Caseworker optionally executes CM10-Case Services.
5. Caseworker selects Case Service record(s) for return to Case Plan.
6. Caseworker requests the System return selected records to Case Plan.
7. System verifies and returns selected records to Case Plan.

Scenario 21: Unlink Case Service Record

1. Caseworker requests System delete selected Case Service record.
2. System asks user "Are you sure you want to delete this Case Service record, OK or Cancel?"
3. Caseworker selects 'OK'.
4. System unlinks the Case Service record from the Case Plan.

Scenario 22: Add Strength Information Record

1. Caseworker requests System add Strength Information record.
2. System presents Strength Information page.
3. Caseworker enters information.
4. Caseworker requests the system save information.
5. System validates and saves the information and returns to Strengths page.

Scenario 23: Edit Strength Information Record

1. Caseworker requests System edit selected Strength Information record.
2. System presents Strength Information page in edit mode.
3. Caseworker executes steps 3-5 of Scenario 22.

Scenario 24: Delete Strength Information Record

1. Caseworker requests System delete selected Strength Information record.
2. System asks user “Are you sure you want to delete this Strength Information record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System deletes Strength Information record.

Scenario 25: View Strength Information Record

1. Worker requests System view selected Strength Information Record.
2. System presents selected Strength Information Record in view mode.
3. Worker views information.
4. Worker requests the system close page.
5. System closes page and returns to Strengths page.

Scenario 26: Add Concern Information Record

1. Caseworker requests System add Concern Information Record.
2. System presents Concern Information page.
3. Caseworker enters information.
4. Caseworker requests the system save information.
5. System verifies and accepts the information and returns to calling Functioning page.

Scenario 27: Edit Concern Information Record

1. Caseworker requests System edit selected Concern Information Record.
2. System presents Concern Information page in edit mode.
3. Caseworker repeats steps 3-5 of Scenario 26.

Scenario 28: Delete Concern Information Record

1. Caseworker requests System delete selected Concern Information record.
2. System asks user “Are you sure you want to delete this Concern Information record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System deletes Concern Information record.

Scenario 29: View Concern Information

1. Worker requests System present Concern Information page.
2. System presents Concern Information page.
3. Worker views information.
4. Worker requests the system close page.
5. System closes page and returns to calling Functioning page.

Scenario 30: Validate Case Plan Record

1. Caseworker requests System validate Case Plan record.
2. System validates and presents Validation page.
3. Caseworker reviews Validation page.
4. Caseworker optionally returns to areas needing correction.
5. Caseworker requests System close the page.
6. System closes the page.

Scenario 31: Route/Approve Case Plan Record – View Approval History

1. Caseworker requests System present ‘Approval’ page.
2. System verifies record is in edit mode.
3. System validates Case Plan record.
4. System saves Case Plan record.
5. System presents Approval page (view mode for Worker). (See CF32-Process Approvals).
6. Caseworker enters information. (Worker views information).
7. Caseworker requests System save record. (Worker requests System close page).
8. System validates and save record and returns to Case Plan List page. (System closes page and returns to Case Plan List page).

Scenario 32: Generate Report

1. Worker selects Report.
2. Worker requests System ‘Generate’ report for selected Case Plan record.
3. System presents preview of Report.
4. Worker optionally views report.
5. Worker requests System ‘Print’ report.
6. System generates report.
7. Worker requests System close page.
8. System closes and returns Caseworker to Case Plan List page.

Scenario 33: Amend Case Plan Record

1. Caseworker requests System Amend the selected Case Plan.
2. System presents Case Plan record in edit mode pre-filled from the selected Case Plan (as

- defined in Special Requirement 6.6) defaulting to the Amendment Information page.
3. Caseworker enters information.
4. Caseworker requests System save information.
5. System validates and saves information; returns to Case Plan Topics page.
6. Caseworker optionally repeats Step 3 of Scenario 4.

Scenario 34: Navigate Case Plan History List Page

1. The Worker requests the System present the Case Plan History List page for the selected Case Plan record.
2. System presents the Case Plan List page.
3. Worker views information.
4. Worker optionally executes Scenarios 6, 32 and 35.

Scenario 35: Maintain Additional Details

1. Caseworker requests System present Additional Details page for selected Case Plan.
2. System presents Additional Details page.
3. Caseworker enters information.
4. Caseworker optionally executes Scenarios 36-39.
5. Caseworker requests the system save information.
6. System verifies and accepts the information and returns to calling page (Case Plan List Page or Case Plan History List Page).

Scenario 36: Add Signature Information Record

1. Caseworker requests System add Signature Information record.
2. System presents Signature Information page.
3. Caseworker enters information.
4. Caseworker optionally executes PM03-Find a Person.
5. Caseworker requests the system save information.
6. System verifies and accepts the information and returns to Additional Details page.

Scenario 37: Edit Signature Information Record

1. Caseworker requests System edit selected Signature Information record.
2. System presents Signature Information page in edit mode.
3. Caseworker executes steps 3-6 of Scenario 37.

Scenario 38: Delete Signature Information Record

1. Caseworker requests System delete selected Signature Information record.

2. System asks user “Are you sure you want to delete this Signature Information record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System deletes Signature Information record.

Scenario 39: View Signature Information Record

1. Worker requests System view selected Signature Information Record.
2. System presents selected Signature Information Record in view mode.
3. Worker views information.
4. Worker requests the system close page.
5. System closes page and returns to Case Plan Disposition page.

Scenario 40: Copy Case Plan Record

1. Caseworker requests System Copy the selected Case Plan.
2. System presents new Case Plan record in edit mode pre-filled from the copied Case Plan.
3. Caseworker repeats Step 3 of Scenario 4.

Scenario 41: Maintain Independent Living Information page

1. Caseworker requests System present Independent Living Information page.
2. System presents Independent Living Information page.
3. Caseworker enters information.
4. Caseworker requests System save information.
5. System validates and saves information; returns Caseworker to Case Plan Topics page.

Scenario 42: Maintain Placement Visitation page

1. Caseworker requests System present Placement Visitation page.
2. System presents Placement Visitation page.
3. Caseworker optionally executes Scenarios 17-19.
4. Caseworker enters information.
5. Caseworker requests System save information.
6. System validates and saves information; returns Caseworker to Case Plan Topics page.

Scenario 43: Maintain Placement Services page

1. Caseworker requests System present Placement Services page.
2. System presents Placement Services page.
3. Caseworker optionally executes Scenario 20-21.
4. Caseworker requests System save information.

5. System validates and saves information; returns Caseworker to Case Plan Topics page.

4 Alternate Flows

2a AF Condition 1.

3a.1 System presents a data validation error message alerting the Worker that Information was entered incorrectly. The Worker can return to area needing correction.

3a-4a AF Condition 1.

15a.1 System presents a data validation error message alerting the Caseworker that required Information was has not been entered. The Caseworker will need to add Child Case Plan Participants before proceeding forward with the Case Plan.

17a.1 Caseworker requests System apply information.

18a.1 System verifies and saves information and does not close page.

3b-4b AF Condition 2.

17b.1 Caseworker requests System cancel information.

18b.1 System cancels information and closes page; returns to Case Services List Page.

3c-4c AF Condition 3.

18c.1 System presents a data validation error message alerting the Caseworker that fields were entered incorrectly. The Caseworker can return to area needing correction.

5a-14a-24a-28a-38a AF Condition 1.

3a.1. Caseworker selects 'Cancel'.

4a.1 System does not delete record.

10a-11a-41a-43a AF Condition 1.

4a.1 Caseworker requests System cancel information.

5a.1 System cancels information and returns Caseworker to Case Plan Topics page.

10b-11b-41b-43b AF Condition 2.

5b.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.

12a-22a-23a-26a-27a AF Condition 1.

4a.1 Caseworker selects 'Cancel'.

5a.1. The System cancels information and closes page.

12b-22b-23b-26b-27b AF Condition 2.

5b.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.

16a AF Condition 1.

4a.1 Caseworker requests System apply information.

5a.1 System verifies and saves information and does not close page.

16b AF Condition 2.

4b.1 Caseworker requests System cancel information.

5b.1 System cancels information and closes page; returns to Case Services List page.

16c AF Condition 3.

5c.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.

17a-20a AF Condition 1.

5a.1 Caseworker selects 'Cancel'.

6a.1. The System cancels information and closes page.

17b-20b AF Condition 2.

6b.1 The system presents a data validation error message alerting the Caseworker that the selected record has already been added to the list. None of the selected records will be returned to the list until the Caseworker removes the duplicate record.

18a-21a AF Condition 1.

3a.1. Caseworker selects 'Cancel'.

4a.1 System does not unlink record.

31a AF Condition 1.

2a.1 System verifies that record is in view mode; skips to Step 5.

3a.1 System determines that the data validation produced errors and presents Validation page. Remaining steps cannot be performed until user corrects identified errors.

33a AF Condition 1.

4a.1 Caseworker requests System apply information.

5a.1 System verifies and saves information and does not close page.

33b AF Condition 2.

4b.1 Caseworker requests System cancel information.

5b.1 System cancels information and closes page; returns to Case Plan List Page.

33c AF Condition 3.

5c.1 System presents a data validation error message alerting the Caseworker that fields were entered incorrectly. The Caseworker can return to area needing correction.

35a AF Condition 1.

5a.1 Caseworker requests System 'Cancel' information.

6a.1 System cancels information and returns Caseworker to Case Plan List page.

36a-37a AF Condition 1.

5a.1 Caseworker requests System 'Cancel' information.

6a.1 System cancels information and returns Caseworker to Case Plan List page.

36b-37b AF Condition 2.

6b.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.

38a AF Condition 1.

3a.1 Caseworker requests System 'Cancel' information.

4a.1 System cancels information and does not delete record.

5 Important Fields

MSS or AF Step	Fields
MSS3 Step 2	<p><u>Identifying Information page</u> Case Plan Type Drop Down value indicating the type (initial, amended, proposed) of Case Plan Plan # The Plan id assigned to the Case Plan Status The status of the Case Plan <u>Identifying Information</u> Children Participating in the Case Plan List of children participating in the Case Plan including Name, DOB, Age, Permanency Goal and Primary Caretaker information Adults Participating in the Case Plan List of adults participating in the Case Plan including Name, DOB, Age and relationship to child information <u>Additional Identifying Information</u> Court File Date The date the court filed the Case Plan Court Status The approval status applied to the Case Plan by the Court Date The date the court status was Check if Court Order Protective Supervision In Home Services – No Custody Indicator used to reflect the agency’s lack of custodial rights to the child Check if sufficient information is not available to complete Case Plan within 30 days Indicator used to reflect the agency’s inability to complete the Case Plan within 30 days Please justify reason agency is not able to complete Case Plan within 30 days Narrative text box used to justify the agency reason for not being able to complete the Case Plan within 30 days</p>
MSS3 Step 15	<p><u>Case Plan Topics Page</u> Case Plan Topic List Strength and Concerns The link to the Strength and Concerns information of the Case Plan Placement Information The link to the Placement Information associated to the Case Plan record Placement Visitation The link to the Placement Visitation Plan Information associated to the Case Plan record Placement Services The link to the Services delivered by the Agency to Substitute Caregivers associated to the Case Plan record Exception Information</p>

	<p>The link to the Exception Information associated to the Case Plan record</p> <p>Permanency Information The link to the Permanency Information associated to the Case Plan record</p> <p>Independent Living Information The link to the Independent Living Information associated to the Case Plan record</p> <p>Amendment Information The link to the Amendments Information associated to the Case Plan record (only presented for Amended Case Plans)</p>
MSS7 Step 2	<p><u>Strengths Page</u> Strengths List of all participants for which strengths have been assessed (includes the specific element assessed a strength)</p>
MSS7 Step 5	<p><u>Concerns Page</u> Concerns List of all participants for which concerns have been assessed (includes the specific element assessed a strength)</p>
MSS7 Step 8	<p><u>Services Page</u> Service Information List of all the services being planned to address the related concern</p>
MSS9 Step 2	<p><u>Placement Page</u> <u>Placement Questions</u> Explain the appropriateness of placement information including if the child is placed other than relative home. Narrative topic associated to the appropriateness of the child's current placement setting How was it determined this was a safe and appropriate environment for the child? Narrative topic associated to the appropriateness of the child's current placement setting How will the placement meet the Best Interest/Special Needs/Case Plan Goals of the Child? Narrative topic associated to the appropriateness of the child's current placement setting What is the proximity of the Placement to the parent, guardian, custodian? What transportation problems might create obstacles to visitation? How will agency resolve these obstacles? Narrative topic associated to the appropriateness of the child's current placement setting When selecting a substitute care placement setting, describe how the agency considered proximity to the school in which the child was enrolled prior to placement. Narrative topic associated to the appropriateness of the child's current placement setting</p>
MSS9 Step 6	<p><u>Settings Page</u> Own Home Narrative topic reflecting the type of placement setting for the child Certified/Approved Relative Home Narrative topic reflecting the type of placement setting for the child</p>

	<p>Certified/Approved Non-Relative Home Narrative topic reflecting the type of placement setting for the child</p> <p>Certified Foster Home Narrative topic reflecting the type of placement setting for the child</p> <p>Independent Living Narrative topic reflecting the type of placement setting for the child</p> <p>Approved Adoptive Home Narrative topic reflecting the type of placement setting for the child</p> <p>Certified Group Home Narrative topic reflecting the type of placement setting for the child</p> <p>Licensed Maternity Home Narrative topic reflecting the type of placement setting for the child</p> <p>Certified Emergency Shelter Care Facility Narrative topic reflecting the type of placement setting for the child</p> <p>Children's Residential Center Narrative topic reflecting the type of placement setting for the child</p> <p>Licensed Educational/Medical Facility Narrative topic reflecting the type of placement setting for the child</p> <p>Detention Narrative topic reflecting the type of placement setting for the child</p> <p>AWOL Narrative topic reflecting the type of placement setting for the child</p> <p>Other Narrative topic reflecting the child's current absent without leave status</p> <p>Other Narrative topic reflecting the type of placement setting for the child</p>
MSS10 Step 2	<p>Permanency Page Document steps taken to find an adoptive home, relative, legal guardian, or other permanent placement for the child Narrative topic associated to the child's permanency information</p> <p>Describe the child specific recruitment activities taken by the agency and the outcomes Values used to identify specific recruitment strategies associated to attaining permanent placement for the child</p>
MSS11 Step 2	<p>Expectations Page Document the compelling reasons for determining the termination of parental rights would not be in the best interest of the child Narrative topic associated to the agency's decision to not pursue termination of parental rights</p> <p>Document the reason for determining that termination of parental rights shall not be pursued because the agency has not provided the child's parent, guardian, or custodian or the child with services outlined in the case plan which were deemed necessary for the safe return of the child to the child's home. Narrative topic associated to the agency's decision to not pursue termination of parental rights</p>
MSS12 Step 2	<p>Case Plan Participants Page List of all the current case members</p>
MSS22 Step 2	<p>Strengths Page Case Members List of all the current case members</p> <p>Available Assessment Elements</p>

	<p>List of all the assessment elements which can be viewed as strengths of the Case Participant(s) Selected Assessment Elements List of all the assessment elements associated to the Case Participant(s) as strengths What are the strengths? Please describe why this is a strength. Narrative information associated to the Case Worker assessment of the case participant(s) strength(s)</p>
<p>MSS26 Step 2</p>	<p>Concerns Page Case Members List of all the current case members Available Assessment Elements List of all the assessment elements which can be viewed as concerns of the Case Participant(s) Selected Assessment Elements List of all the assessment elements associated to the Case Participant(s) as concerns What are the concerns? Narrative information associated to the Case Worker assessment of the case participant(s) concern(s) What behavior will change this concern to reduce and address the safety issues of the child? Narrative information associated to the Case Worker assessment of the case participant(s) concern(s) What activities do family members need to do to make this change? Narrative information associated to the Case Worker assessment of the case participant(s) concern(s) Service/Activity List of all the services which are being planned to address the concerns associated to the Case Participant(s) How will the social worker and/or service team help the family make this change? Narrative information associated to the Case Worker assessment of the case participant(s) concern(s) How will the family's progress be measured? Narrative information associated to the Case Worker assessment of the case participant(s) concern(s) When will the family's progress be reviewed? Information that identifies the period or situation in which the family's progress will be reviewed Date The date the family progress will reviewed</p>
<p>MSS37 Step 2</p>	<p>Additional Details Page Court File Date The date the court filed the Case Plan Court Status The approval status applied to the Case Plan by the Court Date The date the court status was determined Signature Information List of all case plan participants signature information pertinent to</p>

	the Case Plan record
MSS38 Step 2	<p><u>Signatures Information Page</u> Case Member List of all the current case members Signature Captured? Yes/No answered used to indicate capture of the case members signature Signatures Captured Date The date the signature was captured Reason The reason the signature was not captured Parent/Guardian/Custodian/GAL Participated in Plan Yes/No answer used to indicate participation of the parent/guardian/custodian/GAL in the Case Plan Agreed with plan? Yes/No answer used to indicate the parent/guardian/custodian/GAL's agreement of the Case Plan Date Copy of Plan provided to Parent/Guardian/Custodian/GAL The date a copy of the case plan was provided If all signatures were not captured please explain Narrative information associated to the inability to capture the case members signature</p>
MSS41 Step 2	<p><u>Independent Living Page</u> IL Services List List which identifies programs and life skill services which will assist the child for independent living</p>
MSS42 Step 2	<p><u>Placement Visitation Page</u> Visitation Plan List List of all the Visitation Plans associated to the Case Plan "Is this an Out-of -State" placement? If yes, indicate who will conduct/conducted the placement visit and the date the visit will be/was conducted". Question regarding the Child's Placement Setting and the required assessment visits Placement Visited By Narrative field used to document the person who will conduct or conducted the visit Placement Visited Date Narrative field used to document the date the visited will be or was conducted</p>
MSS43 Step 2	<p><u>Placement Services Page</u> Service Information List List of all the services provided by the agency to the substitute caregivers of the children associated to the Case Plan</p>

Figure 2 - Important Fields

6 Special Requirements

6.1 Add Initial/Proposed Case Plan Rule

The System will automatically apply Plan # of 1.0 to the first Initial or Proposed Case Plan per Agency. Subsequent 'Initial' or 'Proposed' Case Plans will display Version # of 2.0, 3.0, and 4.0...etc.

6.2 Copy Case Plan Rule

When the user elects to Copy the existing Case Plan, the System should display stating "A current Case Plan exists for your Agency. Is there a Court Order to Create a New Initial Case Plan? OK or Cancel" If the user selects OK, the System will present a new Initial Case Plan record pre-filled with information from the copied record. If the user selects Cancel, the request to Copy the existing record will be canceled.

When a user chooses to copy a Case Plan record all information should be copied from the previous record into the new record except the Amendment Information page. Only the most current Case Plan record (per type and per agency) can be copied.

Whenever a user copies a Case Plan record where the Case Plan Type = Initial or Amended, the new Case Plan Type will = Initial. Whenever a user copies a Case Plan record where the Case Plan Type = Proposed, the new Case Plan Type will = Proposed.

The Plan # will adhere to Special Requirement 6.1.

6.3 Case Plan Topics Rules

The System will present the following Case Plan Topic Links whenever one or more child has a current legal status (no termination date has been entered and the record is not created in error) where the Child is in the Custody of the agency (as defined by CM01e-Maintain Agency Legal Status).

- Strengths and Concerns
- Placement Information
- Exceptions Information
- Permanency Information

When no current legal status record exists for children participating in the Case Plan, the System will only present the following links.

- Strengths and Concerns

Information contained in the grid explains what status information should be displayed per topic on the Case Plan Topics page.

	Status
Case Plan Topic	
Strengths and Concerns	# of Strength/Concern Records

	entered
Placement Information	Completed or Not Completed.
Permanency Information	Not Applicable, Completed or Not Completed.
Exceptions Information	Completed or Not Completed.
Independent Living Information	Provided or Not Provided
Amendment Information	Provided or Not Provided

6.4 **Edit/Delete Case Plan Rule**

Only Case Plans with a Status of 'In Progress' can be edited or deleted by the Caseworker. Supervisors (Authorized Approvers) will be able to edit the record upon receipt of the routed record, but will not be able to delete the record. Once Final Approval has been applied to the record, all information within the Case Plan will be frozen from edit capability.

6.5 **Proposed Case Plan Rule**

The System should not present the 'Amend' link when the Case Plan Type = Proposed.

6.6 **Amended Case Plan Rule**

The System will only allow users the ability Amend current Case Plans where the Case Plan Type = Initial or Amended.

When a user chooses to amend the current Case Plan record all information should be copied from the previous record into the new record. The Case Plan Topic 'Amendment Information' will be the first page presented. The Caseworker will be required to complete information on the Amendment page before proceeding forward with modifications to the Case Plan.

Whenever a user amends a Case Plan record the System should automatically change the Case Plan Type to 'Amended'. The Status will not be worker modifiable.

Based on the whole number of the Initial Case Plan (i.e. 1, 2, 3.... Etc) The System will automatically apply Plan # of .1 to the first Initial Case Plan per Agency. Subsequent 'Initial' Case Plan will display Version # of .2, .3, .4etc. So if the initial Case Plan for the Case Plan episode is 1.0, the amendments will display Plan # 1.1, 1.2, 1.3...etc.

The previous record will be moved to the History page for the selected Case Plan episode.

If the newly amended record is deleted, the System should return the previous current record back to the Case Plan List page.

Should the newly amended record be 'Declined' (Court Status), the System should return the previous current record back to the Case Plan List page.

The System will perform the following actions based on the information below.

6.7 *Strength and Concerns Business Rules*

The System will pre-fill the Strengths page with all Non Risk Contributors identified in the current Family Assessment for the Case Plan Participants.

The System will pre-fill the Concerns page with all Risk Contributors identified in the current Family Assessment for the Case Plan Participants.

The Caseworker will be able to modify, delete and add Strength and Concern information within the Case Plan.

6.8 *Amended Case Plan (Case Closure) Rule*

If the user selects the Case Closure value as the Amend Case Plan Change, upon approval of the record, the System should update the Type of the Case Plan to 'Closed'. The Case Plan will remain as the latest record on the Case Plan List page.

6.9 *Type of Placement Rule*

The Type of Placement field for each Child should pre-fill with the Type of Placement identified in the current placement episode. If the child is not involved in a current placement setting, the field should present the value 'Own Home'.

6.10 *Placement Questions Rule*

The System should only display the Placement Question Topics for children identified in a current Placement Setting (CM09-Record Placement Information).

6.11 *Placement Settings Rule*

The System should only display the following Setting Topics based on the information below.

	Business Rule
When the Child is in a Placement Setting =	
Certified/Approved Relative Home	The System should only produce the Own Home Placement Setting Topic for the Child
Certified/Approved Non-Relative Home	The System should only produce the Own Home Placement Setting and Certified/Approved Relative Home Topic for the Child
Certified Foster Home	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home and Certified/Approved Non-Relative Home Topics for the Child
Independent Living	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home and Certified Foster Home Topics for the Child
Approved Adoptive Home	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home and Independent Living Topics for the Child

Certified Group Home	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living and Approved Adoptive Home Topics for the Child
Licensed Maternity Home	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living, Approved Adoptive Home and Certified Group Home Topics for the Child
Certified Emergency Shelter Care Facility	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living, Approved Adoptive Home, Certified Group Home and Licensed Maternity Home Topics for the Child
Children’s Residential Center	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living, Approved Adoptive Home, Certified Group Home, Licensed Maternity Home and Certified Emergency Shelter Care Facility Topics for the Child
Licensed Educational/Medical Facility	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living, Approved Adoptive Home, Certified Group Home, Licensed Maternity Home, Certified Emergency Shelter Care Facility and Children’s Residential Center Topics for the Child
Detention Home	The System should only produce the Own Home Placement Setting, Certified/Approved Relative Home, Certified/Approved Non-Relative Home, Certified Foster Home, Independent Living, Approved Adoptive Home, Certified Group Home, Licensed Maternity Home, Certified Emergency Shelter Care Facility, Children’s Residential Center and Licensed Educational/Medical Facility Topics for the Child
AWOL	The System will only produce the Other Topic

If the Child is not in a current Placement Setting, then no Setting Topics will be displayed.

6.12 Submission of Case Plan Rules

The following information is required for submission of the Case Plan.

- All Children identified in the Case Plan will have a permanency goal.
- All Placement Information (Settings, Questions and Visitation Plan Information) identified in the Case Plan to be completed.
- A minimum of one strength record and one concern record exist.

- Every Concern Record needs to have a Service Record linked.

When the Case Plan Type = Amended, completion of the Amendment Information page is required in addition to the above information.

6.13 Auto Creation of Amended Case Plan Rules

The System should create a new Amended Case Plan record whenever any of the following actions occur while a current Case Plan record exists.

Changes to any of the following:

- The SAR triggers a new Amended Case Plan (if you answer yes)
- The Case Review triggers a new Amended Case Plan (if you answer yes)

6.14 Case Plan Ticklers

The System should display the following information in the Tickler Summary:

Provider ID – Provider Name – Tickler Name – Due Date – Days until (or past)

The tickler will be created, escalated and deleted as identified in the table.

Tickler Name	Created	Deleted	Date Due	Start Date – Assigned Caseworker	First Escalation – Supervisor	Second Escalation – Supervisor's Supervisor
Case Plan Due	When a legal status record is entered for any child in the case record where the Agency maintains custody	When a Case Plan is completed and approved.	30 days after the effective date of the legal status record	10 Days before Date Due	5 days before Date Due	Same as Date Due
Case Plan Review	When an 'Initial' Case Plan is created.	When the Case Review is completed and approved.	90 days after the approved date of the Case Plan	30 Days before Date Due	15 days before Date Due	Same as Date Due

Amended Case Plan	When Child Case Plan Participant attains age of 16	When the Case Plan is completed and approved.	30 days after the approved date of the Case Plan	10 Days before Date Due	5 days before Date Due	Same as Date Due
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6.15 On Approval Rules

On Approval of a Case Plan Record the follow actions should occur:

	Case Plan Approval
Record	
Case Plan	The Case Plan will be frozen upon Supervisor approval and the current record will be display on the List Page. The previous current record will be moved to the History Page.
Additional Details Link	The additional details link will be presented for the Case Plan
Amend Link	The Amend link will be presented for the Case Plan
History Link	The History link will be presented for the Case Plan

6.16 Participant Signature Rule

The Signature Record will be frozen when the Signature Captured Date for the record is entered and the record is saved.

6.17 Case Plan Participants Rule

The Case Participants list in the Case Plan Participants Selection page will only pre-fill current case members for the selected Case. Once the Participants are selected, they will no longer appear in the page. The Strengths Information and Concerns Information pages will only display those participants identified as Case Plan Participants on the Identifying Information page.

6.18 Agency Names Rule

In the Agency field of the Filter Criteria, the System will only display those agency names for which an employing worker has been responsible for creating a case plan.

6.19 Case Plan List Page Rule

The System will always display the most current case plans per agency displaying the records in order of Approval Date (Descending) and will default the Agency Field to the employing agency of the logged in worker.

6.20 Visitation Page Rule

The System should update the status of these records to 'Linked to Completed Case Plan' on approval of the Case Plan record.

6.21 Independent Living Pages

The System should automatically link the current Independent Living record, that is not end dated, documented for the children participating in the Case Plan. The System should update the status of these records to 'Linked to Case Plan' on approval of the Case Plan record.

6.22 Independent Living Notification

For any current Case Plan participant who reaches the age of 16, the System should produce a notification to all assigned workers which states the following:
“(Insert Child Name) in the (Insert Case Name/Case ID) who is a current case plan participant has reached the age of 16 years old. Please amend the case plan to identify programs and life skill services which will assist the child for independent living.”

6.23 Report Types

The System should allow for the production of the JFS01444 report associated to each Case Plan record. When only the Strengths and Concern and Service Planning topics are identified in the Case Plan, the System should only produce Part A of the JFS01444 report.

When the other topic links (Placement Information, Exceptions Information and Permanency Information) are displayed the System should also produce Part B of the JFS01444 report.

When the Case Plan Type = Amended, the System should also produce the JFS01445 report. (Amended Case Plan Face Sheet).

7 Notes, Background Information, User Interface Ideas

***Note: All Performance and Usability Requirements are captured in the Supplementary Requirements Document. Required Fields and Security Requirements are captured in the RM30-Maintain Provider Case Plan Information Screen Specifications document.**

Case Plan Type:

Initial
Amended
Proposed
Closed

Proposed Permanency Goals:

Maintain in own home; prevent removal
Independent Living
Return the child(ren) to parent/guardian/or custodian (Reunification)
Adoption
Placement of child(ren) in a planned, permanent living arrangement, excluding adoption (PPLA)

Case Plan Participants

Will pre-fill with the name of all the current case members not displayed on the Identifying Information page.

Strengths/Concerns:

Caretaker's Abuse/ Neglect as a Child
Caretaker's Victimization of Other Children
Cognitive Abilities
Domestic Relations (Domestic Violence)
Emotional/Behavioral Functioning
Extended Family, Social and Community Supports
Family Roles, Interactions, and Relationships
Impact of Past Services
Parenting Practices
Physical/Cognitive/Social Development
Physical Health
Resource Management and Household Maintenance
Response to Stressor
Self Protection
Substance Use

When will the family's progress be reviewed

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)

Amendment Reasons:

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)

Court Status

Declined
Effective/Journalized
Pending

Signatures (Case Members):

Will pre-fill with the name of all the current case members and non-case member value

Signatures (Reasons):

Disagreed with Plan
Not Available
Other
Unable to Locate