

Case Plan Report

The Child Protection Worker shall prepare a Case Plan Report about the child or youth and file it with the court at the time they are applying for a protection order.

REFERENCE

NWT Child and Family Services Act section 23.1(1), 27(2)(a)(b), 28(1)(a)(b)(c)(d), 28(1)(1.1), 29.1(1)

PURPOSE

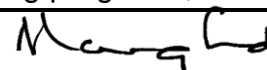
- To provide a clear and specific plan for the Child Protection Worker and the family to address the behaviours and conditions that influence risk to the child or youth.
- To establish a benchmark to measure the family's progress for achieving outcomes.
- To provide the court with an understanding of the child or youth's situation and plan for change.

PROCEDURES

- Complete the plan for a child and family using the *Case Plan Report form* while preparing the *Originating Notice/Notice of Motion and Affidavit* court documents.
- Include the following in the Case Plan Report:
 - Previous child or youth protection involvement;
 - Family background; e.g.; where they lived, their childhood/upbringing, their relationships with each other, their health status etc.;
 - Where and with whom the child or youth will currently live;
 - Reunification plan with family and how barriers to reunification are to be addressed;
 - Child in need of protection; e.g.; child's health and physical description, education, visitation and adjustment to current placement;
 - Child protection concerns and family needs;
 - Any community resources and support services, counselling programs,

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- housing, financial support;
- Family strengths;
- Services currently being offered to the child, youth or family;
- Any social and recreational activities;
- Any Plan of Care Committee recommendations, or any family or community interventions to address the concerns;
- An access plan for a child or youth who has been removed and is in care, must be developed as a means to maintain contact with his or her parent(s) and/or guardian(s), family or other significant persons in their lives.
- Any terms and conditions that could be attached to the *Order* to assist in the implementation of the Case Plan Report.
- Provide a draft copy of the Case Plan Report to the Supervisor for review and approval.
- Provide a draft copy of the *Case Plan Report* at least five (5) days prior to the matter being heard in court for review and approval to the parent(s) and/or guardian(s), child over 12 year of age, and legal counsel(s).
- Sign the *Case Plan Report* and provide the signed copy to the Supervisor, parent(s) and/or guardian(s), child over 12 year of age, and legal counsel (if applicable, such as in contested cases) for signature.
- Present the *Case Plan Report* to the court after it is declared that the child or youth is in need of protection during the hearing. It cannot be filed with the court until the court agrees.
- Place a copy of the *Case Plan Report* on the child and youth's file.
- Review the *Case Plan Report* with the Supervisor according to the review dates on the Report or every month.

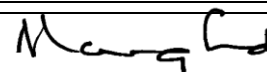
Note:

The following guidelines and principles are to be used when preparing and serving the *Case Plan Report*:

- A plan that supports family reunification and promotes the safety and well-being of a child or youth should be done in collaboration with the parent(s) and/or guardian(s) and where possible community supports that will assist family in the future.

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- All *Case Plan Reports* must be shared and discussed prior to Court with the parties, including legal counsel where appropriate. This could be achieved during a case conference, meeting or discussion.
- Guidelines for *Case Plan Report* meetings include:
 - Acknowledgment and consideration of alternate methods to achieve goals;
 - Collaboratively developing the goals or expectations as well as incorporating requested services from the child, youth and/or family;
 - Clarification and discussion of goals may be necessary to create a greater understanding of expectations;
 - The Supervisor should be present while the Case Plan Report is being shared and discussed, if there is legal counsel involved.
 - Different points of views on the goals or expectations of the plans are acceptable and can be argued in Court; and
 - It is not necessary for every Order to be done by consent/agreement. If there are terms and conditions that you believe are essential to ensure the wellbeing and safety of the child or youth, then these can be part of the court proceedings.
 - Ask the judge to include terms of the *Case Plan Report* in the order.

FORMS

- Case Plan Report

TOOLS

- Case Plan Report

COURT DOCUMENTS

- None

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