

## Completing the Case Plan

The Child Protection Worker must develop a written case plan for every child or youth who is receiving services under the *Child and Family Services Act*.

### REFERENCE

*NWT Child and Family Services Act, section 46(b)*

### PURPOSE

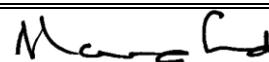
- To provide a clear and specific guide for changing the behaviours and conditions that influence risk.
- To provide a point of reference for the family and Worker to measure progress.
- To provide role clarity and better coordination, e.g., who will do what, by when and for how long.
- To identify family specific tasks that are reflective of the unique strengths and needs of each family.
- To identify family strengths and informal resources, which help to establish networks of mutual support that can continue after the family no longer requires the services of Child and Family Services.
- To develop a safety plan if required, as well as highlight any resources and supports that the family has been utilizing.

### PROCEDURE

1. Meet with the parent(s) and/or guardian(s), and all individuals relevant to the development of the written case plan, including a child over 12 years of age and extended family and foster parent(s), if appropriate.
2. Record any reasons where an individual refuses to participate or is not involved in the process.
3. Ensure the case plan specifically addresses the safety of the child and/or youth, builds on family strengths, provides hope for the family, and identifies culturally relevant resources and strategies for the family.
4. The Case Plan will include:
  - Goals to be accomplished and what success looks like;
  - Interim steps for reaching each goal;
  - Resources to be provided by the Authority, family members, community organizations and other key people;

Effective Date:  
April 1, 2015

Director of Child and Family Services



- Responsibilities of the Worker, family members, and others participating in the case plan;
- Frequency, duration, and intensity of services;
- The tasks required to facilitate reunification as well as when reunification is unlikely or impossible. This may include contact between children and family;
- Opportunities for children to establish life-long relationships;
- Timeframes for reviewing progress toward goal achievement;
- How goal achievement will be celebrated;
- Follow-up or alternative steps that should be taken if goals are not achieved; and
- A crisis and/or safety plan for the family, should it be needed, including plans for respite or emergency care.

5. Complete a Case Plan based on the child and/or youth's status and forward it to the Supervisor for review and approval.
6. Ensure every member of the planning process has a copy of the Case Plan and understands their roles in carrying out the plan. If a person is not present at the Case Plan meeting and has requested the Case Plan, the Child Protection Worker must request the consent of the parent(s) and/or guardian(s) permitting release of the plan.
7. Establish an agreement with the family for support services or protective services such as a Voluntary Services Agreement, Support Services Agreement and Plan of Care Agreement.
8. Assist the family in achieving the goals and objectives of the Case Plan through frequent and planned contact with the family as per the Minimum Contact Guidelines and Case Review Standards.
9. Assess and review with the parent(s) and/or guardian(s), child over 12 years of age, extended family, foster parent(s) and the Plan of Care Committee the progress and changes that have occurred in the family as per the Case Review Standard.

## FORMS

- Voluntary Services Agreement Case Plan
- Support Services Agreement Case Plan
- Plan of Care Agreement and Case Plan
- Case Plan Report – Supervision, Temporary and Permanent Custody Orders

## TOOLS

- Case Plan Development