

MANUAL TRANSMITTAL

Arkansas Department of Health and Human Services
Division of Children and Family Services

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From: Roy Kindle, DCFS Director Expiration Date – Until Superseded

Subj.: New Family Strengths, Needs and Risk Assessment (FSNRA) and Case Plan Processes

The DCFS Director is excited to announce that on October 1, 2006 DCFS will implement the new process for completing the Family Strengths, Needs and Risk Assessment (FSNRA) and Case Plan. The New FSNRA will assist staff in developing a thorough assessment through effective family engagement, identifying the most significant needs of the family and conducting a risk assessment on the family within the context of their social functioning. The new case plan is less cumbersome and incorporates more information from the FSNRA to make the completion less complicated.

Effective October 1, 2006, only case plans existing prior to October 1st will be read. The ‘old’ printed case plan may be seen and printed. However, it will have a watermark with a “Prior To 10/01/2006” on the document and will not be considered official. Any of the “old” case plans that are not approved prior to October 1, 2006, will be deleted out of CHRIS. Therefore staff must complete all pending case plans and get them approved prior to October 1, 2006.

All case plans approved prior to October 1, 2006, have a Target Date of Current Plan (expiration date), and workers can use this date to determine when they need to complete a new Case Plan. Any new circumstances that warrant a new case plan, such as a goal change or the child coming into foster care should also be considered. In order to complete the new Case Plan after October 1, 2006, a new Family Strengths Needs and Risk Assessment must be completed and approved.

Executive Staff understands that with the implementation of any new program there is a developmental process. Executive Staff expects to see some improvement in the quality of assessment and case plans developed with family involvement within six (6) months of implementation. Initial training on the new assessment and case plan will be held the last two weeks of September. Area CHRIS trainers and the University Partners will be available to provide follow-up and support training after the initial training. Supervisors will review the quality of FSNRA and case plans at the point of approval and refer staff for additional training as needed. Feedback on the process or any questions or concerns should be forwarded to the Area Manager who will forward to the appropriate Program Administrator.

Staff will use the process outlined in this Executive Directive until policy is revised to reflect the new process.

**ARKANSAS DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES
FAMILY STRENGTHS, NEEDS AND
RISK ASSESSMENT (FSNRA) AND CASE PLAN
PROCESSES FOR COMPLETION**

I. INVESTIGATION RISK ASSESSMENT

1. Complete the Investigation initial Risk Assessment on each child in an investigation where DCFS has Primary or Secondary Assignment on the investigation, the offender is in the home, there is an Overall -True Finding and a Child Protective Service (In-Home or Out-Of-Home) case is opened. The Investigation initial Risk Assessment is required if the Offender is out-of- the-home and has frequent access to the child (i.e. non-custodial parent, close relative etc.)
2. Only DCFS staff is required to complete the child's Investigation Risk Assessment. CACD staff is not required to complete the Investigation initial Risk Assessment, but will communicate with the DCFS Secondary Assignment Investigator for accurate completion.
3. Complete each child's Investigation initial Risk Assessment within 30 days of receipt of the child maltreatment allegation, prior to closure of the investigation. The child's initial Investigation Risk Assessment can be completed at any time during the on-going investigation to assist in determining the likelihood of future abuse in an investigation.
4. If the child's Investigation initial Risk Assessment was not completed in the investigation, and a Child Protective Service (In-Home or Out-of-Home) case was opened, the Caseworker must complete an initial Risk Assessment in the case for each child within 30 days.
5. The child's Investigation initial Risk Assessment's Level will be considered as the baseline level of risk for the open case's Family Strengths, Needs and Risk Assessment.

II. FAMILY STRENGTHS, NEEDS AND RISK ASSESSMENT (FSNRA)

The Family Strengths, Needs and Risk Assessment will be completed and updated throughout the life of open Child Protective Service (In-Home and Out-of-Home) and Supportive cases. The worker will meet several times with the family to conduct a thorough and complete assessment and to ensure family involvement; in fact, the family may assist the worker in completing the FSNRA CHRIS screens (through laptop computer or office computer). A draft of the completed FSNRA can be printed and reviewed with the family to ensure that information is correct, prior to supervisor approval. Workers will review the approved FSNRA with the family and obtain the family's signature(s) on the approved document.

CHILD PROTECTIVE SERVICES (IN-HOME AND OUT-OF-HOME) AND/OR SUPPORTIVE SERVICES CASES – FSNRA

1. Time Frames for Development of Family Strengths/Needs/Risk Assessment:
 - Based on Case Open Date:
 - Within thirty (30) days
 - Within ninety (90) days
 - Every six (6) months thereafter
 - Prior to Case Closure
 - Based on Child's Removal Date From Home:
 - Within thirty (30) days
 - Within ninety (90) days
 - Every three (3) months
 - Prior to Case Closure
2. Development of Family Strengths/Needs/Risk Assessment with Family Members:
 - Assess specific (fifteen) Family's Situations, Strengths and Risks
 - Assess specific (seven) Child's Situations, Strengths and Risks
 - Describe Safety Plan for Family
 - Determine Overall Risk For Family
 - Identify the Reason(s) Case Opened and the Need(s) of each Client
 - Review/Edit completed FSNRA screens
 - Request Approval of FSNRA from Supervisor
 - Supervisory Approval of FSNRA
 - Print Strengths/Needs/Risk (post 09-30-2006) – CFS-6009
 - Obtain Parent(s) signature(s)
3. Subsequent (Reassess) Family Strengths/Needs/Risk Assessment:
 - If minor changes to existing FSNRA, Copy the current FSNRA and Request Approval from Supervisor
 - If major changes to existing FSNRA, enter New FSNRA and Request Approval from Supervisor
 - Print the new FSNRA and obtain Parent(s) signature(s)
4. Family Strengths/Needs/Risk Assessment Overall Risk and Contacts:
 - High Risk – Weekly Face-to-Face Contact
 - Moderately High Risk – Weekly Face-to-Face Contact
 - Moderate Risk – Monthly Face-to-Face Contact
 - Moderately Low Risk – Monthly Face-to-Face Contact
 - Low Risk – Monthly Face-to-Face Contact
 - None – Monthly Face-to-Face Contact
5. Family Strengths/Needs/Risk Assessment and Case Plans:
 - Subsequent (Latest) FSNRA information will appear in the development of a new Case Plan

III. CASE PLANS

The case plan will be immediately developed after the approval of a thorough Family Strengths, Needs, Risk Assessment. The Reason(s) Case Opened and Needs of each family member (clients) identified in the most recent approved FSNRA will appear in the new case plan to assist the worker in identifying the appropriate goal(s) and task(s) for family members (adults and children) to meet the needs of the family and the health and safety needs of the child.

CHILD PROTECTIVE SERVICES (IN-HOME AND OUT-OF-HOME) AND/OR SUPPORTIVE SERVICES CASES – CASE PLANS

1. Time Frames for Development of Family Case Plan:
 - Based on Case Open Date:
 - Within thirty (30) days
 - Within ninety (90) days
 - Every six (6) months thereafter
 - Based on Child's Removal Date From Home:
 - Within thirty (30) days
 - Within ninety (90) days
 - Every three (3) months
2. Development of Family Case Plan with Family Members:
 - Identify Child (ren) Permanency Plan Goals
 - Describe Agency Efforts in assisting family
 - Identify a Service and Task for each family member's Reason/Need relating it to a Goal or Concurrent Goal
 - Review/Edit completed Case Plan screens
 - Request Approval of Case Plan from Supervisor
 - Supervisory Approval of Case Plan
 - Print Case Plan (post 09-30-2006) – CFS-6010
 - Obtain Parent(s) signature(s)
3. Status of Family Member's Case Plan Service:
 - Complete/Update Service Status screen after approval of current case plan and prior to approval of next case plan:
 - On Each Client Member's Service identified in current approved Case Plan
 - Find CHRIS Provider of Service or type in Provider's Name
 - Select Status of Service, Effective Date and Comments
4. Subsequent Family Case Plan:
 - A new Case Plan cannot be developed until a status is entered for each client's Service on the Services Status screen for the current approved Case Plan.
 - If minor changes to current approved Case Plan and a new FSNRA has not been approved, Copy the current Case Plan and Request Approval from Supervisor
 - If major changes to existing Case Plan, or a new FSNRA has been approved, enter New Case Plan and Request Approval from Supervisor
 - Print the new Case Plan and obtain Parent(s) signature(s)

Case Plan Packet for Court Involvement Cases Includes:

- Case Plan Document – CFS-6010 CHRIS Case Report
 - Strengths/Needs/Risk Assessment – CFS-6009 CHRIS Case Report
- If child (ren) are in DHHS Custody:
- Placement Plan – CFS-6008 CHRIS Case Report (if appropriate)
 - Placement History – CFS-6018 CHRIS Case Report (if appropriate)
 - Visits Report – CFS-7010 CHRIS Case Report (if appropriate)
 - Client Medical/Psychological – CFS-6012 CHRIS Case Report (if appropriate)
 - Independent Living Skills page (if appropriate) – CFS-6010 Addendum B CHRIS Net Template (form for worker to type in info)
 - Visitation Plan/Visitation Schedule (if appropriate) – CFS-6010 Addendum A CHRIS Net Template (form for worker to type in info)
 - Completed Comprehensive Health Assessment

None Court Involved Case Plans:

- Case Plan Document –CFS-6010 CHRIS Case Report
- Strengths/Needs/Risk Assessment – CFS-6009 CHRIS Case Report
- Any case specific attachments (i.e. grades, provider information, etc.) as appropriate.

THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY

Submit inquiries to: DCFS Policy Unit, phone (501) 682-8750