
**CHILD WELFARE SERVICES PROGRAM
ASSESSMENT AND CASE PLAN**

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CHAPTER 31-200 ASSESSMENT AND CASE PLAN

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CHAPTER 31-200 ASSESSMENT AND CASE PLAN**31-201 ASSESSMENT AND CASE PLANNING PROCESS****31-201**

- .1 When it has been determined that child welfare services are to be provided the social worker shall:
- .11 Complete an assessment.
 - .111 An assessment is completed for each child for whom child welfare services are to be provided, and includes gathering and evaluating information relevant to the case situation and appraising case services needs.
 - .12 Determine the case plan goal.
 - .121 When determining the case plan goal, the social worker shall consider the following order of priority for services:
 - (a) Family maintenance services - In order to maintain the child in his/her own home, when the protective needs of the child can be met.
 - (b) Family reunification services - If the family potentially can be successfully reunified within the time limits specified in Welfare and Institutions Code Sections 16507 and 16507.3. If the child is placed out of home and is receiving family reunification services, the case plan shall have two tracks:
 - (1) The family reunification track, which consists of services described in Welfare and Institutions Code Section 16501(h).
 - (2) The concurrent services track, which identifies the child's permanency alternative and the services necessary to achieve legal permanence should family reunification fail.
 - (c) Permanent placement services - Only when there are no feasible means of maintaining or reuniting the child with his/her parent(s)/guardian(s).
 - (1) When the child has been detained and one or more of the following circumstances exist, the social worker may recommend permanent placement services.
 - (A) The whereabouts of the parent(s)/guardian(s) is unknown.
 - (B) The parent(s)/guardian(s) is suffering from a mental disability that renders him/her incapable of utilizing family reunification services.

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- (2) When the child is detained, and one or more of the following circumstances exist, the social worker must recommend permanent placement services, unless the court finds, by clear and convincing evidence, that reunification is in the best interests of the child.
- (A) The child or sibling of the child had been previously adjudicated a dependent as a result of physical or sexual abuse; had been removed from the custody of the parent(s)/guardian(s); had been returned to the custody of the parent(s)/guardian(s); and has again been removed due to additional physical or sexual abuse.
 - (B) The parent(s)/guardian(s) of the child has caused the death of another child through abuse or neglect.
 - (C) The child is under the age of five and has come under court jurisdiction due to severe physical abuse as specified in Welfare and Institutions Code Section 300(e).
 - (D) The child has come under court jurisdiction due to severe sexual abuse (Welfare and Institutions Code Section 361.5(b)(6)) or severe physical abuse (Welfare and Institutions Code Section 361.5(b)(6)) inflicted upon the child, a sibling or half-sibling.
 - (E) The parent(s)/guardian(s) is incarcerated or institutionalized and the social worker has determined, based on the criteria specified in Welfare and Institutions Code Section 361.5(e)(1) that permanent placement services are appropriate.
 - (F) The parent or guardian of the minor has advised the court that he or she is not interested in receiving family maintenance or reunification services pursuant to Welfare and Institutions Code Section 361.5(b)(13).
- (3) When recommending a permanent placement services, the social worker shall adhere to the following order of priority for permanent placement:
- (A) Adoption - Before the social worker recommends to the court that family reunification services be terminated, a case review conducted jointly by foster care and adoption staff to determine potential for adoption shall have been completed.

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1. If the case review is to address a potential relative adoption, it shall address whether a kinship adoption is in the child's best interest.
 2. When a case is referred for adoption planning, it shall remain under county supervision for purposes of providing child welfare services until dismissal of the dependency and issuance of a final decree of adoption.
- (B) Guardianship - If kinship adoption or adoption is not possible, the case shall be reviewed for guardianship. Preference shall be given to guardianships by relatives.

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1. Welfare and Institutions Code Section 361.3 specifies that all relative caregivers must be assessed by a specific set of criteria that includes safety of the home, character of the relative, and ability to provide permanency for the child, among other elements. This assessment provides the foundation for determining whether or not guardianship with the relative is appropriate and in the child's best interest.
2. To provide assistance in meeting the assessment criteria in Welfare and Institutions Code Section 361.3, CDSS issued guidelines to counties on March 1, 1999 pursuant to Welfare and Institutions Code Section 16501.1(i). Those guidelines were distributed to the counties via All County Information Notice I-18-99.

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- (C) Long term foster care - Only if adoption or guardianship is not possible, a recommendation for long-term foster care placement shall be made. Exercise of this option requires continued efforts to obtain adoption, guardianship or preparation for independence for the child.

- .13 Develop the case plan which shall identify the following factors and document the plan as specified in Section 31-205:
 - .131 Objectives to be achieved.
 - .132 Specific services to be provided.
 - .133 Case management activities to be performed.
 - (a) Parent(s)/guardian(s) shall be requested to participate in the development of the case plan.
 - (b) Parents shall be advised that, at any time during the child's dependency, they may request adoption counseling and services.

NOTE: Authority Cited: Sections 10553, 10554, and 11369, Welfare and Institutions Code. Reference: Sections 358.1(e) and 361 (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), 361.5, 366.23, 16501, 16501.1 (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), 16501.1(f), 16506, 16507, and 16508, Welfare and Institutions Code; Sections 8714.5 and 8714.7 (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), Family Code.

31-205 ASSESSMENT DOCUMENTATION**31-205**

- .1 The social worker shall document the following assessment information:
- (a) The relevant social, cultural, and physical factors relating to the following:
 - (1) The child.
 - (2) The child's parent(s)/guardian(s) or person(s) serving in that role.
 - (3) Other significant persons, including children and siblings, who are known to reside in the home.
 - (b) The apparent problems, and possible causes of those problems, which require intervention and the family strengths which could aid in problem resolution.
 - (c) Whether the child may safely remain at home if preplacement preventive services are provided, and, if so, the specific services to be provided.
 - (d) If the child is a parent, any special needs of the child with regard to his/her role as a parent.
 - (e) If the child has been removed based on one of the findings pursuant to Welfare and Institutions Code Section 361.5(b), the circumstances relating to the finding and whether failure to order family reunification services would likely be detrimental to the child.
 - (f) Any known social services previously offered and/or delivered to the child or family and the result of those services.
 - (g) If family reunification services are recommended, relatives or others who could provide or assist with legal permanency - adoption, guardianship, or preparation for independence - should family reunification fail.
 - (h) The need, if known, for any health/medical care.
 - (i) The condition(s) which are met that allow a child under the age of six to be placed in a group home in accordance with Section 31-405.1(b).
 - (j) The condition(s) which is met that allows a child to be placed in a community treatment facility in accordance with Section 31-406.

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- .2 The county shall be permitted to combine the assessment with the case plan as one document provided that:
- .21 The assessment and the case plan are each readily identifiable as such; and
 - .22 The combined document contains all of the necessary components of both the assessment and the case plan.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 361, 361.5, 4094, 4094.5, 4094.6, 4094.7, 5585.58, 5600.3, 11467.1, 16501, 16501(e), 16501.1(e)(9), and 16507, Welfare and Institutions Code; 42 U.S.C. Sections 675(1) and 677, and Sections 1502 and 1502(a)(8), Health and Safety Code.

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31-206 CASE PLAN DOCUMENTATION**31-206**

- .1 The social worker shall document in the case plan the case plan goal which the social worker has determined as specified in Section 31-201.12 to be appropriate for each child.
- .2 The social worker shall document in the case plan the following information regarding case plan objectives for each person named in the case plan:
 - .21 Measurable, time-limited objectives based on the problems and family strengths identified in the assessment.
 - .211 The social worker shall include specific descriptions of the responsibilities of the parent(s)/guardian(s) in meeting the case plan objectives.
 - .212 Discussion of advisement to the parent(s) that at any time during the child's dependency he/she/they may request adoption counseling and services.
 - .22 The specific services to be provided and the case management activities to be performed in order to meet the case plan objectives and goal.
 - .221 The social worker shall include specific descriptions of the responsibilities of the social worker, other county staff, other individuals, and community agencies in the provision of services and the performance of case management activities.
 - .222 For children in out-of-home care, the social worker shall document the two services tracks identified for children receiving family reunification services.
 - (a) The services to be provided to assist the parents in reunifying with the child as identified in the family reunification services track.
 - (b) The services to be provided and steps to be taken to implement the permanency alternative identified in the case plan if family reunification fails.
 - .23 The projected date for completion of case plan objectives and the date child welfare services are to be terminated.
 - .24 The schedule of planned social worker contacts and visits with the child and the family in accordance with Sections 31-320 and 31-325.
 - .241 The social worker shall document in the case record the justification for any exceptions to the contact or visit requirements specified in Sections 31-320 and 31-325.
 - .242 The social worker shall document in the case plan the justification for exceptions to visit or contact requirements that are approved by the court or county deputy director pursuant to Sections 31-320.6 and 31-325.4.

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(Continued)

- .3 For children receiving out-of-home care, the social worker shall also document in the case plan, the following:
- .31 An assessment of the child's placement needs and a determination and description of the type of home or institution which will best meet those needs.
- .311 If siblings are not placed together, the social worker shall document the diligent efforts to place siblings together and reasons why they were not placed together, if applicable.
- .312 For children placed out-of-county, the rationale for out-of-county placement, and a description of the specific responsibilities of the sending and receiving counties, in accordance with the provisions of Section 31-505.
- (a) When an out-of-state group home placement is recommended or made, the case plan shall document the recommendation of the multidisciplinary team, pursuant to MPP Section 31-066 and the rationale for this particular placement. The case plan shall address what in-state services or facilities were used or considered and why they were not recommended.
- .313 For children placed in a foster family home, group home, or other child care institution that is either a substantial distance from the home of the parent(s) or guardian(s) or out-of-state, the case plan shall specify the reasons why such placement is the most appropriate placement selection and whether the placement continues to be in the best interest of the child.
- .314 For a group home and community treatment facility placement, the case plan shall have a schedule of planned social worker/probation officer monthly visits.
- .315 When a community treatment facility placement is recommended or made, the case plan shall specify the reasons why this placement is the most appropriate placement selection pursuant to Section 31-406.
- .316 For a community treatment facility placement, the case plan shall specify how the continuing stay criteria will be met as specified in Section 1924 of the California Code of Regulations, Title 9, Chapter 11.

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.317 California Code of Regulations, Title 9, Section 1924 states:

"(a) Continuing stay criteria used by a CTF shall include documentation by the CTF psychiatrist of the continuation of admission criteria in addition to written documentation from the appropriate interagency placement committee, or other designated external case manager, such as the probation department, county mental health department, or private insurance utilization review personnel, supporting the decision for continued placement of the child within a CTF. Continuing stay criteria shall be reviewed by a CTF in intervals not to exceed ninety (90) days. Findings shall be entered into each child's facility record.

"(b) Individuals who are special education pupils identified in paragraph (4) of subdivision (c) of Section 56026 of the Education Code and who are placed in a CTF prior to age eighteen pursuant to Chapter 26.5 of the Government Code may continue to receive services through age 21 provided the following conditions are met:

"(1) They continue to satisfy the requirements of subsection (a);

"(2) They have not graduated from high school;

"(3) They sign a consent for treatment and a release of information for CTF staff to communicate with education and county mental health professionals after staff have informed them of their rights as an adult.

"(4) A CTF obtains an exception from the California Department of Social Services to allow for the continued treatment of the young adult in a CTF pursuant to Section 80024, Title 22, Division 6, Chapter 1 of the California Code of Regulations."

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- .32 The schedule of planned parent(s)/guardian(s) contacts and visits with the child, in accordance with Section 31-340.
- .33 The schedule of planned visitation of the child by his/her grandparents as specified in Welfare and Institutions Code Section 16507(a).
- .34 The schedule of planned social worker contacts and visits with the child's out-of-home care provider, in accordance with Section 31-330.
- .35 The health and education information about the child.
 - .351 This information shall include the following, as available.

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31-206 CASE PLAN DOCUMENTATION**31-206**

(Continued)

- (a) The names and addresses of the child's health and educational providers.
 - (b) The child's grade level performance.
 - (c) The child's school record.
 - (d) Assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement.
 - (e) A record of the child's immunizations.
 - (f) The child's known medical problems.
 - (g) The child's medications.
- .352 If any of the required health and education information is not contained in the case plan, the case plan shall document where the information is located.
- .36 A plan which will ensure that the child will receive medical and dental care which places attention on preventive health service through the Child Health and Disability Prevention (CHDP) program, or equivalent preventive health services in accordance with the CHDP program's schedule for periodic health assessment.
- .361 Each child in placement shall receive a medical and dental examination, preferably prior to, but not later than, 30 calendar days after placement.
- .362 Arrangements shall be made for necessary treatment.
- .37 For each child in placement age 16 or older, the case plan shall incorporate the transitional independent living plan information as specified in Section 31-525.1.
- .38 For each child for whom a dependency petition has been filed, the recommendation that the right of the parent(s)/guardian(s) to make education decisions be limited by the court pursuant to Welfare and Institutions Code Section 361(a), if applicable.
- .4 The case plan shall be considered complete only if all of the elements specified in Section 31-206 have been documented and the social worker's supervisor has signed and dated the case plan.
- .41 The social worker may complete a single case plan for the family, provided that the planned services are individually identified for each person named in the case plan.
- .42 If any of the elements specified in Section 31-206 are not immediately available, the social worker shall document in the case plan the following information:

31-206	CASE PLAN DOCUMENTATION (Continued)	31-206
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- .421 The social worker's attempts to obtain the information.
- .422 The social worker's plan for obtaining the information including the time frame in which the information is expected to be obtained.

NOTE: Authority Cited: Sections 10553, 10554, and 16501.1, Welfare and Institutions Code. Reference: Sections 358.1(e) (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), 361, 361(b) (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), 361.5, 4094, 4094.5, 4094.6, 4094.7, 5585.58, 5600.3, 16002, 16501, 16501.1(e), and 16507, Welfare and Institutions Code; 42 U.S.C. Sections 675(1) and 677; Sections 7901, 7911, 7911.1, and 7912, Family Code; and Sections 1502 and 1502(a)(8), Health and Safety Code.

31-210	CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN FOR WHOM A DEPENDENCY PETITION HAS BEEN FILED	31-210
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- .1 Within 30 calendar days of the in-person investigation (i.e., first face-to-face contact) or initial removal, or by the date of the dispositional hearing, whichever comes first, the social worker shall:
 - .11 Complete and sign the case plan as specified in Section 31-206.
 - .12 Explain the purpose and the content of the case plan to the parent(s)/guardian(s) named in the case plan.
 - .13 Request the parent(s)/guardian(s) to sign the case plan as an indication of case plan approval and willingness to participate in service activities.
 - .131 If unable to obtain the signature of the parent(s)/guardian(s) as specified in Section 31-210.13, the county shall nevertheless provide services, but shall document in the case plan the reason(s) for the failure to obtain the signature of the parent(s)/guardian(s).
 - .14 Provide a copy of the completed case plan to the parent(s)/guardian(s).
 - .15 Obtain the signed and dated written approval of the social worker's supervisor on the case plan or the court report.
 - .151 The social worker's supervisor must sign the case plan or the court report in which the case plan is included prior to submission to the court or within 30 days of the initial removal or initial response, whichever occurs first.

31-210	CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN FOR WHOM A DEPENDENCY PETITION HAS BEEN FILED (Continued)	31-210
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- (a) In so signing, the signature of the social worker's supervisor shall be deemed to have certified that the case plan was reviewed by the supervisor and the case plan goal and the planned services for meeting that goal are appropriate.

- .16 Begin implementation of the case plan in accordance with the time frames and schedules specified in the case plan.

- .2 The case plan shall be included in the court report and submitted to the court at least 48 hours prior to the dispositional hearing specified in Welfare and Institutions Code Section 358.

- .21 If the dispositional hearing specified in Welfare and Institutions Code Section 358 is not convened within six months of the date the case plan was completed, the case plan update must be included in the court report and submitted to the court at least 48 hours prior to the dispositional hearing.

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 358(b), 361, 16501(a), and 16501.1(d) and (e), Welfare and Institutions Code.

31-215	CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN AND FAMILIES WHO WILL VOLUNTARILY RECEIVE SERVICES	31-215
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- .1 Within 30 calendar days of the in-person investigation (i.e., first face-to-face contact), the social worker shall:
 - .11 Complete and sign the case plan as specified in Section 31-205.
 - .12 Explain the purpose and content of the case plan to the parent(s)/guardian(s) named in the case plan.
 - .13 Request the parent(s)/guardian(s) named in the case plan to sign the case plan.
 - .131 If the parent(s)/guardian(s) refuses to sign the case plan for voluntary services, voluntary services shall not be provided.
 - .14 For children who will voluntarily receive out-of-home care, request the parent(s)/guardian(s) named in the case plan to sign the placement agreement parent/agency.

31-215 **CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN AND FAMILIES WHO WILL VOLUNTARILY RECEIVE SERVICES** (Continued) **31-215**

- .141 If the parent(s)/guardian(s) named in the case plan refuses to sign the placement agreement parent/agency, voluntary out-of-home services shall not be provided.
- .15 Obtain the signed and dated written approval of the social worker's supervisor on the case plan.
- .151 In so signing, the signature of the social worker's supervisor shall be deemed to have certified that the case plan was reviewed by the supervisor and the case plan goal and the planned services for meeting that goal are appropriate.
- .16 Provide a copy of the completed case plan to the parent(s)/guardian(s).

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 16501.1(f)(7) and 16507, Welfare and Institutions Code.

31-220 **CASE PLAN UPDATES** **31-220**

- .1 The case plan shall be updated as service and permanency needs of the child and family dictate and to assure achievement of service and permanency objectives.

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16501.1(d), Welfare and Institutions Code.

31-225 **CASE PLAN UPDATE DOCUMENTATION** **31-225**

- .1 Each case plan update shall document the following information:
 - .11 Any changes in the information contained in the case plan.
 - .12 Specific information about the current condition of the child and family.
 - .13 If the parent(s)/guardian(s) is part of the case plan, a description of the degree of compliance by the parent(s)/guardian(s) with the written case plan, including the following:
 - .131 Progress in working toward achievement of each case plan objective.

31-225	CASE PLAN UPDATE DOCUMENTATION (Continued)	31-225
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- (a) If the case plan's goal is family reunification, documentation shall also include the efforts to achieve the permanency alternative if family reunification fails.
- .132 Cooperation in keeping appointments.
- .133 For children in out-of-home placement, visiting patterns of the parent(s)/guardian(s) with the child, including, but not limited to, the following:
 - (a) Frequency of visits.
 - (b) Initiation by parent(s)/guardian(s).
 - (c) Cooperation in keeping appointments.
 - (d) Interaction with child and/or foster parent(s).
- .14 The case plan adequacy and continued appropriateness.
 - .141 The need, if any, for a change in the case plan.
- .15 The joint assessment conducted pursuant to Welfare and Institutions Code Sections 361.5(g), 366.21(i), or 366.22(b), when that assessment has been ordered by the court.
- .16 Any subsequent discussions with the parent(s) regarding the advisement made pursuant to Section 31-201.133(b) that he/she may request adoption counseling and services.
- .2 The case plan update shall be considered complete only if all of the elements specified in Section 31-225 have been documented and the social worker's supervisor has signed and dated the case plan update.

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 361 and 361.5 (as amended by Assembly Bill 1544, Chapter 793, Statutes of 1997) and 16501.1(d), Welfare and Institutions Code; and 42 USC Section 675(1).

31-230 CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR COURT-ORDERED CASES**31-230**

.1 The social worker shall:

- .11 Complete a case plan update as often as the service needs of the child and family dictate and as is necessary in order to assure achievement of service objectives. At a minimum, the social worker shall complete a case plan update in conjunction with each status review hearing, but no less often than once every six months.

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- .111 Status review hearings are conducted pursuant to Sections 366.21, 366.22, 366.25, or 366.26 of the Welfare and Institutions Code.

The dispositional hearing held pursuant to Welfare and Institutions Code Section 358 may be considered the initial status review hearing if it is held within the first six months of a child's original placement date as defined in Welfare and Institutions Code Section 11400(p) and makes all of the findings required by Welfare and Institutions Code Section 366(a).

- .112 Welfare and Institutions Code Section 11400(p) specifies as follows:

"Original placement date" means the most recent date on which the court detained a child and ordered an agency to be responsible for supervising the child or the date on which an agency assumed responsibility for a child due to termination of parental rights, relinquishment, or voluntary placement.

- .113 Welfare and Institutions Code Sections 366(a) and (c) specify as follows:

"(a) The status of every dependent child in foster care shall be reviewed periodically as determined by the court but no less frequently than once every six months, as calculated from the date of the original dispositional hearing, until the hearing described in Section 366.25 or 366.26 is completed. The court shall determine the continuing necessity for and appropriateness of the placement, the extent of compliance with the case plan, and the extent of progress which has been made toward alleviating or mitigating the causes necessitating placement in foster care, and shall project a likely date by which the child may be returned to the home or placed for adoption or legal guardianship."

"(c) If the child has been placed out-of-state, each review described in subdivision (a), and reviews conducted pursuant to Sections 366.3 and 16503 shall also address whether the out-of-state placement continues to be the most appropriate placement selection and in the best interest of the child."

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**31-230 CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE
REQUIREMENTS FOR COURT-ORDERED CASES (Continued)****31-230****HANDBOOK CONTINUES**

.114 Welfare and Institutions Code Section 361.21 specifies as follows:

"(a) The court shall not order the placement of a minor in an out-of-state group home, unless the court finds, in its order of placement, that both of the following conditions have been met:

"(1) The out-of-state group home is licensed or certified for the placement of minors by an agency of the state in which the minor will be placed.

"(2) The out-of-state group home meets the requirements of Section 7911.1 of the Family Code.

"(b) At least every six months, the court shall review each placement made pursuant to subdivision (a) in order to determine compliance with that subdivision.

"(c) A county shall not be entitled to receive or expend any public funds for the placement of a minor in an out-of-state group home unless the requirements of subdivisions (a) and (b) are met."

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- .12 Obtain the signed and dated written approval of the social worker's supervisor on either the case plan update or the court report prior to submission of the case plan update and the court report to the court.
- .13 Provide a copy of the completed case plan update to the parent(s)/guardian(s) and discuss the case progress, problems, and case plan status.
- .14 Submit the case plan update and the court report to the court at least 10 calendar days prior to the scheduled hearing.
- .141 Updates to the case plan made during the period between review hearings which do not change the case plan goal may be approved by the social worker's supervisor and need not be approved by the court. The social worker's supervisor shall document approval of the updated case plan by signing and dating the case plan update.
- .15 Request the parent(s)/guardian(s) named in the case plan to sign the case plan update as an indication of plan approval and willingness to participate in service activities.

31-230 **CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR COURT-ORDERED CASES** (Continued) **31-230**

- .151 If unable to obtain the signature of the parent(s)/guardian(s) as specified in Section 31-230.15, the county shall nevertheless provide services. However, the social worker shall document in the case plan the reason(s) for the failure to obtain the signature of the parent(s)/guardian(s).

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 361.21, 366(a), and 16501.1(d) and (f), Welfare and Institutions Code and Sections 7901, 7911 and 7911.1, Family Code.

31-235 **CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR VOLUNTARY CASES** **31-235**

- .1 The social worker shall:
 - .11 Complete a case plan update as often as the service needs of the child and family dictate and as is necessary in order to assure achievement of service objectives, but no less frequently than once each six months.
 - .12 Provide a copy of the completed case plan update to the parent(s)/guardian(s) and discuss the case progress, problems, and case plan status.
 - .13 Request the parent(s)/guardian(s) named in the case plan update to sign the case plan update as an indication of plan approval and willingness to participate in service activities.
 - .131 If the parent(s)/guardian(s) named in the case plan update refuses to sign the case plan update for voluntary services, voluntary services shall not be provided.
 - .14 Obtain signed and dated written approval of the social worker's supervisor on the case plan update.

NOTE: Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 16501.1(f)(7) and 16507, Welfare and Institutions Code.