

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<b>72</b>
Chapter:	Working with Families	
Subject:	Plan Review for Non-Custody Cases	Page 1 of 1
Approved:	Fredrick M. Ober, Division Director	Effective: 1/18/99 FINAL
Supersedes:	Casework Procedure 3200	Dated: 2/1/95

## Purpose

To outline the requirements for formal review of case plans for non-custody cases.

## Policy

A plan review is due for open family cases, protective supervision cases and probation cases six months from the date of the initial case plan and every six months thereafter. In addition, a plan review should be completed when there is a major change in circumstances affecting the plan.

Even though assessment is a continual process, the time of the plan review provides a formal opportunity for the social worker and the family to review progress together. Before preparing the written plan review, the social worker should meet with the family to review with them the progress made since the last assessment and plan, the effectiveness of services in decreasing risks to the child and /or community, and the plan for the next service period. If other service providers are involved, their input should be solicited as well. At the time of re-assessment, it is important to review need for our continued involvement.

### Social Worker Tasks

- Meets with family and/or youth to review progress towards goals and to collaborate on the development of a plan for the next six months.
- Prepares written plan review (FS-247).
- Discusses progress towards goals and proposed plan with Supervisor.

### Supervisory Tasks

- Reviews proposed case plan, signing concurrence or making recommendations for change.
- Updates Supervisory Tracking Form.