

# Handout: The Four Step Planning Process

## Step One: Preparation

- Schedule visits with the child/youth and their foster family in advance.
- Review the case, including the service plan.
- Identify your areas of concern/barriers to progress.
- Prepare an agenda.

## Step Two: Exploration

- Caseworker, child/youth, and caregiver focus and discuss immediate needs and concerns.
- Review the agenda to establish the purpose of the meeting; make any changes or additions.
- Confirm the time frame for the visit.
- Caseworker reviews all progress and any challenges since last visit.
- Caseworker reviews the content of visit with the focus on assessing safety, well being and permanency.

## Step Three: Direction

- Caseworker uses a series of developmentally appropriate questions to assess child's or youth's well being and safety.
- Use the service plan as a basis for the case discussions.
- Discuss the foster family's strengths and needs related to the child.
- Identify supports/services needed to help foster family to meet needs.

## Step Four: Wrapping Up

- Caseworker reviews the information discussed with child/youth and caregiver.
- Caseworker summarizes the strengths and challenges towards achieving the goals addressed in the service plan agreement and any new strategies discussed during the visit.
- Caseworker makes specific arrangement for the next visit.

# Handout: Jennifer Case Update

Earlier you heard from a sixteen year old girl named Jennifer. You may recall that Jennifer went into care as a baby and since then has lived with her mother, grandmother, several foster families, an adoptive family, and a group care home. Her mother's rights were terminated four years ago and Jennifer has not seen her mother but claims to talk with her on a regular basis.

You have just received the case. Jennifer left the group care home nine months ago and is living with a foster family experienced with adolescents. Jennifer did not want to go to another foster family, stating that she was sick and tired of going to live with different people. She threatened to run away and told the previous worker she would stay with the Martin family until she "got sick of it" or until it got warm enough for her to go live on the streets again. The Martins have reported that Jennifer has been very cooperative since arriving. She is attending school and has been following the household rules. But Mrs. Martin also said that Jennifer seemed to alternate between depressed and angry. She won't allow anyone to say anything nice to her. She continues to display a tough attitude and keeps telling Mrs. Martin how she's going to get the hell out of there as soon as she can.

You are going to visit with Jennifer today. There is a lot you are concerned about. You want to do what you can to support Jennifer's current placement. You also want to get a permanent plan in place for Jennifer. You want to talk with her about her service plan. You and your supervisor have discussed the options for Jennifer's permanent plan. You both feel that despite the number of placements and the failed adoption in the past, you would like to consider adoption.

Let's first prepare for your visit with Jennifer. With your partner consider the following:

- What do you want to accomplish at this visit with Jennifer?
- What agenda or list of topics would you identify to address with Jennifer?
- How do you plan to begin to talk with her about her permanent plan? What reaction do you expect?

Source: Adapted from Foster PRIDE/Adopt PRIDE Training Program. CWLA, Washington, D.C., 2003.

# Worksheet: Documentation of a Visit

Given the interview you just observed document the following facts:

- **Date:** *Today*
- **Type of Contact:**
- **Where it occurred (if not in the least restrictive setting explain):**
- **Who was there:**
- **Who conducted the visit:**
- **Did some of the interview occurred in private? How? If not, why?:**
- **Summary of information – What happened (purpose):**
  1. Child's Developmental Progress
  2. Child's Involvement in Case Planning
  3. Safety, Well-being or Permanency Issues
- **Any concerns or red flags that need follow up**

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## Websites:

[www.nrcfcppp.org](http://www.nrcfcppp.org) – National Resource Center for Family-Centered Practice and Permanency Planning

[www.Childwelfare.gov](http://www.Childwelfare.gov) – Child Welfare Information Gateway