

### 3. Family Case Plan

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**3.0 PURPOSE:** The following procedures apply to the case plan, its development, content and use with families.

**3.1 AUTHORITY**

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| A. | P.L. 96-272                                   | Adoption Assistance and Child Welfare Act (1980)   |
| B. | P.L. 105-89                                   | Adoption and Safe Families Act of 1997   |
| C. | 45 CFR 1340                                   | Child Abuse and Neglect Prevention and Treatment Act   |
| D. | 45 CFR 1356                                   | Requirements applicable to Title IV-E  |
| E. | CHAP 346-14, HRS                              | Establishment and administering of programs, standards and adoption of rules for protection of abused and neglected children |
| F. | CHAP 587-25, HRS                              | Child Protective Act, Safe Family Home Guidelines  |
| G. | CHAP 587-26, HRS                              | Child Protective Act, Service Plan   |
| H. | CHAP 587-27, HRS                              | Child Protective Act, Permanent Plan   |
| I. | <a href="#">HAR 920.1-7</a>                   | Authorization for services   |
| J. | <a href="#">HAR 920.1-8</a>                   | Confidentiality  |
| K. | <a href="#">HAR 920.1-15</a>                  | Social assessment  |
| L. | <a href="#">HAR 920.1-17</a>                  | Foster custody   |
| M. | <a href="#">HAR 920. 1-18</a>                 | Casework services  |
| N. | <a href="#">HAR 920.1-21</a>                  | Risk assessment  |
| O. | <a href="#">HAR 943.1 replaced by 17-1617</a> | Federally Funded Foster Care Maintenance Payments  |
| P. | <a href="#">HAR 945</a>                       | Services to Children in or Needing   |

Substitute Care

**3.2 CASE PLAN**

Once a complaint of harm or threatened harm to a child has been confirmed and services are to be provided to the child and his/her family by the department either voluntarily or by court order, the CWS social worker shall develop a case plan.

The ultimate goal of all case plans is to provide a safe, permanent home for the child.

[Procedures to Engage and Involve Fathers, Youth, and Relatives 09-26-12](#)

**3.2.1 Components of a Case Plan**

The case plan shall be a written document, which is a discrete part of the case record and developed jointly with the child's parent(s) or guardian(s), prepared in accordance with departmental procedures that, at a minimum, contains the following:

- A. A written current assessment of the safety and/or risk of the child based on criteria pursuant to section 587-25, HRS, and a service or permanent plan prepared by the department that at a minimum contains goals, objectives, services, the responsibilities of parties to the case plan, timeframes, consequences, and a likely date for successful completion of the plan.
- B. In addition to the requirements of paragraph A above,
  - 1. for each child in out-of-home care the case plan shall include at a minimum:
    - a. A statement indicating whether prevention of the out-of-home placement was possible;
    - b. A description of the services offered and provided to the child and family and the reasonable efforts made by the department to prevent removal of the child from the home and reunify the child with the family;
    - c. The type of out-of-home placement in which a child is placed or is to be placed;
    - d. The services provided to the child and foster parents in order to address the needs of the child while in out-of-home care;
    - e. Efforts to ensure that the child's placement is the least restrictive, most family like setting in close proximity to the family home and an explanation

of how the placement is consistent with the best interests and special needs of the child provided that:

- i. If the child has been placed a substantial distance from the home of the parents, or in a different state, sets forth the reasons why such a placement is in the best interests of the child;
- f. The safety and appropriateness of the placement;
- g. The plan for ensuring the child receives safe and proper care and a description of how the needs of the child while in out-of-home care will be addressed;
- h. The services that shall be provided to the parents and child to improve conditions in the home, facilitate the return of the child to the home, or to establish a permanent placement;
- i. The health and education records of the child, including:
  - i. The names and addresses of the child's health and educational providers;
  - ii. The child's grade level performance;
  - iii. The child's school record;
  - iv. Assurances that each placement of the child in foster care takes into account the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement; and
  - v. an assurance that the State/Tribal agency has coordinated with appropriate local educational agencies (as defined under section 9101 of the Elementary and Secondary Education Act of 1965) to ensure that the child remains in the school in which the child is enrolled at the time of each placement; or
  - vi. if remaining in such school is not in the best interests of the child, assurances by the State/Tribal agency and the local educational agencies to provide immediate and appropriate enrollment in a new school, with all of the educational records of the child provided to the school; and

- vii. A record of the child's immunizations;
- viii. The child's known medical problems;
- ix. The child's medications; and any other relevant health and education information concerning the child determined to be appropriate by the department;
- j. Where appropriate, for a child twelve years or over, a plan to help the child prepare for the transition from foster care to successful adulthood; with respect to a child who has attained 14 years of age, any revision or addition to the plan must be developed in consultation with the child and, at the option of the child, with up to 2 members of the case planning team who are chosen by the child and who are not a foster parent of, or caseworker for, the child. DHS may reject an individual selected by a child to be a member of the case planning team at any time if DHS has good cause to believe that the individual would not act in the best interests of the child. One individual selected by a child to be a member of the child's case planning team may be designated to be the child's advisor and as necessary, advocate, with respect to the application of the reasonable and prudent parent standard to the child;
- k. The appropriateness of the services that have been offered to the child;
- l. For a child whose permanency plan is adoption or placement into another permanent home, the steps the department is taking to find a permanent home and finalize the placement of the child into a permanent home, including but not limited to documentation that includes child-specific recruitment efforts such as the use of state, regional and national adoption exchanges, including electronic exchange systems to facilitate orderly and timely in-state and interstate placements; and
- m. If the child has been placed in out-of-home care in a state outside the state in which the child's legal custodian is located, provisions to ensure that an agency caseworker, of either state, visits the child no less frequently than monthly and submits a report on the visit to the department, to be

- provided to appropriate parties.
- n. during the 90-day period immediately prior to the date on which the child will attain 18 years of age, **or such greater age as DHS may elect under section 475(8)(B)(iii)**, whether during that period foster care maintenance payments are being made on the child's behalf or the child is receiving benefits or services under section 477, a DHS social worker and, as appropriate, other representatives of the child provide the child with assistance and support in developing a transition plan that is personalized at the direction of the child, includes specific options on housing, health insurance, education, local opportunities for mentors and continuing support services, and work force supports and employment services, **includes information about the importance of designating another individual to make health care treatment decisions on behalf of the child if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions, and provides the child with the option to execute a health care power of attorney, health care proxy, or other similar document recognized under State law**, and is as detailed as the child may elect;

### 3.2.2 When to complete a case plan

The case plan shall be written and approved no later than sixty days subsequent to the date of the receipt of the report of abuse or neglect or for any out-of-home placement, no later than sixty days from the date the child was removed from the home, whichever is earlier

A. Court cases:

For COURT cases, a **complete** case plan will be submitted with the petition.

1. For all cases for which parental rights **have not** been terminated, the case plan is to be the Safe Family Home Report and the INTERIM Family Service Plan.
2. For all cases for which parental rights **have** been terminated, the case plan is to be the Permanent Plan

B. Voluntary cases (both in and out-of-home services):

For VOLUNTARY service cases, the **complete** case plan is to be completed by the assessment CWS social worker prior to transfer to the case management CWS social worker. **(The INTERIM Family Service Plan Is NOT to be used in voluntary cases.)**

C. Subsequent case plans:

Subsequent, updated, case plans must be completed at least ONCE every six months. The family should be involved in the formulation of the case plan so that they have a better understanding of the reasons for CWS intervention, expectations of the department, as well as to provide them a sense of empowerment.

### 3.3 NARRATIVE REPORTS

➤ [ICF 020101 Documentation of Reasonable Efforts in Court Reports](#)

➤ [ICF 092305 Safe Family Home Report \(SFHR\) and the Review Hearing Court Report](#)

#### 3.3.1 Safe Family Home Reports

Narrative reports based on the Safe Family Home Guidelines are to be titled **Safe Family Home Report** and are to focus on the protection of the child and what intervention is needed to provide the child with a safe permanent home. Information included in these reports are: facts gathered by the CWS social worker through the psychosocial assessment of the family system; explanation for the basis of the department's involvement; identification of the family's safety issues needing intervention; discussion of the family's progress in recommended services; and an ongoing assessment of the safety of the family home as demonstrated by the family's willingness and ability to resolve identified safety issues as well as their ability to be protective and meet the needs of the child on a permanent basis.

**Safe Family Home Reports** are divided into TWO sections.

The first section is the narrative discussion of the information requested by the Safe Family Home Guidelines. This section is further divided into FIVE parts for a more organized presentation of the facts.

The second section is a listing of the guidelines as they appear in HRS 587-25. For every report, the CWS social worker MUST indicate, next to each guideline, how that guideline is being addressed in the narrative section of the report. The CWS social worker will use the codes of "X", "N", or "U" for that purpose. Completing this section fulfills the legal requirement of HRS 587-40 that each guideline is considered when making an assessment of the family.

Protective services by the department are time-limited and focused on safety issues. Involvement with a family does not require the department to successfully resolve all non-protective problems in the family before closing the protective service case.

### A. Initial/Final "Safe Family Home Reports"

Because child protective services is rarely requested by the family, the department must fully explain to the family and any other party, such as the court, why the intrusion into the family is warranted.

All guidelines must be addressed, in writing, in the **initial** and **final** narrative reports. Answering all the guidelines insures that the CWS social worker has considered every element in his/her assessment of the home.

--- The initial report must clearly establish the rationale and necessity for CWS intervention.

**When the CWS social worker, at the time of completing the INITIAL narrative report, does not have information requested in a guideline, the CWS social worker is to either state that no information is known at that time or mark a "U" next to the guideline in question in the listing of the guidelines that follows the narrative report. CWS social workers are not to skip a guideline due to lack of information.**

--- The final report is to establish either that the family home is safe OR that permanent custody should be ordered as the family is not willing or able to provide a safe family home, pursuant to all the guidelines.

### B. Subsequent "Safe Family Home Reports"

Once the initial "Safe Family Home Report" has been completed, the

CWS social worker needs to update the information as necessary or as court ordered until the final report is needed.

When a subsequent report only addresses changes pertaining to some of the guidelines, the title of the report should be "**Supplemental Safe Family Home Report**". A "Supplemental Safe Family Home Report" will not need to repeat information previously submitted, but only new information that pertains to the report period. The CWS social worker is to indicate, in the listing that follows the narrative section of the report, how **each** guideline was considered by using "X" or "N". (The use of the "U" code is for initial reports only.)

When a subsequent report addresses all the guidelines, the title of the report will continue to be "**Safe Family Home Report**".

1. Six month reviews:

Complete case plans are to be updated AT LEAST ONCE every six months.

Every six months, the following guidelines MUST be addressed: #1, #3 (for foster children), #10, #11, #12, and #14.

For supplemental reports that address only changes, the last report that addressed, in writing, **all 14** guidelines, as well as any subsequent supplemental reports to that full report, MUST be cited as well in order to be considered a complete case plan. When a subsequent report is a complete report, addressing all 14 guidelines, then citing dates or previous reports is not necessary.

2. Less than six month reviews / special reports:

There are situations when the CWS social worker will be required to write narrative reports that address specific events that have happened in the case or address a specific issue or update the parties of the case situation. As these reports are still part of the total case plan and have an impact on case direction, the CWS social worker is to still indicate **ONLY** which guideline the specific information or event relates to. The title of such reports will be "Supplemental Safe Family Home Report."



### 3.3.2 Other types of approved narrative reports

Using other types of report formats other than the **Safe Family Home Report** to address changes which may have a bearing on the case plan SHALL NOT BE PERMITTED as they (the non Safe Family Home Report format) cannot be considered as part of the case plan.

There are situations, however, that allow for the use of a letter instead of a narrative report. Such situations are limited to the need to **INFORM** other parties, not to share information that will have an impact on case direction. Examples:

#### A. **FOSTER CUSTODY TO FAMILY SUPERVISION:**

When a child is to be returned home and the child's legal status is to change from Foster Custody to Family Supervision, the court is to be noticed. The CWS social worker should have ALREADY discussed this proposed action in the latest "Safe Family Home Report," thus the purpose of the letter is to confirm the action. A letter to inform the court is all that is needed, PRIOR to the return. (Refer to Chapter III, Section 6, **LEGAL INTERVENTION** for specifics as to the timing and legal requirements)

The letter is to have the following subheadings after the opening paragraph:

1. CURRENT SITUATION

Concisely addresses the progress of the family as well as the adjustment of the child to the visitation and extended contact with the family.

2. PLANS FOR ANTICIPATED RETURN

Outlining the time frame and plan for the complete return of the child to the family home

3. CONTACT WITH OTHER PARTIES

Attempts to contact the GAL and other parties and their agreement or disagreement with the plan.

4. DATE FAMILY SUPERVISION BECOMES EFECTIVE

Stating the date DHS will assume Family Supervision, which is usually the date the child is returned home.

**B. LATE REPORTS TO COURT:**

**Late court reports are subject to court sanctions.** When the CWS social worker is not able to complete a court report on the date ordered by the court, he/she is to **inform** the court, in a letter, of that fact. The letter is to also give a **very short** summary of the case with proposed recommendations, so that the other parties have notice of the direction the department is planning.

The letter to the court is to have the following subheadings after the opening paragraph:

1. REASON FOR LATE REPORT

Indicate the reason the report is not able to be completed on time. DO NOT state that the delay is due to workload.

2. CURRENT SITUATION

Indicate, CONCISELY, how the family is progressing in services.

3. RECOMMENDED SERVICES

Indicate what services will be outlined in the family service plan.

4. CASE DIRECTION

State the legal recommendation for the case.

5. DATE REPORT WILL BE SUBMITTED

Give date of projected completion of the full report.

**C. TRAVEL REQUEST:**

**ICF Link**  
[ICF 041304 Clarification: Foster Children Traveling With Their Foster Parents](#)

When a child, who is under the placement responsibility of the department and under the legal status of either Foster Custody or Permanent Custody, is leaving the jurisdiction of the court, the court needs to approve such travel, regardless of the purpose.

If such approval was not requested or granted during the most recent review hearing, a letter needs to be submitted to the court. The following headings are to be used after the opening statement:

1. PURPOSE OF TRAVEL

Indicate the reason, such as a vacation or a planned moved or placement.

2. SPECIFICS OF THE TRAVEL

Lists the dates of the travel, destination, where staying and who the child will be traveling with. Indicate any special information concerning the travel.

3. CONTACT WITH OTHERS

Indicate efforts to contact other parties, especially the GAL. If unable to contact the GAL, should indicate if the GAL was aware of a proposed travel but not of the actual dates and whether the GAL had any objections.

**D. NON CASE RELATED INFORMATION TO THE COURT:**

When the court requests specific information regarding a case that concerns clarification of a DHS rule, procedure, or other social work issue, the CWS social worker should write a letter to the court if the letter is to inform.

**A letter to the court is not permissible if the requested information will make changes to the case plan.**

A "Short Form Cover Report" or "Report to the Court" or other formats or titles are NOT to be used. These types of reports do not comply with criteria for a complete case plan.

### 3.3.3 Safe Family Home Guidelines

CWS social workers are to address the guidelines in writing. The focus of all the responses in Guidelines #1-13, should be FACTS and OBSERVATIONS related to the safety of the child. Answers should be concise as non-relevant information reduces the impact of the facts and observations collected by the CWS social worker. The Safe Family Home Guidelines are not an outline for a long, narrative, social history. Instead, they are designed to elicit relevant factual information pertaining to safety of the family home.

Guidelines #14 is the assessment section of the report. The assessment is the CWS social worker's interpretation of the facts and observations as they relate the family's ability to demonstrate change and the ability to be protective. An assessment is not a retelling (summary) of the information previously reported in guidelines #1-13.

-- **Factors to Consider:**

The following factors are to be used when answering each of the Safe Family Home Guidelines.

1. **THE CURRENT FACTS RELATING TO THE CHILD WHICH INCLUDE:**
  - (A) **AGE AND VULNERABILITY;**
  - (B) **PSYCHOLOGICAL, MEDICAL AND DENTAL NEEDS;**
  - (C) **PEER AND FAMILY RELATIONSHIPS AND BONDING ABILITIES;**
  - (D) **DEVELOPMENTAL GROWTH AND SCHOOLING;**
  - (E) **CURRENT LIVING SITUATION;**
  - (F) **FEAR OF BEING IN THE FAMILY HOME; AND**
  - (G) **SERVICES PROVIDED THE CHILD.**

This guideline refers to the child or children in question and is intended to address the current situation of the child. The subheadings are self explanatory.

- a. **For ALL children:**



**ICF Link**  
[ICF 072202 Newborn In an Active CWS Case](#)

Address the psychological, developmental needs that

may exist for the child.

The name of the doctor and dentist, if known, should be stated. The worker needs to indicate the dates of the last examination and the current medical/dental status of the child. When known, identify the name and location of the hospital where the child was born.

Discuss the interaction of the child with his/her family. Include whether the child is scapegoated, gets along well with siblings, etc. If the child is in foster care, discuss how the child is adjusting in the placement, how he/she interacts with foster siblings, and any special needs related to placement.

Address educational issues, name of school and grade. Address any special education issues that may be present. (The name of the school should not be released if such knowledge would place the child at risk, however; the other educational questions can still be answered.)

The current living situation of the child needs to be mentioned. Include whether the child was in placement during the report period. If the child returned home during the report period, indicate the date when returned home and how the child is adjusting back in the family home.

If the child was in an out-of-home situation at the time the department became involved, in the initial report, indicate the dates, types and locations of placement out-of-the family home PRIOR to DHS taking placement responsibility. (This is necessary for determining Title IV-E eligibility.)

Services to the child, such as therapy, medical, educational, are to be addressed in this guideline. The CWS social worker needs to indicate all efforts to engage the child in services as well as efforts to identify and locate appropriate services.

b. **Children in foster care:**

If the child is in foster placement, the CWS social worker is to explain the visitation schedule between the child and his parent. The visitation schedule needs to be explained in terms of what is best for the child and how the child is benefiting from the contact with his parents, if any. If the parents are not keeping visits, the impact on the child should be addressed in this guideline as it affects the child's psychological well being.

Any services offered to the foster parents on behalf of the child should be cited in this section.

- c. If the child or children in question have siblings that are not part of the court or CPS case, their (siblings) current situation should also be briefly mentioned.
- d. This guideline MUST be updated every six months.

### 2. THE INITIAL AND ANY SUBSEQUENT REPORTS OF HARM AND/OR THREATENED HARM SUFFERED BY THE CHILD;

- a. The **initial** report needs to indicate the harm that was reported to the department, the date reported and the disposition, and the basis for the disposition. This response does not need to be extensive. Concise statements, with necessary information as to the decision, are all that is needed.

Include any history of CPS intervention for the family prior to the most current report. This intervention can include other siblings or family members.

- b. Subsequent reports should relate the history of any harm in a short, concise paragraph that indicates the date of report, the type of harm, the identity of the maltreater and the disposition.
- c. Any **NEW** reports of harm reported and investigated during the time period covered by the report should be explained as in the initial report.
- d. The **final** report needs to include a concise history of ALL reports of harm received regarding the child or children in question. Included are to be the dates of each report, type of harm, disposition and name of the maltreater, if known.

**3. DATE(S) AND REASON FOR CHILD'S PLACEMENT OUT OF THE HOME, DESCRIPTION, APPROPRIATENESS, AND LOCATION OF THE PLACEMENT AND WHO HAS PLACEMENT RESPONSIBILITY;**

ALL children in placement, under the placement responsibility of DHS, **MUST** have this guideline addressed for each placement.

- a. Before the specific placement episodes are explained, state the **DATE** that DHS took **placement responsibility** and how (police protective custody, voluntary agreement, court order) and **WHY** (reason).
- b. If a child was placed three times during the time period the report covers, each of the three placements must be addressed separately, answering each of the following elements in the guideline.
  - i. The date of placement is to reflect the date that DHS placed the child. Include the beginning and ending dates of the placement, if appropriate.
  - ii. When a child is moved from one placement to another, state why the move was necessary.
  - iii. The type of home and whether it is the **most** appropriate home for the child and why. (Remember that **race** cannot be considered as a factor in placement.) If the child is in a non-relative placement but the CWS social worker is investigating relative placement, state that fact.
 

The most appropriate placement should also be the least restrictive. When the least restrictive setting, such as with a relative, is not the most appropriate (i.e., the relative cannot meet the needs of the child), indicate **WHY** the least restrictive placement was not in the child's best Interest.
  - iv. The location of the placement in relation to the residence of the parent. For Hawaii, indicating the island is enough. Stating the miles from the parent's home is not needed. Only on the island

of Hawaii is the side of the island needed (i.e., East Hawaii, West Hawaii).

- v. The CWS social worker needs to also state if the placement involved a change in schools for the child.
- c. As long as a child is in foster placement, this guideline MUST be addressed every six months.

If a child is returned to the family home during the time period covered by the report, the CWS social worker needs to indicate the last placement dates, which include the date of return to the home that occurred during the report period.

- d. If the **final** report is requesting permanency, the CWS social worker does not need to restate every placement. The current placement episode must be in the report and the CWS social worker can state, in a concise sentence, how many placements the child has been in since the date DHS took placement responsibility.

If the **final** report is requesting to terminate the case due to the family being able to provide a safe home, this guideline must be answered. If, at any time during the life of the case, the child was in placement, very concise sentences regarding the dates and number of placements is all that is needed in the report. (i.e., "Between 00/00/00 [the child] was in ( ) placements. On 00/00/00 [the child] was returned to the family home.")

**4. HISTORICAL FACTS RELATING TO THE ALLEGED PERPETRATOR AND OTHER APPROPRIATE FAMILY MEMBERS WHO ARE PARTIES WHICH INCLUDE:**

- (A) BIRTHPLACE AND FAMILY OF ORIGIN;**
- (B) HOW THEY WERE PARENTED;**
- (C) MARITAL/RELATIONSHIP HISTORY; AND**
- (D) PRIOR INVOLVEMENT IN SERVICES.**

This guideline is to address the personal history of each parent or maltreater. A complete family assessment conducted by the CWS social worker should address all elements of this guideline.



- a. The **initial** report needs to be specific in all areas as the information is critical in understanding the parent.
- b. When more information is gathered on each parent, as to their own history, the CWS social worker must add the information to subsequent reports.
- c. The **final** report should address this guideline in a concise manner. Refer back to the report that contains the more detailed information, if such background information is relevant to final assessment of the case.

**5. THE RESULTS OF PSYCHIATRIC/PSYCHOLOGICAL/ DEVELOPMENTAL EVALUATIONS OF THE CHILD, THE ALLEGED PERPETRATOR AND OTHER APPROPRIATE FAMILY MEMBERS WHO ARE PARTIES;**

When psychiatric/psychological or developmental evaluations are available, the information is to be addressed in this guideline.

- a. In the **initial** report, if there is no information to report, the CWS social worker is to state that fact in the narrative or indicate on the listing after the narrative a "**U**", which indicates that no information was available at the time of the initial report.
- b. When and if the information becomes known, then the CWS social worker will address it in the report that covers the period of time of the evaluation and attach the report. The type of information that is shared, other than the date, name of evaluator and diagnosis, should be relevant to the safety issues.
- c. In the **final** report, a concise statement as to the date, name of the evaluator, and the diagnosis is all that is needed.

**6. WHETHER THERE IS A HISTORY OF ABUSIVE OR ASSAULTIVE CONDUCT BY THE CHILD'S FAMILY OR OTHERS WHO HAVE ACCESS TO THE CHILD'S FAMILY HOME;**

This guideline is to address any **history** of assaultive conduct (which includes domestic violence) either by the parent or whenever the parent is a victim. Included should be any

information regarding criminal activities, arrests and convictions. This guideline is not to address ongoing treatment.

- a. In the **initial** report, if there is no information to report, the CWS social worker is to state that fact in the narrative or indicate on the listing after the narrative a "U", which indicates that no information was available at the time of the initial report.
- b. When and if the information becomes known, then the CWS social worker will address it in the report that covers the period of time of the evaluation.
- c. In the **final** report, a concise statement is all that is needed.

**7. WHETHER THERE IS A HISTORY OF SUBSTANCE ABUSE BY THE CHILD'S FAMILY OR OTHERS WHO HAVE ACCESS TO THE FAMILY HOME;**

This guideline is to address any **history** of substance abuse. Substance abuse can also include alcohol abuse, prescription drug abuse, as well as drug abuse. This guideline is not to address ongoing treatment.

- a. In the **initial** report, if there is no information to report, the CWS social worker is to state that fact in the narrative or indicate on the listing after the narrative a 'U", which indicates that no information was available at the time of the initial report.
- b. When and if the information becomes known, then the CWS social worker will address it in the report that covers the period of time of the evaluation.
- c. In the **final** report, a concise statement is all that is needed.

**8. WHETHER THE ALLEGED PERPETRATOR(S) HAS ACKNOWLEDGED AND APOLOGIZED FOR THE HARM:**

There are three parts to this guideline that **MUST** be answered by the CWS social worker.

- a. Has the department identified the maltreater? If so, the

CWS social worker needs to indicate that fact. The maltreater can be the parent who caused the harm **as well as** the non-offending parent who did not intervene to protect the child.

- b. Has the maltreater acknowledged the harm to the child. Acknowledgment means whether the maltreater fully understands the emotional, as well as the physical, impact the child has suffered as a result of the harm.
- c. Has there been an apology to the child by the maltreater? If so, how was the apology given? Was it witnessed by the CWS social worker/therapist or other? Is the child old enough to understand an apology? Was the apology appropriate for the age of the child as well as for the type of harm the child suffered?
- d. The **initial** and **final** reports must address this guideline. Subsequent reports can address this guideline as appropriate information becomes known.

9. **WHETHER THE ALLEGED NON PERPETRATOR(S) WHO RESIDES IN THE FAMILY HOME HAS DEMONSTRATED THE ABILITY TO PROTECT THE CHILD FROM FURTHER HARM AND TO INSURE THAT ANY CURRENT PROTECTIVE ORDERS ARE ENFORCED;**

This guideline addresses two issues: The first is whether the non-maltreater, who resides in the home, is able to protect the child. The second issue is to address whether there is a protective order in place and whether the non-maltreater has the ability to enforce the order to ensure the safety of the child.

- a. The **initial** report must address this guideline as the safety of the home is critical in determining whether a child can remain in the home or has to be removed.
- b. Subsequent reports will address this guideline as appropriate information is available.
- c. The **final** report will be able to express how well the non-maltreater was able to protect the child.

10. **WHETHER THERE IS A SUPPORT SYSTEM OF EXTENDED FAMILY AND/OR FRIENDS AVAILABLE TO THE CHILD'S**

**FAMILY;**

The CWS social worker always needs to assess the type of support system the family has. This support system can be in the form of extended family, church, neighbors, close friends, or employers. The CWS social worker needs to assess the quality of the support system and whether the family can access the support in order to make the family home safe.

**Concurrent planning:**

Efforts to enact concurrent planning need to be addressed in this guideline when a child is in placement. The CWS social worker needs to evaluate family/friends for possible placement. The CWS social worker needs to name all family members or other support that have been contacted (with dates of contact) and the response to all DHS contacts.

If a family member or a support person has indicated a willingness to be a placement resource but the CWS social worker has decided against that individual, this guideline is where the CWS social worker is to explain the reasons for the departmental decisions.

- a. The **initial** report MUST address this guideline.
- b. This guideline MUST be updated every six months.
- c. The **final** report needs to reference any support system that proved to be helpful or not helpful to the family.

**11. WHETHER THE CHILD'S FAMILY HAS DEMONSTRATED AN UNDERSTANDING AND UTILIZATION OF THE RECOMMENDED/COURT ORDERED SERVICES DESIGNATED TO EFFECTUATE A SAFE HOME FOR THE CHILD;**

This guideline is to explain the progress of the family and the efforts of the department to engage the family in services. The CWS social worker needs to be specific as to when a parent is referred to services, what services were offered, **efforts of the department** to engage the parent, and the cooperation of the parent.

The department is required to make reasonable efforts to help a family provide a safe family home. (Refer to CHAPTER III, Section 4, **SERVICES TO FAMILIES AND CHILDREN**).

Answers in this guideline will help the court decide whether the department has fulfilled the reasonable efforts criteria.

- a. For the initial report, the CWS social worker **MUST** indicate all the efforts made by the department to engage the parent in services to insure the safety of the child.
  - i. **For children in placement**, the CWS social worker must be specific as to what was offered to the family that would have allowed the child to remain in the home. If the harm to the child was so severe that remaining in the home, regardless of services, would not be in the child's best interest, the social worker must indicate that factor.
  - ii. For children in the home, the CWS social worker must indicate all the services offered to the family to keep the child in the home. The cooperation of the family also needs to be explained.
- b. For all subsequent reports, this guideline **MUST** be updated every six months. The CWS social worker will be reviewing **all** the services recommended in the family service plan and the progress of the family in these services.

The CWS social worker must be concise, but needs to include the name of the provider, the date of referral, the date the parent began the service and the progress of the parent. The CWS social worker must indicate the focus or the need for the service and whether that goal is being met.

- c. For the **final** report, the CWS social worker will need to address the progress of the parent during the report period as explained above in #b.
  - i. If the final report is to terminate the case due to the family being able to provide the child with a safe family home, then the CWS social worker does not need to restate all the services offered to the family.

- ii. If the final report is to recommend permanency, the CWS social worker will need to indicate, very concisely, all the services offered to the family.

**DHS EFFORTS:**

- d. **For every report**, the CWS social worker needs to relate the efforts of the DHS in trying to engage the family in services. The CWS social worker should be as complete as possible regarding departmental efforts to insure that the court has all the information necessary to make reasonable efforts findings. Included information can be dates of contacts, types of contacts, referrals, correspondence, and attempts to locate or monitor.
- e. When the CWS social worker is motioning the court to change the legal status from Family Supervision to Foster Custody, this guideline **MUST** describe fully **all the services and efforts** the department provided the family to prevent placement.
- f. For cases where reasonable efforts are not necessary pursuant to a **judicial determination** of "Aggravated Circumstances," the CWS social worker will indicate that fact, with the date of the **judicial decision**, in the report as set up on the format. The CWS social worker will then use this guideline to relate any services that were still offered to the family, regardless of the reasonable effort status.

**12. WHETHER THE CHILD'S FAMILY HAS RESOLVED OR CAN RESOLVE THE IDENTIFIED SAFETY ISSUES IN THE FAMILY HOME WITHIN A REASONABLE PERIOD OF TIME;**

The CWS social worker needs to know what the safety issues are in the case. The safety issue is different from the harm. The safety issue is the cause of the harm, such as "substance abuse" that may have led to the neglect/abuse of the child.

Once the CWS social worker has identified the safety issues in the case, he/she then needs to know whether the family is willing or able to resolve the safety issues in a reasonable period of time.

- a. For the **initial** report, the CWS social worker is to not only identify the safety issues, but to also give an

estimate as to the time frame to resolve the issues. The willingness and ability of the family also needs to be discussed.

- b. Subsequent reports will reflect any progress in resolving the safety issues.
- c. **Concurrent Planning:**

For children in placement, the CWS social worker will need to indicate whether or not the concurrent permanency plan should be activated. This issue **MUST** be addressed **NOT LATER** than the 6th month review hearing.

- i. **Concurrent planning can be recommended at any time** while the child is in foster care. The CWS social worker is not restricted to waiting until the 6th month to address whether proceeding with concurrent planning is in the best interest of the child.
- ii. If pursuing permanency for the child within the 12 months required by statute is **NOT** in the best interest of the child, the CWS social worker will need to state the reason. Only the court can grant a delay in the filing of a permanency motion by the 12th month of placement.

If activating the concurrent plan is recommended, the goal of the permanency plan should also be indicated.

- d. When the CWS social worker identifies additional safety issues that relate directly to the risk of harm or threatened harm, the new issues need to be indicated as well as the time frame for completion.
- e. The **final** report, if recommending termination of the case, will need to indicate that the safety issues have been resolved and the family home is safe.
- f. If, however, the **final** report is recommending permanency, the CWS social worker will need to not only address the safety issues, the willingness and ability of the parent to effectuate change, but must also

indicate that the permanency goal is in the best interest of the child.

- g. This guideline MUST be addressed in every report.

**13. WHETHER THE CHILD'S FAMILY HAS DEMONSTRATED THE ABILITY TO UNDERSTAND AND ADEQUATELY PARENT THE CHILD ESPECIALLY IN THE AREAS OF COMMUNICATION, NURTURING, CHILD DEVELOPMENT, PERCEPTION OF THE CHILD AND MEETING THE CHILD'S PHYSICAL AND EMOTIONAL NEEDS;**

This guideline is to describe the parenting ability of the parent specifically in the areas of communication, nurturing, child development, physical and emotional needs and in the parent's perception of the child. This guideline is not to describe the progress in a parenting program; rather this guideline is for the CWS social worker to state observations of the child/parent interaction.

- a. For the **initial** report, this guideline must be answered. The CWS social worker may have observed the parent/child interaction or assessed the parenting ability through interviews with the parent as well as with the child.
- b. For subsequent six month reports, this guideline should be answered.
- c. For **final** reports, the progress or lack of progress of the parent to be a more appropriate parent is to be addressed and explained.

**14. ASSESSMENT (TO INCLUDE THE DEMONSTRATED ABILITY OF THE CHILD'S FAMILY TO PROVIDE A SAFE FAMILY HOME FOR THE CHILD) AND RECOMMENDATION.**

The CWS social worker needs to take all the information that was presented in the proceeding guidelines and give an assessment as to the overall safety of the family home. The CWS social worker is not to **summarize**, but to **analyze**, the information.

- a. **Safe home assessment**

Given the facts as outlined in the guidelines, the CWS



social worker is to evaluate the demonstrated ability of the family to be protective of the child, meet the needs of the child, and sustain a safe family home.

In making the assessment, the CWS social worker is to evaluate the family's acknowledgment of harm to the child, acceptance of responsibility for the harm, mental capacity of the parent, vulnerability of the child, the specific needs of the child, the parent's ability to make and sustain changes in the home and in their ability to parent, prior CPS involvement, and family's support system.

The CWS social worker is to also discuss the recommended case direction of the case and how such action is in the best interest of the child.

b. **Recommendation**

The CWS social worker must make recommendations in each report. The recommendations can be to remove the child, to return the child, to continue existing legal status, to terminate parental rights, or to close the case.

**ICF Link:** [ICF 072800 Clarification Regarding Submission of 'Ohana Service Agreements to Family Court](#)

### 3.4 FAMILY SERVICE PLAN/INTERIM FAMILY SERVICE PLAN

The Department requires that a Family Service Plan/INTERIM Family Service Plan be completed, as part of the case plan.

The Family Service Plan/INTERIM Family Service Plan is the instrument through which the CWS social worker specifies the conditions under which the permanent protection of the child is to be assured. The Family Service Plan/INTERIM Family Service Plan is based on the CWS social worker's assessment of the family with consideration of the Safe Family Home Guidelines as outlined in Chapter 587-25, Hawaii Revised Statutes.

The Family Service Plan/INTERIM Family Service Plan spells out the goals, tasks to be done by all parties, and the outcomes for follow through with the plan. As a result, the CWS social worker must make every effort to involve the family in the development of the service plan. (Refer to CHAPTER III, Section 4, **SERVICES TO FAMILIES AND CHILDREN** for

specifics on how to develop a service plan.)

The INTERIM Family Service Plan, which is to be used with petitions for families that are known to the department less than 60 days, is designed to be short-term, limited to 6-8 weeks. The short time frame is to allow the family to engage in initial services while a more thorough assessment can be completed by the CWS social worker. The Family Service Plan, which will follow the INTERIM Family Service Plan, will be designed for more intense, long term service recommendations.

The Family Service Plan/INTERIM Family Service Plan are both divided into two parts and are to be completed in the same manner. The following outline each part and subheadings. Special instructions for the INTERIM Family Service Plan are noted.

### 3.4.1 Family Service Plan PART 1

Part 1 of the Family Service Plan outlines the agreements between the department and the family members who are parties to the case as well as the tasks recommended that will help the family make the necessary changes to be protective without further departmental involvement.

#### A. Statement of parties to the plans

The plan is to have a statement that indicates who the plan is between (DHS and each parent.)

#### B. Case Goal

The goal(s) and target date for each goal(s) for the entire duration of the case needs to be stated at the beginning of the service plan in order to inform the family of the process that is expected.

#### **Case goals are:**

- Maintain the child in the family home;
  - Reunite the child with the family.
1. For a child who remains in the home, the case goal will only be to maintain the child in the family home, with monitoring, until the home is considered safe without services. The Family Service Plan would only have one goal: **Maintain (child) in family home** with a target

date of anticipated case closure.

2. For a child who has been removed from the family home, the family needs to be informed that return of the child is only part of the entire case goal. Once a child is returned home, the family will continue to need services until the home is considered safe without services. The Family Service Plan would have an immediate goal of: **Reunification of (child) to the family home** with the projected target date. The final goal would be: **Maintaining (child) in the family home** with the target goal of anticipated case closure.

C. Tasks: (Prioritized according to safety issues, as indicated in narrative report)

1. **Justification Statement:**

Prior to listing tasks, the CWS social worker must indicate the justification for recommending whatever tasks will follow. The need for this statement is pursuant to HRS 587-40(a)(2)(A). The justification must cite the last narrative report that addressed all the guidelines and any subsequent reports that added to those answers until another narrative report answering all the guidelines is submitted. If a CWS social worker has submitted a narrative report that addresses ALL the guidelines, then that report is all that needs to be cited.

For INTERIM Family Service Plans, there will be an additional statement indicating that the plan is not to exceed 8 weeks and that recommended tasks are only the initial steps that need to be taken by the family.

2. **Who need to have tasks recommended:**

Tasks (recommended services/responsibilities) are to be outlined for the parents and other adult parties to the case.

When a child is over 10 years of age, he/she can also have tasks set up for him/her. Including a child at the discretion of the CWS social worker.

3. **Concise service information:**

The tasks must be written in a concise manner, indicating the type of service, the focus of the service, and the provider, if known, indicate the time frame for referral and completion, if known. The CWS social worker is to also indicate how they will measure compliance with the task, such as attending and participating in all sessions.

4. **Expected results to be demonstrated:**

For each task, under the heading of **Expected outcome**, the CWS social worker is to state how the parent needs to demonstrate understanding and utilization of each task and how it relates to reducing the risk to the child. The CWS social worker is to be as concrete as possible in what to expect, using specific, measurable results, such as "the parent will no longer use physical discipline with their child."

5. **REQUIRED task for each parent:**

The CWS social worker is to include as a **required** task for each parent or adult party, "Cooperating with the DHS social worker and attending all other recommended services."

As case situations change over the course of six months, the CWS social worker needs to insure flexibility in being able to make referrals to other services as the case situation warrants. Without including the flexibility, the CWS social worker will need to write new service plans each time the case situation changes, such as when a Family Supervision case becomes a Foster Custody case. If flexibility is written into the Family Service Plan, when and if the department has to assume Foster Custody in a Family Supervision case, the CWS social worker will only have to write and submit PART 2 of the Family Service Plan instead of a new document.

6. **TASKS FOR INTERIM Family Service Plan:**

For the interim family service plan, which is time limited to 6-8 weeks, the CWS social worker will not be able to outline for the family ALL the services needed to make

the family home safe if the worker **has known the family less than two months**. In order to assist the family in seeking appropriate and timely services, the CWS social worker should indicate **TWO** immediate tasks for the family to pursue while a more thorough assessment of the family's needs are being completed by the department.

D. DHS Social Worker Responsibility

The DHS social worker is to indicate how they will help the family meet the requirements of the Family Service Plan. Included should be the task "DHS is to make referrals to other services as needed/recommended."

The tasks for the CWS social worker are to be specific, geared to the case situation.

E. Time Frame for Family Service Plan

This section indicates the time frame that the Family Service Plan will be in effect, before another plan is developed or a review is held on compliance. This is not to be confused with the time frame for the goal completion for the case.

**INTERIM Family Service Plan** is to have a time frame that is no longer than 8 weeks.

F. Consequences

As the Family Service Plan is developed to encourage change within the family home, the family needs to be aware of what consequences will be in place for both successful and unsuccessful compliance with the recommended services.

Two consequences are to be included in this section of the family service plan.

1. The **first** consequence is to be a positive outcome, letting the family know what the results will be if they fully comply with the services.
2. **Second** consequence:
  - a. **Court cases:** The **second** consequence is to be

the statutory warning, set off in bold, capital letters, that alerts the parents that they may lose their parental rights if they do not comply with the requirements of the service plan.

- b. **Voluntary cases:** The second consequence informs the family that if they are not successful in providing a safe family home within the stated time frame, the department will petition the Family Court if such action is in the best interest of the child.

**The statutory language is not to be included in voluntary service plans.**

### G. Consent Agreement

This section of the Family Service Plan is set up to allow the exchange of information between the CWS social worker and all providers. It also is an agreement that the client is to consent to release of information as to their participation and progress in services.

This agreement section is not meant to replace the individual consents that providers or programs may still need to have the client sign. It does mean, however, that if the client refuses to sign the individual needed program releases, the client can be held accountable.

### H. Signatures

Part 1 of the Family Service Plan is to have a signature section for the parties of the plan. Signing the plan indicates acknowledgment of receipt of the plan, but not agreement with the plan.

For the INTERIM Family Service Plan, there will be an additional statement that the family acknowledges that the INTERIM Family Service Plan is only the first plan and that a more detailed and longer time framed service plan will follow in 8 weeks.

**When the court orders the Family Service Plan as part of the court order, the Family Service Plan has the effect of a court order; therefore, the family is still held**

**accountable, even if they did not sign the Family Service Plan.**

The signature section is to be divided into two parts. The first part lists all the parties to the service plan, which are usually the parents and the CWS social worker.

The second section is begun with the signature of the department CWS unit supervisor who acknowledges, on behalf of the department, that the service plan has been reviewed. Under the signature of the CWS unit supervisor, for court cases, is where attorneys and GAL/VGAL are to sign. As the attorneys are not party to the service plan, they are not to be in the first section.

### 3.4.2 Family Service Plan PART 2

Part 2 of the Family Service Plan is to be used only when a child is in out of home placement and **DHS has placement responsibility as well as the legal status of "Temporary Foster Custody" or "Foster Custody."**

This section is the ONLY part of the Family Service Plan that is sent to the foster parent/relative caregiver to inform them of their responsibilities as well as to inform them of the services the CWS social worker will provide.

A. Heading:

When this part of the Family Service Plan is submitted at the same time as Part 1, the heading only needs to indicate the name of the child. Restating the date is not necessary.

When the department assumes Foster Custody in a Family Supervision case and motions the court for approval of that action, only PART 2 of the Family Service Plan is to be completed and submitted with the written report outlining the department's action. (Please refer to Chapter III, Section 6, **LEGAL INTERVENTION.**) When submitting ONLY Part 2, the heading will need to indicate the name of the child, the FC-S number and the date. As this will be an addition to Part 1 that has already been ordered, the date is to be written as:

**DATE:** 02/02/1999 (original date of Part 1)

**Amended date:** 03/16/99 (date of Foster Custody motion)

B. Visitation Schedule:

**ICF Link:** [ICF 102604 PIP Impl. Clarification: Visitation with Parents and Siblings and ICF 081204 PIP Impl: Visitation with Parents and Siblings While in Foster Care](#)

If the child is in out-of-home placement the CWS social worker must set up a visitation schedule. The schedule is to include the number of visits a week, the type of visit (supervised or unsupervised), where the visits are to be held and the time for each visit.

Part of the visitation schedule is to indicate the responsibility of the parent, such as confirming each visit, coming to the visit sober, not using profanity or violence during the visits, or making threats or promises to the child. When the CWS social worker sets up criteria, the visitation schedule should also state the consequences of violating the criteria.

For **INTERIM FAMILY SERVICE PLANS**, the CWS social worker will need to be very flexible, but outline the basic plan and criteria that will only be in place until the ongoing CWS social worker sets up a more detailed and long term plan. There needs to be a statement that the proposed visitation schedule is only **temporary**, not to exceed 8 weeks.

C. Caregiver Responsibilities:

When a child is in out-of-home placement, the caregivers for the child are also expected to provide services to the child that will help assure the child's well being. This section of the Family Service Plan is for the caregivers, to inform them of the expectations of the department.

D. DHS Services to Caregiver/Child:

For children who are in out-of-home placement, the DHS is required to indicate services to the caregiver by the department as well as services to the specific child who is in out-of-home care. DHS is to indicate all services that reflect meeting the child's special needs, if any.

**3.5 PERMANENT PLAN**

Once permanent custody of a child has been awarded to the department, the CWS social worker no longer completes the Safe Family Home Report.



The permanent plan becomes the complete case plan and will include both narrative and tasks specific for the child.

The **INITIAL** permanent plan will not need to have the narrative section under each objective as this plan is attached to the motion for permanent custody which includes the final Safe Family Home Report. The final report is to address the needs of the child in guidelines #1-3.

At permanent plan review hearings, which are held AFTER permanency is awarded, the narrative sections are then a required part of the permanent plan.

The Permanent Plan needs to be completed as follows:

### A Goal

The permanency goal, with projected completion date, must be identified for each child.

Permanency goals are as follows:

- Adoption by a relative;
- Guardianship by a relative;
- Adoption by a non-relative;
- Guardianship by a non-relative;
- Another planned permanent custody arrangement.

### B Reason for Goal

The CWS social worker is to relate why the permanency goal was selected and why that particular goal is in the best interest of the child. The CWS social worker must also indicate how the time frame for the goal was determined. If the child is in a potential permanent home, that needs to be stated.

**For the initial** permanent plan, the statement at the end of this section is to indicate that the case has been reviewed by the Permanency Review Team (PRT), indicate the date and that the permanency goal was approved.

#### 1. **ADOPTION GOAL:**

For the **INITIAL PLAN**, the CWS social worker is to indicate the projected plan to achieve the goal. The reason for the selection of the prospective adoptive parents should be

shared, as well as their names and relationship to the child, if releasing such information will not place the child or the adoptive family at risk.

For **SUBSEQUENT PLANS**, the progress of the adoption, any problems, and DHS efforts at resolving the problems need to be addressed. The names of the adoptive parents should be included.

2. **GUARDIANSHIP GOAL:**

When adoption is not the goal, the CWS social worker must first consider guardianship.

For the **INITIAL PLAN**, the CWS social worker must indicate why adoption is not in the best interest of the child and explain why guardianship is in the child's best interest. The names of the potential guardians should also be shared as well as the progress in achieving the goal, if releasing the names will not place the child or the potential guardians at risk.

For **SUBSEQUENT PLANS**: The progress of the guardianship, any problems, as well as DHS efforts to resolve the problems should be explained.

In the case of a child with respect to whom the permanency plan is placement with a relative and receipt of kinship guardianship assistance payments, a description of:

- a. The steps that the agency has taken to determine that it is not appropriate for the child to be returned home or adopted;
- b. The reasons for any separation of siblings during placement;
- c. The reasons why a permanent placement with a fit and willing relative through a kinship guardianship assistance arrangement is in the child's best interests;
- d. The ways in which the child meets the eligibility requirements for a kinship guardianship assistance payment;
- e. The efforts the agency has made to discuss adoption by the child's relative foster parent as a more permanent alternative to legal guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons therefore; and,

- f. The efforts made by the State agency to discuss with the child's parent or parents the kinship guardianship assistance arrangement, or the reasons why the efforts were not made.

3. **ANOTHER PLANNED PERMANENT CUSTODY LIVING ARRANGEMENT GOAL:**

Another planned permanent custody living arrangement is the least desirable permanency goal, but there are children and case situations that render that goal to be the most appropriate.

For the **INITIAL PLAN**, the CWS social worker must indicate why adoption AND guardianship are not in the best interest of the child and why permanent foster care another planned permanent custody living arrangement is in the best Interest of the child. The CWS social worker must be able to articulate the reason for such a goal and the reason cannot be based solely due to the age of the child. The name of the potential permanent caregiver, if known, should also be shared, if releasing such information does not place the child and the caregiver at risk.

For **SUBSEQUENT PLANS**: the CWS social worker is to indicate why another planned permanent custody living arrangement continues to be in the best interest of the child. Automatically continuing this goal without explanation of attempts to find a more permanent situation is not acceptable. Each plan must always justify this goal

C. Objectives and Achievement of Objectives

The following objectives, which are defined by 587-27 of the Hawaii Revised Statutes, are to be addressed, both by an objective statement with tasks to achieve the objective as well as a narrative that discusses each objective in relation to the child. The child's name should be indicated in each objective statement.

1. Placement: To provide child with a continuous safe and nurturing environment in a [relative or non-relative home] until the age of 18 or until permanency [in the form of adoption, guardianship or sole permanent custody to an individual] is granted.

- a. Discuss the continuing appropriateness of the placement for the child, why it continues to be a safe/nurturing home and the **date of placement responsibility** as well as the **dates of every placement** during the reporting period.
  - b. **Narrative:**

Discuss the child's adjustment, presenting problems or successful integration in the home.
  - c. **Tasks:**
    - i. Indicate how CWS social worker will provide assistance to the child's caregivers to facilitate and strengthen child's adjustment in the home.
    - ii. If the child is in a relative placement, insure that the relative is provided the same services as a non-relative caregiver.
    - iii. Give time frames for the permanency process (adoption or guardianship) as to when home studies will be completed, when packets will be submitted to court.
    - iv. There needs to be mention of whether the child is eligible for adoption or permanency assistance.
    - v. Indicate any special tasks for caregivers or child, as necessary.
2. Health: To assure that child's health needs are met.
- a. **Narrative:**

Should indicate the name of the physician and dentist and the last exams. Any medical problems should be discussed and how the medical/dental needs are being met.
  - b. **Tasks:**
    - i. Indicate how CWS social worker will monitor

child's medical, visual, dental and other health needs and ensure prompt follow-up.

- ii. State any specific tasks for the caregivers or the child, as necessary.

- 3. Education: To assure that child receives adequate and appropriate educational services based on regular assessment.

All children who have attained the minimum age for compulsory school attendance under State law and with respect to whom there is eligibility for a payment under the IV-E State plan must be a full-time elementary or secondary school student or has completed secondary school. The term "elementary or secondary school student" with respect to a child means:

- i. Enrolled (or in the process of enrolling) in an institution which provides elementary or secondary education,
- ii. Instructed in elementary or secondary education at home in accordance with a home school laws;
- iii. In an independent study elementary or secondary education program in accordance with State laws, which is administered by the local school or school district; or,
- iv. Incapable of attending school on a full-time basis due to the medical condition of the child, which incapability is supported by regularly updated information in the case plan of the child.

- a. **Narrative:**

Should name the school and grade the child is in. If the child is a special education child, the CWS social worker needs to cite the type of services the child is receiving from the school and indicate the last IEP meeting. Cite any problems in school and how they are being handled.

- b. **Tasks:**

- i. Indicate how CWS social worker will monitor child's school attendance and academic progress through contacts with the school personnel.
- ii. State any specific tasks for the caregivers or child,

as necessary.

4. Therapeutic Intervention: To assure that the child receives appropriate therapeutic services.

a. **Narrative:**

Should indicate the name of the therapist, if any, and the focus of the treatment. The child's progress and participation should also be discussed. The role of the caregiver in the treatment is also important and should be included.

b. **Tasks:**

- i. Indicate how CWS social worker will arrange and monitor individual/family therapy, counseling as long as this is indicated.
- ii. State any specific tasks for the caregivers or child, as necessary.

5. Birth Family: To maintain/sever contact between the child and his/her birth family.

Under this heading, prior **to the narrative section**, the following statement must appear for adoption cases: **Any contact between the child and the parent, after adoption, will be at the sole discretion of the adoptive parent.**

a. **Narrative:**

Must indicate the type of contact the child has with his/her birth family or the lack of contact. The best interest of the child as to why contact is recommended or not recommended must be explained.

b. **Tasks:**

Outline any recommended contact with the birth family and indicate how that contact is to be handled. Also indicate any specific tasks for the caregiver or child, as necessary.

6. Culture: To provide the child the opportunity to learn about and identify with his/her cultural heritage.
  - a. **Narrative:**

Indicate the ethnic make-up or orientation of the child. Discuss how the caregiver will provide the child a sense of his heritage.
  - b. **Tasks:**
    - i. Indicate how CWS social worker will facilitate child's participation in programs activities which will foster his/her ethnic identity.
    - ii. State any specific tasks for the caregivers or child, as necessary.
  
7. Independent Living Skills: To help a child, age 12 and over, develop the ability to become self sufficient.
  - a. **Narrative:**
    - i. State that for a child age 16-18, a separate Independent Living/Transitional Plan Is attached to the case plan. (Refer to CHAPTER III, Section 4, **SERVICES TO FAMILIES AND CHILDREN** for specifics on how to develop the ILP plan.) For children age 12-15, indicate what is being done in this area by the CWS social worker, caregivers, or others, such as the school.
    - ii. State how well the child is progressing towards independence and the role of the caregiver in achieving the task.
  - b. **Tasks:**
    - i. For children 12-15, list the tasks that will help them gain a sense of independence, such a getting an allowance, learning how to shop, learning how to budget the money they have, exploring interests and how to achieve their dreams for their future.

- ii. For children age 16-18, list tasks to specify any Independent Living Program the child is enrolled in or what tasks DHS has identified with the child for his/her independence.
  - iii. State any specific tasks for the caregivers or child, as necessary.
8. Religion: According to 587-27 of the Hawaii Revised Statutes, this objective is not required. Address this factor ONLY if relevant to understanding the child's needs.

D. Time Frame

The CWS social worker needs to indicate how long the permanent plan is to be in effect. The plan needs to be updated no less than once every six months, as long as DHS has placement responsibility.

E. Signatures

The signature section is divided into two areas. The first area is for the CWS social worker and the child, if the child is old enough to understand and sign the plan. The second area begins with a statement that the CWS unit supervisor, as a representative of the department, has reviewed the plan. Below the signature line of the CWS unit supervisor is where the GAL/VGAL is to sign.

When the goal of the case is long term foster care and the foster parents are willing to keep the child in their home permanently, the CWS social worker may want to include tasks for the foster parent under each heading and have the foster parent sign the plan. This is an option, dependent upon a case-by-case situation.

**3.6 SERVICE PLAN (FOR LONG-TERM OUT-OF-HOME PLACEMENT) WITHOUT PERMANENCY CUSTODY STATUS**

**UNTIL** HRS 587 is amended to allow children to remain under the legal status of Foster Custody on a permanent basis, without terminating parental rights, CWS social workers are **NOT** to use this option as an initial permanency goal.

For children who have a judicial decision, prior to 1/99, that long term foster custody is in their best interest, the permanency CWS social worker can continue the legal status, but must use the Service Plan (for long-term out-of-home placement) instead of the Permanent Plan.



The Service Plan (for long-term out-of-home placement) needs to be completed as follows:

A. Opening statement:

As Permanent Custody has not been granted, the Service Plan (for long-term out-of-home placement) needs to reference the last narrative Safe Family Home Report that addressed ALL 14 guidelines, which should have justified WHY the child cannot return home but also WHY terminating parental rights is not in the child's best interest. Any subsequent narrative reports to the last complete narrative report must also be cited.

Once the date(s) of the last report(s) addressing the safety of the family home is cited, the dates need to be repeated in each Service Plan (for long-term out-of-home placement). All dates of Service Plans (for long-term out-of-home placements) must also be added as part of this statement as the narrative sections of the service plan replace the narrative report. **As permanent custody has not been granted, the case plan must still cite the guidelines and any subsequent information relating to the child.**

B. Goal:

As the parental rights have not been terminated, reunification continues to be the goal, even though all parties agree that the child cannot return home. The goal is to be stated in the following manner:

**"Reunification**, but until that goal is possible, stable long term placement of (child) out of the family home."

Target Date: (child's 18th birthday)

C. Reason for stated goal:

The CWS social worker must indicate WHY long-term Foster Custody is in the child's best interest, as opposed to permanent custody which would allow a more permanent option. The CWS social worker must also indicate why reunification, although legally the proper goal, is not realistic at this time for this child and his/her family. Age alone **CANNOT** be the reason.

Every six months, the CWS social worker needs to justify the Foster

Custody goal. The reason has to be current, focusing on the child's current needs and the current reality of returning to the family home or pursuing permanent custody.

**The initial** Service Plan (for long-term out-of-home placement) must have the statement that the Permanency Review Team (PRT) met and approved the goal as being in the best interest of the child. This goal must have **administrative** approval.

The role of the current caregiver, as to their commitment to the child, should also be discussed.

D. Objectives:

The Service Plan (for long-term out-of-home placement) utilizes the same objectives as defined in HRS 587-27 as these objectives relate to the well being of the child and focus on his/her needs instead of the parent.

Each objective will have an objective statement (the same as in the Permanent Plan). Following the statement will be a narrative section that addresses the child's progress in each area. Each objective will also have tasks listed to help the child meet the objective. Unlike the Permanent Plan, the Service Plan (for long-term out-of-home placement) will have tasks set up for the DHS social worker, the caregiver, the parents (if appropriate) and the child, when necessary.

1. Placement: To provide child with a continuous safe and nurturing environment in a [relative or non-relative home] until the age of 18 or until another type of permanency [in the form of adoption, guardianship or sole permanent custody to an individual] is granted.
  - a. Discuss the continuing appropriateness of the placement for the child, why it continues to be a safe/nurturing home and the **date of placement responsibility** as well as the **dates of every placement** during the reporting period.
  - b. **Narrative:**  
  
Discuss the child's adjustment, presenting problems or successful integration in the home.

c. **Tasks: (for CWS social worker)**

- i. Indicate how CWS social worker will provide assistance to the child's caregivers to facilitate and strengthen child's adjustment in the home.
- ii. If the child is in a relative placement, insure that the relative is provided the same services as a non-relative caregiver.

d. **Tasks: (for caregiver)**

Indicate what the CWS social worker expects from the caregiver in meeting the needs of the child. Be as specific as possible.

e. **Tasks: (for child)**

When a CWS social worker assesses the need, the child can be given tasks as to his/her responsibilities in the home, for maintaining curfew, cooperating with the foster parent, and any other in-home tasks as appropriate for the child.

2. Health: To assure that child's health needs are met.

a. **Narrative:**

Should indicate the name of the physician and dentist and the last exams. Any medical problems should be discussed and how the medical/dental needs are being met.

b. **Tasks: (for CWS social worker)**

Indicate how CWS social worker will monitor child's medical, visual, dental and other health needs and ensure prompt follow-up.

c. **Tasks: (for caregiver)**

Indicate the tasks for the caregiver, such as insuring that the child receives appropriate and timely medical care by making and keeping necessary appointments. The caregiver can also be tasked with maintaining

communication with medical personnel.

d. **Tasks: (for child)**

Indicate any necessary tasks for the child.

3. Education: To assure that child receives adequate and appropriate educational services based on regular assessment.

a. **Narrative:**

Should name the school and grade the child is in. If the child is a special education child, the CWS social worker needs to cite the type of services the child is receiving from the school and indicate the last IEP meeting. Cite any problems in school and how they are being handled.

b. **Tasks: (for CWS social worker)**

Indicate how CWS social worker will monitor child's school attendance and academic progress through contacts with the school personnel.

c. **Tasks: (for caregiver)**

Indicate what is expected of the caregiver in this area, such as maintaining contact with the school, teachers. Attending conferences and insuring that homework assignments are completed.

d. **Tasks: (for child)**

Indicate any necessary tasks for the child for this objective, such as attending school, completing assignments.

4. Therapeutic Intervention: To assure that the child receives appropriate therapeutic services.

a. **Narrative:**

Should indicate the name of the therapist, if any, and the focus of the treatment. The child's progress and participation should also be discussed. The role of the caregiver in the treatment is also important and should

be included.

b. **Tasks: (for CWS social worker)**

Indicate how CWS social worker will arrange and monitor individual/family therapy, counseling as long as this is indicated.

c. **Tasks: (for caregiver)**

Indicate, as necessary, what is expected of the caregiver if the child is in therapy. The role of the caregiver is important as they need to keep in contact with the therapist, attend therapy as requested, and monitor the progress of the child.

d. **Tasks: (for the child)**

Indicate any necessary tasks for the child in this area.

5. **Birth Family:** Foster an appropriate relationship between the child and his/her birth family.

a. **Narrative:**

Must indicate the type of contact the child has with his/her birth family or the lack of contact. The best interest of the child as to why contact is recommended or not recommended must be explained.

b. **Tasks: (for CWS social worker)**

Outline any recommended contact with the birth family and indicate how that contact is to be handled. Be specific as to the days, times, whether supervised or unsupervised. Any special criteria, such as not being under the influence of drugs, or how to set up the visits, need to be stated.

c. **Tasks: (for caregiver)**

Indicate the responsibilities of the caregiver, especially if the caregiver is to supervise the contact or set up the visits. Maintaining contact with the CWS social worker as to the effects of contact needs to be stated.

d. **Tasks: (for child)**

Indicate any necessary tasks for the child in this area.

e. **Tasks: (FOR BIRTH FAMILY)**

- i. Indicate that the birth family is to follow any visitation schedule, as set up or approved by the CWS social worker.
- ii. Mention whether the birth family can have contact with the child outside of the visitation schedule.
- iii. As **reunification** is the goal in this service plan, this section is where the CWS social worker **MUST** indicate that if the parent wants to have the child returned to the family home, what would be expected of the family before the CWS social worker would consider allowing that return of the child. Indicate the type of service, not the specifics. Only if the family indicates that they want to actively pursue having the child returned to the home will the CWS social worker need to be more specific as to the name of the provider, location, expectations.

6. Culture: To provide child the opportunity to learn about and identify with his/her cultural heritage.

a. **Narrative:**

Indicate the ethnic make-up or orientation of the child. Discuss how the caregiver will provide the child a sense of his heritage.

b. **Tasks: (for CWS social worker)**

Indicate how CWS social worker will facilitate child's participation in programs activities which will foster his/her ethnic identity.

c. **Tasks: (for caregiver)**

Indicate how the caregiver is to meet the cultural/ethnic

needs of the child.

d. **Tasks: (for child)**

Indicate any tasks for the child in this area.

7. Independent Living Skills: To help a child, age 12 and over, develop the ability to become self sufficient.

a. **Narrative:**

- i. State that for a child age 16-18, a separate Independent Living/Transitional Plan is attached to the case plan. Refer to CHAPTER III, Section 4, **SERVICES TO FAMILIES AND CHILDREN** for specifics on how to develop the ILP plan.) For children age 12-15, indicate what is being done in this area by the CWS social worker, caregivers, or others, such as the school.
- ii. State how well the child is progressing towards independence and the role of the caregiver in achieving the task.

b. **Tasks: (for CWS social worker)**

- i. For children 12-15, list the tasks that will help them gain a sense of independence, such as getting an allowance, learning how to shop, learning how to budget the money they have, exploring interests and how to achieve their dreams for their future.
- ii. For children age 16-18, list tasks to specify any Independent Living Program the child is enrolled in or what tasks DHS has identified with the child for his/her independence.

c. **Tasks: (for caregiver)**

Indicate what the caregiver is to do in helping the child attain a sense of independence. Be as specific as possible.

8. Religion: According to 587-27 of the Hawaii Revised Statutes,

this objective is not required. Address this factor ONLY if relevant to understanding the child's needs.

### 3.7 FORMATS / CHECKLISTS

To insure uniformity in CWS-child protective services narrative reports and service plans, only the following formats are allowed.

Included in this section are Element Checklists that will assist the CWS social worker when writing his/her case plans. All CWS social workers and supervisors shall be familiar with the checklists and use them as needed to insure that all required information is included in departmental case plans.

Case plan formats and checklists included in this section are as follows:

#### 3.7.1 SAFE FAMILY HOME REPORT

**ICF Link:**

[ICF 12/19/03 Revised Safe Family Home Report Format for Review Hearings](#)

A. Title of report:

1. ALL initial reports will be titled "Safe Family Home Report."
2. ALL subsequent reports addressing SOME of the guidelines, NOT all of the guidelines, will be titled, "Supplemental Safe Family Home Reports."

Reports that address ALL the guidelines are to still be titled "Safe Family Home Report."

3. All final reports, which are also to answer ALL of the guidelines, will be titled, "Safe Family Home Report."
4. The **DATE** of the report is to be entered below the title.

B. Opening statement on all reports:

For ALL reports, the opening statement must indicate whether the report is the initial, final, or supplemental report.



1. **initial reports state:** This is the initial report.
2. **supplemental reports state:** This is a supplemental report intended to be reviewed in conjunction with each of the prior reports submitted dated: \_\_\_\_\_, \_\_\_\_\_, etc...
3. **subsequent reports that address ALL the guidelines state:** This report needs to be reviewed with all prior reports submitted.
4. **final reports state:** This is the final report and needs to be reviewed with all prior reports submitted.

C. Type of Harm:

For ALL reports, the CWS social worker is to indicate the **type** of harm. **This is not answering #2 of the guidelines**, but merely indicating whether the harm is physical abuse/neglect, sexual abuse, medical neglect, psychological abuse/neglect.

D. Safety issues: (12)

For ALL reports, the CWS social worker is to indicate the safety issues in the case, in order of priority. Safety issues are not harm, but what caused the harm, such as inappropriate parenting, substance abuse, domestic violence, mental limitations.

E. Recommendation(s): (14)

For ALL reports, the CWS social worker is to indicate the type of legal intervention being recommended. When appropriate, the CWS social worker can request that a family service plan be ordered, that aggravated circumstances be considered, or special orders be made.

In this section, the CWS social worker only needs to chose what is needed for the case and eliminate the other items listed in the format.

F. Source statement

Before the narrative section of the report the statement indicating that the report is based on the Safe Family Home

Guidelines, as pursuant to HRS 587-25, is necessary. This statement indicates that the numbers in ( ) next to headings in the narrative section will relate to the respective guideline in statute.

G. **NARRATIVE SECTION:**

The narrative report must be based on answers to the Safe Family Home Guidelines. The narrative section is divided into five parts, each addressing guidelines that relate to the heading for each part. Refer to Section 3.3.3 as to how to respond to each guideline.

1. **Part I, CHILD: (1-3)**

This part covers the first three Safe Family Home Guidelines.

The CWS social worker can address the guidelines by either using a narrative without sub-headings, or by separating the information with the sub-headings as listed on the format. The use of subheadings is an option.

When a child is in placement, the placement information, as stated in the format, is to be used.

2. **Part II, FAMILY: (4-10, 13)**

Safe Family Home Guidelines #4-10, 13 are covered in this part of the report. As with Part 1, the use of subheadings as listed on the format is a worker's option.

The subheadings in this part are not arranged in numerical order, but from the positive to the negative.

3. **Part III, UTILIZATION OF RECOMMENDED SERVICES: (11)**

This part needs to be answered in **each** report as it reflects the reasonable efforts made by the department. Preceding the discussion of the parents' progress is a **required** statement that sets out the philosophy of the department regarding reasonable efforts. This statement must be included in each report that

addresses guideline #11.

ALL cases must address reasonable efforts unless a ruling of aggravated circumstances has been made by the court. The CWS social worker needs to indicate if such a ruling has been made. Although the department is not required to make reasonable efforts after a ruling of aggravated circumstances, the CWS social worker should indicate any services still offered to the family.

This section is to have two subheadings (**NOT AN OPTION**)

a. **Service recommendations/progress by family:**

Under this heading the CWS social worker is to outline all the services recommended or court-ordered for the family and their (the family's) progress in these services.

b. **DHS efforts:**

Under this heading the CWS social worker is to address all departmental efforts to engage the family in services.

4. **Part IV, FAMILY'S ABILITY TO CHANGE (12) AND ASSESSMENT: (14)**

This part is where the CWS social worker addresses two separate but connected issues. The three subheadings are to be used (**NOT AN OPTION**).

a. **Willingness and ability to resolve the safety issues in the home within a reasonable time frame:**

The first issue is to discuss whether the family is willing and able to provide a safe home for the child by resolving the safety issues. The CWS social worker is to also address the time frame to resolve the safety issues. (guideline #12)

b. **Family's demonstrated ability to be**

**protective, meet the needs of the child, and maintain a safe family home.**

The second issue is the family's demonstrated ability to make the changes necessary to provide a safe, protective home for the child as well as to meet the child's needs on an ongoing, long-term basis. (guideline # 14)

- c. **The recommended case direction of the case and why that decision is in the best interest of the child.**

The last subheading addresses the case direction the department is pursuing and the reason why such a direction is in the best interest of the child.

5. **Part V, CONCURRENT PLANNING**

This part is to be used for only children in foster care for 6 months or longer. The CWS social worker **MUST** address this section, no later than at the first 6 month review hearing.

The CWS social worker is to indicate the appropriate choice (refer to Chapter III, Section 4, **SERVICES TO FAMILIES AND CHILDREN** for specifics as to how to address this section) and erase the other option.

H. Safe Family Home Guidelines: (listing)

Following the narrative is a listing of the Safe Family Home Guidelines, as stated in HRS 587-25. The narrative report is based on answering these guidelines and the CWS social worker must indicate to the family what guidelines are being addressed in the preceding narrative report. By statute, the CWS social worker is to consider each and every guideline when completing the narrative report.

In order to help the client understand where the information for each guideline can be found in the narrative report, the guidelines are listed as answered in the narrative report, being grouped under the corresponding headings in the report.

The CWS social worker will indicate, using the following codes,

next to each guideline, how that guideline was addressed in the preceding narrative report.

1. **guidelines being answered:**

Using an "X" indicates that current information pertaining to that guideline is being addressed in the narrative report.

2. **guidelines not being updated:**

Using an "N" indicates that there is no further information concerning that guideline, therefore, not addressed in the narrative report.

3. **guidelines unable to be answered due to lack of information at the time of the report: (FOR INITIAL REPORTS ONLY)**

Using a 'U' indicates that the CWS social worker did not have any information pertaining to that guideline when completing the narrative report.

**Initial and Final reports:** ALL the guidelines need to be checked off with an "X". (The "U" can be used for the initial report only.) Use of "N" is not allowed for initial or final reports.

Guidelines #1, 3 (for children in foster care), 10, 11, 12, and 14 **MUST** be addressed every six months, in supplemental reports.

I. Signatures:

The CWS social worker is to sign the report. CWS social worker's name is to be typed under the signature.

The CWS unit supervisor has to sign and **date** the report, indicating that the report has been reviewed. This signature line is for the **supervisor**, not another CWS social worker. If a CWS social worker is an acting supervisor, then when signing the report, there is to be a notation of being the "TA supervisor". Only a supervisor or section administrator can approve and sign off on a report.

J. Sharing of court information:

Following the signature of the CWS social worker and the CWS unit supervisor on the second section, the social worker must indicate whether any information that has been previously submitted to court and made part of the record has been shared with anyone other than the parties of the service plan. [HRS 587-81(2)]

**3.7.2 INTERIM FAMILY SERVICE PLAN: (FORMAT A)**

The **INTERIM Family Service Plan** is to be used when the CWS social worker petitions the court on a family that has been known to the department less than 60 days. (For families known longer than 60 days, Format B is to be used instead.) This plan is designed to be a short term plan to allow a family to engage in beginning services immediately while awaiting a more thorough service plan that will address all the identified safety issues in the home. Throughout the format, there are to be statements indicating the time frame and the purpose of the plan.

The INTERIM Family Service Plan is divided into two parts:

A. **PART 1**

Part 1 is for ALL plans as it outlines all the agreements and tasks. Refer to Section **3.4.1** for specifics as to how to complete this part.

Included in this section is the limited time frame for the plan, as well as the initial services the family is to engage in.

The complete title of **FORMAT A** is:

PART 1

**INTERIM FAMILY SERVICE PLAN**  
(not to exceed 8 weeks)

B. **PART 2**

Part 2 is **ONLY FOR FAMILIES WHOSE CHILDREN ARE IN FOSTER CARE** as it outlines visitations, caregivers and DHS responsibilities. Refer to Section **3.4.2** for specifics as to how to complete this part.

The CWS social worker needs to indicate that the visitation schedule is only TEMPORARY as a more final, long term plan will be developed within the next 2 months.

### 3.7.3 FAMILY SERVICE PLAN: (FORMAT B)

The **Family Service Plan** is to be used for all families known to the department over 60 days, even if the CWS social worker is petitioning on the case. Within 2 months the CWS social worker should have identified the safety issues and completed a thorough assessment as to the needs of the family.

The **Family Service Plan** is to be used for ALL VOLUNTARY cases when the cases are being transferred from the assessment CWS social worker to the case management CWS social worker, regardless of how long the family has been known to the department.

The **Family Service Plan** is designed to be more detailed and to be in effect no more than 6 months at a time. The services need to be specific with deadlines and expectations.

Like FORMAT A, **FORMAT B** of the Family Service Plan is divided into two parts:

#### A. **PART 1**

Part 1 is for ALL plans as it outlines all the agreements and tasks. Refer to Section **3.4.1** for specifics as to how to complete this part.

#### B. **PART 2**

Part 2 is **ONLY FOR FAMILIES WHOSE CHILDREN ARE IN FOSTER CARE** as it outlines visitations, caregivers and DHS responsibilities. Refer to Section **3.4.2** for specifics as to how to complete this part.

### 3.7.4 PERMANENT PLAN

Once permanency has been established, the child is to have a case plan that is tailored to his/her needs. The permanent plan is to include tasks as well as a narrative of the child's situation.

### 3.7.5 SERVICE PLAN (for long-term out-of-home placement)

This format is to be used for children who are in a permanency case status due to not being able to return home, but parental rights are not terminated. The legal status continues to be Foster Custody.

**This format is not be used for NEW permanency actions UNTIL HRS 587 is amended.**

### 3.7.6 LETTER TO COURT FORMATS

When the CWS social worker needs to INFORM the court of a current situation of a child, a letter is to be used pursuant to **Section 3.3.2**.

#### A **Foster Custody to Family Supervision**

CWS social workers need to answer the specific headings justifying the action.

#### B **Late reports to court**

CWS social workers are to answer the headings, informing the court of the current case situation as well as acknowledging that the court ordered report will be late and why.

#### C **Children leaving the jurisdiction**

CWS social worker only needs to answer the headings as listed in the letter format.

When using any of the formats, workers must remember to remove directions that are in brackets [ ]. Directions are for CWS staff only.

### 3.7.7 Elements for Case Plan (Checklist)

This checklist is to be used by CWS social workers when writing their case plans. The checklist refers to the narrative report as well as to the service plan.

### 3.7.8 Elements for Permanent Plan (Checklist)

This checklist is to be used by all CWS social workers when developing the permanent plans, regardless of the permanency goal.



ATTACHMENTS

FORMAT

Child Protective Service is a specialized child welfare service focused on the child's health and safety. Intervention is time limited and is not intended to address all of the family's problems, but rather to resolve the most critical problem(s) which will reduce the risk of further harm to the child.

Confidential Report of the  
Department of Human Service

IN THE FAMILY COURT OF THE \_ CIRCUIT  
STATE OF HAWAII

IN THE INTEREST OF: )

)  
)  
)  
)  
)

FC-S No:

Born on )

SAFE FAMILY HOME REPORT  
(date)

This is the initial/supplemental/final **[pick appropriate type]** report intended to be reviewed in conjunction with any other reports submitted. **[list dates]**

**Type of Harm:** [Physical abuse/physical neglect/sex abuse/etc ... ]

**Safety Issues:** (12) Safety issues in this case: [list safety issues in order of priority].

**RECOMMENDATION(S): (14)**

- A. Temporary Foster Custody of **[child's name]** be awarded to DHS.  
Foster Custody of **[child's name]** be (awarded/continued) to DHS.  
Family Supervision of **[child's name]** be (awarded/continued) to DHS.  
Permanent Custody of **[child's name]** be awarded to DHS.
- B. Family Service Plan dated **[date of plan]** be ordered.
- C. Request that the court consider a finding of "Aggravated Circumstances" in this case.

D. Other type of request.

*The following information concerns the current situation relevant to the Safe Family Home Guidelines as found in HRS 587-25. Each of the guidelines MUST be considered in formulating the Department's assessment. Numbers in ( ) indicate the number of the guidelines as set forth in statute.*

**[Subheadings in part I and II are optional, worker's discretion]**

**I. CHILD: (1-3)**

- a. Child's current situation (1)
- b. Visitation with parents (1)
- c. Harm (2)
- d. Placement (3)

DHS assumed placement responsibility of **[child's name]** on **[date]** via **[police protective custody/voluntary consent/court order]** because **[reason]**.

- a. (DATE of placement to present:) **[State, where the child is placed, the appropriateness of the home, location (which Island) and whether the child had to change schools]**

**II. FAMILY: (4-10, 13)**

**[Parents can be combined or addressed separately]**

- a. Parent's background (history) (4)
- b. Protective non perpetrator (9)
- c. Appropriate parenting skills (13)\
- d. Support system (10)\
- e. Psychological/developmental evaluation (5)
- f. History of assaultive behaviors/domestic violence (6)
- g. History of substance abuse (7)
- h. Identified perpetrator (8)

**III. UTILIZATION OF RECOMMENDED SERVICES (11)**

**THE SAFETY OF THE CHILD IS PARAMOUNT. WITHOUT COMPROMISING THE SAFETY OF THE CHILD, reasonable efforts must be made to preserve the family unit and prevent the removal of the child from the family home OR to return the child to a safe family home, by providing appropriate and available services to the family In a timely manner.**

- ( ) Reasonable efforts do not apply in this case as a finding of **Aggravated Circumstances** was made by the court on **[date of decision]**.

**[For all cases where reasonable efforts apply, MUST use the following subheadings which will address the family's understanding and utilization of the services as well as the worker's ability to assist the family in obtaining services]**

- a. **Service recommendations/progress by family**
- b. **DHS efforts**

**IV. FAMILY'S ABILITY TO CHANGE (12) AND ASSESSMENT (14):**

**[All three subheadings are to be addressed in each report]**

- A. **Willingness and ability to resolve the safety issues in the home within a reasonable time frame. (12)**
- B. **Family's demonstrated ability to be protective, meet the needs of the child, and maintain a safe family home. (14)**
- C. **Department's decision regarding the service direction of the case and why that decision is in the best interest of the child.**

**V. CONCURRENT PLANNING (12) [For ALL children in foster care, to be addressed NO LATER than at the six month review]**

- ( ) Activating the Concurrent Plan for permanency is not being recommended at this time as such action would not be in the best Interest of the child.

Reason:

- ( ) The Concurrent Plan for permanency will be activated within the next six months.

Recommended Permanency Goal: \_\_\_\_\_

**SAFE FAMILY HOME GUIDELINES (HRS 587-25)**

Guidelines that are marked with "X" indicate **current information** contained in the above report.

Guidelines that are marked with "N" indicate that there has been **no change** in the information that was previously submitted.

Guidelines that are marked with "U" indicate the information requested by the guideline is unknown at the time of the report and will be completed and submitted in a subsequent report.

**I. CHILD**

- x   1. **THE CURRENT FACTS RELATING TO THE CHILD WHICH INCLUDE: A) AGE AND VULNERABILITY, B) PSYCHOLOGICAL, MEDICAL AND DENTAL NEEDS; C) PEER AND FAMILY RELATIONSHIPS AND BONDING ABILITIES; D) DEVELOPMENTAL GROWTH AND SCHOOLING; E) CURRENT LIVING SITUATION; F) FEAR OF BEING IN THE FAMILY HOME; AND G) SERVICES PROVIDED THE CHILD;**
- \_\_\_ 2. **THE INITIAL AND ANY SUBSEQUENT REPORTS OF HARM AND/OR THREATENED HARM SUFFERED BY THE CHILD;**
- x   3. **DATE(S) AND REASON FOR CHILD'S PLACEMENT OUT OF THE HOME, DESCRIPTION, APPROPRIATENESS, AND LOCATION OF THE PLACEMENT AND WHO HAS PLACEMENT RESPONSIBILITY;**

**II. FAMILY**

- \_\_\_ 4. **HISTORICAL FACTS RELATING TO THE ALLEGED PERPETRATOR AND OTHER APPROPRIATE FAMILY MEMBERS WHO ARE PARTIES WHICH INCLUDE: A) BIRTHPLACE AND FAMILY OF ORIGIN; B) HOW THEY WERE PARENTED; C) MARITAL/RELATIONSHIP HISTORY; AND D) PRIOR INVOLVEMENT IN SERVICES;**
- \_\_\_ 5. **THE RESULTS OF PSYCHIATRIC/PSYCHOLOGICAL/DEVELOPMENTAL EVALUATIONS OF THE CHILD, THE ALLEGED PERPETRATOR AND OTHER APPROPRIATE FAMILY MEMBERS WHO ARE PARTIES;**
- \_\_\_ 6. **WHETHER THERE IS A HISTORY OF ABUSIVE OR ASSAULTTVE CONDUCT BY THE CHILD'S FAMILY OR OTHERS WHO HAVE ACCESS TO THE CHILDS' FAMILY HOME;**
- \_\_\_ 7. **WHETHER THERE IS A HISTORY OF SUBSTANCE ABUSE BY THE CHILD'S FAMILY OR OTHERS WHO HAVE ACCESS TO THE FAMILY HOME;**
- \_\_\_ 8. **WHETHER THE ALLEGED PERPETRATOR(S) HAS ACKNOWLEDGED**

AND APOLOGIZED FOR THE HARM;

- 9. WHETHER THE ALLEGED NON PERPETRATOR(S) WHO RESIDES IN THE FAMILY HOME HAS DEMONSTRATED THE ABILITY TO PROTECT THE CHILD FROM FURTHER HARM AND TO INSURE THAT ANY CURRENT PROTECTIVE ORDERS ARE ENFORCED.
- 10. WHETHER THERE IS A SUPPORT SYSTEM OF EXTENDED FAMILY AND/OR FRIENDS AVAILABLE TO THE CHILD'S FAMILY;
- 13. WHETHER THE CHILD'S FAMILY HAS DEMONSTRATED THE ABILITY TO UNDERSTAND AND ADEQUATELY PARENT THE CHILD ESPECIALLY IN THE AREAS OF COMMUNICATION, NURTURING, CHILD DEVELOPMENT, PERCEPTION OF THE CHILD AND MEETING THE CHILD'S PHYSICAL AND EMOTIONAL NEEDS;

**III. UTILIZATION OF RECOMMENDED SERVICES:**

- 11. WHETHER THE CHILD'S FAMILY HAS DEMONSTRATED AN UNDERSTANDING AND UTILIZATION OF THE RECOMMENDED/COURT ORDERED SERVICES DESIGNATED TO EFFECTUATE A SAFE HOME FOR THE CHILD;

**SAFETY ISSUES/ V. CONCURRENT PLANNING/ IV. FAMILY ABILITY TO CHANGE**

- 12. WHETHER THE CHILD'S FAMILY HAS RESOLVED OR CAN RESOLVE THE IDENTIFIED SAFETY ISSUES IN THE FAMILY HOME WITHIN A REASONABLE PERIOD OF TIME;

**IV. ASSESSMENT**

- 14. ASSESSMENT (TO INCLUDE THE DEMONSTRATED ABILITY OF THE CHILD'S FAMILY TO PROVIDE A SAFE FAMILY HOME FOR THE CHILD) AND RECOMMENDATION.

Respectfully submitted by:

\_\_\_\_\_  
DHS social worker

I have reviewed this document:

---

Supervisor

Date

( ) Copies of information previously submitted to court and made a part of the court record for this case were shared with **[Name of individual/provider/agency]** on **[date]**.

Information provided: **[list documents]**

**[Include this section ONLY information has been provided to anyone outside of the service plan. Remove this section if no information, previously submitted to court and made part of the court record, has been shared or if such sharing was covered in the service plan.]**

**FORMAT A****PART I****INTERIM FAMILY SERVICE PLAN**

(not to exceed 8 weeks)

**DATE:****FC-S No:****CHILD'S NAME:****DOB:**

This **INTERIM** Family Service Plan is between **[parent's name]** and the Department of Human Services (**DHS**). The **INTERIM** Family Service Plan is designed to help the family address and resolve the safety issues as identified by DHS.

**I. CASE GOAL:** [for entire case, not the plan]

Initial goal: \_\_\_\_\_ target date: \_\_\_\_\_

Final goal: \_\_\_\_\_ target date: \_\_\_\_\_

**II. IMMEDIATE TASKS FOR PARENTS**

The following **INITIAL** tasks are based on the safety issues, as outlined in the Safe Family Home Report dated ( ). As this is an **Interim** plan, not to exceed 8 weeks, the initial tasks are the first steps the family needs to take in resolving the safety issues in the home.

**A. PARENT** [Together or individually]

1. State task: (i.e., "Substance Abuse treatment")

a. Focus of task

b. Name and address of provider

c. Time frame (date of start and finish)

d. How progress will be measured

**Expected changes** (state in concrete, behavioral measures)

**[THE FOLLOWING TASK IS REQUIRED IN ALL SERVICE PLANS]**

2. Cooperate with the DHS Social Worker by:
  - a. Keeping appointments with worker and providers
  - b. Attending other services as recommended
  - c. Informing of any changes in the home
  - d. Informing of any problems in following the service plan.

**III. DHS SOCIAL WORKER RESPONSIBILITIES:**

1. For the next 8 weeks, the DHS social worker will:
  - a. Monitor the progress of the family in services
  - b. Continue to evaluate the needs of the family
  - c. Recommend any additional services
  - d. Assess the safety of the home

**[Other tasks as the worker desires, but this is a 8 week plan. thus the tasks should be limited]**

**IV. TIME FRAME FOR THE INTERIM FAMILY SERVICE PLAN:**

This **INTERIM** Family Service Plan shall NOT remain in effect for more than 8 weeks, **[give date]**.

**V. CONSEQUENCES:**

- A. If you successfully complete and utilize the services that are outlined in this **INTERIM** Family Service Plan, you will demonstrate a willingness to begin resolving the safety issues in the family home.
- B. **YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS CONCERNING [Child's name] WHO IS SUBJECT OF THIS INTERIM FAMILY SERVICE PLAN MAY BE TERMINATED BY AN AWARD OF PERMANENT CUSTODY UNLESS YOU ARE WILLING AND ABLE TO PROVIDE [Child's name] WITH A SAFE FAMILY HOME WITHIN THE REASONABLE PERIOD OF TIME SPECIFIED IN THIS INTERIM FAMILY SERVICE PLAN.**

**VI. CONSENT AGREEMENT:**

I agree to allow the department to share information with all service providers as is necessary to protect **[child's name]**. I also agree to allow all service providers permission to share information, both oral and written, about my participation and progress in services.





## PART 2

**INTERIM FAMILY SERVICE PLAN  
(for children in out of home placement)****CHILD'S NAME:****I. VISITATION SCHEDULE:**

The following visitation schedule is to be considered temporary, not to exceed 8 weeks. A more detailed and long term visitation plan will be presented in the Family Service Plan, which will be completed in the next 8 weeks.

1. All visits between **[child's name]** and **[adult's name]** are to be supervised/unsupervised.
  - a. Supervision will be done by DHS staff/family members/others.
2. Frequency/length/location of weekly visits
3. Confirmation process:
4. Special criteria **[such as not being under the influence of drugs, or If miss three visits, visits will be suspended until the parent meets with the social worker to determine the reasons for the cancellation]**

**[The following are samples of tasks for these sections]**

**II. CAREGIVER RESPONSIBILITIES:**

1. Provide care to **[child's name]** and insure that all medical, dental, educational and therapeutic appointments are met in a timely manner.
2. Cooperate with the DHS social worker in assessing and evaluating the long term needs of **[child's name]**.

**III. DHS SERVICES TO CAREGIVER/CHILD:**

1. The DHS social worker will monitor the adjustment of **[child's name]** in the home, assess future needs and work with the caregiver in determining how best to meet the **[child's name]** needs.

## FORMAT B

## PART I

## FAMILY SERVICE PLAN

DATE:

FC-S No:

CHILD'S NAME:

DOB:

This Family Service Plan is between **[parent's name]** and the Department of Human Services (**DHS**). This Family Service Plan is designed to help the family address and resolve the safety issues as identified by DHS.

I. **CASE GOAL:** [ for entire case, not the plan]

Initial goal: \_\_\_\_\_ target date: \_\_\_\_\_

Final goal: \_\_\_\_\_ target date: \_\_\_\_\_

II. **TASKS: (PRIORITIZED ACCORDING TO SAFETY NEEDS)**

The following tasks are based on the safety issues, as outlined in the Safe Family Home Report dated ( ).

A. PARENT [Together or individually]

## 1. State task: (i.e., "Substance Abuse treatment")

- a. Focus of task
- b. Name and address of provider
- c. Time frame (date of start and finish)
- d. How progress will be measured

**Expected changes** (state in concrete, behavioral measures)

**[THE FOLLOWING TASK IS REQUIRED IN ALL SERVICE PLANS]**

## 2. Cooperate with the DHS Social Worker by:

- a. Keeping appointments with worker and providers

- b. Attending other services as recommended
- c. Informing of any changes In the home
- d. Informing of any problems in following the service plan.

**III. DHS SOCIAL WORKER RESPONSIBILITIES:**

**[sample]:**

- 1 The DHS social worker will:
  - a. Monitor the progress of the family in services
  - b. Continue to evaluate the needs of the family
  - c. Recommend any additional services
  - d. Assess the safety of the home
- 2.
- 3.

**IV. TIME FRAME FOR SERVICE PLAN:**

This Family Service Plan shall remain in effect until **[date]** or further order of the court.

**V. CONSEQUENCES:**

- A. If you successfully complete and utilize the services that are outlined in this service plan, you should be able to demonstrate that **[child's name]** is no longer at risk of abuse or neglect in the family home. Once you are able to demonstrate you can provide a safe family home for **[child's name]**, without further protective services, the department can then recommend that this case be closed.
- B. **YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS CONCERNING [Child's name] WHO IS SUBJECT OF THIS FAMILY SERVICE PLAN MAY BE TERMINATED BY AN AWARD OF PERMANENT CUSTODY UNLESS YOU ARE WILLING AND ABLE TO PROVIDE [Child's name] WITH A SAFE FAMILY HOME WITHIN THE REASONABLE PERIOD OF TIME SPECIFIED IN THIS FAMILY SERVICE PLAN.**

**VI. CONSENT AGREEMENT:**



**PART 2**

**FAMILY SERVICE PLAN  
(for children in out of home placement)**

**CHILD'S NAME:**

**I. VISITATION SCHEDULE:**

1. All visits between (**child's name**) and (**adult's name**) are to be supervised/unsupervised.
  - a. Supervision will be done by DHS staff/family members/others.
2. Frequency/length/location of weekly visits
3. Confirmation process:
4. Special criteria (such as not being under the influence of drugs, or if miss three visits, visits will be suspended until the parent meets with the social worker to determine the reasons for the cancellation)

**II. CAREGIVER RESPONSIBILITIES:**

- 1.
- 2.
- 3.
- 4.

**III. DHS SERVICES TO CAREGIVER/CHILD:**

- 1.
- 2.
- 3.

## PERMANENT PLAN

DATE: FC-S No:

CHILD'S NAME. DOB:

**I. GOAL:**

[State permanency goal and the expected goal completion date. Include the name *of* the permanent caregiver, if known]

**II. REASON FOR STATED GOAL:**

[State why the permanency goal was selected for the child. If not adoption, must state why adoption is not in the child's best interest; if not guardianship, must state why **BOTH** adoption and guardianship are not In the child's best Interest; If long term foster care, must state why this goal is in the child's best interest.

Need to explain the time frame for the goal completion]

A Permanency Review Team (PRT) met on [ date ] and approved the goal of [state goal].

[The above statement **MUST** be in the initial permanent plan]

**III. OBJECTIVES PRIOR TO ADOPTION/GUARDIANSHIP:**

**BEFORE** adoption/guardianship of [child's name] is completed, DHS as permanent custodian, will be responsible for the following tasks unless otherwise indicated:

[for cases where the goal is permanent foster care, the section should be **ONLY** titled "Objectives" and the statement begins with the words, 'DHS, as permanent custodian,.....']

- A. Placement:** Provide [child's name] with a continuous safe and nurturing environment.

- a. DHS originally assumed placement responsibility of **[child's name]** on **[date]** and he/she was placed in a DHS licensed foster home. **[Child's name]**'s current caregivers are/are not interested in adoption/guardianship/permanent care.

**[NARRATIVE SECTION]**

Sample tasks for this section: **[including child's name in all tasks is optional]**

1. Ensure that **[child's name]**'s caregivers properly provide for his/her physical, emotional, social, and medical needs.
2. Provide foster board payments for [child's name] as long as he/she is eligible and meets the requirements set forth in the DHS rules.
3. \*\* Inform the Hawaii Family Court whenever [child's name] leaves the home for more than seven consecutive days (except when on vacation or visiting friends/family).
4. \*\* On a semi-annual basis, until [adoption/guardianship/permanent custody to non DHS individual is completed], provide the Hawaii Family Court with a written report of **[child's name]**'s situation including health, emotional adjustment, education, and other pertinent information.
  - a) All reports are due as ordered by the court.

**\*\* Required by statute**

5. Provide all consents that are required for **[child's name]**'s physical, medical, dental, educational, recreational, and social needs.
6. Complete an adoptive study of all interested parties, including family members, by 00/00/00.
7. Monitor **[child's name]**'s placement in the adoptive home and notify the court by the fifth month of



monitoring if there is to be a delay in the adoption and the reason for the delay.

8. File an adoption packet in Family Court by 00/00/00.
9. Provide support to the caregivers; in ensuring that the goals of this plan are met.
10. Assess **[child's name]**'s eligibility for adoption assistance.

**B. Health:** Assure that **[child's name]**'s health needs will be met.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Monitor **[child's name]**'s health needs and ensure prompt follow-up.
2. Monitor **[child's name]**'s therapeutic needs and ensure prompt follow-up and participation.
3. Ensure medical coverage of **[child's name]** as long as he/she is eligible.
4. Provide consents for all necessary medical, dental and visual care.

**C. Education:** Assure that **[child's name]** receives adequate and appropriate educational services.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Ensure that **[child's name]** is provided adequate and appropriate education.

2. Provide all consents necessary for (child's name]'s educational needs.

- D. Therapy/Counseling:** Provide **[child's name]** with appropriate therapy or counseling services.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Ensure that **[child's name]** receives all necessary therapeutic treatment when and as needed.
2. Provide all consents necessary for counseling services.

- E. Birth Family:** Sever/Maintain the relationship between **[child's name]** and his/her birth family. **[select proper verb]**

The following is **REQUIRED** for all adoption and guardianship cases.

**AFTER ADOPTION/GUARDIANSHIP, ALL CONTACT BETWEEN [child's name] AND HIS/HER BIRTH FAMILY WILL BE AT THE SOLE DISCRETION OF THE ADOPTIVE PARENTS/GUARDIAN.**

**[NARRATIVE SECTION]**

1. If appropriate: Authorized contact between **[child's name]** and **[name of family member]** will be: **[outline visitation criteria which includes if supervised and by whom, how often.]**

- F. Culture:** Provide **[child's name]** with a sense of identity through an understanding of his cultural heritage **(state ethnicity, NOT RACE)**

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Provide consents for all appropriate cultural activities.

- G. Independent Living:** Provide **[child's name]** with the skills necessary to become independent by age 18. **[This Is REQUIRED for all children in permanency status who are 12 years of age or older.]**

**[NARRATIVE SECTION]**

Sample tasks for this section

1. .Set up a plan with the caregiver to begin teaching **[child's name]** self sufficiency skills such as setting up chores, budgeting an allowance and other earned monies, outlining acceptable and unacceptable behavior and consequences.
2. Meet with **[child's name]** to discuss plans for the future and what type of planning is needed to begin working towards those plans.
3. Ensure that **[child's name]** is enrolled in the Hale Kipa Independent Living Program by 00/00/00. (for children who reach the age of 16)
4. Maintain contact with the ILP provider to monitor the progress of **[child's name]**.
5. Encourage the foster parent to participate in the ILP program whenever requested by the program.
6. Participate in the ILP transitional plan meeting with the child. (See the attached plan dated 00/00/00.)



**SERVICE PLAN**

[for long-term out-of-home placement]

**DATE:****FC-S No:****CHILD'S NAME:****DOB:**

This Service Plan, which is a current report on the status of the **[child's name]**, is to be read in conjunction with the **Safe Family Home Report(s)** dated **[ ]**. **[put in date of last FULL 14 guidelines report and any subsequent reports, including previous Service Plan for long-term out-of-home placement, submitted]**

**I. GOAL:**

**Reunification**, but until that goal is possible, stable long-term placement of **[child's name]** out-of-the family home.

**Target date: [child's 18th birthday]**

**II. REASON FOR STATED GOAL:**

A Permanency Review Team (PRT) met on **[date]** and approved the current goal of long-term out-of-home placement.

**[The above statement MUST be in the initial service plan for long-term out-of-home placement as ADMINISTRATIVE approval is required for this goal]**

[Indicate WHY it is not in the best interest of the child to seek permanent custody at this time as well as WHY continuing to work for reunification is not a realistic goal for the child AT THIS TIME. **Child must meet the criteria set forth by the department as appropriate for this goal. THIS SECTION IS TO BE UPDATED AND CURRENT FOR EACH REPORT.)**

**III. OBJECTIVES:**

DHS, as foster custodian, will be responsible for the following tasks unless

otherwise indicated:

- A. Placement:** Provide **[child's name]** with a continuous safe and nurturing environment.

DHS assumed placement responsibility of **[child's name]** on **[date]** via **[police protective custody/voluntary consent/court order]** because **[state reason]**.

Since the last report to the court, dated [ ], placement history has been as follows:

1. (Date of placement to present): **[state where the child is placed, the appropriateness of the home, location (which Island) and whether the child had to change schools]**.

**[REPEAT (a) FOR EACH PLACEMENT THAT OCCURRED DURING THE REPORT PERIOD]**

**[NARRATIVE SECTION]**

Sample tasks for this section: **[including child's name in all tasks is optional]**

1. Ensure that **[child's name]**'s caregivers properly provide for his/her physical, emotional, social, and medical needs.
2. Provide foster board payments for **[child's name]** as long as he/she is eligible and meets the requirements set forth in the DHS rules.
3. Inform the Hawaii Family Court whenever **[child's name]** leaves the home for more than seven consecutive days (except when on vacation or visiting friends/family).
4. On a semi-annual basis, provide the Hawaii Family Court with a written report of **[child's name]** situation including health, emotional adjustment, education, and other pertinent information.

- a) All reports are due as ordered by the court.
5. Provide all consents that are required for **[child's name]**'s physical, medical, dental, educational, recreational, and social needs.
6. Provide support to the caregivers in meeting the goal of this plan.
7. Provide support to the caregiver by recommending appropriate services, by giving supportive counseling and by making home visits and phone calls to help the caregiver provide services to **[child's name]** and to maintain placement.

**Caregiver Tasks:**

1. Provide a safe, nurturing home for **[child's name]** as long as recommended by the DHS social worker.
2. Cooperate with the DHS social worker in ensuring that **[child's name]** participates in all recommended services.
3. Keep DHS social worker informed of the current status of **[child's name]**.

**Child's Tasks:**

1. Follow all the household rules of the foster home.
2. Discuss any problems with the caregiver BEFORE running away or breaking family rules.
3. Participate in foster family functions.

- B. Health:** Assure that **[child's name]**'s health needs will be met.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Monitor **[child's name]**'s health needs and ensure

- prompt follow-up.
- 2. Monitor **[child's name]**'s therapeutic needs and ensure prompt follow-up and participation.
- 3. Ensure medical coverage of **[child's name]** as long as he/she is eligible.
- 4. Provide consents for all necessary medical, dental and visual care.

**Caregiver's tasks:**

- 1. Ensure that all appropriate medical and dental appointments are kept in a timely manner.
- 2. Keep the DHS social worker informed of **[child's name]**'s current medical/dental needs.

**Child's tasks:**

- 1. Keep all scheduled medical appointments.
- 2. Take all prescribed medications, as directed by the doctor.

- C. Education:** Assure that **[child's name]** receives adequate and appropriate educational services.

**[NARRATIVE SECTION]**

Sample tasks for this section

- 1. Ensure that **[child's name]** is provided adequate and appropriate education.
- 2. Provide all consents necessary for **[child's name]**'s educational needs.
- 3. Attend all and any educational meetings, such as IEPs or teacher conferences.



**Caregiver tasks:**

1. Attend any and all teacher/parent conferences for **[child's name]**.
2. Keep DHS social worker informed of **[child's name]**'s school adjustment and progress.

**Child's tasks:**

1. Attend school daily.
2. Follow all school rules.

- D. Therapy/ Counseling:** Provide **[child's name]** with appropriate therapy or counseling services.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Ensure that **[child's name]** receives all necessary therapeutic treatment when and as needed.
2. Provide all consents necessary for counseling services.

**Caregiver's tasks:**

1. Participate in therapy with **[child's name]** as directed by the therapist.
2. Keep DHS social worker informed of **[child's name]**'s progress and participation in therapy.

**Child's tasks:**

1. Attend all scheduled therapy appointments.
2. Participate in therapy.

- E. Birth Family:** Foster an appropriate relationship between **[child's name]** and his/her birth family.

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Authorized contact between **[child's name]** and **[name of family member]** will be as follows:
  - a. days
  - b. time (length of contact)
  - c. place
  - d. supervised/unsupervised
  - e. other criteria

**Caregiver's tasks:**

1. Follow the visitation plan as authorized by the DHS social worker.
2. Inform the DHS social worker of any problems regarding contact between **[child's name]** and his/her birth family.

**Child's tasks:**

1. Follow the visitation scheduled as authorized by the DHS social worker.
2. Inform the DHS social worker and/or the caregiver of any problems with the visitation or any unauthorized contact by **[name of family member]**.

**Birth Family's tasks:**

1. Adhere to the contact schedule as set up by the DHS social worker.
2. Do not attempt to contact **[name of child]** without approval of the DHS social worker.
3. **IF YOU DECIDE THAT YOU WANT TO HAVE [child's name] RETURNED TO THE FAMILY HOME, YOU MUST AGAIN ENGAGE IN SERVICES.**

**IT IS YOUR RESPONSIBILITY TO CONTACT THE DHS SOCIAL WORKER IN ORDER TO BEGIN ANY RECOMMENDED SERVICES, WHICH COULD INCLUDE: [indicate the type of services the family member may need to engage in, such as therapy, substance abuse treatment, parenting .....]**

- F. Culture:** Provide **[child's name]** with a sense of identity through an understanding of his/her cultural heritage (**state ethnicity**)

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Provide consents for all appropriate cultural activities.

**Caregiver's tasks:**

- 1 Encourage **[child's name]** to engage in cultural events.

**Child's tasks:**

1. Participate in cultural events that will help foster an awareness of your cultural background.

- G. Independent Living:** Provide **[child's name]** with the skills necessary to become independent by age 18. **[for all children in long-term placement, age 12 and older]**

**[NARRATIVE SECTION]**

Sample tasks for this section

1. Set up a plan with the caregiver to begin teaching **[child's name]** self sufficiency skills such as setting up chores, budgeting an allowance or other earn monies,

outlining acceptable and unacceptable behavior and consequences.

2. Meet with **[child's name]** to discuss plans for the future and what type of planning is needed to begin working towards those plans.
3. Ensure that **[child's name]** is enrolled in the Hale Kipa Independent Living Program by 00/00/00. (for children who reach the age of 16)
4. Maintain contact with the ILP provider to monitor the progress of **[child's name]**.
5. Encourage the caregiver to participate in the ILP program whenever requested by the program.
6. Participate in the ILP transitional plan meeting with the child. (See the attached plan dated 00/00/00.)

### Caregiver's tasks:

1. Cooperate with the DHS social worker in helping **[child's name]** learn life skills.
2. Help set up and then monitor any self-sufficiency plan for **[child's name]** as approved by the DHS social worker.
3. Attend any program, as authorized by the DHS social worker, that is geared toward helping **[child's name]** attain self-sufficiency.

### Child's tasks:

1. Participate in any ILP program as directed by the DHS social worker.
2. Cooperate with the caregiver in learning self sufficiency skills, such as budgeting your allowance, earning extra money, accepting responsibility by doing chores in the home and abiding by consequences that are a result of behavior that is not acceptable in the home or in the community.



## FORMAT

### LETTER FOR FOSTER CUSTODY TO FAMILY SUPERVISION:

CPS Unit address

Honorable **[name of lead judge]** **Child's Name:**  
address of appropriate court **DOB:**

**FC-S No:**

Attention: **[Use if judge hearing case is different from the lead judge]**

Dear Judge **[name of lead judge]:**

The following is a report on the current situation of **[child's name]**, whose Foster Custody was awarded to the Department of Human Services (DHS) on **[date]**. This case is set to be reviewed on **[date of next court hearing]** at **[time of the hearing]** before the Honorable **[name of Judge, if known. Otherwise, state "before the presiding judge."]**

#### CURRENT SITUATION:

**[be concise, indicate progress of the family in services and visitation.]**

#### PLANS FOR ANTICIPATED RETURN:

**[be as specific as possible regarding the plan of how the child is to be returned to the family home. If gradual, indicate dates and safety measures being taken]**

#### CONTACT WITH OTHER PARTIES:

**[need to include that all parties, including the GAL, have been contacted and agreed to the plan of return. If unable to contact a party, need to indicate attempts to contact. As for the GAL, if unable to contact, need**

to indicate that the plan of return had been discussed and that the GAL did not object, even though unable to contact to inform of the actual date of return.]

**DATE FAMILY SUPERVISION STATUS BECOMES EFFECTIVE:**

[only need to indicate the actual date the child will be returned to the family home]

Respectfully submitted:

\_\_\_\_\_  
DHS Social Worker

Approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FORMAT

LETTER FOR **LATE REPORTS TO COURT:**

CPS Unit address

Honorable **[name of lead judge]** **Child's Name:**  
address of appropriate court **DOB:**

**FC-S No:**

Attention: **[Use if judge hearing case is different from the lead judge]**

Dear Judge **[name of lead judge]:**

The following is a report on the current situation of **[child's name]**. On **[date]** the Department of Human Services (OHS) was awarded Family Supervision/Foster Custody/Permanent Custody. This case is set to be reviewed on **[date of next court hearing]** at **[time of the hearing]** before the Honorable **[name of judge, if known. Otherwise, state "before the presiding judge."]**

**REASON FOR LATE REPORT:**

At the last court hearing of **[give date]**, DHS was ordered to submit a report to court and all counsel on **[give due date]**. This is inform the court that the department has not been able to complete that report, as ordered, because **[give reason]**.

As it is important that court and all counsel have information on a timely basis, the following is a concise summary of the current situation with recommendations as to future actions.

**CURRENT SITUATION:**

**[be concise, indicate progress of the family in services.]**



**RECOMMENDED SERVICES:**

[indicate the type of services that will be recommended in the Family Service Plan.]

**CASE DIRECTION:**

[Indicate what the legal recommendation will be, (i.e., continuing Foster Custody/Family Supervision/Permanent Custody)].

**DATE REPORT WILL BE SUBMITTED:**

[state date completed report should be submitted.]

Respectfully submitted:

\_\_\_\_\_  
DHS Social Worker

Approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FORMAT

LETTER FOR **FOSTER CHILD TRAVEL:**

CPS Unit address

Honorable **[name of lead judge]** **Child's Name:**  
address of appropriate court **DOB:**

**FC-S No:**

Attention: **[Use if judge hearing case is different from the lead judge]**

Dear Judge **[name of lead judge]:**

The letter is to inform the court that **[child's name]** will be traveling out of the court's jurisdiction. The Department of Human Services (DHS) was awarded Foster Custody/Permanent Custody of **[child's name]** on **[date]**. This case is set to be reviewed on **[date of next court hearing]** at **[time of the hearing]** before the Honorable **[name of judge, if known. Otherwise, state "before the presiding Judge."]**

**PURPOSE OF TRAVEL:**

**[Indicate the reason the child will be traveling. If this travel is for placement in another state, indicate If ICPC has approved the placement]**

**SPECIFICS OF THE TRAVEL:**

**Dates:**

**Place: (destination)**

**Where staying while traveling:**

**Who traveling with:**

**CONTACTS WITH OTHERS:**

[Indicate attempts to contact other parties]

Respectfully submitted:

\_\_\_\_\_  
DHS Social Worker

Approved by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## ELEMENTS FOR CASE PLANS

### I. CHILD (1-3)

#### Current status of EACH child (#1)

- a. Discuss all items listed in Guideline # 1 for EACH child. (This covers six months of services) Include services to the child.
- b. Interaction with family, even foster family, as to how adjusting to home, siblings, relatives, etc.
- c. Mention any siblings not covered by DHS that also reside in the home or have access to the child.

#### Visitation [for all foster custody cases]

- a. Explain plan, problems with plan, cooperation with parents, why plan is in the best Interest *of* the child.

#### Harm-Imminent Harm (#2)

- a. Each report--state the harm, summarize in one paragraph or one/two sentences. Give **date, type of harm, whether confirmed**
- b. Any new harm reported during this report period,

#### Placement information (for ALL foster custody cases) (#3)

- a. For all placements during this report period, answer all elements in #3, including the **DATE of DHS placement responsibility**. (Dates of placement, location, appropriateness, reason why, type of home)
- b. If a child was in placement during the report period and was returned home, answer as well, stating that DHS relinquished placement responsibility on the date returned home.

### II. FAMILY (4-10,13)

#### Family history on each parent, as is pertinent (#4)

- a. If no other place to put in report, can include current living situation, employment, etc of each parent.

*Other Relevant Information (#5-10, 13) NOT CURRENT SITUATION*

**NOT SERVICE PLAN COMPLIANCE**

**Psychological/developmental evaluations (#5)**

Recent evaluations of parents, only summary, refer to attached report

**HISTORY, of assaultive behavior/substance abuse (#6, #7)**

Give HISTORY, not current progress in services

**Has parent acknowledged or apologized for the harm (#8)**

To the child (give dates, explanation as to how done, etc.), to DHS social worker, therapist, etc

**Any safe person In the home (#9)**

**Support System (#10)**

Give names of **support people**, whether DHS has contacted them, their response to be supportive, a placement resource. (This should be answered in EACH report as to keep a running record of resources DHS attempted to use)

**Parenting ability (#13)**

**(THIS IS CURRENT)** as to the definition in the guidelines, be specific. **NOT** compliance to parenting program, but rather ability to really parent. (This should be answered in every report.)

**III. SERVICE PLAN COMPLIANCE/REASONABLE EFFORTS (#11)**

- a. MUST be answered every six months.
- b. For the **INITIAL** report, must address all efforts to provide services to the family. **DO NOT WAIT FOR A SERVICE PLAN TO BE ORDERED BEFORE ANSWERING THIS GUIDELINE.**

REASONABLE EFFORTS:

- a. List **ALL** services ordered in last service plan or additional services offered. Discuss **CONCISELY** compliance with services, include dates of referral, participation, progress, demonstrated changes, etc.. State services not available or not used and why. Indicate cooperation with DHS social worker.
- b. Include throughout the answers **DHS efforts** to engage the clients, to monitor compliance, contacts with the service providers, (give dates of HV, TC, letters, etc, to demonstrate work done by DHS to help client. (Remember reasonable efforts are efforts by DHS **NOT the client**, to reunify or prevent placement.)

**Safety Issues (#12)**

- a. WHAT are the safety issues in this case (not the harm). (**Goes at the beginning of the report.**)

**IV. ASSESSMENT (#12,14)**

**Willingness and ability to provide a safe home (#12)**

Address time factor, how long to make changes.

Need to indicate if willing and able, willing but not able, able but not willing, or neither.

**Assessment (#14)/ABILITY TO CHANGE DO NOT SUMMARIZE**

- a. Address whether the family is able to demonstrate the ability to be protective, meets the needs of the child and sustain the needed protective changes.
- b. If recommending permanency, indicate WHY permanency is needed and WHY permanency is in the best interest of the child.
- c. Discuss the service direction of the case and why it is in the best interest of the child.

**V. CONCURRENT PLANNING (#12) for ALL foster custody cases, no LATER than 6 months**

- a. Need to indicate whether concurrent plan is to be activated (which is alerting the parties that permanency will be initiated within the next six months.) The goal for the permanency plan needs to be indicated.
- b. If not recommending that the permanency plan be activated, then state reason WHY delaying permanency is in the best interest of the child.

**FOR SEX ABUSE CASES:**

Must state how supportive the non-offending parent is to the child.  
**(#9, or 14)**

**FAMILY SERVICE PLAN - checklist**

PART 1:

- \_\_\_\_\_ 1. Goal and date to achieve that goal(s). **Entire** goal of case
- \_\_\_\_\_ 2. Indicate dates of last **FULL** set of guidelines and any subsequent reports
- \_\_\_\_\_ 3. List tasks, prioritized according to safety issues
- \_\_\_\_\_ 4. Expected changes are stated in concrete language
- \_\_\_\_\_ 5. DHS responsibilities listed

PART 2: **(required for all children in out of home placement)**

- \_\_\_\_\_ 1. Visitation section: Gives frequency, location and times of visits.
- \_\_\_\_\_ 2. Caretaker section: Specific to the child
- \_\_\_\_\_ 3. Services being offered by social worker to the caretaker and the child

**ELEMENTS FOR PERMANENT PLAN**

**GOAL:**

- \_\_\_\_\_ 1. Specific goal and date of expected completion
- \_\_\_\_\_ 2. State if permanent caregiver has been identified and approved by the PRT

**REASON FOR GOAL:**

- \_\_\_\_\_ 1. Why stated goal, is in the best interest of the child. (Not because PC awarded due to parents' inability to care for child.)
- \_\_\_\_\_ 2. PROGRESS: for **goal** completion, NOT current situation report

Explain progress in achieving goal. State any problems and what is being done to address them, any changes in the time frame and why, any changes in the goal and why.

*Each of the objectives needs to have a narrative addressing that objective. The narrative is entered between the objective statement and the tasks.*

**PLACEMENT:**

- \_\_\_\_\_ 1. Date of placement, appropriateness of the home, (if not the best, why and what is being done to locate a more appropriate home) location of the home, **DATE of DHS placement responsibility.**
- \_\_\_\_\_ 2. How is child doing in the placement, adjustment problems, attachment to family, etc.
- \_\_\_\_\_ 3. What are the benefits of the placement for the child. What are the problems/concerns, if any.

**HEALTH:**

- \_\_\_\_\_ 1. Current health needs, chronic health needs.



\_\_\_\_\_ 2. Name of the doctor, dentist, specialists, if any.

**EDUCATION:**

- \_\_\_\_\_ 1. Current school, grade, progress in school.
- \_\_\_\_\_ 2. If appropriate, IEP and special education needs. If being met, etc.

**THERAPY:**

- \_\_\_\_\_ 1. Current therapist and how often
- \_\_\_\_\_ 2. Focus of therapy, what are the issues.
- \_\_\_\_\_ 3. Involvement of the foster family

**BIRTH FAMILY:**

- \_\_\_\_\_ 1. Discuss any contact, how often, supervised/unsupervised, why contact is in the best interest of the child, any problems

**CULTURE:**

- \_\_\_\_\_ 1. Indicate ethnic background and how child is having his cultural needs met.

**INDEPENDENT LIVING:** (For ALL children age 12 and over)

- \_\_\_\_\_ 1. For children ages 12-15, state the types of services/skills being offered that are age appropriate.
- \_\_\_\_\_ 2. Not for severely developmentally delayed children
- \_\_\_\_\_ 3. For children, age 16 and older, in the Hale Kipa program, submit the Hale Kipa ILP plan
- \_\_\_\_\_ 4. For all other children, age 16 and older, there must be a plan for their independence, per agency format, inserted here or attached.
- \_\_\_\_\_ 5. Indicate that the plans are attached.

04/01/99