

Module 13: Service Plan Review

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Introduction and Rationale

The Service Plan Review (SPR) Conference is a tool used to promote timely achievement of permanency. Bringing together all parties involved in the permanency planning process respects the family's and child's right to be actively involved and informed in the decision-making process, provides a clear focus on the long range needs of the child, promotes shared decision making, and is a practical means of ensuring that all are aware of the plan and their responsibilities.

When a child is in foster care, an SPR Conference must be held and documented prior to completion and approval of the Comprehensive FASP, and before each subsequent Reassessment FASP. The SPR may be in the form of a case conference with the Case Planner, the family, and a Third Party Reviewer present, or it may be in the form of a judicial review.

Service Plan Review Window

The screenshot displays the 'Service Plan Review' window for Case Name: Collins, Kristy, Case Initiation Date: 4/24/2009, and WMS Case #: S720039. The window is divided into several sections:

- Left Navigation Panel:** Contains 'Options' (Invitees, SPR Scheduling, SPR Summary, Third Party Reviewer, Outside Participants), 'Outputs' (SPR Conference Summary Report), and 'Help'.
- Case Information:** Case Name: Collins, Kristy; Case Initiation Date: 4/24/2009; WMS Case #: S720039.
- Select FASP Table:**

FASP Type	FASP Due Date	FASP Status	SPR Activity
Comprehensive	06/01/2016	In Process	0
Initial	05/24/2009	Approved	1

Count = 2
- SPR Activity for Selected FASP Table:**

Date Scheduled	Date Held	Date Last Modified

Count = 0
- Footer:** Legend for status icons: Sensitive, Required, AFCARS, Data Exists, Complete, Read-Only Mode, Unsaved Changes. A 'New' button is located in the bottom right corner.

The Service Plan Review Details window is not accessible from the FASP tab; therefore, it is not required to be completed as part of the online FASP approval process. However, some districts require that this window be completed and submitted along with the FASP to ensure following of proper planning requirements. The Service Plan Review Details window is accessed via the Service Plan Review tab found on the Family Services Stage.

Service Plan Review Details Window: Invitees Window

Invitees - Collins,Kristy - S:27200095/C:37200038 Print Screen

Case Name: **Collins,Kristy** Case Initiation Date: **4/24/2009** WMS Case #: **S720039**

Name	Role	FC	Notification Method	Notification Date	Attended	Reason for Non Attendance
Count = 0						

Stage Member	FC	Date of Birth	Age
<input checked="" type="checkbox"/> Collins,Kristy		02/19/1984	32
<input type="checkbox"/> Collins,Thomas		11/24/1975	40
<input type="checkbox"/> Collins,Patrick	Y	04/22/2003	13
<input type="checkbox"/> Collins,Kimberly		09/16/2007	8

Outside Participant Name	SPR Role
<input type="checkbox"/> White, Frank	Third Party Reviewer

Worker Name	Worker Role
<input type="checkbox"/> Wilson1,Darryl	Case Worker
<input type="checkbox"/> Wilson10,Darryl	Case Manager
<input type="checkbox"/> Wilson22,Darryl	Case Planner

Invitee Name: **Collins,Kristy** Role: **Services Recipient**

Notification Method: Attended Reason for Non Attendance

Notification Date:

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🔒 = Read-Only Mode 🔄 = Unsaved Changes

Quick Tips for Completing the Invitees Window

This tab prefills from information entered on the Person List tab. Caseworkers do not need to do anything on this tab other than note its accuracy. Be sure both parents, if known, are listed, as well as any other permanency resources who are actively involved in planning for the child. If needed, add persons via the Person List tab.

Service Plan Review Details Window: SPR Scheduling Window

SPR Scheduling - Collins, Kristy - S:27200095/C:37200038

Case Name: **Collins, Kristy** Case Initiation Date: **4/24/2009** WMS Case #: **S720039**

Location of Conference

Date Review Scheduled: Meeting Time:

Contact Person: Contact Phone:

Location Name: Room Number: Floor Number:

- Address

Street:

PO Box/Apt:

City: State: Zip:

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 📁 = Read-Only Mode 📄 = Unsaved Changes

Quick Tips for Completing the SPR Scheduling Window

This tab is completed by the Case Planner or by another person designated to schedule SPRs and send out the required notices.

CONNECTIONS can generate invitations to the SPR Conference based on input provided regarding persons, date, time, and location. Be sure to check the accuracy of addresses on the Invitees Window before generating and sending out notices. A child in care will have a case address (his/her parent's address), as well as a facility address. Be sure to send the notice to the location where he/she receives mail, usually at the facility address.

Service Plan Review Details Window: SPR Summary Tab

SPR Summary - Collins, Kristy - S:27200095/C:37200038

Case Name: **Collins, Kristy** Case Initiation Date: **4/24/2009** WMS Case #: **S720039**

Date Review Held: / /

Family's Input, Involvement and View

Meeting Summary (Include input from Foster Parents and Other Participants)

Save & Close Save Reset

! = Sensitive * = Required \$ = AFCARS ✓ = Data Exists (C) = Complete 🗝 = Read-Only Mode 📄 = Unsaved Changes

Quick Tips for Completing the SPR Summary Window

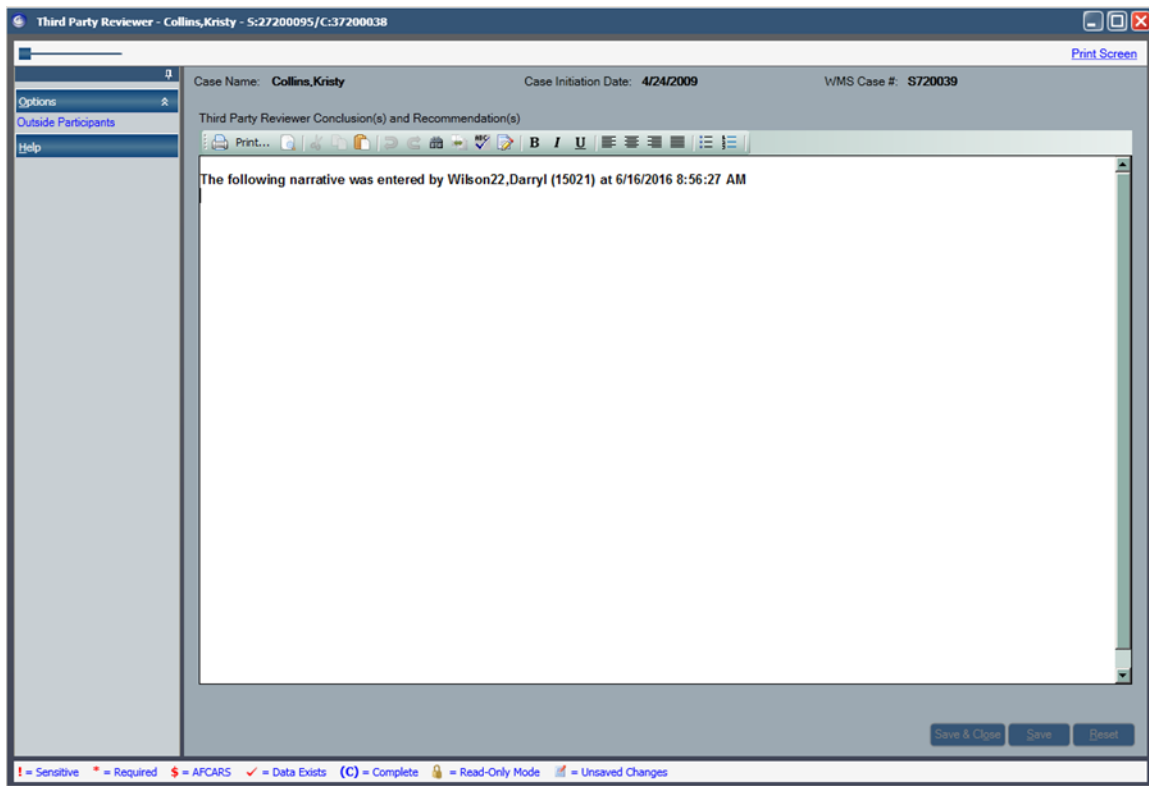
First narrative field:

- Be sure to include the input, involvement, and views of both parents, and any child over the age of ten. Where applicable, parents' partner(s), tribal representative(s), and any other permanency resources actively planning for the child should also be included.
- Describe specifically the above individuals' level of participation in the SPR, and their specific input regarding:
 - Their view of the service needs, priorities, and activities at this time (i.e., safety and other key areas targeted for change in the family's Service Plan)
 - Their view of their preparation and progress toward the PPG
 - Their observations, views, and suggestions regarding the children
 - Any other special circumstances or concerns noted (e.g., timing, location, or quality of visits; perception of services; actions of substitute caregivers or others)
- When parents or children over the age of ten are not present at the SPR Conference, be sure to include efforts made to elicit their input outside of the meeting and what that input was.

Second narrative field:

- Include input from the Case Planner, Case Manager, and Case Workers; other service or treatment providers; foster parents; and child care workers or other substitute caretakers. Include input of those who did not attend the meeting, but who provided written or verbal input.
- Briefly describe key observations, agreements, and decisions made at the SPR Conference. (The caseworker may refer to or import key parts of the Service Plan to summarize this discussion.) This summary may include the level of progress on specific goals, next steps, services needed or to be continued or ended; quality of visitation and any changes to the visitation plan; alternative permanency options discussed; and any decisions regarding the direction of the case/PPG for the next plan period.

Service Plan Review Details Window: Third Party Reviewer Window



Quick Tips for Completing the Third Party Reviewer Window

This window should be completed by someone other than the Case Planner. This narrative reflects the Third Party Reviewer's observations, conclusions, and recommendations regarding the quality of the overall Service Plan. It is not a summary of the family's progress.

In responding to this question, the Third Party Reviewer should consider:

- Were all appropriate individuals present for the SPR Conference? Were reasonable efforts made to encourage and support attendance of those individuals not present, and to encourage and support the participation of all who were present at the Conference? What more could have been done or should be done next time to support attendance and participation?
- Is the Safety Plan adequate to address the identified safety issues? If there are issues or circumstances in this case that seriously compromise safety, what specific recommendation has been made, or what immediate steps are being taken, to promote safety at this time?
- Is the PPG appropriate to this family's/child's needs and resources at this time? If not, what is the recommended change?
- How thorough was the assessment? Were all relevant individuals assessed and/or engaged in the assessment and planning process?

- Does the Service Plan reflect a plan to address the most significant needs of this family at this time? Do activities reasonably support achievement of the outcomes? If something is missing, what is the Third Party Reviewer's recommendation for addressing these areas?
- Is the visitation plan consistent with and supportive of the PPG? Are there other persons who should be involved or other steps to be taken to support quality visitation and development of parent/child relationship within visitation?
- Are there other recommendations for improving service to this family and/or for achieving timely permanency?