
UPDATED SERVICE PLAN REQUIREMENTS

The DHS-66, Updated Service Plan (USP), must clearly reassess progress made to alleviate the presenting problem(s) that necessitated entrance into foster care. This discussion must include a reassessment of all problems and the primary barriers to reunification as identified in the ISP and any subsequent USP which necessitate continuing out-of-home placement. In addition, compliance or non-compliance by the parent(s), and if applicable, the non-parent adult(s) based upon the ISP must be clearly recorded.

A copy of the USP must be sent to the court prior to the regularly scheduled review. Through the USP, the foster care worker updates the court on progress and makes recommendations regarding services and on-going planning for the child and family. At the review the court may modify the plan.

Note: The failure of the parent(s) to participate prior to the court's order of disposition is not considered non-compliance. Likewise, if a service is unavailable, the parent is not to be considered non-compliant.

Which Cases

All open cases.

- For cases with a Permanent Placement with a Fit and Willing Relative (PPFWR) or Another Planned Permanent Living Arrangement Agreement (APPLA), questions in the USP concerning barrier reduction are not required to be answered.
- If the child has been returned home during the quarter, prior CPS investigation, barrier reduction, and parenting time section must be completed. Permanency Planning Decision Guidelines are applied.
- If the child is in the home the entire quarter prior CPS investigations and barrier reduction, must be completed. Permanency Planning Decision Guidelines are applied.
- If the child is a permanent ward, use the DHS-68, Permanent Ward Service Plan; see FOM 722-09D.
- If the child is placed in a residential care setting, the residential care provider will also complete the DHS-366, Foster Care

Structured Decision Making Residential Updated Service Plan. The DHS worker **must also** complete the USP because the residential forms do not address family planning, monthly contact documentation by the DHS worker, recommendations to the court, (compelling reasons) or reasonable efforts as required by MCL 712A.18f and 42 USC 675. DHS workers are not required to duplicate information provided by the residential care provider in the USP. The required information from the Residential USP is to be summarized in the USP.

- Every case file requires a USP regardless of whether individual court reports have been completed.

Permanency Plan Decisions

Based on the Family and Child Assessments of Needs and Strengths and other relevant information collected during preparation of the USP, the foster care worker determines the permanency planning goal for each child in the family. Acceptable federal permanency goals are:

- Reunification.
- Adoption.
- Guardianship.
- Placement with a Fit and Willing Relative.
- Another Planned Permanent Living Arrangement.

During this transition period to the Service Worker Support System Foster Care, Adoption and Juvenile Justice (SWSS FAJ) use, there will be a difference in service plans produced by placement agency foster care providers (templates) vs. service plans produced out of SWSS-FAJ. The following procedures for completion of the USP are as follows. (All placement agency foster care providers are still accountable for full policy compliance.) DHS workers must complete all service plans in SWSS-FAJ.

USP Time Frame and Completion Requirements

Completion of the first USP is required within 120 calendar days of removal (such as within 90 calendar days of the completion of the initial service plan) and at least every 90 calendar days thereafter or more frequently, if necessary, to ensure coordination with court hearings.

At a minimum, the USP must be updated and revised at 90-day intervals. The due date of the USP or permanent ward service plan (PWSP) is within 90 calendar days of the previous service plan's report period end date. The USP is considered complete when the DHS foster care worker submits the USP to the supervisor through SWSS FAJ. The completion date is reflected with the report date text field on the first page of the USP.

The placement agency foster care (PAFC) USP is considered complete when the PAFC worker submits the USP to the PAFC supervisor for review. The completion date is reflected as the report date on the first page of the USP.

The USP is considered overdue if the "report date" is on or following the 91st day from the previous service plan's report period end date.

USP Content

It has two sections. The first section includes:

- Identifying information and legal status.
- Progress summaries for the child(ren) and the family, needs and strengths reassessments for the child(ren) and family, the reunification assessment, and/or Safety Assessment (RFF 149) as necessary.
- Reassessment of all primary barriers and all other problems identified in the ISP which make continuation of out-of-home placement necessary; or discussion of the parent(s) and if applicable, the non-parent adult's compliance with the provided services which have rectified the problems identified in the ISP and now make it possible for the child(ren) to return home safely; see FOM 722-06, Developing the Case Plan.
- Efforts to locate and identify absent parent(s).
- Identification of continued barriers and how barriers are to be resolved utilizing family strengths.
- Compliance or noncompliance by the supervising agency with provisions of the ISP/USP.
- Documentation of parenting time compliance; see FOM 722-06, Parenting Time.

- Permanency planning goal and timeframe for achievement. If the permanency planning goal is not reunification, adoption, guardianship, placement with a fit and willing relative, compelling reasons must be documented within the USP which detail why these goals are not in the child's best interest; see FOM 722-07, Ongoing Permanency Planning.
- Recommendations for court action.

The second section is the DHS-67, Parent-Agency Treatment Plan and Service Agreement; see FOM 722-08C.

Appropriate Completion

Prior to completing the narrative section of the USP, first reassess the family's needs and strengths and the child(ren)'s needs and strengths using the DHS-145, Family Assessment of Needs and Strengths, and the Child Assessment of Needs and Strengths, DHS-432, 433, 434, or 435 and evaluate all services provided in the DHS-67, Parent-Agency Treatment Plan and Services Agreement; see FOM 722-08A, Family Assessment Requirements, FOM 722-08B, Child Assessment Requirements and FOM 722-08C, Parent-Agency Treatment Plan and Service Agreement.

DHS-66, UPDATED SERVICE PLAN INSTRUCTIONS

The DHS-66 (RFF 66) format is to be used when completing a USP. This format is to be used in the development of a USP for all temporary ward neglected/abused children for whom the department is responsible. **All items in this format must be addressed unless otherwise noted.** Hidden text is in italics; see FOM 722-08, Accessing Hidden Text within structured decision making (SDM) Templates.

Identifying Information

Report Period. List the report period covered (maximum 90 calendar days).

Report Date.

County of Referral.

Court Docket #.**Court Jurisdiction:****Child(ren)** (List separately):

- Name.
- Birth date.
- SWSS-FAJ log number.
- Case number.
- Child gender, race, height, weight, hair color, eye color, religion.
- Federal permanency planning goal.
- Michigan specific goal description.
- Current legal status.
- Date of current placement.
- Date entered care.
- Current placement type.
- Anticipated next placement and date anticipated.
- Native American question asked.
- Tribe (if applicable).
- Provider name (if unrelated caregiver or relative; name and address, if institution; name and address of institution; if licensed foster home, note foster home placement only.)

Parent(s)/(Caretakers) (List separately):

- Name.
- Address.
- Date of birth.
- Relationship.
- Child(ren).
- Participating, reason not participating.
- CPS risk level.

Note: The names of each mother and father should be listed even if whereabouts are unknown. Include any non-parent adults involved in the household that the court may order to participate in the service plan or who will be involved in the service planning.

Indicate if the parent is participating in service planning. Use the following definitions to describe reasons for nonparticipation in service planning.

**Can't Locate/
Unavailable**

Worker has completed a diligent search for parent(s) with legal right to the child(ren) through such things as statewide Bridges inquiry, Secretary of State inquiry, search of telephone books, US Post Office address search, follow up on leads provided by the children, friends and relatives, legal publication, etc. and has been unable to locate. The parent has not responded to mailings from the worker; see FOM 722-06, Efforts To Identify and Locate Absent/Putative Parent(s).

Deceased

Is used if the parent is deceased.

**Not An
Assessment
Household**

There is no legal, biological, or putative parent in the household.

**PPFWR or APPLA
Agreement in
Place**

For children and youths who have a Permanent Placement with a Fit and Willing Relative (PPFWR) or Another Planned Permanent Living Arrangement (APPLA) accepted by the court; see FOM 722-07, Other Permanency Goals.

**Parental Rights
Terminated**

Is used when the parental rights have been terminated.

Refused

The parent has indicated in writing to the court that he/she does not intend to participate in reunification service.

**Reunification
Services Not
Needed/Per Court
Order**

The court has determined that reunification services no longer need to be offered to the parent.

Unwilling

Worker has attempted to engage parent(s) with legal rights to the child(ren) in reunification services through scheduled appointments in the office, in the parent's residence, or at a location designated by the parent at least once a month in a six month period as documented in the case file.

Note: The foster care worker must make reasonable efforts to engage incarcerated parents in the service plan. For information on engaging incarcerated parents, see FOM 722-06 Incarcerated Parents.

I. Legal Status**A. Court History.**

Child: (list separately) name, petition date, petition type, hearing date, hearing outcome, order date, order type, requirements of the court through its order.

B. Next court date.**II. Reasonable
Efforts**

See FOM 722-06, Reasonable Efforts.

Note: For children who are or may be Indian children, active efforts are required. All active efforts must be documented in the USP; see NAA 205. Outline services provided or offered to child(ren), parent(s), guardian or custodian and non-parent adults (if applicable) to return the child(ren) home (unless the child is at home) or to finalize another permanency plan. Efforts to identify and locate absent parents must be included. Reference the Parent-Agency Treatment Plan and Service Agreement.

- A. If the child was returned home to either/both parent(s) and the child was removed from that parent(s) during this quarter, describe the reasonable efforts to prevent the removal.

- B. If services were not provided, explain the reasons why services were not provided.
- C. List the reasons why the agency believes that providing services for reunification are not reasonable.
- D. Likely harm to the child(ren) if separated from or returned to a parent, guardian, or custodian.

III. Social Work Contacts

- List date, person(s) contacted, role/position of person contacted, contact method (telephone, face-to-face, home visit, office visit, etc.) for each contact, scheduled, kept or unkept; see FOM 722-06, Visitations.
- Provide a brief narrative statement (2-3 sentences long) of the topics covered during the contact.
- For face-to-face contacts with foster children, a statement must include whether the foster care worker had a private meeting with the child(ren), viewed the child's sleeping arrangements and had a conversation with the caregiver regarding safe sleep requirements in applicable cases. The following face-to-face contacts must be documented in social work contacts regardless of whether the primary foster care worker was part of that contact:
 - Parent/primary foster care worker contacts.
 - Child/primary foster care worker contacts.
 - Caregiver/primary foster care worker contacts.
 - Home visits.
 - Parenting time.
 - Permanency planning conferences

IV. Progress Summary

- A. **Child(ren) Reassessment** (from CANS sections)
 - 1. **Child's Needs and Strengths and Current Status** - *Indicate, for each child under court jurisdiction:*
 - Address and explain each individual item scored as a strength or need on the age appropriate Child Assessment of Needs and Strengths.

- Identify the priority needs of the child(ren) for service.

Priority needs are defined as those domains scored with the highest negative point value that is not a situational concern.

- Identify and explain situational concerns.

Situational concern is defined as an issue identified for a child that is short term and may be in response to a recent event or change in placement or in the child's family. Situational concerns **must not** be identified in consecutive service plan periods. If the issue persists beyond the case planning period, it would then be identified as a need.

Identify other needs that are any domains that have a negative score that are not considered priority or situational concerns.

- Identify and explain strengths.

Strengths are defined as any domain scored with a 0 or positive number.

2. Placement Information

- Child name (list separately, living arrangement, begin date, end date, and reason for replacement).
- List current and all previous placements since the initial removal.
- Child's feelings and observations about current placement.

3. Child(ren)'s Current Status - Describe for each child under court jurisdiction:

- Significant events since the last assessment.
- Distinctive characteristics.
- Emotional and physical development.
- Participation in extracurricular/cultural/hobbies, likes and dislikes, etc.
- Relationships with siblings, if applicable.

- Behavior and past experiences.
 - How the child's permanency plan was shared with the child and the child's feelings about the plan.
4. **Education** - For all elementary or secondary school students, document the child/youth's full-time school attendance with a statement that the child is a full-time student. If a child/youth is incapable of attending school on a full-time basis due to a medical condition, address incapability. Documentation of child's/youth's medical condition (from a medical provider) must be in the case plan and updated quarterly. Describe for **each** child:
- Child name.
 - School name.
 - Grade.
 - Reassessment of the child's educational needs and strengths, based on information obtained from the initial screening of the child and current information.
 - Special education information, if applicable.
 - Child's current academic performance and behaviors in school, including whether the child is passing or failing their grade and their attendance record.
 - Description of provided services from school, parent, foster parent and/or others to meet the child's educational needs.
 - Child's comments about their educational needs and strengths.

If the child moved to another foster care placement (foster care replacement) during the report period the additional bullets must be addressed:

- The appropriateness of the current educational setting and the proximity to the school where the child was enrolled at the time of removal.

- The best interest factors and the input of the parent or legal guardian, along with the education liaison used to determine the preferred school.
 - Discussion of the transportation plan (if applicable).
 - Verification that the child is enrolled in and attending school full-time within 5 days of any change in placement.
 - Verification from the new school that child's previous school record has been obtained (if child's school is changed from the school child was in when placement changed).
5. **Provision of Medical, Dental and Mental Health Services**-For each child complete the following:
- Child name.
 - Current health status.
 - Any needed emergency medical, dental and health care provided since entry into foster care.
 - Date of full medical examination.
 - Description on any needed medical follow-up appointments.
 - Immunization status.
 - Date of dental examination or date of scheduled appointment.
 - Description on any needed dental follow-up treatment and appointments.
 - List of prescribed and regularly dispensed over-the-counter medications, including dosage, diagnosis resulting in prescribed medication and prescribing physician.
 - Documentation of informed consent for each psychotropic medication, if applicable.
 - Date of mental health screening and/or assessment.

- Description of any needed mental health treatment, if applicable. Include name of treatment provider, frequency of sessions and treatment goals.
- Child's perception of their mental, medical, and dental health needs.

6. Placement Resources

a. Sibling Placement

- If child(ren) has a sibling who is not placed in the same out-of-home placement, provide an explanation of the reasonable efforts made to place siblings within the same placement.
- Describe the ongoing efforts to place the siblings within the same home during this report period.
- If sibling's placements are split, second line supervisory approval is required. The second line supervisor must sign the USP in the space designated at the end of the USP.
- If there are no siblings or if siblings are placed together, write N/A.

b. Sibling and Relative Visitation - Visits are to occur at least monthly for siblings who are in separate placements. From the established sibling visitation plan in the PATP, document the following:

- Dates of visits or contacts.
- Location of visits or contacts.
- Duration of visits or contacts.
- Specifically address and evaluate visits between siblings if in separate placements.
- Ongoing interaction between siblings.
- If visits did not occur, document all reasonable efforts made to provide frequent visitation or other ongoing interaction between the siblings.

- Specifically address and evaluate any extended family visits including visits with adult siblings.
 - Include observations on the quality of the visits.
 - Include a discussion of any exceptions (missed appointment, changed appointments, suspensions of appointments and changes in supervision status) to the plan during the reporting period.
 - If there are no siblings or planned relative or kinship network visits, write N/A in the space below.
- c. **Relative Resources and Placement-** The foster care worker must make reasonable efforts to obtain a placement with a relative for foster children.
- Identify any relative resources (in Michigan and other states per Interstate Compact for Placement of Children (ICPC) - procedures) with the potential to provide placement for the child, including relatives identified by the parent and child.
 - Describe the efforts that have been made to place the child(ren) with the family or within the extended family/kinship network.
 - If a decision has been made regarding relative extended family/kinship care placement of the child, include the decision and the rationale for the decision or attach a copy of the DHS-31, Foster Care placement Decision Notice, to this USP.
 - Attach any completed home studies.
 - If the relative is pursuing foster care licensing, document progress made toward achieving licensing.
- d. **Best Interests of Current Placement**

- Describe the foster parent/ relative /unrelated caregiver's willingness and capacity to meet the specified needs of the child.
- Describe why the current placement is in the child's best interest.
- Document any CPS complaints regarding the caregiver since the last report period, omitting any information about the CPS referral source.

7. Residential Care

- Describe the reasons for residential placement.
- Identify the plan for services that will allow the youth to be placed in a less restrictive setting.
- Regardless of a child's age, if a child is placed in a residential or institutional setting, the worker **must** document the Wraparound or assisted care efforts that were made to prevent the placement. If there were no services provided, explain why not.

If the youth is not placed in a residential or institutional setting, write NA in the space provided.

8. Permanent Wardship - For **each** child (list separately) identify the permanency planning goal.

- a. Describe the efforts made to finalize the permanency plan.
- b. Reasons *why it is not in the child's best interest to be returned home/reunification, placed for adoption, or within the relative network*. For each child under court jurisdiction, describe whether or not the child(ren) should remain in out-of-home placement, should be returned home with monitoring or should be returned home and the case(s) closed.
 - If the child(ren) should remain in out-of-home placement, describe why it is not in the child(ren)'s best interest to be returned home (temporary wards only), placed for adoption, or placed within the relative network.

B. Foster Parent/Relative/Unrelated Caregiver Input

- Attach written input from the foster parents/relative/unrelated caregiver for the child(ren). If a written statement from the foster parents/relative/unrelated caregiver is not available, summarize the foster parent(s)/relative/unrelated caregiver feedback; see FOM 722-06, Foster Parent/Relative/Unrelated Caregiver Input for more information.
- Document the date the child's Medicaid card or recipient identification number was given to the caregiver.
- Describe the caregiver family's adjustment to the child's placement.
- Document how the permanency plan for the child was shared with the caregiver and the caregiver's comments regarding the permanency plan.

C. Reunification Assessment:

The reunification assessment does not need to be completed for a deceased parent or a parent whose rights have been terminated; see FOM 722-09, Identifying Information.

1. Household Name:

- List the household name for the household assessed, indicating First and Last Name and whether this is the household from which the child was removed.
- If there is more than one household, click in the field above for the total number of households and follow directions (for template only).

2. CPS Investigation: Indicate whether there was a CPS investigation of the household during the report period.

- If no investigation occurred, select None.
- If there was an investigation but preponderance of evidence was not found, select Investigation Only.
- If there was an investigation with preponderance of evidence, select preponderance of evidence.

- If there is a pending investigation, select pending.

Note: Select Preponderance of Evidence if there was more than one investigation and one or more had preponderance.

If there was an investigation, describe the allegations and investigation outcome in the space below or attached a copy of the appropriate CPS report.

If the answer is No, then write NA in the space provided.

See FOM 722-13, Referrals to CPS.

3. **Family Assessment of Needs and Strengths** - Identify the priority needs of the primary and/or secondary caretaker for service.

- List the strengths for the primary caretaker.
- List the needs for the primary caretaker.
- List the strengths for the secondary caretaker, if applicable.
- List the needs for the secondary caretaker, if applicable.
- Explain each domain with narrative that supports score of the domain.

Strengths are defined as any domain scored with 0 or positive number.

Needs are defined as any domain scored with a negative score.

4. **Individual Barrier Reduction**

Parent/Caretaker Progress Towards Reduction of Primary Barriers to Reunification.

- List the primary barriers to reunification identified on the initial or last needs and strengths assessment

and any new primary barrier identified in the needs and strengths reassessment.

- Evaluate progress for each barrier as Substantial, Partial, Poor or Refused using the definitions below.

Substantial:

Caretaker(s) successfully met all treatment plan objectives for the identified barrier and routinely demonstrates desired behavior including interactions with children and others.

Or

Caretaker(s) actively participating in programs; pursuing objectives detailed in treatment plan, there is significant progress in reducing the identified barrier and routinely demonstrates desired behavior including interactions with child(ren) and others.

Partial:

Caretaker(s) are participating in, or have completed, treatment plan activities with positive progress but barrier resolution is not complete. Occasionally demonstrates desired behavior including interaction with children and others.

Poor:

Caretaker(s) unable to participate in treatment plan activities and there is minimal or no progress in reducing barriers. Rarely or never demonstrates desired behavior including interaction with children and others.

Or

Caretaker(s) participates in, or has completed treatment plan activities but there is minimal or no progress in reducing barriers. Rarely or never demonstrates desired behavior including interaction with children and others.

Refused/Unavailable:

Caretaker(s) refuses, either verbally or in writing to the court, to participate in treatment plan activities.

OR

Caretaker(s) unavailable to participate in treatment plan activities.

5. Overall Barrier Reduction Assessment

Answer the following question:

Has parent/caretaker made progress in addressing barriers that reduce the risk of subsequent harm if the child is returned home? (Check one)

If a family has made substantial progress on all barriers, Overall barrier Reductions should be substantial (a).

If a family has made partial progress in all areas, Overall Barrier Reduction should be partial (b).

If a family has made poor progress in all areas or refused, Overall Barrier Reduction should be poor or refused (c).

- a. Yes, caretaker(s) have substantially reduced barriers.
- b. Yes, caretaker(s) have made partial progress in reducing barriers.
- c. No, caretaker(s) progress is poor or they have refused services and barriers have not been reduced.

6. Progress to Date - Describe:

- Changes in the family since the child(ren) entered care.
- Any significant events in the family since the last assessment.
- The family's reaction to the agency's assessment of progress.
- The progress the family feels has been made.
- The family's feelings regarding resources provided by the extended family network and the community.
- Any other resources the family feels they need to resolve the issues.

- Provide information on conviction, sentence, possible release date, correctional facility for all incarcerated parents.

7. **Parenting Time Assessment;** see FOM 722-06, Parenting Time.

Complete this question only if the child(ren) is in out-of-home placement for any length of time during the report period. Evaluate compliance with the parenting time plan as Substantial, Partial, Poor or Refused using the definitions below.

Substantial:

Maintained parenting time schedule and caretaker-child interaction is appropriate throughout all parenting time.

Partial:

Generally maintained parenting time schedule. Notified agency if could not keep appointment. No major problems in caretaker behavior or caretaker-child interaction.

Poor:

Failed to maintain parenting time schedule. Failed to notify agency if unable to keep appointment one or more times. There has been poor caretaker-child interaction and/or inappropriate caretaker behavior during parenting time. Parenting time canceled due to caretaker behavior or the court has ordered no parenting time or the child refuses parenting time.

Refused:

Parent/Caretaker(s) refused to participate in the parenting time plan.

8. **Reunification Assessment Narrative**

- A. Describe the reasons for the assessment of individual barriers to reunification and the reasons for the assessment of overall barrier reduction.

9. **Is a Safety Assessment, DHS-149 (RFF 149) of this household required;** see FOM 722-09B, Safety Assessment Requirements.

A family is eligible for reunification if parenting time and overall barrier reduction are at least partial. The answer to these questions determines whether a family is eligible and if a safety assessment is required to further determine whether a child can be returned or whether the decision tree is used immediately to determine case action and permanency plan recommendation.

- If overall barrier reduction and parenting time are at least partial (boxes a, b or c), then a safety assessment is required.
- A safety assessment is completed for each USP if the child is in the family home.
- If overall barrier reduction and/or parenting time are poor, then a safety assessment is not required.

If a child is in home placement the entire report period, answer this question based on the results from Overall Barrier Reduction only.

- a. Yes, both parenting time and overall barrier reduction are substantial.
- b. Yes, both parenting time and overall barrier reductions are partial.
- c. Yes, one is substantial, one is partial.
- d. Yes, child(ren) is in the home.
- e. No, either is poor or refused.

10. Safety Assessment Results

A. Safety Assessment Questions and Answers

- If 9 a, b, c or d is checked for overall barrier reduction, complete the DHS-149, Safety Assessment form. For instructions see FOM 722-09B, Safety Assessment Requirements. Indicate the results (Safe, Safe with Services, Unsafe) in the space provided below.

- If e is checked, do not complete the Safety Assessment form and go to the Permanency Planning Decision Guidelines below.
- List the identified safety factor and describe reasons for scoring on the DHS-149, Safety Assessment form.
- List and describe all protecting safety interventions taken or immediately planned and explain how each intervention protects (or protected) each child.

B. Safety Decision - Identify safety decision

This decision must be based on the assessment of all safety factors and any other information known about this case.

C. Safety Response - Protecting Interventions

Attach the completed Safety Assessment to the USP.

If the safety decision is different for children in the family, briefly explain the differences in the space provided below.

11. **Permanency Planning Decision Guideline Recommendations**

- For each child under court jurisdiction, indicate the recommendation for placement and the permanency-planning goal based on the Reunification Assessment Planning Decision Guidelines. To determine the recommendation, see either the summary guide below or the decision tree in FOM 722-09A.
- If the recommendations to the court differ from the Guidelines, describe the reason for not following the recommendations, including overrides.
- Case recommendations are based on answers to Reunification Assessment questions above, IV C-9 (Is a Safety Assessment of this household required?) and IV C-10 (Safety Assessment

Results) and which Updated Service Plan you are completing. See the Decision Tree in FOM 722-09A.

The following is a summary guide:

- If this is the first USP and IV C.9 d was selected (parenting time and/or barrier reduction is poor) or IV C.10 is Unsafe, then child(ren) remain in placement and the worker considers Permanency Planning Goal change.
- If IV C.9 a, b or c was selected or IV C.10 is Safe or Safe with Services, then recommend return home with services this planning period.
- If this is the second or later USP, USP and IV C.9 e was selected (parenting time and/or barrier reduction is poor or IV C.10 is Unsafe), then one of the following recommendations will apply contingent on the status of the case:
 - 1st Poor/Refused or Unsafe - Children remain in placement and consider goal change.
 - 2nd Poor/Refused - Children remain in placement and change goal.
 - 2nd Unsafe or 1 Poor/Refused and 1 Unsafe - Child(ren) remain in placement and change goal.
 - Any combination of 3 Unsafe or Poor/Refused - Child(ren) remain in placement and change goal.

If this is the second or later USP and IV C.9 a, b, c or d was selected and IV C.10 is Safe or Safe with Services, then recommend return home with services this planning period.

The recommendation may be overridden for the following reasons:

- a. Services to address a barrier are not available in the area or unavailable to the client during the period assessed, and/or
- b. Assessments unable to be completed because of delayed court dispositions, and/or

- c. A discretionary override, with prior supervisory approval, may be used with explanation in Section IV. C.9 of the updated service plan as to why the Permanency Planning Guideline recommendation is not in the best interest of the child(ren).

V. Recommendation to the Court

- A. Recommendation for Reunification - Child name (list separately), household, recommendation, and explanation narrative.
- B. Children whose length of time in out-of-home care is the same or greater than 15 out of the last 22 months.
- C. **Permanency Planning Hearing**; see FOM 722-10, Permanency Planning Hearing.

Yes No This recommendation applies to ALL children

Answer yes to the question this recommendation applies to all children if the recommendations for the permanency planning hearing section (Section V.A.) are the same for all children in this report or the report is for one child. If yes, click into the recommendation for box, click cancel in the court recommendations dialogue box, type all in the recommendation field below and answer questions 1 through 4 as appropriate.

- Answer no to the question this recommendation applies to ALL children, if the recommendations for the permanency Planning Hearing section (Section V.A.) are different for the children in this report. If no, click into the recommendation for box, type the number of additional sections needed when prompted and click OK in the court recommendations dialogue box. For each section that is added, type the name of the child(ren) in the Recommendation field in each section and answer questions 1 through 4 as appropriate for each child.
 - Check box 1: If the USP is not prepared for the Permanency Planning Hearing:
 - Check box 2: If the USP is prepared for the Permanency Planning Hearing and the agency is recommending return home; provide a statement that the agency believes it is in the child(ren)'s best

interest not to terminate the parents' rights to the child(ren) and the reasons why in the space below, or

- Check box 3: If this USP is prepared for the Permanency Planning Hearing and the agency is recommending termination of parental rights, provide a statement that termination is in the best interest of the child(ren).
 - Check box 4: If this USP is prepared for the Permanency Planning Hearing and the agency is not recommending termination of parental rights and that the child(ren) remain in placement. Then check as many boxes (a-i) as apply for the compelling reasons why termination is not in the child(ren)'s best interest. If other is checked, as the compelling reason, there must be clear documentation within the service plan of the individual circumstances of the child(ren) that necessitates this selection and it must be explained in the section below.
1. This USP is not prepared for the Permanency Planning Hearing.
 2. This USP is prepared for the Permanency Planning Hearing and the agency is recommending that the child(ren) be returned to the home of the parent(s).
 3. This USP is prepared for the Permanency Planning Hearing and the agency is recommending termination of parental rights.
 4. This USP is prepared for the Permanency Planning Hearing and the agency is not recommending termination of parental rights.

Compelling Reasons; see FOM 722-07, Compelling Reasons.

- a. The child is age 14 or over and refuses to consent to his/her adoption.
- b. Child in custodial care and treatment services are not yet completed.
- c. The youth is age 18 or over.

- d. The supervising agency has not yet provided the services detailed in the prior service plans to make reunification possible.
- e. Other. If this is the compelling reason, there must be clear documentation within the service plan of the individual circumstances of the child that necessitates this selection.
- f. The parent suffers from a chronic illness and the child is unable to return to the home, but there continues to be a close relationship between the child and parent.
- g. There are financial benefits for the child to maintaining parental rights.
- h. There is an appropriate relative/unrelated caregiver to care for the child and the caregiver kinship provider is not willing to adopt the child.
- i. Child is an unaccompanied refugee minor.

D. Recommended Court Orders

In this section include:

- Recommendations regarding continuation of the child(ren)'s placement in out-of home care.
- Expectations of the parents and/or caretakers.
- If applicable, a request for the non-parent adult to participate and comply with the services plan.

VI. Supervisory Approval

Prior to finalizing, the USP along with the required assessments (FANS, CANS, etc.) must be reviewed and approved by the foster care supervisor only after a face-to-face meeting with the foster care worker.

Case service plan approval process requires the foster care supervisor to:

- Review and approve the USP within 14 calendar days of the report date.

- For DHS supervisors, select the approved button in the SWSS-FAJ Supervisory Selection field to generate the SWSS-FAJ transaction.
- Sign and date the original approved case service plan.

The DHS and placement agency foster care (PAFC) USP approval date is identified by the foster care worker and supervisor signatures and date on the last page of the USP. A copy of the USP with the two signatures and dates must be placed in the narrative section of the case record.

The agency is considered out of compliance with licensing rule R400.12403(2)(o) if the foster care supervisor signature date is past the 14-day review and approval time frame.

Supervisor approval indicates agreement with:

- The foster care worker's recommendations to the court within the updated service plan.
- The assessment of barrier reduction, parenting time and the rate of progress identified.
- Appropriateness of current placement.
- Current treatment plan for child(ren) and parent(s).
- Permanency planning goal.

Note: The plan must identify the unique needs of each child addressed in the service plan. The services which will meet the needs of each child must be identified as well as the identified provider's willingness and capacity to meet those needs.

The DHS-148, Structured Decision Making Children's Foster Care Case Reading Form, may be used when reviewing case compliance.

VII. Purchase Agreement - Local Office Approval

The local office must approve or disapprove, by signature, the USP for a child in purchased foster care and residential care. Use of the SWSS FAJ generated DHS-719, Child Placing Agency Case Report Form, to update SWSS FAJ after the initial case opening is

optional. It may be sent to the PAFC agency 14 calendar days prior to the month the USP is due. See FOM 722-08, Initial Service Plan and FOM 914, Monitoring Worker Responsibilities for detail on time frames and responsibilities.

DISTRIBUTION OF PLAN

Indicate the distribution of the plan.