

EFFECTIVE

October 1, 2021.

Subject(s)

1. FOM 722-08, Case Service Plans - Overview, Types, and Timeframes.
2. FOM 722-08A, Ongoing Case Service Plans.
3. FOM 722-08B, Permanent Ward Service Plans.
4. FOM 722-08C, Young Adult Voluntary Foster Care (YAVFC) Service Plans.
5. FOM 722-08D, Treatment Plans.
6. FOM 722-08F, Visitation Plans.
7. FOM 722-09, Child Assessment of Needs and Strengths (CANS).
8. FOM 722-09A, Family Assessment of Needs and Strengths (FANS).
9. FOM 722-09B, Reunification Assessment.
10. FOM 722-09C, Safety Assessment.
11. FOM 722-08, Foster Care - Initial Service Plan.
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14. FOM 722-08C, Foster Care - Parent-Agency Treatment Plan & Service Agreement.
15. FOM 722-09, Foster Care - Updated Service Plan.
16. FOM 722-09A, Foster Care - Reunification Assessment.
17. FOM 722-09B, Foster Care - Safety Assessment.
18. FOM 722-09D, Foster Care - Permanent Ward Service Plan.

**1) FOM 722-08,
Case Service Plans
- Overview, Types,
and Timeframes**

Case Service Plan Overview

This new item contains basic overview information about case service plans which was previously found in FOM 722-08, Foster Care - Initial Service Plan, FOM 722-09, Foster Care - Updated Service Plan, and FOM 722-09D, Permanent Ward Service Plan including:

- Requirements for service plan development.
- Ongoing case service plan requirements.
 - Initial and updated service plans.
 - Legal status.
 - Assessment of families.
 - Definitions for non-participating households.
- Permanent ward service plan requirements.
- Young Adult Voluntary Foster Care (YAVFC) service plan requirements.
- Supervisor approval of the case service plan.
- Service plan requirements for children placed in child caring institutions (CCI).
- Service plan requirements at the time of case or program closure.
- Distribution requirements for case service plans.
- Legal bases for case service plan requirements.

Reason: Alignment with MiSACWIS functionality and reorganization of policy manuals.

Non-Participating Households

If the parent/legal guardian in the household was not a respondent in the child protective proceedings that lead to the court ordering the child under the supervision of MDHHS, the parent/legal

guardian's household is a non-participating household, and the reason for non-participation should be documented as "not an assessment household."

Reason: Children's Services Agency clarification.

Service Planning and Case Transfer

Clarified service planning requirements when primary case management responsibility is transferring between child placing agencies.

When the last case service plan's report period end date is less than 30 days prior to the case transfer, the transferring agency must enter updated information into MiSACWIS for inclusion in the next case service plan.

When the last case service plan's report period end date is 30 or more days prior to the case transfer, the transferring agency must complete the appropriate case service plan for the period that it was responsible for the case.

Within 30 days of the case transfer, the receiving agency must complete a modified service plan which addresses:

- The reason for the case transfer.
- Any necessary modifications to existing case service plans.
- The modified case service plan does not have to be completed on the DHS-441 or DHS-442 format. The receiving agency may document the required information on a memo on agency letterhead. The caseworker and supervisor must sign the modified service plan, and the approved modified service plan must be uploaded to MiSACWIS.

Reason: Children's Services Agency clarification.

Approval of the Case Service Plan

For cases being serviced by a placement agency foster care (PAFC) providers, MDHHS monitoring caseworkers are no longer required to approve the case service plan.

All case service plans must be approved by the MDHHS or PAFC foster care supervisor within 14 days of the end of the report period.

Reason: Children's Services Agency clarification.

**2) FOM 722-08A,
Ongoing Case
Service Plans**

Ongoing Case Service Plan Content and Documentation

This new item contains detailed information the caseworker must address in the DHS-441, Ongoing Case Service Plan to ensure appropriate case planning and compliance with applicable federal and state statutes.

Reason: Reorganization of policy manuals and Children's Services Agency clarification.

Children Placed in a Qualified Residential Treatment Program

For a child placed in a qualified residential treatment program (QRTP), the caseworker must document that placement in a QRTP:

- Provides the most effective and appropriate level of care for the child in the least-restrictive environment possible based on the child's needs.
- Is consistent with the short- and long-term goals for the child, including the child's permanency goal.

Reason: Family First Prevention Services Act of 2018

**3) FOM 722-08B,
Permanent Ward
Case Service Plans**

Permanent Ward Service Plan Content and Documentation

This new item contains detailed information the caseworker must address in the DHS-442, Permanent Ward Service Plan to ensure appropriate case planning and compliance with applicable federal and state statutes.

Reason: Reorganization of policy manuals and Children's Services Agency clarification.

Children Placed in a Qualified Residential Treatment Program

For a child placed in a qualified residential treatment program (QRTP), the caseworker must document that placement in a QRTP:

- Provides the most effective and appropriate level of care for the child in the least-restrictive environment possible based on the child's needs.
- Is consistent with the short- and long-term goals for the child, including the child's permanency goal.

Reason: Family First Prevention Services Act of 2018

**4) FOM 722-08C,
Young Adult
Voluntary Foster
Care (YAVFC)
Service Plans**

YAVFC Service Plan Content and Documentation

This new item contains detailed information the caseworker must address in the DHS-442, Permanent Ward Service Plan for YAVFC cases to ensure appropriate case planning and compliance with applicable federal and state statutes.

Reason: Children's Services Agency clarification.

**5) FOM 722-08D,
Treatment Plans**

Treatment Plan Content and Documentation

This new item contains detailed requirements for documentation of the DHS-441a, Parent-Agency Treatment Plan and DHS-442a, Permanent Ward Treatment Plan, including information previously found in 722-08C, Foster Care - Parent-Agency Treatment Plan and Service Agreement.

Reason: Children's Services Agency clarification and reorganization of policy manuals.

Linking Strengths and Needs

When completing the treatment plan, all strengths and needs from the Child Assessment of Needs and Strengths, and, if applicable, the Family Assessment of Needs and Strengths, must be linked to the case service plan. This includes needs scored on the FANS that are not priority needs or primary barriers to reunification that may not have a service referred or in place at the time the treatment plan is completed.

Reason: Children's Services Agency recommendation.

Case Services and Service Reviews

Caseworkers must document all referrals and services provided to the child(ren) and/or family in the treatment plan. The caseworker must include any services that the child or family were participating in at transfer to foster care and/or case acceptance that will continue under the goals and objectives established in the treatment plan.

The caseworker must complete a service review in MiSACWIS for any service referred or provided to a case member. Service reviews must be completed for any service that was referred or provided at any time during the report period, even if the service has terminated prior to the end of the report period.

Reason: Children's Services Agency clarification.

**6) FOM 722-08F,
Visitation Plans**

Visitation Plan Documentation Requirements

This new item contains detailed requirements for documentation of a child or youth's visitation plans with parents, siblings, and other family members, including requirements previously found in FOM 722-08C, Foster Care - Parent-Agency Treatment Plan and Service Agreement.

Reason: Reorganization of policy manuals and alignment with MiSACWIS functionality.

**7) FOM 722-09,
Child Assessment
of Needs and
Strengths (CANS)**

CANS Documentation Requirements and Definitions

This updated policy outlines requirements and timeframes for documentation of the Child Assessment of Needs and Strengths (CANS), including:

- Which cases require a CANS.
- Frequency of assessment.
- Assessment domains and scoring definitions.
- Required use of assessment results.

- Minor corrections.

Reason: Children's Services Agency clarification and alignment with MiSACWIS functionality.

Scoring Justification Requirements

Clarified requirements for narrative justification for scores entered in the CANS.

- A statement that a scored domain is not an area of concern is not an adequate narrative justification.
- The caseworker must include professional observations and information from other sources, regardless of whether the caseworker scored the domain as a strength, situational concern, or need.
- The caseworker must specifically indicate whether the child needs medical, dental, and/or mental health follow up treatment in the appropriate section of the CANS. The caseworker must include this information in the initial CANS and all reassessments.

Reason: Children's Services Agency clarification.

Trauma Screening Checklist Results

The caseworker must summarize the results of the MDHHS-5719, Trauma Screening Checklist (Ages 0-5) or MDHHS 5720, Trauma Screening Checklist (Ages 6-18) in the appropriate section of the CANS if the checklist was completed during the report period.

Reason: Children's Services Agency recommendation.

Physical and Developmental Milestones

Revisions were made to the Physical and Developmental Milestones table. The table previously did not include milestones for ages 9-12 months, and the milestones listed for ages 6-9 months were not in the correct age range. Additional examples of physical and cognitive milestones were added to the table based on the Centers for Disease Control and Prevention National Center on Birth Defects and Developmental Disabilities Milestone Checklists and the Ages & Stages Questionnaires, Third Edition, in the following age ranges:

- 0-4 weeks.
- 1-3 months.
- 3-6 months.
- 6-9 months.
- 9-12 months.
- 12-15 months.
- 15-18 months.

Reason: Children's Services Agency corrections.

**8) FOM 722-09A,
Family
Assessment of
Needs and
Strengths (FANS)**

FANS Documentation Requirements and Definitions

This updated policy outlines requirements and timeframes for documentation of the Family Assessment of Needs and Strengths (FANS), including:

- Which cases require a FANS.
- Frequency of assessment.
- Assessment domains and scoring definitions.
- Required use of assessment results.
- Minor corrections.

Reason: Children's Services Agency clarification and alignment with MiSACWIS functionality.

Scoring Justification Requirements

Clarification was added as to the requirements for narrative justification for scores entered in the FANS.

- A statement that a scored domain is not an area of concern is not an adequate narrative justification.
- The caseworker must include professional observations and information from other sources, regardless of whether the caseworker scored the domain as a strength, situational concern, or need.

Reason: Children's Services Agency clarification.

Assessment Domains and Scoring Definitions

Assessment domains and scoring definitions were reordered to coincide with the order of domains displayed in MiSACWIS.

Reason: Alignment with MiSACWIS functionality.

**9) FOM 722-09B,
Reunification
Assessment**

Reunification Assessment Requirements and Definitions

This updated policy outlines requirements and timeframes for documentation of the reunification assessment, including:

- Which cases require a reunification assessment.
- Frequency of assessment.
- Assessment domains and scoring definitions.
- Required action based on assessment results and the Structured Decision Making (SDM) Permanency Planning Decision Tree.
- Minor corrections.

Reason: Children's Services Agency updates and alignment with MiSACWIS functionality.

**10) FOM 722-09C,
Safety Assessment**

Safety Assessment Requirements and Definitions

This updated policy outlines requirements and timeframes for documentation of the reunification assessment, including:

- Which cases and circumstances require a safety assessment.
- Frequency of assessment.
- Assessment domains and scoring definitions.
- Required actions based on assessment results.
- Minor corrections.

Reason: Children's Services Agency updates and alignment with MiSACWIS functionality.

**11) FOM 722-08,
Foster Care - Initial
Service Plan**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-08A, Ongoing Case Service Plans](#).

Reason: Reorganization of policy manuals.

**12) FOM 722-08A,
Foster Care -
Family
(Re)Assessment of
Needs and
Strengths**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-09A, Family Assessment of Needs and Strengths](#).

Reason: Reorganization of policy manuals.

**13) FOM 722-08B,
Foster Care - Child
(Re)Assessment of
Needs and
Strengths**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-09, Child Assessment of Needs and Strengths](#).

Reason: Reorganization of policy manuals.

**14) FOM 722-08C,
Foster Care -
Parent-Agency
Treatment Plan &
Service Agreement**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-08D, Treatment Plans](#).

Reason: Reorganization of policy manuals.

**15) FOM 722-09,
Foster Care -
Updated Service
Plan**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-08A, Ongoing Case Service Plans](#).

Reason: Reorganization of policy manuals.

**16) FOM 722-09A,
Foster Care -
Reunification
Assessment**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-09B, Reunification Assessment](#).

Reason: Reorganization of policy manuals.

**17) FOM 722-09B,
Foster Care -
Safety Assessment**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-09C, Safety Assessment](#).

Reason: Reorganization of policy manuals.

**18) FOM 722-09D,
Foster Care -
Permanent Ward
Service Plan**

This item is obsolete. Requirements previously found in this item can now be found in [FOM 722-08B, Permanent Ward Service Plan](#).

Reason: Reorganization of policy manuals.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[FOM 722-08D](#)

[FOM 722-08F](#)

[FOM 722-09C](#)

Changed Items ...

[FOM 722-08](#)

[FOM 722-08A](#)

[FOM 722-08B](#)

[FOM 722-08C](#)

[FOM 722-09](#)

[FOM 722-09A](#)

[FOM 722-09B](#)

[FOM 722-09D](#)