

## LCCS POLICY 640

### Case Reviews (3 Month and Semi-Annual Administrative Reviews)

<b>Original Issue Date:</b>	3/20/1984
<b>Revision Dates:</b>	6/15/1987, 12/7/1998, 9/10/1999, 09/27/2011, 2/9/2016, 09/25/2018, 2/13/19
<b>Revision Number:</b>	7
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<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	This policy shall apply to all LCCS Services Division Supervisors & Workers of Record (WOR), Case Review Clerical and Case Review Staff.
<b>Responsibility:</b>	LCCS Case Review Department Manager & Facilitators, and Case Review Clerical.
<b>Purpose:</b>	To assure best practice efforts relative to safety, permanency, and well-being for principals of all open custody & non-custody cases.
<b>Legal Cite:</b>	ORC 2151.421, 5103.03, 5153.16, OAC 5101:2-38-10 (SAR), 5101:2-38-09

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### **POLICY STATEMENT**

Case Reviews shall occur on every open custody & non-custody case at least every three (3) months, to review safety, risk, case plan effectiveness, child and family well-being and permanency.

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### **PROCEDURE**

1. During each Case Review, the Facilitator shall ensure that the following points are reviewed/discussed:
  - a. The safety of all involved children. This includes the review/update of the safety assessment, and any safety plans, if in place, and the initiation of a safety plan if necessary.
  - b. The risk levels for all involved children. If necessary assessments and plans are updated to reflect changes in the level of risk;

- c. The family's strategies to change behaviors and conditions that led to or might lead to child maltreatment;
  - d. The effectiveness of the current case plan toward the reduction of risk to the children. The case plan should be provided to the children (as age appropriate), his or her parent, guardian, custodian, or pre-finalized adoptive parent, or substitute caregiver for this review;
  - e. Any amendments (if necessary) to the case plan;
  - f. Other services/supports which might be available to address the effects of maltreatment and prevent future maltreatment;
  - g. The barriers and supports to the successful utilization of current services. The family team should also identify and establish possible strategies/activities to eliminate barriers to improve service benefits;
  - h. Ways LCCS might support the achievement of child safety, child and family well-being and permanency;
  - i. Methods for maintaining or strengthening family relationships and informal supportive networks which will support the reduction and prevention of maltreatment;
  - j. The potential for avoiding an out of home placement for the children involved;
  - k. For children in substitute care: the conditions which support and barriers to reunification with the parent, guardian or custodian;
  - l. The family's cultural needs and the role that cultural or tribal traditions can play in addressing presenting concerns;
  - m. Permanency plans for each child, including but not limited to any concurrent plans which may be required to ensure that children remain in substitute care only as long as is necessary.
  - n. The medical and educational information (as appropriate) for all children in agency custody with consideration given to how LCCS, and the foster family/kin provider can keep a child in his or her school of origin to support school stability.
2. The initial three (3) month Case Review will be scheduled according to the appropriate case trigger date and reason/event and shall be held every three (3) months thereafter until case closing is completed.
  3. The initial Semi-Annual Administrative Review (SAR) is held in conjunction with the second three (3) month Case Review and every six (6) months thereafter until case closing is completed.

**The Administrative Review Panel for protective supervision (PSUP) and substitute care cases shall be composed of three people:** the child's Worker-of-Record; Worker-of-Record's Supervisor; and a Case Review Facilitator (who is not responsible for case management or delivery of service to the child or the parents.) An alternate may represent either the worker of record or the worker of record's supervisor if one of them is unable to attend the review. The alternate must be an employee of Lucas County Children Services. Only one alternate is permitted during a review. Attendance of all three panel members is mandatory to conduct a review on cases of Custody or Protective Supervision.

**The Administrative Review Panel for in-home supportive services cases shall be composed of a minimum of two people:** either the worker of record or their supervisor **AND** the Case Review facilitator.

**Administrative Reviews will only be canceled if the Agency closes.** Case Review will notify those persons invited to the review of the cancellation by phone if a phone number is indicated on the Review Notification form prepared by the Worker-of-Record, or by letter if time permits. All canceled reviews will be rescheduled within **2 weeks** and new notices will be mailed to previously invited persons.

**The following persons must always be invited:**

- The parent, guardian or custodian for all children not in the permanent custody of LCCS, including all alleged and legally established fathers;
- The pre-adoptive parent of a child in an adoptive placement;
- Children aged fourteen and older;
- Children under age fourteen, if developmentally appropriate;
- The guardian ad litem (GAL), and/or the court appointed special advocate (CASA) if one has been appointed;
- The child's substitute caregiver, including relatives, (if applicable);
- The child's attorney (if applicable);
- Tribal representatives and extended family members (as defined by the tribe/child) of any and all Native American/Indian tribes to which the family belongs.

In addition to the above, children age fourteen and older who are in substitute care have the option to invite two individuals selected by the child who:

- Are not the foster parent or caseworker, and
- Are supports to the child.

The above will be provided written invitations including the date, time, and place of the SAR, no less than seven (7) days prior to the SAR.

**Worker-of-Record may also invite individuals who are not parties to the case such as:**

- Medical and other service providers;
- School representatives;
- Extended family;

- Any other persons involved in the family's case plan.

The **Worker-of-Record should use discretion in determining whether to invite** a child under 14 years old to the three (3) month case review or SAR. Generally, children age 10 to 13 and above should be considered for attendance at these meetings unless it is determined that:

- The child's age and social/cognitive/emotional abilities are impaired to a degree to make participation in the reviews unproductive;
- Greater harm than benefit would come to the child due to his/her attendance at the review.
- Attendance would conflict with school attendance.

The following are considered parties to the SAR and will be provided with the SAR summary, completed in accordance with OAC 5101:2-38-09:

- The child's parent, guardian, or custodian, unless the child is in permanent custody,
- The pre-adoptive parent of a child in adoptive placement, if applicable,
- The child, age 14 and older,
- The child under age 14, if developmentally appropriate,
- The child's guardian ad litem or court appointed special advocate, if appointed,
- The child's attorney, if applicable, and
- Any other party specifically identified by the court as a party to the case.

**Pre-Review Process (Pre-Meeting Activities):**

- **Administrative Review Clerk** schedules the reviews in the PBadstf.exe program within the LCCS Management Information System;
- **Administrative Review Clerk** sends the Review Notification form to the caseworker and supervisor of the LCCS Family Services Division which includes the due date for the caseworker to return the form to the Data Processing Department;
- **Worker-of-Record** returns the Review Notification form, (which contains names, addresses and phone numbers of invitees) on or before the due date;
- **Administrative Review Clerk**, (in conjunction with Data Processing), sends written notification of the review to parents and other persons invited by the caseworker. All invitations to the reviews will include a comment sheet and a self-addressed stamped envelope for responses from those persons unable to attend the review;
- **Administrative Review Clerk** ensures that the documents required in conjunction with the Administrative Reviews are collected, maintained, and stored in an accurate and complete manner;
- **Administrative Review Clerk** prepares all Case Review files for upcoming reviews two weeks prior to the scheduled review period;
- **Case Review Facilitator** shall originate the 3 (three) month Case Review/SAR documents in SACWIS as appropriate no later than 7 (seven) calendar days prior to the review and will notify the WOR and Supervisor of its origination;

- **Worker of Record:** Completes his/her sections of the Case Review/SAR documents in SACWIS (with supervisory review and approval) no later than two (2) days PRIOR to the review date. The document sections to be completed by the WOR are for both the three (3) month Case Review and SAR:
  - Safety Review Section
  - Strengths and Needs Assessment Update Section
  - Risk Reassessment Section

### **Review Process (In Meeting Activities):**

- **Case Review Facilitator** explains the purpose of the review, including the confidential nature of the review to participants and ensures that all parties present in the meeting, including the P/G/C has an opportunity to respond to information presented and to present information relevant to the review;
- **Case Review Facilitator** moderates the three (3) month Case Review/SAR and completes all required sections for the type of review being conducted (not specifically designated to the Worker of Record as noted above).
- **Worker-of-Record** provides information concerning, and responds to questions contained on the Case Review/SAR forms as completed within SACWIS.
- **Case Review Facilitator:** Activates the Case Plan Amendment document in SACWIS if the plan requires amendments;
- **Administrative Review Panel:** Members sign the Case Review/SAR form as applicable;
- **Case Review Facilitator:** Requests all participants to sign the completed Administrative Review form (Signature indicates presence, not agreement);
- **Case Review Facilitator:** Advises all parties that the Worker-of-Record, parents, the child's attorney; Guardian Ad Litem and the Juvenile Court Citizens' Review Board will receive a copy of the SAR documents. Only parents and the WOR receive copies of the three (3) month Case Review documents.

### **Post Review Process (Post Meeting Activities)**

- **Case Review Facilitator:** Gives the Case Review file, the completed three (3) month Case Review/SAR form and any addendum(s), to the Administrative Review Clerk, within 24 hours of the three (3) month Case Review or SAR;
- **Administrative Review Clerk:** who checks for completion, makes copies and forward to Data Entry for processing of appropriate paperwork and tracking items;
- **Case Review Facilitator:** Sends a reminder e-mail to the WOR within one (1) business day of the three (3) month Case Review or SAR if the Case Plan requires amendment and specifies the agreed upon changes from the review meeting;
- **Worker of Record:** Makes changes to the Case Plan as indicated in the review and processes the amendments in accordance with agency procedures or his/her departmental work rules;
- **Data Entry Unit:** processes and files a copy of the SAR summary with the Lucas County Juvenile Court for court involved cases no later than seven (7) calendar days after the completion date of the SAR.

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## CASE PRACTICE GUIDES

LCCS recognizes the critical role all parents/guardians and custodians have in the lives of children. This is especially true of non-custodial parents, including fathers. Therefore, effort should be made to engage all parents/guardians or custodians (as applicable) and support their attendance and participation in reviews and case activities.

The caseworker should encourage all parents/guardians or custodians to invite their own attorney to Case Reviews and any support person that the family wishes to have present at the review.

When preparing the invitee sheet, reference should be made to LCCS Policy 175. Persons with documented threats of violence toward staff will not be invited to the agency for meetings, conferences, and/or three (3) month Case or Administrative Reviews.

Parents and non-LCCS attendees may have their bags checked by security and security may wand them prior to the meeting. Individuals refusing to have their bags checked or to be wanded will be prohibited from attending the meeting.

Parents rights to confidentiality of their personal and case information should be carefully considered when such information is being presented in meetings where other parties are present. These include but are not limited to: agency employees, foster parents, children, services providers, a GAL or CASA, or relatives/kin.

Both parents must consent to the presence of support persons during the sharing of information that may pertain to them. If either parent does not consent, the support person(s) can attend only the portion of the meeting where information about the consenting parent is being shared.

Due to the sensitive nature of the information being shared in family case conferences and case reviews, all non- LCCS employees in attendance at any agency meeting will be required to sign a confidentiality statement prior to the start of the meeting stating that the information shared during the meeting will not be discussed with anyone not present at the case conference/case review/meeting. The parent(s) will also be asked to sign a release of information form. In addition, all attendee's cell phones (with the exception of Court Staff, Attorneys and Guardian Ad Litem) must be registered at the LCCS security desk prior to meetings and can be retrieved from security at the conclusion of the meeting. Recording devices cannot be used in any LCCS meeting. Any refusals or violations of these expectations will result in an individual's exclusion from LCCS family case conferences and case reviews.

When a child's attendance is determined inappropriate and/or harmful or the child cannot attend a review, the WOR should ensure that he/she is discussing with the child the case status as well as gathering the child's input into his/her needs/wishes/expectations regarding LCCS involvement. These discussions should be documented in the child's case record and occur within the context of the child's emotional/social and cognitive abilities.

Consideration should be given to a child attending parts but not all of a meeting to express concerns/wishes when beneficial, but where full attendance would be considered detrimental to the child. In addition, when having a child attend a conference, every effort should be made to schedule the conference so that the child does not have to miss school, school events or other critical service provider sessions.

The caseworker must request a credit report from at least one credit reporting agency by the first SAR after the child turns 14 years old.

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## **RELATED POLICIES and FORMS**

LCCS Policy 175 (Employee Safety)

LCCS Policy 600 (Family Case Conference)

Three (3) month Case Review/SAR Forms as contained within the Statewide Automated Child Welfare Information System (SACWIS)