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|  | MISSOURI DEPARTMENT OF SOCIAL SERVICES  CHILDREN’S DIVISION  **CONCURRENT PLANNING CHECKLIST** |

Date:

Ask the birth family who they would like to have included in the development of the permanency/case plan.

Advise family of which collateral people you would like to include in the development of the

permanency/case plan.

Invite all relevant parties to participate in the case plan development.

Hold a Family Support Team Meeting

Jointly identify and discuss the family’s strengths and presenting problems.

Jointly decide on the specific, measurable, behavioral activities that will address the presenting problems and meet the expected outcomes.

Agree on who is responsible for fulfilling each activity within the permanency/case plan including identified time frames.

Agree on the criteria that will be used to determine successful goal attainment.

Reiterate the consequences of following through or not following through with the case plan.

Candidly discuss with the family their progress within the context of time frames.

Discuss potential obstacles and solutions to overcome them.

Discuss the next steps once outcomes are achieved.

Discuss next steps if outcomes are not achieved.

Agree to an interim progress checkpoint.

Agree to a specific date for the next case plan review.

Prepare a written service agreement.

Have the family sign the written service agreement.

Provide the family with a copy of the written service agreement.

Checklist adapted from National Resource Center for Foster Care & Permanency Planning, Concurrent Permanency Planning Training Guide.