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|  | MISSOURI DEPARTMENT OF SOCIAL SERVICESCHILDREN’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.