









The Concurrent Planning Assessment Guide should be utilized:

1. When CPS or Family Preservation Services determines a child will be placed in out of home care,
2. During the first 30 days of a child entering out of home care,

Periodic use of the Concurrent Planning Guide should take place throughout the life of a case, when the case is initially determined that the family is not eligible for concurrent planning services.

1. When additional information is received indicating a poor prognosis for reunification, and,
2. When the families' circumstances change.

(See Concurrent Planning Practice Handbook, Chapter 3, Identifying Children Appropriate for Concurrent Planning, and; **Appendix A, Concurrent Planning Assessment Guide,**)

### **Case Transfer Staffing**

Cases being transferred from CPS Assessment to Out of Home Care require a Case Transfer Staffing. The purpose of the staffing is to ensure that as much information is shared as possible to assist the family in addressing presenting issues while working towards permanency goals. During this staffing, the CPS staff will discuss recommendations for permanency options based on their assessment and interaction with the family. Recommendations regarding the family's suitability for concurrent planning services based on the screening conducted using the Concurrent Planning Assessment Guide. (See CPS policy for additional information and requirements for the staffing.)

### **Documentation of Concurrent Planning Recommendation**

Critical to concurrent planning is ensuring meticulous documentation of all aspects of the case. The screening and recommendations regarding concurrent planning must be documented in the Contacts/Summaries Tab for the Family.

The narrative should include the following:

1. Involvement of the family (who and how) in the decision-making process.
2. Recommendations regarding likelihood of reunification and an alternative permanency plan.
3. Reasons why concurrent planning is being recommended. Ensure that this is in line with case information and indicators from the Concurrent Planning Assessment Guide. Ensure specific case information is documented to indicate why this family may be suitable for concurrent planning services.
4. Any other recommendations and information critical in the next steps in moving forward with the concurrent plan.

### **REFERENCES**