

Documentation

Concurrent Planning requires meticulous documentation of all actions related to assessment, development and implementation of the primary permanency plan of reunification. The SSCM and Supervisor must ensure that every attempt to provide services, visitation or any other interaction, must be thoroughly documented. This includes:

1. The families' response to services, as well as their efforts and progress in meeting goals.
2. Documentation of all visitation and attempts to schedule visitation, missed visitation. Documentation should include how, when and where visits were scheduled, parent/child interaction, resource parents/birth parents interaction, parenting opportunities, etc.
3. Documentation of all telephone, email and mail correspondence to birth families, service providers, relatives, etc. is imperative.
4. Reports and referrals to and from service providers, schools, etc. must be documented.

REFERENCES

Concurrent Planning Practice Handbook