

Kids Central, Inc. System of Care Procedure Manual

Series: Kinship

Policy Name: Service Plans

Policy Number: 1304

Origination Date: 08/20/10

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Attachments: Service Plan

Procedure

It is the policy of Kids Central Kinship Program to assure service planning is ongoing and leads to expeditious and appropriate services for each child and family under the supervision of the Kids Central Kinship Program. Planning must occur with the participation of the family and others whose contribution is appropriate. The process must recognize and respect cultural differences and language barriers and be conducted in a way that is fully appreciative of the strengths and needs of the family.

1. Each family under the supervision of the Kinship program shall have a service plan with agreed upon goals, desired outcomes, and timeframes for achieving them if they are receiving services longer than 30 days from initial face to face contact with the family. It will have services and support to be provided, and by whom. The parent's signature and that of the child will be obtained when appropriate.
2. The service plan is derived from a variety of sources and may include:
 - a. The Initial Family Assessment
 - b. Family Team Conference
 - c. Therapeutic assessments and summaries
 - d. Referral source
 - e. Educational assessments
 - f. Input from service providers involved with family
 - g. Family or community supports to the family
 - h. Daycare or educational providers
3. The service plan development will be conducted together with the family and the plan will be developed in a way that builds on the family's strengths while assessing needs.
4. If age appropriate, the service plan shall include goals for the child.

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5. The service plan will be written simply and clearly in English and, if English is not the principal language of the parent or child, to the extent possible the plan shall be prepared in kinship family's primary language.
6. The Kinship program must assist the kinship family with appropriate referrals so that service plan goals can be achieved. Whenever possible, the parent or caregiver must be given choices as to service providers.
7. Service plan progress will be discussed with the kinship family during visits or phone conversations and documented in case notes.

Approved By:

John Cooper, Chief Executive Officer

Date