

## Attachment 1 - In-Home Services Requirements

3130	<b>Public Children and Youth Agency –</b>
3130.43(a)	Case record needed for each family <b>accepted</b> for service
3130.43(b)(1)	Date of acceptance
	Date of closure
3130.43(2)	Name & address of parents
3130.43(3)	Name, race, sex, & DOB for each family member
3130.43(4)	Family service plan, including the results of plan reviews
3130.43(5)(i-iv)	Record of service activity (includes dates of contact w/ family; parties involved in the contact; action taken; results of actions)
3130.43(6)	Correspondence b/t agencies & individuals involved in the case
3130.43(7)	Appropriate medical information on family members
	<b>Act 126 Amending CPSL Bulletin</b>
Act 126	Photographs of all children
3130.43(d)	The county agency shall retain family case records for 5 years following closure.
3130.235(f)	When a case has been accepted for service and a family service plan has been developed the sup. shall review with in 10 calendar days to assure consistency with the level of risk, documentation of this review shall be kept in the rec.
3130.235(k)	FSP requires the agency be notified within 24 HRS when the child or family move
	<b>Ages and Stages Bulletin</b>
Ages/Stages	Must be completed for all children under age 3 of a substantiated report of child abuse/neglect Recommend for all children under age 5(cases after Sept 1, 2008)
3130.235(c)	Caseworker has seen the family every 180 days to monitor the provision of services and evaluate the effectiveness of the services provided under the Family Service Plan (as required by 3130.63)
	<b>Risk Assessment</b>
3130.235(g)	Face to face contact with parent and child (needed weekly if high risk; 1x/month for 6 months or case closure when not high risk) When a case has been accepted for service, the county agency shall monitor the safety of the child and assure that contacts are made with the child, parents and service providers. The contacts may occur either directly by a county agency worker or through purchase of service, by phone or in person but face-to-face contacts with the parent and the child must occur as often as necessary for the protection of the child but no less often than: Once a week until the case is no longer designated as high risk by the county agency, if the child remains in or returns to the home in which the abuse occurred and the county agency has determined a high level of risk exists for the case. Once a month for 6 months or case closure when the child is either:(i) Placed out of the home or setting in which the abuse occurred. (ii)Not at a high risk of abuse/neglect.
3130.235(i)	The agency shall assess risk as often as necessary to assure the child's safety
3130.235(j)	the agency shall assess safety and risk of the child when circumstances change in the child's environment at times other than required in this section
3130.321 (d) or .235 (h)	A periodic assessment of the risk of harm to the child shall be conducted as required by the State-approved risk assessment process
3130.321(h)(2)	Every 6 months with the FSP/Review (unless the child is at low or no risk; or the child is placed out of the home for more than 6 months and there are no other children in the home)
3130.321(h)(2)(2)	Risk assessment completed 30 days prior to case closure
3130.322(d)	The county agency in developing and implementing the family service plan and placement amendment as required by Chapter 3130 (relating to administration of county children and youth social service programs) shall assure that the level of activity, in person contacts with the child, oversight, supervision and services for the child and family are consistent with the level of risk as determined by the county agency.
3130. 61 (a)	Service plan needed within 60 days of accepting the family for service
3130.61(b)(1)	Identifying information pertaining to both the child and other family members

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3130.61(2)	Description why case was accepted for service
3130.61(3)	The service objectives for the family, identifying changes needed to protect children in the family in need of protection from abuse, neglect and exploitation and to prevent their placement
3130.61(4)	Services to be provided to achieve the objectives
3130.61(5)	Actions to be taken by all parties & and the by when date
.61(7)	Results of the FSP and Reviews
3130.61(c)	FSP signed by the county worker; parent/legal guardian and the opportunity to sign FSP given to parties 14 years or older, The county agency shall inform the parent or guardian that signing the plan constitutes agreement with the service plan.
3130.61(d)	The county agency shall provide family members, including the child, their representatives and service providers, the opportunity to participate in the development and amendment of the service plan if the opportunity does not jeopardize the child's safety. The method by which these opportunities are provided shall be recorded in the plan.
3130.61(e)	Copies of the plan provided to all parties (includes service plan amendments and reviews when they would change the previously agreed upon plan)
3130.62(a)(1-2)	(a) The county agency shall provide to the parents, along with a copy of the family service plan and, if applicable, placement amendment, a written notice of their right to appeal the following to the Department's Office of Hearings and Appeals: (1) A determination which results in a denial, reduction, discontinuance, suspension or termination of service. (2) The agency's failure to act upon a request for service with reasonable promptness.
3130.62(b)	The notice shall include a statement of the parents' right to be represented by an attorney or other representative and the name and address of the local legal services agency.
3130.62(c)	In addition to the written notice, the county agency shall notify the parents of children who are under the jurisdiction of the court in writing of their right to petition the court regarding an action of the county agency affecting their children
3130.62(e)	Upon receipt of the parent's appeal, the agency shall date-stamp the appeal and submit it, along with the proposed family service plan, placement amendment and court orders involving the parents and the child, to the Department's Office of Hearings and Appeals, within 5 working days. The Office of Hearings and Appeals has the exclusive authority to grant or dismiss the appeal for failure to file in a timely manner.
3130.63(a) (1-4)	Review of FSP at least every six months, to include: Assessment of progress *Whether planned actions have occurred & services were provided *Whether children continue to be safe in the home (Any amendments to the plan)
3130.66(b)	If a child is in emergency placement and continued placement is not necessary but in-home services are needed, the county agency shall prepare a family service plan no later than 60 days after the date the child enters emergency placement.
3490	<b>Service Planning (CPS ONLY)</b>
3490.61(e)	The county agency shall monitor the provision of services and evaluate the effectiveness of the services provided under the family service plan under §3130.63 (relating to review of family service plans). The county agency worker shall visit the family in performing the case management responsibilities as required by §3130.63 as often as necessary for management of the services provided but at least every 180-calendar days.
3490.61(f)	FSP contains language the parents advise the agency within 24hrs when the child or family moves
3490.59(a)	If accepted for service, FSP is needed within 60 days of date accepted for service (but needed within 30 days if emergency placement is taken and continued placement is necessary 3130.66(a))
3490.55(e)(2)	At the conclusion of its investigation, when the report is determined indicated, founded or unfounded and accepted for services, under §3490.59 (relating to action by the county agency after determining the status of the report), the county agency shall enter a written summary of the facts obtained from each interview in the case record.
3490.61(b)	When a case has been accepted for service and a family service plan has been developed under Chapter 3130 (relating to the administration of county children and youth social service programs), the county agency supervisor shall, within 10-calendar days of the completion of the family service plan, review the

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	plan to assure that the level of activity, in person contacts with the child, oversight, supervision and services for the child and family contained in the plan, are consistent with the level of risk determined by the county agency for the case. Documentation of this review shall be in the case record.
3490.61(c)	Face to face contact with parent and child (needed weekly if high risk; 1x/month for 6 months or case closure when not high risk) When a case has been accepted for service, the county agency shall monitor the safety of the child and assure that contacts are made with the child, parents and service providers. The contacts may occur either directly by a county agency worker or through purchase of service, by phone or in person but face-to-face contacts with the parent and the child must occur as often as necessary for the protection of the child but no less often than: (1) Once a week until the case is no longer designated as high risk by the county agency, if the child remains in or returns to the home in which the abuse occurred and the county agency has determined a high level of risk exists for the case. (2) Once a month for 6 months or case closure when the child is either :(i) Placed out of the home or setting in which the abuse occurred. (ii)Not at a high risk of abuse/neglect.
3490.61(d)	A periodic assessment of the risk of harm to the child shall be conducted as required by the State-approved risk assessment process
3490.59(b)	If not accepted for service but family needs services, county shall advise family of services available
<b>Safety Plan and Assessment Bulletin</b>	
<b>Assessment Codes:</b> P=Preliminary R=Reunification NI=New Information C=Conclusion of assess/Invest RF=Reunification/follow-up CC=Case Closure CPP or FSP=Review NW=New Worker	
	Assessment Code:
SP Overall	Worksheet Completed:
SP Section I	Child(ren)'s name documented
SP Section I	Caregiver(s)' name documented
SP Section II	"yes" or "no" checked for every safety threat
SP Section II	Justification/explanation provided for every child and every safety threat
SP Section III	Each safety threat is identified with protective capacities
SP Section III	Each caregiver's protective capacities are assessed if safety threat(s) are present
SP Section III	The diminished and/or absent protective capacities are included in the FSP
SP Section IV	All questions are answered
SP Section IV	The answers to the questions support the responses in the previous sections(i.e., the answers to the analysis questions are consistent with what is indicated as a safety threat
SP Section V	Completed if there are children <u>not</u> listed in Section I
SP Section VI	Safety decision determined for each child
SP Section VIII	Signatures of caseworker and supervisor are present and dated as per policy
Safety Plan	The safety actions are clear
Safety Plan	The safety actions are immediately able to alleviate/control the threat
Safety Plan	It is clear who is responsible for safety monitoring
Safety Plan	The plan is able to be monitored
Safety Plan	All parties responsible for safety and monitoring signed the plan and received a copy (Sup. Must sign plan within 1 day)