

Next Review Date: 6/24

Last Reviewed: 6/21

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3N.04

**SUBJECT: WORKER SAFETY RISK
MANAGEMENT PROTOCOL – Informing
Parents of Permanent Court Commitment Plans
or Filing**

Approved by: Executive Council

Effective Date: June 14, 2004

Date(s) of Revision: Feb 19, 2008; Mar 21, 2011; Oct 14, 2014; Jun 8, 2021

Responsible for Implementation: All Staff

Protocol For Informing Parents of A Permanent Court Commitment (PCC)

Filing and Determining Service Delivery During the Duration of A PCC Motion

Purpose

It is recognized that permanency planning begins when the child enters agency care and custody. During the provision of on-going service delivery caseworker will have regular conversations with the parents regarding concurrent planning and progress on the case plan and time frames for decision making. However, at the point that the agency makes the decision to file a motion for PCC, safety issues for agency staff significantly increase as the relationship between the caseworker (agency) and client changes to a more adversarial relationship.

Procedure

- 1) The PCC staffing, which includes the caseworker, supervisor and agency attorney, is the point at which the following should be decided:
 - a) decision to file for PCC;
 - b) reassessment of risk factors;
 - c) how the parents should be informed of the PCC filing;

- d) how services are to be delivered following the PCC filing.
- 2) Risk factors to be reassessed should include:
 - a) History of verbal or physical violence – review of agency record and criminal records;
 - b) History of mental health problems, including compliance with treatment and medication;
 - c) History of substance abuse – triggers for relapse and behaviors exhibited during relapse;
 - d) History of threats to staff and/or statements of parents to children, staff or collaterals regarding feelings about PCC or adoption.
- 3) Based on the assessment of risk factors, the following steps should be followed when informing the parents of the actual PCC filing:
 - a) A time frame to meet with parents should be established prior to the parent receiving the motion.
 - b) A decision should be made as to who should be involved in the meeting with the parents. Minimally this should include the caseworker and supervisor. Consideration could be given to including mental health counselor or FCBDD case manager who could help the parent process information and/or provide support services to the parent.
 - c) A meeting should be scheduled in the agency office covering progress or lack of progress on the case plan, reason for filing, date of court hearing, and plan for delivery of case management services.
 - d) A letter should be sent within three days summarizing the meeting.
 - e) Notification that the agency is filing PCC should be made to all collaterals.
- 4) Service team activities following a PCC filing
 - a) Case service delivery and all parent/child visits may be moved into the office. Any case decisions will be documented.
 - b) A determination should be made as to how home visits and parent contacts can be safely accomplished. This may include workers going in pairs, with collateral agency's staff, or workers may want to utilize non-emergency CPD assistance, etc.

- c) The service team should continue to assess the family's compliance with the case plan and continue to assess risk factors.
- d) As the situation may change (i.e., family has made progress and reunification may be reconsidered or risk factors have increased), the case should be re-staffed with the service team and attorney and a new plan developed and written in a SACWIS activity log under supervisor staffing/meeting/conferences.