





### ***Planning Cycle***

Children assigned to a ChildBridge Program are assigned an initial service plan within 30 days of placement in their designated program.

All service plans are reviewed with the multidisciplinary team minimally every 6 months to review progress toward goals and discontinue, continue, or create new goals as needed.

All Part 132 Mental Health Treatment Plans are reviewed quarterly to gauge success in progress and revise as needed.

### ***Assessments***

Assessments inform the planning process in order to provide the child with optimal supports required to help him/her achieve success. They shall determine the individual's strengths and needs, level of functioning, presenting problems, intensity of supports needed, disability, diagnosis and the services the individual needs, and shall be sensitive to the individual's racial, ethnic and cultural background, chronological and developmental age, visual and auditory impairments, language preferences and degree of disability.

Assessments may be conducted by the Case Manager, Child Welfare Specialist, clinical team, medical team, recreational team, art therapy team, and/or supervisors assigned to the case. Assessments may be required by governing bodies (i.e. CANS and Ansel-Casey Assessments for all DCFS wards, ICAP and SAMAs for all DHS funding recipients) or by Little City best practice (i.e. Family Needs Assessment, Supports Intensity Scale, Ability Assessments, Sensory Profiles, FEAS, and/or Functional Analysis Assessment).

### ***Progress Documentation***

Progress in services is documented regardless of service the child is assigned and funding source supporting service provision.

For children receiving services through the Children's Group Homes:

- Daily shift summaries are provided for all shifts. Shift summaries reflect goals and objectives the child worked on during the day as well as accomplishments made or lack of progress toward achieving success.
- Monthly QSP notes provide a review of the child's monthly progress toward goals and objectives outlined in the child's Residential Service Plan as well as identify additional needs or supports that would facilitate success for the child.

For children receiving services through the Children's Home Based Waiver:

- Progress notes are provided for each shift a staff member worked supporting an individual in his/her home.
- Monthly QSP notes provide a review of the child's monthly progress toward goals and objectives outlined in the child's Individual Service Plan as well as identify additional needs or supports that would facilitate success for the child.

For children receiving services through the Foster Care/Adoption Program:

- Progress notes are detailed by Child Welfare Specialists through the DCFS SACWIS database, monitored



by the Social Work Supervisor, and reviewed in monthly supervision between the Child Welfare Specialist and Social Work Supervisor.

- Mental Health Progress notes reflect progress or lack thereof toward goals and objectives relating to a child's Mental Health Treatment Plan for those receiving clinical services.

Documentation is stored on the child's hard case file for the duration of the life of the case.