

# **ALLEN COUNTY CHILDREN SERVICES**

## **BOARD POLICIES**

**Last Review/Approval of Board Policies**

**May 20, 2014**

**Resolution #**

**Revised Master Copy**

# ALLEN COUNTY CHILDREN SERVICES

## BOARD POLICIES

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**ALLEN COUNTY CHILDREN SERVICES  
BOARD POLICIES**

Approved as of May 20, 2014

**INTRODUCTION**

The Allen County Children Services Board (ACCSB) is appointed by the Allen County Board of Commissioners under authority of the Ohio Revised Code (5153 and 5154) to provide for the needs of abused, neglected and/or dependent children of Allen County, Ohio. Services necessary to address those needs are provided through Allen County Children Services (ACCS), the public agency governed by the Allen County Children Services Board. This document describes the policies of the Allen County Children Services Board under which Allen County Children Services is operated.

Adoption Date:	<u>9/20/05</u>	Resolution Number:	<u>0905-03</u>
Approved:	<u>7/18/06</u>	Resolution Number:	<u>0706-03</u>
Revised:	<u>9/16/08</u>	Resolution Number:	<u>0908-03</u>
Revised:	<u>12/21/10</u>	Resolution Number:	<u>1210-05</u>
Revised:	<u>05/20/14</u>	Resolution Number:	<u>                    </u>

**REVISED MASTER COPY**

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Jennifer Hughes, President  
Allen County Children Services Board

\_\_\_\_\_  
Date:

**1. GENERAL STATEMENTS**

**1.1** All policies of the ACCSB will be fully implemented within 90 days of adoption by the Board, unless otherwise specified at the time of adoption.

Adoption Date 09/20/05 Resolution Number: 0905-03

**1.2** Implementation of Board policies, including development of written procedures for their implementation, is the responsibility of the Executive Director and management staff to whom the responsibility is delegated by the Executive Director.

Adoption Date 09/20/05 Resolution Number: 0905-03

**1.3** All ACCS programs, services, and activities will be in compliance with Federal and State rules/laws and may exceed said requirements.

Adoption Date 09/20/05 Resolution Number: 0905-03  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**1.4** The Board will monitor compliance with its policies through ongoing dialog with the Executive Director and/or by other means deemed by the Board to be appropriate, from time to time.

Adoption Date 09/20/05 Resolution Number: 0905-03

**1.5** All Board policies will be reviewed and updated at least every three years by the Board or its designated committee.

Adoption Date 09/20/05 Resolution Number: 0905-03  
Revised Date 11/16/10 Resolution Number: 1210-05

**1.6** The Board may at its discretion revise these Board Policies at any time.

Adoption Date 09/20/05 Resolution Number: 0905-03

1.7

All programs and services conducted by Allen County Children Services are available to clientele on a non-discriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, or disability.

Adoption Date 09/20/05 Resolution Number: 0905-03

**2. MANAGEMENT**

**2.1** The Board shall determine policies under which the agency will be managed with regard to fiscal, personnel, public relations, and other matters, but will not be involved in the day to day operation of the Agency.

Adoption Date 09/20/05 Resolution Number: 0905-03

**2.2** Management staff shall both model and teach appropriate interpersonal engagement skills.

Adoption Date 09/20/05 Resolution Number: 0905-03

**2.3** Management staff shall model and teach appropriate workplace demeanor, courtesy, and behavior; work standards and ethics, professional development; "best practice" in areas for which they are responsible; and high quality performance.

Adoption Date 09/20/05 Resolution Number: 0905-03

**2.4** Management staff shall manage agency operations effectively and efficiently, focusing agency resources and efforts on activities that are critical to the agency's mission and vision.

Adoption Date 09/20/05 Resolution Number: 0905-03

**2.5** The agency shall maintain an ongoing review of its services. At least once every 18 months, the agency will evaluate its services and, as part of this evaluation, the management will ensure that planned outcomes and objectives are achieved, including determining whether specific programs or services reflect current standards of best practice, and whether they will be maintained in current form, revised, or discontinued. Such review may, at the discretion of the Board, include an on-site audit by one or more nationally recognized experts.

Adoption Date 09/20/05 Resolution Number: 0905-03

2.6

All employees will be asked at least every 24 months for written feedback on the appropriateness and effectiveness of agency management and their individual supervision.

Adoption Date	<u>09/20/05</u>	Resolution Number:	<u>0905-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

2.7

The agency management team shall assure that the requirements set forth by law and administrative bodies are met through appropriate committees and sub-committees such as the Wellness Committee, Safety Committee and Risk Management Committee.

The management team shall report findings and recommendations resulting from this oversight to the Allen County Children Services Board annually, or more often if the circumstances should require, for such actions as the Board may deem appropriate.

Adoption Date	<u>09/16/08</u>	Resolution Number:	<u>0908-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

### **3. PERSONNEL**

- 3.1** Each position within the Agency will be defined by qualification requirements and position description.

Adoption Date 09/20/05 Resolution Number: 0905-03

- 3.2** For all positions in the Agency, personnel will be hired in accordance with applicable state and federal laws and regulations.

Adoption Date 09/20/05 Resolution Number: 0905-03

- 3.3** The Board delegates the Executive Director as the ACCSB "Appointing Authority." Unless otherwise limited, the Executive Director hires, lays off, fires, promotes, demotes, disciplines, transfers, assigns, and manages the activities of all ACCSB employees with the exception that personnel matters concerning the agency's directors and ombudsman that are to result in suspension, termination, demotion, lay-off, or transfers must be reviewed and approved by the Board's Personnel Committee.

Adoption Date 09/20/05 Resolution Number: 0905-03

- 3.4** At monthly Board Meetings the Executive Director shall report information detailing all agency hiring, transfers, demotions, lay-offs, terminations, disciplines and promotions.

Adoption Date 09/20/05 Resolution Number: 0905-03

- 3.5** The Executive Director is, within the limits of the approved budget and Ohio law, authorized to employ the number and types of employees he/she believes to be necessary to maintain efficient and effective operations, except that he/she may only hire employees into Board approved positions.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.6** Within the limits of the approved budget and Ohio law, the Executive Director is authorized to secure intermittent, part-time, and temporary employees, individual short-term contractors, and consultants he/she believes are necessary to support and supplement ACCSB operations.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.7** The contract between ACCSB and its “bargaining unit” employees represents Board policy with respect to personnel related activities involving bargaining unit employees.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.8** The Board shall evaluate the performance of the Executive Director annually, based upon the criteria set forth in the duties prescribed by ORC 5153, and the employment contract between the Board and the Executive Director. Input from all management staff will be sought for this evaluation.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.9** Should it become necessary to replace the Executive Director, the Board will name an interim director and one of the unit directors will ordinarily be given first consideration. The Board Chair shall appoint an *ad hoc* search committee.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.10** The agency will not use volunteers for the provision of direct services to our children and families.

Adoption Date 09/20/05 Resolution Number: 0905-03  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**3.11** It is the policy of the Allen County Children Services Board to strictly adhere to the current overall Allen County Harassment Policy as promulgated by the Allen County Commissioners.

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.12**

It is the policy of the Allen County Children Services Board in personnel matters not to employ members of the same family in the same work unit when one member would have supervisory or direct administrative authority over another. For this policy, "Family" is defined as mother, father, brother, sister, child, step-child, step-sibling, spouse, grand parent, grand child, mother or father of current spouse, legal guardian or other person who stands in place of a parent (in loco parentis).

Adoption Date 09/20/05 Resolution Number: 0905-03

**3.13**

It is the policy of the Allen County Children Services Board to hire and promote personnel without regard to: Sex; Sexual Orientation, Political Affiliation, Race, Color, Religion, Age of 40 or older, National Origin, or Qualified Disability.

Adoption Date 09/20/05 Resolution Number: 0905-03  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

#### 4. TRAINING

4.1 All staff will receive appropriate job orientation.

Adoption Date 09/20/05 Resolution Number: 0905-03

4.2 The agency will provide or arrange for the training and supports needed by staff, foster parents and adoptive parents in order for them to meet the expectations of their job duties and care giving and to meet the needs of the individual children and families in their care.

Adoption Date 09/20/05 Resolution Number: 0905-03

4.3 All staff, foster parents and adoptive parents will receive support, encouragement, and coaching to reinforce knowledge and skills that are acquired through training.

Adoption Date 09/20/05 Resolution Number: 0905-03

**5. COMMUNITY ENGAGEMENT**

**5.1**

The Executive Director or his/her designee will assure, that on at least an annual basis, a report on agency operations, finances and the implementation of the agency's long-term plan is provided to the public and oversight entities.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**5.2**

ACCS shall provide child abuse and neglect prevention strategies targeting families who may be at risk. Strategies may include engaging the community in promoting and supporting the healthy development of children and their families.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**5.3**

ACCS shall not involve persons served by the agency in our public relations or fund-raising without their signed consent.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**6. CONFIDENTIALITY**

**6.1** All Board members, management, staff, foster parents, consultants, and others affiliated with the agency shall respect the confidentiality of ACCS clients and shall maintain the security and confidentiality of records, as required by Ohio Revised Code and/or Ohio Administrative Code.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**6.2** Persons served shall have access to review contents of the records about them or their minor children, but information about others, the name of referent, or information provided by others will be protected, as consistent with current law and/or the direction of the Attorney General, County Prosecutor or Court order. Any record reviews by a person served will be conducted at the agency in the presence of agency personnel.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**6.3** All employees shall be permitted to review and copy the contents of their personnel records, except that any pre-employment reference documents shall be protected from review by the employee. Such review and copying of records shall be done in the presence of authorized agency personnel.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**6.4** ACCSB recognizes that virtually all records held by ACCS are public records which must be released in a timely fashion to anyone, even though the records requestor may not identify themselves, unless the record fits within one of the exceptions set out in the Ohio Revised Code. Further, the records requestor may be charged only a reasonable amount for copying the requested records, not to exceed ten cents per copied page. If the records requestor asks that the documents be mailed they shall be charged only the amount of postage required for the documents to be sent via regular mail. Specific details are set forth in the document entitled "Allen County Children Services Public Records Policy".

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date: 09/16/08 Resolution Number: 0908-03

**7. FISCAL**

**7.1**

The Executive Director shall present at appropriate times for Board approval a preliminary and a final budget.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**7.2**

Expenditure of ACCS funds shall be for services and programs provided to children and families, and to meet the operational needs of the agency, and shall always be for a valid public purpose.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**7.3**

ACCS shall utilize, as appropriate, available local, state, and federal funds to support services provided to children and families.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**7.4**

All ACCS financial records shall be maintained in accordance with Generally Accepted Accounting Principles and within the guidelines of the Allen County Auditor and the Auditor of State.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**7.5**

The ACCSB delegates to the Executive Director or his/her designee, the authority to approve expenditures, within the approved budget; with the exception that purchases in excess of \$24,999 require prior approval of the ACCSB.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Adoption Date: 05/18/2010 Resolution Number: 0510-02  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**7.6**

As related to agency fiscal operations, the County Auditor's Office is the official fiscal agent of ACCSB. As such, ACCSB

shall follow those procedures of the County Auditor's Office which relate to the fiscal operations of ACCS.

Adoption Date:	<u>12/20/05</u>	Resolution Number:	<u>1205-10</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

7.7 For the purpose of furthering the mission of the agency and to assist in recognition of, incentives for, education of, or efficient operation of the Board, staff, clients and community members; ACCS may provide lunches for working groups, items of clothing designed to identify the wearer as being attached to ACCS, award certificates and plaques, refreshments or other items of nominal value. Each such expenditure shall be authorized by the Executive Director and shall not exceed \$1,000 per event without prior Board approval.

Adoption Date:	<u>12/20/05</u>	Resolution Number:	<u>1205-10</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

7.8 It is the policy of Allen County Children Services to formally, publicly and equitably recognize individual service, contribution and commitment to protecting children and preserving families. The following guidelines have been developed to honor staff retiring from Allen County Children Services:

In order to be eligible for agency sponsored retirement recognition, an employee must have 10 or more years of public service, with at least 5 of those years employed at Allen County Children Services. This policy applies only for those leaving with service retirement. Note: Service retirement denotes the total number of years of public employment and may include service from another public employer.

All activities will be organized with the retiree's permission and input.

Those retiring with 10 or more years of public service with at least 5 years with Allen County Children Services will receive: A gift in recognition of service (e.g. engraved watch or other memento) not to exceed \$100.00 in cost, a cake not to exceed \$75 in cost to be served at a staff pot luck meal or at a reception.

Those retiring with 20 or more years of public service with at least 10 years of service with Allen County Children Services will be honored at a public reception. The cost will not exceed \$250.00 for refreshments, invitations, decorations, etc. The retiree will also receive a gift not to exceed a cost of \$150.00

Those retiring with 30 or more years of public service with at least 15 years of service with Allen County Children Services will be honored at a public reception. The cost will not exceed \$250.00 for refreshments, invitations, decorations, etc. The retiree will also receive a gift not to exceed a cost of \$200.00.

Adoption Date:	<u>12/21/10</u>	Resolution Number:	<u>1210-05</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**7.9** The Allen County Children Services maintains a “Donated Funds” account that is separate from all public operational funds and no public funds are used to supplement the account. The Donated Funds account was originally a fund established by a now defunct foster parent group with the goal to provide services and goods to children that could not be paid through public funding sources. When the group disbanded, the fund balance was given to the Agency to maintain its purpose.

The Board shall establish a Donated Funds Advisory Committee to review how these funds are used. The committee will include the Executive Director who will chair the committee, the Director of Management Services, one casework supervisor, one caseworker and one foster parent and two sitting members of the ACCS Board as appointed by the ACCS Board Chair. The committee shall initially establish the criteria for the use of the Donated Funds.

Thereafter, the Advisory Committee shall meet at least annually to review the use of Donated Funds to assure that approved requests met the fund’s criteria and refine the criteria as necessary.

The ACCS Board members who sit on this committee shall lead the effort to seek monetary donations to supplement the Donated Funds. All received non-public contributions shall be deposited in this account.

Adoption Date:	<u>12/21/10</u>	Resolution Number:	<u>1210-05</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**8. SAFETY**

**8.1**

The personal safety of all staff and the general public, both on-site and in the field, shall receive priority attention at all times.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**8.2**

All staff shall be trained and supported to assess and respond appropriately to situations that pose potential dangers to them.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**8.3**

The agency shall seek and utilize current medical advice in complying with applicable governmental health regulations about contagious and infectious diseases, and problems associated with immunodeficiency.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**8.4**

Training shall be made available to staff, foster parents and adoptive parents regarding the use of Universal Precautions for the prevention of the spread of contagious diseases and/or blood-borne pathogens.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**8.5**

The agency shall conduct fire and tornado drills on at least semiannual basis.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**9. INTAKE AND ASSESSMENTS**

**9.1** ACCS shall provide 24 hour services for the purpose of receiving and responding to all allegations of child abuse and neglect.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**9.2** ACCSB will implement standards to assess child safety and future risk of abuse and/or neglect. ACCSB staff will apply the standards to ensure critical decisions regarding children are a result of thorough risk and safety assessments. ACCSB will provide appropriate interventions as a result.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**9.3** ACCSB supports the philosophy that all children should be safely maintained in their own homes whenever possible. In the event that a safety threat or imminent risk has been identified and all resources have been exhausted, the agency should pursue the removal of a child from his/her home.

Adoption Date: 12/20/05 Resolution Number: 1205-10  
Revised Date 05/20/14 Resolution Number: \_\_\_\_\_

**9.4** ACCS staff shall base all decisions regarding the risk to a child's safety and well-being on the information gathered through assessment processes, following requirements as established by the Ohio Revised Code and the Ohio Administrative Code.

Adoption Date: 12/20/05 Resolution Number: 1205-10

**10. CASE PLANS**

**10.1**

Case plans shall be the basis for service development and ongoing work with families.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**10.2**

Case plans shall be developed and amended with the family to meet the individualized needs of the child and family.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**10.3**

Case plans shall address safety and other identified concerns following established protocols.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**10.4**

Case plan goals and objectives shall be developed in partnership with the family.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**10.5**

Case plans shall be used to measure the completion of family goals throughout the life of the case.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**11. FAMILY SERVICES**

**11.1** ACCS shall provide needed services when families request assistance or are unwilling or unable, to protect their children.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**11.2** All casework activities shall emphasize “strength-based” practices that support child safety, well-being and permanency.

Only when it has been determined that a child’s removal from their home is necessary, shall the agency consider least restrictive placement alternatives consistent with the best interests and special needs of the child.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>

**11.3** ACCS shall provide or arrange for services needed by children and families in order to assist them in achieving their case plan goals.

Adoption Date	<u>07/18/06</u>	Resolution Number	<u>0706-03</u>
Revised Date	<u>05/20/14</u>	Resolution Number:	<u></u>