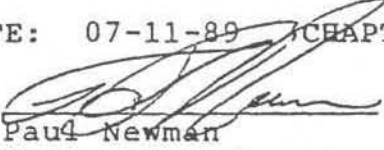



JOSEPH M. SNYDER MACOMB-OAKLAND REGIONAL CENTER  
PROCEDURE

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SUBJECT: Permanency Planning - Parent/Agency Agreement

EFFECTIVE DATE: 07-11-89 CHAPTER Two SECTION II NUMBER 3

PREPARED BY:  APPROVED BY:   
Paul Newman Gerald Provencal  
Permanency Planning Supervisor Director

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PURPOSE:

- 1.0 The purpose of this agreement is to:
  - 1.1 Set expectations for the parents continuing relationship and responsibility to their child;
  - 1.2 Delineate service goals and objectives to maintain and enhance the parent/child relationship, and
  - 1.3 Develop parent capability to resume care of their child in the shortest possible time.

POLICY:

- 2.0 It is the policy of the Joseph M. Snyder Macomb-Oakland Regional Center that a parent/agency agreement be developed for each child placed in care with the agency.

BACKGROUND INFORMATION:

- 3.0 The following is offered for clarification and understanding:
  - 3.1 As part of the preadmission process to the JMS Macomb-Oakland Regional Center, the Community Mental Health social worker and the JMS Macomb-Oakland Regional Center admission/discharge coordinator will advise parents that a parent/agency agreement will be developed with them in coordination with placement of their child with the JMS Macomb-Oakland Regional Center.
  - 3.2 The development of an initial parent/agency agreement should be the result of a joint meeting between the MORC casemanager, referring Community Mental Health social worker, the permanency planning specialist, foster parents and birth parent(s). This planning meeting is to be convened after admission is granted and final match is made.

- 3.3 When possible, it is expected that both parents, and, when appropriate, other family members will participate in the development of the parent/agency agreement and every effort should be made to arrange a meeting time which will facilitate this.
- 3.4 The parent/agency agreement will delineate service goals and objectives and specify tasks and activities for each of MORC casemanager, CMH social worker, parent, home provider and MORC support staff or outside agency staff to meet the service objectives. The MORC casemanager is responsible for scheduling the meeting and for writing the parent/agency agreement. The MORC casemanager is responsible for obtaining commitment from these individuals for the parent/agency agreement service plan. The agreement is to be signed by the affected parties as an indication of their commitment to the service plan. The original document is to be filed in child's Central Record with copies distributed to all participants.
- 3.5 An expected time frame for the child's return to the family is to be specified as well as time frames for specific objectives and related tasks which are delineated for each of the parties. The overall time frame established for the child's return home should not exceed one year. The agreement is to be reviewed minimally on a quarterly basis by the MORC casemanager, CMH social worker, parent and provider in a face to face meeting and revised jointly as necessary.
- 3.6 In the agreement, the parent will be expected to:
  - 3.6.1 Participate in quarterly reviews of the parent/agency agreement,
  - 3.6.2 Participate in annual Interdisciplinary Team meetings,
  - 3.6.3 Participate in school planning meetings (IEPC),
  - 3.6.4 Be available to sign necessary releases and consents,
  - 3.6.5 Regularly visit with their child and/or home visitation with birth parent on an overnight basis, and
  - 3.6.6 Participate in other specified activities and tasks that will enable the parent to resume care for their child.

PROCEDURE:

4.0 This policy and procedure will apply to all persons involved in permanency planning for JMS Macomb-Oakland Regional Center residents:

4.1 The Community Mental Health social worker, parent and JMS Macomb-Oakland Regional Center staff working together will select a home placement that meets the particular needs of the child and that, as much as possible, has characteristics that will enhance the family/child relationship, i.e., geographical location close to family, ethnic, race and cultural compatibility with natural family.

4.2 Before placement of a child with JMS Macomb-Oakland Regional Center, the MORC casemanager and the Community Mental Health social worker will arrange a mutually agreeable date that the parent(s), MORC casemanager, Permanency Planning Specialist, CMH social worker and provider, can meet to develop the parent/agency agreement.

4.3 This meeting is to occur as part of the placement process, i.e., after a child is found admissible, trial visits have occurred, and the match is confirmed, but before a final placement date is determined.

4.4 The MORC casemanager will be responsible for bringing the parent/agency agreement form to the meeting, and is to assure the form's completion at the meeting, secure the appropriate signatures and provide copies to the CMH social worker, parent, foster parent, and Permanency Planning Specialist. The Foster Care Supervisor will also review and sign the agreement.

4.5 MORC support staff may provide services to the natural family to meet needs identified as a result of the parent/agency agreement. The MORC casemanager will initiate the request to support services staff to provide a specified service.

4.6 The objectives of the parent/agency agreement and progress of each of the parties in carrying out specified tasks and activities will be reviewed quarterly by the MORC casemanager and CMH social worker and the foster parents and birth parents, in a face to face meeting. This review is to be documented (form attached).

4.7 The MORC casemanager shall convene an Initial Interdisciplinary Team Review 30 days subsequent to placement and advise the CMH social worker of the meeting. The CMH social worker will participate in this 30 day review for all children they have referred

for placement with MORC and participate in all subsequent Interdisciplinary Reviews as a member of the team for those clients whose families continue to be provided supportive services by CMH. (The CMH social worker's name will be added to the I-team schedule for that client.)

- 4.8 The CMH social worker may continue to provide supportive counseling to the family subsequent to the child's placement. This is to be determined on an individual basis with the parent, but, in all cases it is recommended that the CMH social worker maintain contact with the family, at a minimum, through the first quarter of the child's placement with MORC. Should the parent, MORC casemanager and CMH social worker determine at the first quarterly review of the parent/agency agreement that the family does not require continuing supportive service from CMH, an alternative plan for regular, ongoing support and communication by the MORC casemanager should be delineated. The CMH social work supervisor, the appropriate MORC foster care supervisor, and the MORC Admission/Discharge Coordinator is to be notified of this change.
- 4.9 The MORC casemanager is the primary contact for the family with regard to their child. The MORC casemanager is responsible for initiating and maintaining ongoing, regular communication with the natural family to support the family/child relationship. This is not in lieu of counseling provided by the CMH social worker, but in cooperation with the social worker.

#### REFERENCES:

- 5.0 The following references are applicable:
- 5.1 Licensing Rules for child placing agencies (P.A. 116 1973) Rules 400.6274, 400.6277, 400.6280 and 400.6281
- 5.2 Michigan Public Mental Health Manual, Chapter on Community Residential Services, Recipient Placement Section, Subject: Recipient and Family or Guardian Involvement in Community Placement Planning for Developmentally Disabled Persons Vol. III - IV, Section 004 and 002, Chapter H, 01-28-87

#### EXHIBITS:

- 6.0 The following exhibits are pertinent:
- 6.1 MORC - 102 (CSMG 1/89) Parent/Agency Agreement - Permanency Planning Goals

Joseph M. Snyder

MACOMB-OAKLAND REGIONAL CENTER

Parent/Agency Agreement

Permanency Planning Goals

Client:

B.D.:

Date of Plan:

This is an agreement between \_\_\_\_\_ (parent(s),  
Macomb-Oakland Regional Center and \_\_\_\_\_ Community  
Mental Health.

I (we), \_\_\_\_\_ (parent(s), have placed my (our)  
child, \_\_\_\_\_, in temporary foster care with  
Macomb-Oakland Regional Center in the Community Training Home of  
\_\_\_\_\_ (foster parents). I (we) agree to  
maintain my (our) involvement, relationship and responsibility  
for my (our) child while he/she is in temporary foster care. I  
(we) agree to engage in the identified tasks and activities set  
forth in this agreement in order to  
facilitate \_\_\_\_\_ (child's) return to my (our) care.

1) Factors necessitating placement:

2) Conditions necessary for child to return to natural home.

- 3) Parent Goals, tasks and activities and time frames for achievement:
- 4) C.M.H. Social Worker tasks and activities and time frames for achievement: (include nature and frequency of cbntact with parent and M.O.R.C. casemanager).
- 5) M.O.R.C. Casemanager tasks and activities and time frames for achievement: (Include nature and frequency of contact with parent and C.M.H. social worker).
- 6) Other possible services to be provided to parent by M.O.R.C. support staff or outside agency staff:

- 7) Community Training Home Provider task and activities and time frames for achievement:

- 8) Shared Care Plan: (Specify plans for cooperative sharing of care between natural home and foster home, identifying nature and frequency of parent visits).

- 9) Expected date for child's return home:

This plan will remain in effect for \_\_\_\_\_ months or until jointly amended. The plan will be reviewed minimally on a quarterly basis by the C.M.H. social worker, M.O.R.C. casemanager, parent and provider, and in a face-to-face meeting; and revised jointly as necessary.

Signed:

\_\_\_\_\_  
Parent(s) Date

\_\_\_\_\_  
C.T.H. Provider (Foster Parent) Date

\_\_\_\_\_  
C.M.H. Social Worker Date

\_\_\_\_\_  
M.O.R.C. Casemanager Date

\_\_\_\_\_  
M.O.R.C. Permanency Planning Specialist Date

\_\_\_\_\_  
Reviewed by: M.O.R.C. Casemanagement Supervisor Date

pp/goals  
csm