
OVERVIEW

Use the DHS-442, Permanent Ward Service Plan (PWSP), format in the development of services for all youth in the Young Adult Voluntary Foster Care (YAVFC) program for whom the department is responsible, regardless of the youth's prior legal status.

Case managers must address all items in this format unless otherwise noted. For youth in YAVFC without a caregiver, such as those living independently or with roommates, the case manager may indicate *N/A* in sections that pertain to caregiver feedback and involvement in the case service plan.

**IDENTIFYING
INFORMATION****Report Date**

The report date is system generated and is the date the case manager routes the service plan to the supervisor for approval.

Report Period

The report period is system generated.

For the YAVFC - Initial Permanent Ward Service Plan, the report period must be no more than 30-calendar days, and begins the date the youth signed the DHS-1297, Young Adult Voluntary Foster Care Agreement; see [FOM 722-16, Young Adult Voluntary Foster Care](#).

For the YAVFC - Permanent Ward Service Plan, the report period must be no more than 90-calendar days.

**Case Service Plan
Type**

Indicate whether the case service plan is the:

- Permanent Ward Service Plan.
- YAVFC - Initial Permanent Ward Service Plan.
- YAVFC - Permanent Ward Service Plan.

See [FOM 722-08B, Permanent Ward Service Plan \(PWSP\)](#) for instructions on completion of the PWSP for children and youth who are not participating in YAVFC.

Child(ren)/Youth

Identify each youth's name, date of birth, and tribal affiliation.

LEGAL

Identify the following:

- Child name.
- Legal status.
- Adjudication type.
 - Abuse/neglect.
 - Delinquent.
- Judge/Referee.
- Court jurisdiction.
- Court docket.
- Next court date.
- Removal date.
- Date caregiver provided notice of hearing.
- Petition date.
- Petition type.
- Hearing date.
- Hearing outcome.
- Order date.
- Order type.

**REASONABLE
EFFORTS****Agency Efforts**

The case manager must describe agency efforts to place the youth in a permanent placement in a timely manner, including efforts to engage current caregivers in discussions regarding providing permanency for the youth.

If the youth's current placement is unable to provide permanency, the case manager must describe:

- Efforts to identify a permanent caregiver, if the youth is not expected to achieve self-sufficiency due to a diagnosed condition or disability.

- Efforts to identify a supportive adult for youth with a permanency planning goal of another planned permanent living arrangement (APPLA).
- Efforts to establish or maintain a relationship with the identified permanent caregiver or supportive adult through visitation, phone calls, letter writing, or other methods until permanency can be achieved.

For youth who are or who may be Indian children, active efforts are required; see [NAA 205, Indian Child Welfare Case Management](#).

Services Not Provided

If services were not provided, the case manager must explain the reasons why services were not provided.

SOCIAL WORK CONTACTS

The case manager must indicate the following for each social work contact:

- Contact date.
- Contact time.
- Contact type.
- Contact location.
- Scheduled.
- Contact occurred.
- Person(s) contacted.
- Contact details.

The case manager must provide a **brief** narrative summary of the information covered during the contact.

Face-to-Face Contacts

The case manager must document the following face-to-face contacts in social work contacts and link the contact to the case service plan regardless of whether the assigned case manager participated in the contact:

- Parent/case manager contacts.
- Youth/case manager contacts.

- Caregiver/case manager contacts.
- Home visits.
- Sibling visits.
- Visits with other family members.
- Family team meetings (FTM).

For more information on social work contacts; see [FOM 722-06H, Caseworker Contacts](#).

Linked Contacts

The case manager must link the following types of contacts to the appropriate visitation plan in the electronic case record, regardless of the contact method; see [FOM 722-08F, Visitation Plans](#):

- Parent/youth contacts.
- Sibling contacts.
- Relative/youth contacts.

YOUTH INFORMATION

Physical Description

For each youth included in the case service plan, the case manager must document:

- Youth's name.
- Physical description.
 - Gender.
 - Height.
 - Weight.
 - Race.
 - Hair color.
 - Eye color.

Distinctive Characteristics

The case manager must describe the youth's distinctive characteristics, which may include but are not limited to:

- Hair length, texture, and style.
- Glasses.
- Birthmarks.

- Complexion.
- Scars.
- Piercings.
- Tattoos.

Note: All individuals have distinctive characteristics. A statement indicating that a youth has no distinctive characteristics does not meet the requirements for this section.

Religion

The case manager must document and describe the youth's religious identity, including:

- Whether the youth has identified specific religious preferences or practices.
- The youth's history of participation in religious practices and desired attendance requirements.
- Description of any special dietary requirements, grooming, dress, or makeup requirements for the youth in placement.

Youth Engagement and Perception of Circumstances

The case manager must request information from the following individuals prior to completing the Child Assessment of Needs and Strengths (CANS) and social history; see [FOM 722-09, Child Assessment of Needs and Strengths](#):

- Current caregiver.
- Youth.
- Service providers.
 - Education providers.
 - Medical providers.
 - Mental health providers.
 - Any other professionals familiar with the youth.
- Identified relatives engaged in the case planning process.

The case manager must document the youth's perceptions of the current circumstances, including:

- Reaction and feelings regarding the abuse or neglect that led to placement.

- Reaction and feelings regarding past trauma or trauma reminders.
- Risk and development of a plan to ensure physical safety.
- Likelihood of being able to problem solve and overcome adversity.
- Feelings and observations about current placement.
- Services, supports, resources, or interventions the youth feel would be beneficial.
- Views of needs and strengths.
- Medical and dental needs.
- Mental health needs.
- Educational needs.
- Participation in extracurricular and cultural activities, hobbies, likes, and dislikes.
- Relationships with siblings and relatives, if applicable.
- How the youth's permanency plan was shared with the youth and the youth's feelings about the plan.

PERMANENCY PLANNING

Permanency Goals

The case manager must document the youth's permanency goal and goal established date.

Efforts and Barriers to Permanency

The case manager must describe efforts towards and barriers to the achievement of the identified permanency goal. The case manager must:

- Indicate if the current caregiver is willing to provide permanency for the youth as a permanent caregiver or supportive adult.
- If the current caregiver is not willing to provide permanency, describe activities to identify a permanent caregiver or supportive adult.
- Describe activities to support the ongoing relationship with the identified permanent caregiver or supportive adult.

Reunification, Adoption, and Guardianship

The case manager must:

- Describe efforts made to achieve permanency through reunification, adoption, and guardianship.
- Document the compelling reasons why each of the respective permanency plans is not in the youth's best interest.
- Describe the reasons why the identified permanency planning goal is in the youth's best interest.

FOSTER CARE REVIEW BOARD

If the Foster Care Review Board (FCRB) completed a case review the case manager must include the following in the case service plan:

- Date of the review.
- Whether the FCRB recommendations were included in the treatment plan.
- If recommendations are not included in the treatment plan, specify which recommendations were not included and why.

PLACEMENT

The case manager must document the following for all placements since entering care for each youth included in the case service plan:

Placement Details

- Provider name.
- Living arrangement.
- Begin date of each placement.
- End date of each placement.

If the youth changed placements during the report period, the case manager must summarize:

- The reason for the placement change.
- Efforts made to prevent the placement change.
- Supports provided to the current caregiver to support placement stability.
- Whether the placement change was planned to meet the youth's permanency goal.
- For Indian children, include the foster care placement preference from [NAA 215, Placement Priorities for Indian Children](#).

Anticipated Next Placement

The case manager must specify the anticipated next placement type and anticipated date of achievement.

Best Interest of Youth's Placement

The case manager must describe:

- The caregiver's willingness and capacity to meet the specified needs of the youth.
- Efforts made to inform and educate the caregiver about the youth's specific needs and trauma history.
- Why the current placement is in the youth's best interest.
- Whether the current placement is willing to provide permanency for the youth as a permanent caregiver or supportive adult.

- The needs identified by the caregiver and plan for addressing the identified needs.

Child's Adjustment to Placement

The case manager must describe the youth's adjustment to the current placement, including:

- Current eating and sleeping patterns.
- Response to current caregiver's daily routines.
- Bonding with household members.

Safety Concerns

The case manager must describe any safety concerns and how they are being addressed.

- If the youth is parenting an infant 0-12-months of age, describe actions taken to educate the parenting youth on [safe sleep practices](#).
- Document any changes in the placement household.
 - If the youth is residing in a foster home, include results of central registry and criminal history checks if new adults are living in the home.
 - Include assessment of investigations if applicable.
- Document any children's protective services (CPS) referrals regarding the caregiver, omitting any information about the CPS referral source.
- Document any foster home licensing complaints. Include corrective action plans implemented due to the complaint.
- Document behaviorally based safety plans developed with the youth, and caregiver if applicable, that address:
 - Identified immediate risk issues.
 - Each member's role in the plan.
 - Any specific safety concerns identified by the youth and/or caregiver.

- How the safety plan in place will address the youth's and/or caregiver's safety concerns.

Residential Care

For youth in residential placement, the case manager must:

- Describe the reasons for residential placement.
- Identify the plan for services that will allow the youth to be placed in a less restrictive setting.
- Document the Wraparound or Assisted Care efforts that were made to prevent the placement. If there were no services provided, explain why.

Caregiver Needs

For youth placed with a caregiver, the case manager must describe:

- The caregiver's and family's adjustment to the youth's placement.
- Efforts made to engage the caregiver in case planning, including engagement in concurrent planning, safety planning, visitation planning, and reunification efforts, if applicable.

Caregiver Input

For youth placed with a caregiver, the case manager must summarize caregiver feedback in the case service plan. If a written statement from the caregiver is available, the written statement must be uploaded to the electronic case record and copies must be attached to the case service plan prior to distribution.

The case manager must document:

- The date the youth's Medicaid card, Medicaid number, and DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card, were given to the caregiver.
- How the permanency plan for the youth was shared with the caregiver and the caregiver's comments regarding the permanency plan.

- How the caregiver is encouraging normalcy through the prudent parent standard; see [FOM 722-11, Prudent Parent Standard and Delegation of Parental Consent](#).

PLACEMENT RESOURCES

Siblings Placed Apart

Whenever siblings in out-of-home care are placed apart, the case manager must document the following in each case service plan until all siblings in out-of-home care are in the same placement:

- Reason for sibling split, as outlined in [FOM 722-03, Placement Selection and Standards](#).
- Explanation for sibling split.
- Date the second line supervisor approved the sibling split.
- Ongoing efforts made during the report period to place separated siblings within the same home.

Relative Search and Engagement

Case managers must document ongoing efforts towards identification, notification, and engagement of relatives in each case service plan; see [FOM 722-03B, Relative Engagement and Placement](#).

Describe Efforts Made to Place the Child(ren) with the Family

In each case service plan, the case manager must describe initial and ongoing efforts to locate maternal and paternal relatives, including:

- Dates and types of searches conducted to identify relatives.
- Names of identified relatives.
- Attempts to contact each identified relative, including:
 - Date and method of attempted contact.
 - Any response received from the relative.

- Any additional relatives identified by the relative.
- The relative's expressed interest in providing support or having contact with the youth.
- The relative's desire to be considered as a temporary or permanent placement.

Decision and Rationale for Relative Care Placement

If any youth included in the case service plan is placed with a relative pursuing licensure, the case manager must document progress made towards achieving licensure.

Describe Efforts to Engage Identified Relatives

The case manager must document ongoing engagement efforts and follow up activities with identified relatives, including but not limited to:

- Inviting relatives to participate in FTMs.
- Efforts to maintain contact between the youth and identified relatives.

Identified Relatives

In each case service plan, the case manager must document all identified relatives, youth concerning, type of effort made, and response date in the appropriate columns.

MEDICAL

The case manager must document all medical, dental, developmental, and mental health conditions, appointments, services, and treatment for each youth included in the case service plan; see [FOM 801-01, Health Requirements](#).

Health Services Summary

The case manager must document the following for all medical, dental, developmental, and mental health appointments:

- Category.
- Type.
- Date of service.
- Provider name, address, phone number, and fax number.
- Outcome and findings.
- Describe any follow up appointments if needed.

Immunization Information

- Unkept appointment, if applicable.
 - Reason for the missed appointment.
 - Unkept appointment comments.

The case manager must document the youth's immunization status, including:

- Status of immunizations.
- Reason.
- Explanation.

Active Medication

The case manager must document the youth's active medications, including:

- Medication type.
- Medication family.
- Name of medication.
- Provider name, address, phone number, and fax number.
- Dosage.
- Start date.

For psychotropic medications, the case manager must also document:

- Date of consent.
 - Requested of.
 - Explain consent or refusal.

EDUCATION

The case manager must document the educational information outlined in the education section of this item; see [FOM 723, Educational Services](#).

Education Details

For all youth participating in an education program, the case manager must document the youth's:

- Current school.
- Current school address.
- Current grade level.

Educational Continuity

For all youth participating in an education program, the case manager must describe reasonable efforts to ensure continuity of the youth's educational experience and address considered factors.

At the initial placement or any placement change, the narrative must include the following:

- How the appropriateness of the current educational setting and the proximity to the school of origin was taken into consideration in selecting the youth's placement.
- The reason for maintaining the youth in the same school or changing schools, including:
 - The factors used to determine the preferred school, such as transportation, distance from the youth's placement, involvement in extracurricular activities, or other factors.
 - Input from the parent or legal guardian, education liaison, and the youth that was used to determine the preferred school.
- Discussion of the transportation plan.
- If the youth changed schools, note the number of schools the youth has attended.
- Verification that the youth was enrolled in and attending school full time within five business days of initial placement or any placement change, including while placed in child caring institutions (CCI) or emergency placements.
- Verification that prior educational assessments were requested within 30-calendar days of foster care placement and considered when determining the current educational needs of the youth.
- Verification from the new school that the youth's previous school record was received.
- Supports in place to ensure the stability of the educational plan.

Academic Performance

For all youth participating in an education program, the case manager must describe the youth's academic performance. The case manager must include the following information:

- Specify if the youth attends school regularly and if there are frequent absences or tardiness. Include whether the youth is attending school full or part time.

Note: If youth is incapable of attending school on a full-time basis due to a medical condition, the case manager must address the incapacity and document the medical condition in the medical section of the case service plan.

- Specify the youth's current academic performance and behaviors in school, including whether the youth is passing or failing their grade.
- Include a description of provided services from school, parent, caregiver, or others to meet the youth's educational needs.
- Supplemental activities provided by caregivers to assist with educational participation, details for school collaboration, and the actual tasks involved in educational interventions are required for the youth.
- Describe the youth's social and emotional adjustment in school.

Special Education Information

For all youth participating in an education program, the case manager must document whether the youth is eligible for special education services. If the youth is eligible, the case manager must document:

- The youth's education certification.
- If an individual education plan (IEP) has been completed.
- If an IEP is in place, the date of the most recent IEP.

VISITATION PLAN

For visitation plan requirements; see [FOM 722-08F, Visitation Plans](#).

FAMILY TEAM MEETING SUMMARY

For any FTMs held during the report period, the case manager must document the following in the case service plan:

- Date of FTM.
- Type of FTM.
- Children concerning.
- Status.
- Cancelled reason, if applicable.
- Safety planning.
- Summary and action steps.

Safety Planning

If any safety concerns were discussed during the FTM, the case manager must:

- Summarize the safety concerns identified by the youth or team.
- Document the behaviorally based safety plans developed with the team that address immediate risk and safety issues and each member's role in that plan, including:
 - What will be done to prevent the harmful behavior from occurring or reduce the immediate risk.
 - What will happen if the behavior or actions occur despite having taken proactive steps to prevent the harmful behavior.

Summary and Action Steps

For each FTM during the report period, the case manager must summarize the discussion and outcome of the meeting, including:

- Action steps.
- Persons responsible for each action step.
- Deadline for each action step.
- For semi-annual transition meetings for YAVFC youth, whether the FTM was facilitated by a neutral party; see [FOM 722-06B, Family Team Meeting](#).

**INDIAN CHILD
WELFARE ACT
(ICWA)****Tribal Information
and ICWA Details**

If the youth has been identified as an Indian child, the case manager must include the following information in the case service plan, as applicable:

- Date notified of possible tribal affiliation.
- Tribe type, name, address, and phone number.
- Date the DHS-120, American Indian/Alaska Native (AI/AN) Court Hearing Notification, was sent.
- Tribal verification date.
- Tribal verification type.
- Person who provided tribal verification.
- Tribal membership status.
- Tribal status start date.
- Tribal status end date.
- Tribal membership enrollment number.
- Date of tribal acceptance of child.
- Date of physical transfer of child to the tribe.
- State court denied transfer to tribal jurisdiction.
 - If yes, include good cause reason for denial.
- Additional comments, if applicable.
- Indian child's biological mother reported themselves as adopted and identified their biological mother.
 - If yes, biological maternal grandmother's name.

Active Efforts

For any child identified as an Indian child, the case manager must document the following in all case service plans:

- Indicate active efforts to gather tribal membership/citizenship, enrollment, or eligibility information.
- Were active efforts taken to reunify the American Indian/Alaska Native child with the American Indian/Alaska Native family?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
 - If no, explain.
- Were active efforts taken to prevent the termination of parental rights to the American Indian/Alaska Native child?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
 - If no, explain.
- Were active efforts made to match the American Indian/Alaska Native child with an American Indian/Alaska Native adoptive parent?
 - If yes, select the appropriate active efforts as required per MCL 712B.3.
 - If no, explain.

**Placement
Preference**

For any youth identified as an Indian child, the case manager must document the following in all case service plans:

- ICWA placement priority.
- Tribal approval of the placement.
- Tribal approval date, if applicable.
- Indicate cultural appropriateness of the placement. If tribal approval was not received for the placement, provide explanation.

- For Indian children, indicate if the youth's placement follows the ICWA placement preferences. If not, specify the reasons.
- For Indian children, indicate if MDHHS made recommendations to the court regarding good cause to the contrary for not following ICWA placement priorities or tribal requests. If good cause to the contrary recommendations were made, cite reasons.
- What placement preference did the American Indian youth, 12 years or older, indicate as their choice for the permanency plan. Include engagement process and intervals of discussions to obtain youth preference.

Tribal Involvement

For any youth identified as an Indian child, the case manager must document the following in all case service plans:

- Initial tribal interest/involvement date.
- Interest/involvement details.
- Indicate if qualified expert witness (QEW) testimony was provided and provide name of witness.
- What decisions or recommendations were made on the case by the youth's tribe? Include engagement process and intervals of discussions to obtain tribe's preferences.

RECOMMENDATION TO COURT

For each youth under court jurisdiction, the case manager must include the following in the recommendation to the court:

- The youth's recommended permanency goal.
- Whether it is in the youth's best interest to continue in voluntary foster care.

After the court has made a best interest finding on the CCFD 21, Order Regarding Voluntary Foster Care Agreement, and dismissed jurisdiction over the youth, this section is not applicable and the case manager may enter *N/A* in future service plans; see [FOM 722-16, Young Adult Voluntary Foster Care](#).

**TREATMENT PLAN
AND SERVICE
AGREEMENT**

The DHS-442a, Permanent Ward Treatment Plan, must be updated each time a service plan is completed; see [FOM 722-08D, Treatment Plans](#).

RESOURCES

- [DHS-1297, Young Adult Voluntary Foster Care Agreement](#)

LEGAL**Federal**

Public Law 110-351, Fostering Connections to Success and Increasing Adoptions Act of 2008

Social Security Act, 42 USC 671(a)(19)

Social Security Act, 42 USC 675(1)

Social Security Act, 42 USC 675(5)

45 CFR § 1356.21(g)

State

Young Adult Voluntary Foster Care Act, MCL 400.649(e)

Young Adult Voluntary Foster Care Act, MCL 400.655

Licensing Rule

Mich Admin Code R400.12404

Mich Admin Code R400.12418

Mich Admin Code R400.12419

Mich Admin Code R400.12420

POLICY CONTACT

Questions about this item may be directed to the [Child Welfare Policy Mailbox \(child-welfare-policy@michigan.gov\)](#).