

## **TRAINER TIP SHEETS**

### **CQA-CASE PLAN CORRESPONDENCE**

- Discuss way in which CQA corresponds to Case Plan using the following SLIDES.
- Distribute CQA-Case Plan Correspondence HANDOUT.
- As you discuss the CQA-Case Plan correspondence, have large group identify components of CQA that feed into Case Plan for the Smith Family (using previously completed CQA).

## **TYPES OF CASE PLANS**

- Review differences between types of plans in the P&P process using the following SLIDE.
- Have group practice placing plans in order to review appropriate timing of plans. Use large laminated copies of safety plan, case plan, prevention plan and aftercare plan. Ask for volunteers to hold each of these plans. Have them stand with plans in the wrong order, and then have the large group rearrange them in the correct order.

**LECTURE/ACTIVITY**

**FAMILY LEVEL OBJECTIVES-INDIVIDUAL LEVEL OBJECTIVES**

- Explain difference between Family Level Objectives (FLOs) and Individual Level Objectives (ILOs) using the following SLIDES. As you present these slides, have participants give examples from their current caseloads of FLOs and ILOs. Also have the group identify the FLOs and ILOs for the Smith Family.
- Have individuals complete Challenges in Living Exercise, in which they differentiate between FLOs and ILOs. Distribute Challenges in Living HANDOUT. Have each trainee complete the worksheet, identifying whether the challenge represents a FAMILY or INDIVIDUAL Level Objective. Quickly review answers to worksheet aloud and discuss any questions.

## **LECTURE/ACTIVITY**

### **CYCLE OF RISK**

- Describe the Cycle of Risk using the following SLIDE.
- Ask for a volunteer from the group to briefly describe a case example and help him/her identify the various components of the Cycle of Risk for that case.
- Break into work teams. Have teams apply Cycle of Risk to existing cases. The supervisor should elicit at least two case examples from their team and help the team identify the components of the Cycle of Risk for these cases.

## **KINSHIP CARE**

- Review special requirement of Case Plans with kinship care using the following SLIDE.
  - There must be a FLO on the Family of Origin
  - There must be a second FLO on the Kinship Family
    - The tasks of this second FLO are what would usually go on the Child/Youth Action Plan for out of home cases

## **LECTURE/ACTIVITY**

### **PREVENTION PLANS**

- Review tips for writing a Prevention Plan and five prevention skills using the following SLIDES.
- Have teams practice writing a Prevention Plan. Supervisors should facilitate this process. The teams can write a Prevention Plan for either 1) the Smith Family or 2) an existing case of one of the team members.
- Distribute the following additional HANDOUTS and explain that these are tools to help supervisors and workers in the case planning process: ASFA Tip Sheet on Case Planning and Supervisor Evaluation Tool: Case Planning and Implementation.