

## **HANDOUT**

### **ONGOING ASSESSMENT QUESTIONS**

- ❑ How has the family progressed in achieving the outcomes developed in the case plan?
- ❑ Which activities has the family worked on?
- ❑ Has the worker carried out or attended to all the service provider activities identified in the case plan?
- ❑ Are all collaterals carrying out their activities as identified in the case plan?
- ❑ What is the safety status of children?
- ❑ Is the family's participation in the safety plan adequate?
- ❑ Does the behavior of any of the children represent a risk to self or others in the community?
- ❑ What new behaviors are present that help ensure the safety and basic needs of the children are satisfied?
- ❑ Have the family's strengths and resources been used to support activity towards achieving the child welfare outcomes? How?
- ❑ What new strengths/resources have been identified to address problem behavior or the issues contributing to it?
- ❑ How have the behaviors that originally drew the attention of child welfare changed?
- ❑ How have the contributing issues for those behaviors changed?
- ❑ Have any contributing issues been identified that help explain the behaviors justifying child welfare interventions?
- ❑ If children are in foster care is visitation occurring as outlined in the plan? If no, why not?

## ASFA CHECKLIST: MONITORING AND EVALUATION

### 1. *Develop and design with families a monitoring and evaluation safety*

- Involve families to decide on appropriate progress indicators, determine how they will be measured, and how to conduct self-monitoring and self-evaluation. Include in the plan clear timeliness task accomplishments, interim markers, and success criteria.
- With the family, use benchmarks for monitoring and evaluation of: 1) child safety, permanency, and well-being; and 2) family satisfaction with planning, implementation, and outcomes.
- Explain the legal basis and importance of timelines to the family, highlighting the sense of urgency, and explain the consequences of failure to comply.

### 2. *Use appropriate documentation*

- Document the monitoring processes and findings in case records. Documentation should include information provided by the family and the frontline worker of the family's progress.
- Design and use a template for recording monitoring activities. Include administrative and good practice markers.
- Ensure compliance with federal and other mandates (e.g., criminal record checks, drug/alcohol intervention, child health insurance).

### 3. *Review progress toward outcomes and fidelity to plan*

- Review progress made by families with all appropriate service providers and the court, when involved.
- Elicit the family's view of their progress. Gather information about the actual and planned activities and about the family's perception of the quality of services received.
- Note the worker's view of the family's progress.
- Determine the extent to which activities set forth in the plan are being faithfully carried out (process compliance) and if the services offered are appropriate, culturally relevant, and accessible to the family. This will document reasonable efforts in service provision.
- Communicate relevant monitoring information to the court and other appropriate service providers.

### 4. *Gather feedback from the system*

- Provide feedback to the agency/system when the review of reasonable efforts reveals that services offered are not acceptable, culturally relevant, and/or accessible.
- Inform agency managers of systemic barriers identified and make plans to remove the barriers.

## ASFA CHECKLIST: MONITORING AND EVALUATION (2)

### ***5. Revise the case plan with the family***

- Determine which services and new referrals are needed. Adapt services and resources when monitoring indicates a need for change.
- Review and revise the case plan to address barriers to implementation when monitoring reveals failure, partial breaches in the plan, or threats to child safety.

### ***6. Update the permanency goal***

- Develop a new permanency plan, with the family, when monitoring suggests that the anticipated permanency goal will not be achieved within the required time frame.
- Document reasonable efforts toward achieving a previous goal when monitoring indicates that a different permanency goal is necessary.

### ***7. Monitor and evaluate practice***

- Monitor practice for continual enhancement of professional competence.
- Use feedback from the case process to influence continued learning and skill development.

U. S. Department of Health and Human Services, Administration for Children and Families, Children's Bureau, A Resource Guide, Rethinking Child Welfare Practice under the Adoption and Safe Families Act of 1997, November 2000.