

# Individual and Family Planning

Engage, Team, Assess, Plan, Intervene  
Monitor & Adapt, Transition



*“My worker partnered with me in everything - he was really great about asking my opinion and involving me in decisions about my life; instead of just, you know, telling me after a decision was already made. That helped. My [worker] was always good about that.”*

Foster Care Alumni

Partnering with individuals and families to develop plans for their care is critical to achieving their participation and increases their likelihood for success. When individuals and families actively lead the development of their plan, they are more likely to feel a sense of understanding and ownership, have greater motivation in accomplishing their goals and experience increased satisfaction with themselves and their worker. Effective plans identify clear strategies and are developed in collaboration with the individual and family. Similarly, strategies should be chosen with direct input from the individual and family and should promote and support the youth, family or vulnerable adult in achieving goals in their life, resolving concerns that brought them to the agency and enhancing their strengths and resiliency.

Our **GOALS** during the development of the individual and family plan are to:

- Engage the individual and family in developing a plan that includes shared outcomes with a set of solutions, targeted strategies and actions steps.
- Be inclusive of the individual and family’s natural and potential supports, such as neighborhood supports friends, fictive kin, and/or identified members of faith-based community.
- Ensure the plan incorporates information gathered during the collaborative assessment interviews and process (e.g., SAFE-C, MFIRA or MFRRRA, CANS, Adult Services Risk Assessment, etc.) as well as outside professional assessments.
- Build on strengths and include the individual and family’s shared solutions.
- Ensure recommendations and action plan items are clearly written in the voice of the youth, vulnerable adult and family and documented in the family’s record in a manner that is specific, measurable, and time-limited. Ensure each individual has a clear understanding of how their progress and success will be measured.
- Ensure all parties involved in the plan, including the providers, have a clear understanding of the reasons for the recommendations, expectations for completion and a plan for sharing feedback with their worker and the court.

## Our Principles in Action: We Demonstrate

- **Family-Centered** when we encourage individuals and family to share their story, listen to their ideas about why things are the way they are, use the family’s history, information and relationships to partner with them to generate solutions and bring about positive change.
- **Trauma-Responsive** when we listen for and respond to individuals in a way that shows them we understand their trauma experiences and help them identify solutions to promote healing.

- We are **Outcomes-Driven** when we collaborate with the individual and family to develop a plan that is easily measured and used to monitor progress; when we recognize when we may have to change our approach to better meet the individual and/or family's needs.
- We are **Individualized & Strength-Based** when we build on the individual and family's preferences and strengths in developing their plan and celebrate their successes.
- We are **Culturally & Linguistically Responsive** when we write plans that are in the individual and family's language and based upon the individual and family's culture (e.g., their ideals, beliefs, and the meanings they assign to events), and when we develop strategies that honor their identity and connections.
- We are **Community-Focused** when our plans include the family and individual's natural and community supports, and when we actively work to preserve and build their relationships and community connections for emotional, social and concrete support (e.g., housing, food, etc.).
- We are a **Safe, Engaged and Well-Prepared Professional Workforce** when we demonstrate our values of collaboration, advocacy, respect and empowerment when collaborating with individuals and families to develop their plans, and routinely seek consultation from our colleagues, supervisors and other consultants for support, knowledge and assistance.

## Reflective Prompts: Have I routinely ...

- Prepared the individual and family by explaining the planning process, answering their questions and making sure they have a full understanding of the reasons for their current involvement?
- Maximized individual and family participation by partnering with them to schedule the time and place to meet and assisted them with practical issues (such as who to include for support, transportation, etc.)?
- Helped them generate solutions to conflicts or challenges that may prevent full participation from those who should be included?
- Created a safe and welcoming environment?
- Shared the reason for the referral, assessments, and individual and family background information with the individual, family and identified service and treatment providers to make sure they are fully acquainted with each other?
- Reviewed and helped individuals and family members understand contributing factors related to their trauma history and identified strengths and needs?
- Encouraged individuals to identify the challenges they believe need to be addressed related to what brought to the agency?
- Collaborated with the individual to share their successes overcoming similar challenges in the past and to draw upon their knowledge and skills to help them accomplish their current goals?
- Written a plan that:
  - Creates a shared (consensus) understanding of the individual and family's desired goals, choice of strategies and outcomes?
  - Prioritizes needs based on the individual and family's reason for referral, history, contributing factors, and balanced their needs with the child's or vulnerable adult's needs?
  - Uses assessment information to match the appropriate strategies to individual and family's needs?
  - Actively considers and respects the individual's culture and identity?

- Is easily understood by the individual and family (e.g., uses their own language, and has clear, concrete action steps, goals and timelines written in plain language)?
- Provides for the individual's and family's major concerns?
- Reviewed and confirmed the individual and family's understanding of the plan and action steps prior to completion of the plan?
- Scheduled a next date/time with the individual and family to come back together to review the individual and family's progress and make adjustments as needed?
- Distributed the completed plans to the individual/family and relevant providers and supports?

