

GENERAL RULES AND REQUIREMENTS

1. **VISITS WITH CHILD(REN)**: The caseworker shall provide each parent with a written visitation schedule. Each parent shall attend every scheduled visit with his/her child(ren) and shall not be more than 15 minutes late for any scheduled visit.
2. **VISITATION RULES**: Each parent will review and sign the rules of visitation agreement provided by the Department. Each parent shall abide by the rules of visitation during each visit with his/her child(ren).
3. **ADDRESS/PHONE NUMBER**: Each parent shall ensure that, at all times, his/her caseworker has a current address and phone number by which he/she may be located and/or contacted.
4. **NO NEW CRIMINAL OFFENSES**: Each parent shall not commit any new criminal offenses which constitute a Class B Misdemeanor or greater.
5. **PROBATION/PAROLE REQUIREMENTS (if applicable)**: If there is any active probation/parole during the suit, a parent shall: 1) follow all of the rules/regulations associated with his/her parole/probation 2) immediately provide his/her caseworker with the probation/parole officer's contact information and 3) sign any and all necessary releases so that the Department and the probation/parole officer may share information.
6. **RANDOM DRUG TESTING**: Each parent shall submit to drug testing (urinalysis, hair follicle, oral swab, etc.) as requested by the Department within twenty-four (24) hours of said request being communicated to him/her. Unless otherwise directed, the parent shall immediately present, with proper picture identification, for drug testing at the Texas Med Clinic or another Department approved testing facility.
7. **DEMONSTRATE SOBRIETY**: Each parent shall demonstrate, through drug testing and otherwise, during his/her case that he/she remains free from any and all illegal substances, prescription medications for which he/she does not currently have a valid prescription and/or *any other* mood altering substances such as alcohol, K2, etc.

Please follow the recommendations of a medical professional regarding any detox needs.

8. **NO ASSOCIATION WITH KNOWN CRIMINALS**: Each parent shall not associate with known criminals and shall not go to locations wherein criminal activity or drug use is (or may be) occurring. *“Known criminal” is defined as a person the parent (or a reasonable person) has reason to believe that said person has engaged in (or is currently*

engaging in) activities which would constitute the commission of a felony, assault and/or drug related criminal offense.

9. **CHILD SUPPORT**: Each parent shall pay child support as ordered by the Court for the subject child(ren) during his/her case.

10. **RESIDING WITH OTHER PERSONS DURING CASE**: Each parent shall not reside with any other person at a personal residence during his/her case until background checks have been run and such is approved by the Court in advance. Additionally, each parent shall not reside with any person who is not fully complying with any and all services being offered by the Department to said person.

11. **HOME VISITS**: Each parent shall allow his/her caseworker to enter his/her place of residence to complete announced and/or unannounced home visits during his/her case.

12. **NO SUPERVISION OF CHILDREN DURING PHASE 1**: No parent shall be permitted to supervise any child under the age of 18.

13. **ATTEND COURT HEARINGS/MEETINGS**: Each parent shall attend all Court hearings and meetings held by the Department for which said parent has received at least three (3) days' notice.

14. **COURT ORDERS**: Each parent shall abide by all court orders during the case.

15. **HONESTY**: Each parent shall be honest, at all times, with the Court, the caseworker and all service providers.

INSTRUCTIONS FOR PHASE PLAN USE

For every case that is filed by CPS, they will continue to use their internal service plan and record all the same details for services on the form required. This system requires Court orders and enforcement, and both CPS and parent participation. The ultimate accountability is on the parents, but the Court can make specific service orders as needed. Often, it's described as the Court is the Captain of the ship making orders necessary for forward travel, the parents are the rudder, they steer, and CPS/ attorneys/CASA insure that everyone on board has what they need to stay afloat.

This requires that for every case filed with the Court, CPS will meet with the parents and parties to the suit at the FGC/FTM, hopefully before the show cause (if in the order for protection) or as soon as possible after requesting removal, and provide those parents with copies of the Phase Plan for Services forms that will be filed with the Court. There are three phases of plans, each parent or party will be required by the Court to complete all three phases prior to dismissal of the case. The progress of the plans will be addressed at every hearing, and a copy of the signed plan will be provided prior to the hearing. Plans may be modified or changed by agreement of the parties and Court approval depending on the needs of the client.

The purpose of a "Phase Plan System" is to allow for incremental success by parents, simplified instructions for success, and easier monitoring by the Court. The phases are designed to address the needs of the client, parent and child with the understanding that all parties have experienced a level of trauma that affects their ability to multi task and achieve success. The trauma focused approach allows the Court to address specific needs of the clients while allowing for traumatized responses to intervention. Additionally, Courts will have a better understanding of progress by Phase completion, and can ask for additional plans to be developed when a lack of progress is shown. For example, if the client is still in Phase 1 of the services at the 9 month mark, the court may look for a "Plan B" option since it is likely the services will not be completed prior to the deadline of the case and in conjunction with the need for permanency for children within a certain timeframe. The phases are set up to be completed within the 12 month period, however, may require longer due to parents needs (parents who were foster kids, victims of abuse and neglect, and have years of trauma may take longer) and meeting the guidelines for extension.

All phases require the client to follow the general rules, attached to, and made a part of the order.

The phases of the plan are as follows:

Phase 1: Drug Issue Client "Treatment"

- Drug Assessment (with provision of information to and from CPS for the completion)
- Following recommendations of drug assessment
- Drug Testing

- Drug Treatment: inpatient or outpatient, AA/NA, celebrate recovery, sober living home, or other treatment;
- Turn over any important information to the Department for child/ren (ss card, birth certificate, Indian heritage, disability info, child support info, other cases)
- Inform the Department of any potential placement options, relatives, kinship or otherwise
- Maintain contact with the worker and inform of issues or concerns with progress
- Maintain the visitation plan, all supervised during Phase 1
- Receive permission from court to move to Phase 2 (by demonstration of successful completion of these services)

Phase 2: Trauma Care (Often the longest phase)

Now that the client is “clear headed” and clean, the psychosocials/psychologicals start, and treatment

- psychological, and follow recommendations which can include:
 - Individual Counseling
 - Trauma focused care – EMDR, Brain Gym, trauma support group
 - Parent group meetings (church, other CPS parent groups)
 - Participate in parenting until successfully discharged.
 - Continue to attend AA/NA meetings (for tough cases 90/90). Obtain a sponsor and maintain regular contact with that sponsor while you work the steps. Provide caseworker with sign in sheets.
 - Continuing obligation for worker to provide the service as long as utilized
 - Continuing obligation for parent to stay in contact and update caseworker on location and progress.
 - Parent starts these services, continues to Phase 3, but faster parents will get this done sooner:
 - o Obtain and/or maintain stable housing that is free of safety hazards.
 - o Obtain and/or maintain stable, legal employment to demonstrate your ability to consistently meet the financial needs of the child(ren);
 - o Provide the caseworker with a written budget
 - o Provide the worker with a written transportation
 - Visitation starts with unsupervised and/or therapeutic visits
 - Request permission from the Court to graduate from Phase 2 and move to Phase 3.

Phase 3: Transition to Normal Life

(Monitored return with child(ren) while working to achieve stability for the child(ren).)

- Participate in N.A./A.A. (or other 12 step type program approved by the Court) meetings per week. Present your sign in sheets to your caseworker each month.

- Continue counseling, to include individual and family as therapeutically recommended
- In home counseling at this time is trauma focused to integrate the “new, clean parent,” and the doubtful, untrusting child.
- Maintain stable, legal employment to demonstrate ability to consistently meet the financial needs of the child(ren); Provide the caseworker with a copy of any and all paystubs (or written verification of payment) on a monthly basis.
- Maintain stable housing that is free of safety hazards.
- Participate in trauma group until successfully discharged.
- Ensure that the child(ren) are not left in the care of anyone until that person has been cleared and approved by your caseworker. If a babysitter is needed, inform your caseworker several days in advance so background checks can be run prior to said person providing care for the child(ren). This requirement includes any plan to leave the child(ren) in the care of a family member or friend.
- Ensure that the child(ren) receive necessary follow-up medical and/or dental attention. Know what doctors, dentists, etc... kids would use.
- Know the school, and ensure that your child(ren) attend(s) school in your local district every day unless there is an excuse (as set forth by said school district) for your child(ren)’s nonattendance on a particular day.

The phases can be modified or amended as needed by the Court and by agreement of the parties. For example, if a parent is on disability and that covers the expenses in place of a job; or if a parent has an infant and school is not an issue. Those things can be amended or specialized in an order. However, sticking to the same phases in most cases will create consistency in caseworker output, and expectations across the parties.

Progress on the services is reviewed at each hearing, and any disputes over the lack of progress are discussed by parties prior to court. If a disagreement over completion occurs, then it is brought to the Court’s attention. Otherwise, the Court would receive a progress report that says parents are in compliance.

The Phase plans require the Court to monitor and understand the Phase each parent is in and hold accountable both the Department for providing the services timely, and the parent for proactively seeking the services and completing them. This system also works best when the Parents attorney’s communicate with DFPS attorney’s when there is a problem with the plans and a modification is needed, preferably before the day of Court. The entire goal of everyone involved is the parents successful completion.

Settlement Conferences/Mediation – if a Court sees that 6 months in there is little progress on these Phases, i.e. still in phase 1, the Court can order a settlement conference or mediation for the purpose of a Plan B. By this point, the requirements on parents have been very clear, the needs of the child are growing, and the Department can make a decision as to placement.

Mediations often turn up placements previously not known, especially when a parent acknowledges they never got out of Phase 1.

Plans are two basic kinds – those involving drug clients, and those not drug clients. Those involving physical abuse or domestic violence would require co-dependency classes or batterers intervention. Those involving mental health would require immediate treatment of mental health issues, medication compliance, and then on-going counseling. Each type of Plan would all have the three phases, with the specific services differing based upon the type of case.

KEYS TO SUCCESS: Entire team is trauma trained.

Simple language, clear Court orders, clear Court expectations, and frequent contact between parties.

Steps to implement: Court Orders phase Plans, we all do them. Department attorney's to meet with Department personnel and explain phases, compliance with policy, and prioritizing tasks. Additional steps will include meeting with parents/child's attorneys for explanation of phases, benefit costs analysis, and open communication between the parties at all times.

Finally - everyone must remember and truly believe that the success of the parents is always what is in the best interest of the child. A child, with a clean and healthy parent is everyone's goal.

Cause No.

FAMILY PLAN OF SERVICE FOR (No Drug Treatment)
PHASE 1 OF 3

(Supervised visits with child(ren) while working on safety related concerns.)

1. Immediately provide your caseworker with the child(ren)'s birth certificate(s) and social security card(s).
2. Immediately schedule and participate in a meeting with your caseworker to provide information regarding your child(ren), genetic and family history, and other information needed by the Department to best provide for your child(ren) during this case.
3. Abide by the 'General Rules and Requirements' attached to this Plan.
4. Immediately schedule and participate in a Psychiatric Evaluation with _____; Follow all recommendations listed in said evaluation; including medication prescriptions. Contact said office to schedule an appointment. Maintain medication compliance and be prepared to provide evidence of compliance by blood test and/or random medication counting.
5. Immediately schedule and participate in a Psychological Evaluation with _____; Follow all recommendations listed in said evaluation; contact said office to schedule an appointment.
6. Immediately contact your caseworker to schedule a viewing of the "Baby, Baby, Oh Baby" infant massage video; Begin infant massage on infant at your scheduled visits. (If infant involved)
7. Participate in random drug testing. Caseworker may call on any day at any time and the client is expected to take a urinalysis the same day, and complete a requested hair follicle within 24 hours.
8. Participate in *trauma informed/trauma focused* individual counseling sessions with Super Counselor, LPC, and her associates, located at _____, until successfully discharged, to address issues and concerns delineated on the current psychological evaluation. EMDR should be integrated into the individual counseling to ensure the best possibility of recovery; Contact the office to schedule an appointment.
9. Participate in 'brain gym' therapy with _____ located at _____ until successfully discharged.
10. Upon completing all services in this plan, contact your caseworker to schedule attendance at a Phase 1 completion meeting with (parent coordinator).

11. Receive permission from the Court to graduate from Phase 1 and move to Phase 2.

Your caseworker is: Super Caseworker (123) 123-4567

The permanency goal in this case is: reunification with (a) parent(s).

THIS IS A VERY IMPORTANT DOCUMENT. ITS PURPOSE IS TO HELP YOU PROVIDE YOUR CHILD WITH A SAFE ENVIRONMENT WITHIN THE REASONABLE PERIOD SPECIFIED IN THE PLAN. YOUR COMPLIANCE WITH THIS SERVICE PLAN WILL BE EVALUATED AT THE HEARINGS LISTED ON THE SCHEDULING ORDER. IF YOU ARE UNWILLING OR UNABLE TO PROVIDE YOUR CHILD WITH A SAFE ENVIRONMENT, YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS MAY BE RESTRICTED OR TERMINATED OR YOUR CHILD MAY NOT BE RETURNED TO YOU. THERE WILL BE A COURT HEARING AT WHICH A JUDGE WILL REVIEW THIS SERVICE PLAN.

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THIS SERVICE PLAN, THAT I HAVE REVIEWED IT AND THAT I UNDERSTAND WHAT IS REQUIRED OF ME.

DATE

PARENT'S SIGNATURE

CASEWORKER'S SIGNATURE

Cause No.

FAMILY PLAN OF SERVICE FOR
PHASE 1 OF 3

1. Abide by the 'General Rules and Requirements' attached to this Plan.
2. Immediately provide your caseworker with the child(ren)'s birth certificate(s) and social security card(s).
3. Immediately schedule and participate in a meeting with your caseworker to provide information regarding your child(ren), genetic and family history, and other information needed by the Department to best provide for your child(ren) during this case.
4. Immediately schedule and participate in a meeting with your attorney to provide information regarding location and contact information needed by the Attorney to best provide for your representation during this case. Always update your attorney with any new location or contact information and any other emergency contact information.
5. Honestly participate in a Chemical Dependency Screening with _____ on _____, at _____ a.m. at the _____ located at _____.

If there is a telephone intake before the screening, the parent agrees to immediately participate in both the telephone interview/intake and chemical dependency screening.

FOLLOW ALL RECOMMENDATIONS FROM THE SCREENING.

These will include one or more of the following:

- in-patient treatment
- intensive out-patient treatment or "IOP"
- counseling with a licensed chemical dependency counselor (LCDC)

Parent agrees to participate in the recommended program until successfully discharged by that program.

Please note that, if you are not on time and/or you fail to show up for this appointment, and/or if you fail to cooperate with drug testing as requested by the Department, the Court will be notified and you may be removed from the family recovery court program

6. Consistently engage in supervised visitation with your child(ren) as court ordered. All visits are to be arranged by the Department of Family and Protective Services

7. Upon completing all services in this plan, contact your caseworker to schedule attendance at a Phase 1 completion meeting with Facilitator.
8. Receive permission from the Court to graduate from Phase 1 and move to Phase 2.

Your caseworker is: Super Caseworker

The permanency goal in this case is: reunification with (a) parent(s).

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PARENT'S SIGNATURE

CASEWORKER'S SIGNATURE

Cause No.

**AMENDED FAMILY PLAN OF SERVICE FOR Mom PHASE 1
OF 3**

(Relapse)

(Supervised visits with child(ren) while working on safety related concerns.)

1. Immediately provide your caseworker with the child(ren)'s birth certificate(s) and social security card(s).
2. Abide by the 'General Rules and Requirements' attached to this Plan
3. Attend and participate in one recovery/support group meeting (AA/NA, Celebrate Recovery, etc.) **daily** preceding inpatient/residential treatment. Must provide verification of attendance to the court.
4. Attend, appropriately engage in, and successfully complete a residential/inpatient chemical dependency treatment program that is a **MINIMUM** of 30 days. Following up with an aftercare plan that includes intensive outpatient for no less than 30 sessions in length and 90 recovery support group meetings in 90 days. Upon successful completion of intensive outpatient schedule an interview with the court for an evaluation of progress and assessment to determine the need for continued treatment.

Present for intake appointment to inpatient/residential treatment within 72 hours.

5. Upon completing all services in this plan, contact your caseworker to schedule attendance at a Phase 1 completion meeting with the Court.
6. Receive permission from the Court to graduate from Phase 1 and move to Phase 2.

Your caseworker is: Super Caseworker (123) 245-4247

The permanency goal in this case is: reunification with (a) parent(s).

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PARENT'S SIGNATURE

CASEWORKER'S SIGNATURE

Cause #

FAMILY PLAN OF SERVICE FOR
PHASE 2 OF 3

1. Abide by the 'General Rules and Requirements' attached to this Plan.
2. Participate in **random drug testing**. Caseworker may call on any day at any time and the client is expected to take a urinalysis the same day, and complete a requested hair follicle within 24 hours.
3. **Attend and participate in one recovery/support group meeting** (AA/NA, Celebrate Recovery, etc.) **daily** after inpatient/residential treatment. Obtain a sponsor and develop a written relapse prevention plan. Must provide verification of attendance and relapse plan to the caseworker and court.
4. Immediately contact, schedule and participate in a **Psychological Evaluation** with _____;

Follow all recommendations listed in said evaluation.
5. If recommended by the psychological, contact, schedule, and participate in a **Psychiatric evaluation** to determine the need, if any, for alternate treatment and medication management.

Follow all recommendations listed in said evaluation
6. **Participate in trauma informed/trauma focused individual counseling** sessions with _____, located at _____, until successfully discharged, to address issues and concerns related to the child(ren)'s removal and concerns noted in the current psychological evaluation. If needed, EMDR should be integrated into the individual counseling; Contact the office to schedule an appointment.
7. Participate in and successfully complete **Protective Parenting** with _____ () _____.
8. If necessary, attend and successfully complete **Anger Management Classes** and/or the Batterer's Intervention and Prevention Program at the _____. Contact the _____ to schedule attendance in these classes.
9. If necessary, attend and successfully complete a **Domestic Violence Awareness** class at _____. Provide Certificate of completion to caseworker.

10. Continue to engage with weekly supervised visitation with your child(ren) as court ordered.
11. Meet with your caseworker weekly to go over weekly schedule and set reminders for all upcoming appointments.
12. Contact your Attorney with any concerns, issues, missed appointments or general problems at the time they occur.
13. Receive permission from the Court to graduate from Phase 2 and move to Phase 3.

Your caseworker is: Super Caseworker

The permanency goal in this case is: reunification with (a) parent(s).

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CASEWORKER'S SIGNATURE

*****Cause No.*****

FAMILY PLAN OF SERVICE
PHASE 3 OF 3

(Unsupervised with child(ren) while working to achieve stability for the child(ren). During this phase there can be a phased/monitored return)

1. Abide by the 'General Rules and Requirements' attached to this Plan.
2. Participate in 3 N.A./A.A. (or other 12 step type program approved by the Court) meetings per week. Provide sign in sheet to caseworker. Obtain a sponsor and maintain regular contact with that sponsor while you work the steps. You are subject to random drug testing.
3. Maintain stable, legal employment to demonstrate ability to consistently meet the financial needs of the child(ren); Provide the caseworker with a copy of any and all paystubs (or written verification of payment) on a monthly basis.
4. Maintain stable housing that is free of safety hazards. The home shall be equipped with all working utilities and shall be consistently maintained for the rest of the case to demonstrate ability to provide the child with a safe, stable place to live.
5. Participate in Home Coaching program every Tuesday night from 5:30-6:30 with _____.
6. Participate in ongoing counseling with _____ until successfully discharged.
7. When returned, ensure that the child(ren) are not left in the care of anyone until that person has been cleared and approved by your caseworker. If a babysitter is needed, inform your caseworker several days in advance so background checks can be run prior to said person providing care for the child(ren). This requirement includes any plan to leave the child(ren) in the care of a family member or friend.
8. When returned, ensure that the child(ren) receive necessary follow-up medical and/or dental attention. Inform the worker of any appointments for the child(ren) within 7 days and provide written documentation of said appointments within 30 days of each appointment.
9. When returned, ensure that your child(ren) attend(s) school in your local district every day unless there is an excuse (as set forth by said school district) for your child(ren)'s nonattendance on a particular day.

Your caseworker is: **Super Caseworker (123) 456-7894**

The permanency goal in this case is: reunification with (a) parent(s).

TO THE PARENT: THIS IS A VERY IMPORTANT DOCUMENT. ITS PURPOSE IS TO HELP YOU PROVIDE YOUR CHILD WITH A SAFE ENVIRONMENT WITHIN THE REASONABLE PERIOD SPECIFIED IN THE PLAN. YOUR COMPLIANCE WITH THIS SERVICE PLAN WILL BE EVALUATED AT THE HEARINGS LISTED ON THE SCHEDULING ORDER. IF YOU ARE UNWILLING OR UNABLE TO PROVIDE YOUR CHILD WITH A SAFE ENVIRONMENT, YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS MAY BE RESTRICTED OR TERMINATED OR YOUR CHILD MAY NOT BE RETURNED TO YOU. THERE WILL BE A COURT HEARING AT WHICH A JUDGE WILL REVIEW THIS SERVICE PLAN.

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