



## **Concurrent Planning Worksheet**

This worksheet can be used to review concurrent planning practices. It is designed to review overall strengths and challenges in implementing concurrent planning and identify training needs.

How would you define concurrent planning?

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Do you currently have any children identified on your caseload with a concurrent plan? If so, how many?

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Has concurrent planning been communicated to agency staff \_\_\_ Yes \_\_\_ No

If yes, in what ways has staff been informed of concurrent planning?

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To what extent has administration placed a clear priority on concurrent planning?

- Very clear priority
- Clear priority
- Vague priority
- Unclear priority

### **DATA COLLECTION AND ANALYSIS**

How many children came into your agency the last fiscal year? \_\_\_\_\_

How many of these children are sibling groups? \_\_\_\_\_

What percentage of these children is reunified with their families?

- 76-100%
- 51-75%
- 26-50%
- Less than 25%

**Visiting between family, child/youth:**

Is priority placed on parent/child visitation in all concurrent planning cases?  
\_\_Yes \_\_No

If yes, how does parent/child visitation help inform decision making in the concurrent planning case?

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Do you use visitation practices?

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Check all that apply:

- Icebreaker Meetings
- Visit Coaching
- Parent Navigators
- Other

**Setting Clear Time Lines for Permanency Decisions:**

Does practice include firm timelines for permanency decision making?  
\_\_Yes \_\_No

Do services focus on parent's ability and willingness to make changes to undertake caretaking responsibilities? \_\_Yes \_\_No

**Transparent Written Agreements and Documentation:**

In your current case review practice, how do you focus on treatment plans and visitation?

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How is concurrent planning addressed during case reviews?

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What are the requirements for written documentation in concurrent planning cases?

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**Collaboration:**

Rate you current relationship with the following collaborators in working on concurrent case practice:

	Very Strong					Very Weak				
	5	4	3	2	1					
Court	5	4	3	2	1					
Children's Attorney	5	4	3	2	1					
Social Services Attorney	5	4	3	2	1					
Parents Attorney	5	4	3	2	1					
CASA Volunteer	5	4	3	2	1					
Mental Health Professional	5	4	3	2	1					
Alcohol and Drug Treatment	5	4	3	2	1					

To what extent do these collaborators work together on concurrent planning?

- All the time
- Most of the time
- Some of the time
- Rarely
- Never

**Specific Recruitment, Training, and Retention of Resource Families**

**CPA's answer this section ONLY!!!**

How does the agency recruit families who are interested in participating in concurrent planning?

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What type of training is offered or will be offered to families interested in participating in concurrent planning?

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**PROFESSIONAL DEVELOPMENT**

What type of professional development activities are used to build staff's knowledge, skills and abilities about concurrent planning practice? Check all that apply

- Classroom Training
- On-line training
- Teleconferences
- Webcasts
- Clinical Consultation
- Coaching
- Mentoring
- Support groups
- Other (please specify) \_\_\_\_\_

Is concurrent planning part of initial training? \_\_Yes \_\_No

What knowledge, skills and abilities does this training address?

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If yes, what topics are covered in the training?

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How is this training administered? Check all that apply

- Internal staff development trainers
- External trainers (DFCS, community)

## **AGENCY STRENGTHS**

Based on the above self assessment, what do you see as your agency's strengths in concurrent planning practice? Check all that apply

### **STRENGTHS**

- Concurrent Planning Policy and Practices
- Differential Assessment
- Full Disclosure Practice
- Family Finding Practice
- Family Group Conferencing
- Parent/Child Visitation Practices
- Intensive Case Planning
- Written Agreements, Documentation, and Timely Case Reviews
- Collaboration between child welfare, the courts, and service providers
- Resource Family Recruitment
- Staff Development
- Other (please specify) \_\_\_\_\_

## **AGENCY CHALLENGES**

Which of the following stand in the way of implementing concurrent planning practice? Check all that apply

- Agency culture (it hasn't been done before and staff are not used to thinking about the practice)
- A majority of workers do not believe in the concurrent planning
- Caseload size
- Staff turnover
- Unsupportive attitude of partner agencies or colleagues/co-workers toward concurrent planning practices – Circle those that apply:
  - Foster Parents
  - Adoptive Parents
  - Direct Care Staff
  - Human Service Professionals
  - Administration
  - Case Support Workers
  - Case Support Supervisors
  - DFCS Case managers
  - Courts/court related personnel
  - Alcohol and drug treatment
  - Mental health staff
- Lack of families to participate in a concurrent planning program
- Staff Training

- \_\_\_ Supervisor's role
- \_\_\_ Other (please specify)\_\_\_\_\_

What do you need to overcome these challenges?

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What resources are currently available to you to overcome these challenges?

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What do you think staff in your organization believe about implementing concurrent planning?

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What do you think administrators in your organization believe about implementing concurrent planning practices?

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<b>Verification of Completion</b>	
Participants Signature:	Date:
Supervisor's Signature:	Date:

Source: Adapted from CPYP Agency Self-Assessment Tool on Youth Permanency. Legal and Judicial Questions adapted from Family Engagement Technical Assistance Planning Guide.