

CHECKLIST FOR THE CASE PLANNING PROCESS

This document offers reminders of things probation officers should keep in mind when meeting with families to prepare or modify the case plan. Over time, these reminders will likely not be needed, but staff in other sites have found it helpful to have reminders available in the early stages of the implementation process. A version of this checklist is available online at <https://assets.aecf.org/m/resourcedoc/aecf-familyengagedcaseplanning-checklist-2022.pdf>.

Introducing Probation and the Case Planning Process

- Have you described the purpose of probation?
- Have you found out what families think about probation and what it is?
- Have you clarified what has happened in the court process up until now and what to expect over the next 30 days?
- Have you explained the case planning process?

Crafting the Case Plan

- Are you engaging and partnering with the youth and family members?
- Have you allowed the youth to identify their family and circle of care?
- Have you assessed and begun to respond to “where the youth and family are at” — their wants and needs (both immediate and long term)?

Crafting the Case Plan (continued)

- Are you meeting youth and families in locations that are most accessible and comfortable (physically, emotionally and culturally) for them?
- Have you identified the young person's strengths and at least one aspiration or hope they have for the future?
- Are you actively listening to what the youth and family are expressing?
- Are you staying aware of your own body language and nonverbal messages?
- Have you completed a risk and needs assessment?
- Are you keeping in mind adolescent development and weighing the youth's readiness for certain goals and tasks?
- Have you established common-ground goals, including at least one focused on positive youth development?
- Have you completed the initial case plan?
 - Have you clearly identified roles for all parties?
 - Are you using SMART goals and tasks?
 - Are time frames manageable?
 - Are next steps clear?
- Have you provided a copy of the initial plan to the youth and family?
- Is there clarity on expectations, incentives, rules and consequences?



Updating and Adjusting the Plan

- Are you adjusting and updating the case plan regularly?
- Have you addressed goals that were previously identified and still unmet?
- Have you recognized small achievements and celebrated small successes?
- Are you balancing common-ground goals with risk-driven goals or standard orders of probation?
- Are you continuing to select goal areas that are meaningful to the family?
- Have you made the family-engaged case planning process central to all appointments and meetings with the youth and family?