

## Statewide Children's Wraparound Initiative Key Roles & Responsibilities for Partner Agencies

This document is being provided to SCWI demonstration sites as guidance regarding the roles and responsibilities of some of the formal partners in the Wraparound team, it not intended to put roles in a box as might be suggested in how it is laid out. When using this as a guide for conversations at the local level and with individual Wraparound teams it is important to acknowledge that all the formal partners come to the table and team with a commitment to the values of the best interest of children, child safety, and family preservation. It is also important to understand that during the course of the phases of Wraparound that the circumstances of the case could change such as a change in the permanency plan for the child.

Phase	Care Coordinator	Child Welfare	Family/Youth Partners
<b>Engagement and Team Preparation</b>	<ul style="list-style-type: none"> <li>▪ Identify the Wraparound team members.</li> <li>▪ Orient team members and explain the Wraparound process.</li> <li>▪ Foster relationships and communication among Wraparound team members.</li> <li>▪ Coordinate and facilitate the Wraparound team meeting (WTM).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist the care coordinator in identifying the Wraparound team members.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist in orienting the child and family to the Wraparound process.</li> <li>▪ Disseminate information regarding family and/or youth serving organizations in the community.</li> </ul>
<b>Initial Plan Development</b>	<ul style="list-style-type: none"> <li>▪ Facilitate the development of a team mission.</li> <li>▪ Identify the child and family's strengths, needs and culture.</li> <li>▪ Elicit values and incorporate divergent perspectives in developing an individualized Wraparound plan.</li> <li>▪ Document strengths based planning by the Wraparound team across all relevant life domains.</li> <li>▪ Gather and ensure the availability of documentation from all child serving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in the identification of the child and family's strengths, needs and culture.</li> <li>▪ Assist in obtaining gathering documentation from other child serving systems.</li> <li>▪ Assist in the completion of the initial Progress Review Tool.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure the youth and family have a meaningful part of all decision making in the WTM process.</li> <li>▪ Ensure the meeting time is convenient for the youth and family.</li> <li>▪ Ensure that the youth are viewed and understood within a developmental framework and in the context of their family and culture.</li> <li>▪ Ensure that the youth/family plan is comprehensive, coordinated, and integrated across the family/youth</li> </ul>

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<b>Initial Plan Development (cont.)</b>	<ul style="list-style-type: none"> <li>▪ systems.</li> <li>▪ Completion of the initial Progress Review Tool.</li> <li>▪ Develop, in the Wraparound team, a coordinated, proactive crisis/safety plan that addresses immediate and ongoing needs.</li> </ul>		<ul style="list-style-type: none"> <li>▪ serving agencies involved with the family.</li> <li>▪ Ensure that the strategies and outcomes have observable or measurable indicators of success and are written so the family/youth can understand.</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>▪ Participate in related planning facilitated by involved providers and agency partners.</li> <li>▪ Integrate/coordinate planning of multiple system providers.</li> <li>▪ Monitor access and referral to recommended services and supports identified by the Wraparound team.</li> <li>▪ Monitor the authorization of identified services and supports.</li> <li>▪ Represent the Wraparound team at community and provider meetings when needed<sup>1</sup>.</li> <li>▪ Provide documentation of WTM's to team members and others as needed to support communication, inclusion, and accountability.</li> <li>▪ Ensure that applicable documentation and service standards are met related to the WTM's.</li> <li>▪ Collect or ensure collection of required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in related planning facilitated by involved providers and agency partners<sup>2</sup>.</li> <li>▪ May need to consent for services.</li> <li>▪ As part of the Wraparound team, share information necessary to complete the quarterly Progress Review Tool.</li> <li>▪ Assist in accessing flexible funds that may be available through the department.</li> </ul>	<p>In addition to continuing the roles noted above the family/youth partner will:</p> <ul style="list-style-type: none"> <li>▪ Ensure progress is monitored and the plan is revised accordingly.</li> <li>▪ Ensure that strategies to achieve youth and family goals remain focused on strengths and needs, rather than services and programs available.</li> <li>▪ Ensure that services are individualized, strengths and community based, and provided in the least restrictive environment.</li> <li>▪ Assist the Wraparound team in utilizing services and supports that further develop youth assets.</li> </ul>

<sup>1</sup> Examples include CRB and court hearings.

<sup>2</sup> Examples include Wraparound Team Meetings (WTM's).

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<b>Implementation (cont.)</b>	<p>data and outcome measures – quarterly submission of the Progress Review Tool.</p> <ul style="list-style-type: none"> <li>▪ Monitor implementation of the Wraparound plan by responsible team members.</li> <li>▪ Ensure the Wraparound plan reflects decisions, agreements, and outcomes of prior planning; review and revise as necessary with the Wraparound team.</li> <li>▪ Broker linkages to needed community supports and services on behalf of the child and family.</li> <li>▪ Utilize and monitor the use of flexible funding.</li> <li>▪ Monitor utilization management and review of identified services and supports.</li> </ul>		
<b>Transition</b>	<ul style="list-style-type: none"> <li>▪ Facilitate the development of a transition plan from Wraparound.</li> <li>▪ Update and ensure the crisis/safety plan is still effective.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in the development of the transition plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Help the youth and/or family determine success and lessons learned.</li> <li>▪ Check with the youth and/or family to ensure they feel competent and ready to take over their Wraparound team meetings.</li> <li>▪ Develop a plan to check in with the youth and/or family as needed after the Wraparound process is complete.</li> <li>▪ Ensure the youth and/or family has opportunity to be connected to a larger, natural support system of other families with similar experience.</li> </ul>

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Transition (cont.)			<ul style="list-style-type: none"> <li>▪ Work with the family to ensure a culturally specific celebration is planned for “graduation” from Wraparound.</li> </ul>

\* In addition to the role the CW Caseworker has in the Wraparound process they are concurrently responsible for:

- Placement in foster care.
- Safety and permanency planning<sup>3</sup>, which may include the use of Family Decision Meetings.
- Making reasonable efforts, or in the case of an Indian child active efforts, to reunify the family or reasonable efforts to secure another permanent plan.
- Monitoring parental progress and developing, monitoring and adjusting Action Agreements.
- Monitoring conditions for return and expected outcomes through 30 day face to face contact with the parents.
- Writing and updating the case plan narrative, including the development of a primary and concurrent plan.
- Connecting parents to services and supports that will enhance their parental protective capacity.
- Connecting children to services and supports that will enhance their well-being.
- Monitor child safety through 30 day face to face contact.
- Monitor the services provided through 90 day contact with providers.
- Preparing for and presenting at case reviews before the court and CRB.

<sup>3</sup> This may include making the recommendation to terminate parental rights so the child can be placed for adoption.