

## **CHILD DEVELOPMENT PLAN INSTRUCTIONS**

**Purpose:** To provide a case manager with a screening tool to develop a childcare plan for the children in a Temporary Assistance household. The plan is developed with the parent to assist them in meeting each child's need. The plan could address how to prepare a child to enter school "ready to learn", healthcare issues, childcare issues and family activities using community resources.

**Number of Copies and Disposition:** The original will be completed at the time of interview. Two copies of the Child Development Plan (IM-309C) are completed. One copy is retained in the family record with the IM-309 and one copy is given to the parent. Make a copy to attach to any appropriate referrals.

The completed assessment may contain sensitive and confidential information regarding the child and his family. The form or its' contents may not be shared with any person(s) not actively involved in the care and/or treatment of the child.

**Instructions for Completion:** The Child Development Plan is completed by the child's parent/caretaker with the case manager's assistance, if needed. The plan is completed for all the children in the household. The case manager should give this plan to the parent/caretaker during the initial visit or when the IM-309 is completed. On completion the parent and the case manager combine the Child Development Plan with the Self-Sufficiency Plan activities. Both will sign the form.

**Enter each child's name and date of birth.** Include all children in the household. Each child's name and date of birth is necessary. The age assists to evaluate what needs might be suggested for the children.

**Childcare Arrangements:** Note any arrangements made for all children in the home.

**Backup Childcare Arrangements:** Note two backup arrangements for all children in the home for any situation.

**Enrolled in any child development program?** Mark the appropriate box where the child is enrolled, including any program different than the programs listed. Give referrals and recommendations to any of those listed or other local programs, if the child is not in a program.

**All immunizations up to date?** Mark the yes or no box. Add any appropriate notes, i.e. if no, what is the plan to get immunizations?

**Do you have any concerns for your child(ren), including preschoolers, school age and teenagers?** This space can be used for concerns the parent has about their children that would keep them from successfully participating in their work activity. This information will also give the case manager direction as to what referrals the family needs for the children's benefit.

**Referrals:** The parent will give information to the case manager as they continue through this assessment form that could lead to referrals. List the referrals given with a date so the case manager can reference during following interviews with the parent. Use a Referral & Transmittal Form (IM-311).

It is important that a parent knows this information may be attached to a referral when appropriate. Have the participant read, or the Self-Sufficiency case manager read the disclaimer before signing the Child Development Plan.

The participant and case manager both sign the Child Development Plan to demonstrate the agreement is between both parties. It is important to date this document for future reference.