

Partnership Plan Working Agreement Protocol



Purpose: The purpose of this document is to articulate a common understanding of the values, principles, and relationships necessary to create optimal collaboration among every player in the dependency system.

General Guidelines

- The Partnership Plan Working Agreement (PPWA) is a “living document,” which means it gets modified throughout the time the child resides with the caregiver.
- Its purpose is not to serve as a binding, legally enforceable contract between two equally positioned bargainers; rather, it’s simply an aid to reduce confusion and build collaboration between the Caregiver and other case parties.
- The PPWA is generated at the first appropriate meeting of all involved parties (i.e. Case Transfer Staffing, Family Team Conference Etc.) but no later than 21 calendar days from the removal).
- The document reviewed with the caregiver must be signed or e-signed by the caregiver and case manager.
- The completed document must be uploaded into FSFN each time it is modified, as a “Placement Meeting,” documenting the location of the meeting. Saving the document this way allows for accurate data collection concerning the use of this document. Ongoing quality assurance monitoring will be completed by the Quality Office within DCF
- The PPWA should be modified within a reasonable time upon any change of placement, or upon any event that would cause the PPWA to have obsolete information i.e., change of Case Manager or GAL or new parental information concerning child’s culture.
- A “reasonable time” would include the next scheduled interaction between case management and caregiver.
- The FSFN entry location was chosen to enable the possibility for the data entry to be extracted via FSFN extracts, BOE universes, and third-party companies i.e. Mindshare.
- If the child is placed into another out-of-home placement, a new Partnership Plan Working Agreement must be generated, filled out, and reviewed by a Case Manager and a caregiver. It also needs to be signed by both the Case Manager and the caregiver within 21 days of placement. If a child is removed from a placement within 21 days of the placement, then there is no need for a PPWA for that placement.
- The PPWA is placement specific; one can cover siblings placed together. A new PPWA need not be created for any remaining child(ren) if a sibling is subsequently separated. A new PPWA would be needed for the newly separated sibling.

Outcomes of Partnership Plan Working Agreement

- Clear understanding of who is involved in a child’s life, what their roles are, and how to contact each person.
- Up-to-date child-specific information known by caregiver and Case Manager
- Identifies who serves what role and how to contact them, and when they may be contacted.
- Incorporates parental input on cultural, physical, gender, and mental health needs and whether any training is recommended or required.
- Identifies important relationships already established by the child.
- Ultimately builds trust by creating a foundation for valuable, shared information between all parties.