



# FOR YOUR INFORMATION

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Issue 23-12

Date: 8/11/23

## UPDATES TO THE CFT MEETING AND PLANNING NOTES (DCFS 6074)

This FYI is to inform staff that updates have been made to the CFT Meeting and Planning Notes (DCFS 6074) form in the following two sections:

### Planning for Educational Needs:

Per [ACIN 1-71-18](#), social workers are encouraged to utilize the Child & Family Team (CFT) meetings to provide an opportunity for foster youth to explore the possibility of postsecondary education as a goal, create an education plan, assign who will support the foster youth with achieving tasks outlined in the plan and identify supports/services needed.

The updated CFT Meeting and Planning Notes (DCFS 6074) form provides space for the social worker to document the following:

- Child/youth's School of Origin
- Child/youth's Educational Goal
- Child/youth's Educational Need
- Educational Rights Holder
- Educational Focus Areas which include but are not limited to exploring educational supports, discussing special education services, reviewing college planning milestones, and identifying post-secondary educational support person(s)
- Action steps to address the Educational Needs

PLANNING FOR EDUCATIONAL NEEDS	
Focus of Support: Child/Youth's Name _____	
School of Origin _____ Best Interest Determination (BID) Date (if applicable): _____	
Educational Rights Holder (s) _____	
Target Need(s)	Child/Youth Educational Goal:
Targeting these educational needs by providing services or resources helps to achieve the goal. (CANIS Items: School Behavior, School Attendance & School Achievement rated 2 and 3)	
Focus Areas	Action Steps: Who, What, When
<input type="checkbox"/> Discuss if special education services (i.e. IEP or 504 Plan) are needed or require updating. <input type="checkbox"/> Explore appropriate educational supports such as tutoring. <input type="checkbox"/> Discuss School of Origin and Best Interest Determination meeting. <input type="checkbox"/> Discuss need for Education Specialist (for support with school enrollment, transportation, partial credits, enrollment in least restrictive school, etc.) <input type="checkbox"/> Review grade-appropriate college planning milestones (6 <sup>th</sup> -12 <sup>th</sup> grade) at <a href="http://ibay.org/resources/ed-planning-guide/">ibay.org/resources/ed-planning-guide/</a> . <input type="checkbox"/> Verify the school completed an assessment (e.g., Individual Graduation Plan (IGP)) to ensure the youth is on track for high school graduation and postsecondary education goals. Confirm that the assessment is aligned with the youth's goals and their academic capacity.	
<b>For youths 16 and above:</b> <input type="checkbox"/> Refer to the Independent Living Program (ILP). <input type="checkbox"/> Assistance with completing college applications, including career and technical education, and related financial aid (i.e. FAFSA/CADAA, Chafee Grant). <input type="checkbox"/> Ensure post-secondary educational support person(s) is/are identified. <input type="checkbox"/> Obtain all necessary vital documents (i.e. CA ID, Social Security card, birth certificate, foster youth verification letter, etc.) <input type="checkbox"/> Connect to career exploration and preparation activities, such as paid work experience at <a href="http://dcsc.org/grades">dcsc.org/grades</a> . Other (Items not listed above):	

If you have any questions regarding this release, please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

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## Child and Adolescent Strengths and Needs Assessment

In accordance with [ACL 18-09](#) and DCFS policy #[0070-548.26-Child and Adolescent Needs and Strengths \(CANS\) Assessment](#), the CANS assessment should be informed by CFT members, and used and completed through the CFT process. The CANS assessment helps the CFT prioritize actions regarding identified needs and strengths using team-based decision-making.

The updated CFT Meeting and Planning Notes (DCFS 6074) form provides space for the social worker to document:

- Functional and useful strengths- CANS Strengths rated '0' and '1'

STRENGTHS Functional and useful strengths (CANS Strengths rated '0' and '1') as well as strengths to build (CANS Strengths rated '2' and '3') that can support achieving the goal.	
Children/Youth	Family/Caregivers

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- Target needs where supports are beneficial and will be addressed in the plan- CANS Needs rated '2' and '3'

NEEDS Areas where supports are beneficial and will be addressed in the plan (CANS Needs rated '2' and '3'). These needs will be linked to the goal and are the target needs for planning.	
Children/Youth	Family/Caregivers

- The CANS Needs that are associated with the goals identified by the family

FAMILY GOAL Developed with Team Consensus	CANS ITEMS From Needs (above); associated with the Family Goal

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The updated CFT Meeting and Planning Notes (DCFS 6074) form can be found at the following links in English and Spanish or in the LAKids DCFS forms section:

[DCFS 6074 - CFT Meeting and Planning Notes](#)

[DCFS 6074S - CFT Meeting and Planning Notes- Spanish](#)

For any questions, CPM Countywide Coaches and Regional Coach Developers are available to provide additional coaching support.

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