**Service Planning Policy Brief & Purpose**

Service recipients and their families participate in the development and ongoing review of an individualized, family-centered service plan that is the basis for delivery of appropriate services and support.

**Scope**

This applies to youth, their families, and the SOAR wraparound team who works with them

**Policy elements**

* In order to address the diverse needs of the target population, the SOAR program will enable youth and families to receive the level and intensity of services deemed appropriate based upon their identified strengths and needs.
* The intensity of services offered to a youth depends upon the results of the initial comprehensive assessment, the intake and demographics form, and the intake assessments, in addition to input from the SOAR wraparound team that can involve service providers, the youth and family, County family services team, community providers, and other individuals in the family’s natural or formal support system.
* The success of maintaining a young person in the community is dependent upon a process of accurately gathering and assessing critical information in multiple systems over time. To this end, the SOAR wraparound team will develop, implement and monitor an effective and individualized service plan that addresses the full range of a child’s needs using their natural supports and family strengths.
* Schedule assessments, regularly updated services plans and client case reviews all play an essential part in the development of the service plan. It is pertinent that each enables a youth to be served in the least restrictive setting as possible and moves them from reliance on formalized services to informal support within the community.

**Service Planning Procedures**

* After the intake and the initial assessments are completed, the family begins the engagement of services.
* Within the first two weeks of intake, SOAR will assist the family in developing a team. This team can consist of both natural and formal supports that will play a key role in the youth’s life after the SOAR program is no longer involved in the youth’s life.
* Within the first two weeks of intake, the clinician and relationship coordinator will work with the family to identify any additional family goals not discussed during intake and create a service plan.
* The service plan gathers information on the strengths and needs of the youth the their families strengths in multiple life domains and draws on all the information collected during intake.
* The service plan included specific, short-term, individualized family goals and specific steps that individuals on the SOAR wraparound team will take in order to achieve those goals. Make sure that both the goals and the steps to achieve those goals are observable and measurable.
* In an effort to maintain high-quality service plans and standardize their format, SOAR uses the SMART (Specific, Measurable, Attainable, Relevant, Time-bound) structure for all service planning.
* Throughout all service levels of the SOAR program, the service plan will be revisited at least once every 30 days at family team meetings to re-engage the family in goal-oriented thinking and to ensure successful progress of the plan while making any changes or updates to the service plan as goals are either achieved or changed.
* A reunification plan is also developed if the child is out of the home at the time of intake. If the youth is picked-up on a runaway warrant, the Executive Director, Clinical Director, and Relationships Coordinator will work with both the child and parent to assist in reunification.
* Steps in the service plan will include referrals and linkages to both natural and community support that the family can utilize during their time in the SOAR program and after transitioning or discharging from the SOAR program.