

# CRB CASE NOTES SHEET

(Revised November 2024)

Review Date: \_\_\_\_\_

## LEGAL PARTIES:

Mother: \_\_\_\_\_

Child: \_\_\_\_\_ Father: \_\_\_\_\_

Child: \_\_\_\_\_ Father: \_\_\_\_\_

Child: \_\_\_\_\_ Father: \_\_\_\_\_

Child: \_\_\_\_\_ Father: \_\_\_\_\_

Attorney for Child: \_\_\_\_\_ Caseworker: \_\_\_\_\_

Attorney for Mother: \_\_\_\_\_ CASA: \_\_\_\_\_

Attorney for Father: \_\_\_\_\_ Other: \_\_\_\_\_

We are here to review the case of [Child Name] who entered care on \_\_\_\_\_. The permanency plan is \_\_\_\_\_. Documentation indicates this  is  is not an Indian Child Welfare Act case.

- Does any person present have a reason to know that [Child Name] is an Indian child?
- [Caseworker], have there been any significant changes to the permanency plan, placement, or circumstances of [Child Name] or the parents in the last 30 days?

Now we will move to the findings.

### 1. We will first address the [Child Name].

**Has ODHS ensured that appropriate services are in place to safeguard the safety, health, and well-being of [Child Name]?** (Applies in all cases.)

Here, we are looking at what ODHS is providing to [Child Name].

*Note:* For this finding, board members are encouraged to prioritize natural discussion and giving youth and parents an opportunity to be heard first by directing a question to the youth first (if present) or parents first (if youth is not present). For example:

- *If youth is present:* [Youth], the board is interested in hearing about your likes and dislikes, and how you are doing. When we ask questions about those things, would you like us to ask you, or someone else who can answer for you?
- *If youth is not present:* [Parent], can you describe [Child Name] for us? Tell us about their personality and interests.

Directing a broad, open-ended initial question to each party is a good way to keep natural discussion flowing. More detailed follow-up questions can be asked as needed before moving to the next party. Examples of broad, open-ended initial questions include:

- [Caseworker], can you please give us an update on how [Child Name] is doing and what services they are currently receiving?
- [Resource Parent], can you please give us an update on how [Child Name] is doing?
- [CASA], are there any additional services or supports you'd recommend?
- [Child's Attorney], are there any services or supports your client needs that they are not currently receiving, or any additional input on behalf of your client?

- If youth is not present: [Parent], are there any services or supports [Child Name] needs that they are not currently receiving?

When youth is present, at the end of Finding 1, ask the youth if there is anything else they'd like the board to know, and then offer that the youth can either leave and move on with their day at this point, or they can stay for the rest of the review, whatever they prefer.

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Age of child(ren):

PLACEMENT:

SUPERVISION:

MENTAL HEALTH / THERAPEUTIC SUPPORT:

PHYSICAL HEALTH:

FAMILY TIME:

EDUCATION:

SOCIAL / CULTURAL:

TRANSITION PLANNING:

**2. Has ODHS taken appropriate steps to ensure that 1) the substitute care provider is following the reasonable and prudent parent standard, and 2) [Child Name] has regular, ongoing opportunities to engage in age appropriate or developmentally appropriate activities?** (Applies only when child is age 16 or older AND the permanency plan is APPLA.)

**3. Has ODHS made diligent efforts to place [Child Name] with a relative or person who has a caregiver relationship?** (Not applicable when child is on an in-home plan.)

Here, we are looking at the agency's efforts to place [Child Name] with a relative or someone already known to them.

**4. We will now address efforts and progress towards the permanency plan.**

**Has ODHS made reasonable efforts (or active efforts if ICWA applies) to provide services to make it possible for [Child Name] to safely return home and to finalize the permanency plan of reunification?** (Applies only when permanency plan is Reunification.)

Here, we are looking at what services and assistance ODHS has offered to the parents to help make reunification safe and possible given their jurisdictional issues.

**MOTHER / PARENT 1:**

Bases of Jurisdiction	Services Provided

**Court Ordered Treatment** (summary):

**Action Agreement / Letter of Expectations:**

**Concerns:**

**FATHER / PARENT 2:**

Bases of Jurisdiction	Services Provided

**Court Ordered Treatment (summary):**

**Action Agreement / Letter of Expectations:**

**Concerns:**

**Family Meetings:**

Additional finding at first review if the Board disagrees with the Court's finding on efforts to prevent removal based on what they read in the case material → **Has ODHS made reasonable efforts (or active efforts if ICWA applies) to prevent or eliminate the need for removal of the child from the home?** (Not applicable when child is on an in-home plan.)

5. **Has ODHS made reasonable efforts (or active efforts if ICWA applies) in accordance with the case plan to place [Child Name] in a timely manner and complete the steps necessary to finalize the permanent placement?**  
(Applies only when permanency plan is NOT Reunification.)

Additional finding if ICWA applies → **Has ODHS made active efforts to place the Indian child in a timely manner in accordance with the placement preferences?**

6. **Is the parent making sufficient progress for [Child Name] to safely return home within a reasonable time?**  
(Applies only when permanency plan is Reunification.)

Here, we are looking at the rate of progress that each parent has made and whether reunification can be achieved within a reasonable time.

7. **We will now address compliance issues.**

**Has ODHS made sufficient efforts in developing the concurrent permanency plan?** (Applies only when permanency plan is Reunification AND child is not on an in-home plan.)

Here, we look at what ODHS has done to develop the “backup” plan in case [Child Name] cannot safely return home within a reasonable amount of time.

Additional findings if ICWA applies → **Has ODHS continued to maintain the relationship of the Indian child with potential permanent placement preferences? If not, has ODHS continued to search for a permanent placement that complies with the placement preferences?**

**8. Is ODHS in compliance with the case plan and court orders?** (Applies in all cases.)

**9. We will now address appropriateness of the plan.**  
**Is the permanency plan the most appropriate plan for [Child Name]?** (Applies in all cases.)

**10. Is there a continuing need for placement?** (Not applicable when child is on an in-home plan.)  
Here, we are looking at whether the parents have met conditions for return and whether the child could go home today.

Does anyone have any comments or information to add to this review before we close?

The board would like to commend [any commendations/encouragement for parents, CASA, attorneys, ODHS, the youth, etc.].

**[If youth is present]** We are so glad that you attended the review today. If you have any questions or feedback about this review, please contact the CRB Field Manager. Their email address is on the notice that you received for this review, but if you don't have it, please let us or your attorney know and we can get you that email address.

Field Manager, would you please read back our recommendations?

**Additional Finding(s):**

**RECOMMENDATIONS:**