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DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



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TO: Contracted Providers

FROM: Treena Mazzotta, Program Director, Office of Administrative Case Review

DATE: June 28, 2018

SUBJECT: Consolidated Administrative Case Review Meetings

We are pleased to inform you of an exciting change to the Administrative Case Review process. As you may already be aware, the current structure for holding meetings for families involves separate meeting times for the parents and separate meeting times for each child in placement. After a successful pilot in the DCF Willimantic Office, we are happy to announce that ACR is moving to one consolidated meeting for each family.

Going forward, ACR invitation letters will have the same meeting start time for all participants.

At the onset of the ACR, parents will be asked to sign the same release form allowing everyone to be present for the review, however, the parent maintains the right to limit who is present for discussions. If a parent does not want certain information discussed in the presence of a particular party, reviewers will ask that party to step out of the meeting for that portion of the discussion. Reviewers will then have the party return to the meeting when appropriate.

ACR reviewers will keep everyone on track during the meeting, and if any issue is brought up that requires further discussion, this can take place outside of the review.

Separate sessions will still be held for issues related to Intimate Partner Violence and other concerns that has led the agency to believe that it is in the family's best interest to have the parents attend separate meetings.

This approach to case review supports the permanency teaming model and will not only save time for families, providers, foster parents, attorneys, and staff, but will enhance the communication and collaboration amongst all participants and will ultimately improve case planning and outcomes.