


DOCUMENTING EFFORTS TO TRANSITION A YOUTH FROM A STRTP TO A LOWER LEVEL OF CARE IN THE CWS/CMS CASE PLAN NOTEBOOK

In **Client Services**  open the desired case,

click on the **Case Management Section (Green)** 

and then select either *Open Existing Case Plan* or the plus (+) button to *Create New Case Plan*.



1. In the Case Plan Notebook, click the **Case Management Services** (“Case Mgmt Svcs”) tab.
2. Click the plus (+) button to create and select a new case management service.
3. Under “Type,” click “Arrange and Maintain Placement.”
4. In the Provider box, click on “Substitute Care Provider” and choose the individual STRTP provider in the “Provider Name” drop-down menu, then click OK. If not pictured, locate them via the Search option. 
5. In the “Agency Responsibility for Service” text box, document and provide STRTP language/justification for qualification and need for placement (see next page for details).

When the WORD version of the case plan is generated, the STRTP group home should now be listed under the “Provider” field.

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5.

Case Plan Documentation Requirements (excerpted from [ACL 17-122](#)):

Pursuant to [WIC section 361.2\(e\)\(9\)](#), the case plan for a child placed in an STRTP or a group home with a granted extension must document the following:

- The placement is for the purposes of providing short-term, specialized and intensive treatment;
- The need for, nature of, and anticipated duration of this treatment;
- The plan for transitioning the child to a less restrictive environment;
- The projected timeline the child will be transitioned to a less restrictive environment.

These case plan documentation requirements as described above should also be included in the child's Needs and Service plan (i.e., [DCFS 709](#)).