**Maine’s Plan of Safe Care (POSC)**

**Checklist for OCFS Case Workers**

***Plan of Safe Care (POSC)*** *to be created with healthcare personnel (provider, social worker and/or registered nurse) or OCFS case worker. Language previously used was drug affected baby (DAB); current language used is substance exposed infant (SEI).*

* Identify substance exposed infant (SEI) and family. **EVERY report with a SEI needs a POSC**.
* Determine if the POSC has already been created by the hospital staff or started prenatally; ask family, check narrative log or attachments, and/or see Central Intake Report. ***If it has not, the caseworker should create the POSC with the family, even if the infant does not come into care.*** The POSC should be created and/or updated as soon as possible after the infant is born and faxed.
* If the infant will be placed in the care of a Resource Family, see below for steps.
	+ ***ALL RESOURCE FAMILY POSCs are to be created by OCFS CASEWORKERS****.*
* Discuss Maine’s law around notification of substance exposed infant to Office of Child and Family Services with mother; *Title 22 sec 4004-B, Title 22 sec 4011-B.*
* Introduce the *Plan of Safe Care (POSC) for Infant and Caregiver*
	+ Explain what the POSC IS and IS NOT (it is not the Safety Plan)
	+ With a stance of collaboration, invite an open dialogue with the family and begin
	filling out the POSC Document together, focusing on strengths and needed resources.
	+ Introduce CradleME referral service and services available; *PHN, Maine Families, WIC and Maine’s Early Intervention Program (formally CDS).*
* Fax and/or email POSC document to OCFS

**Fax: 207-287-5065 email: PHN\_POSC.DHHS@maine.gov**

* Please ask mother if having a paper copy of POSC feels safe and if yes, provide copy
* Begin the process of connecting the family and make referrals to resources indicated.

***If the infant is discharged in the care of someone other than the mother, a Plan of Safe Care should be completed with Resource Family (kinship, foster or adoptive) by the case worker.***

Introduce the *Resource Family Plan* of Safe Care *(POSC):*

* Create POSC with family using ***Resource Family POSC* document. This is a different form than if the infant in the care of the biological family- see above.**
* Discuss CradleME and if the family is interested, fax the CradleME referral.
**CradleME Fax: 207-287-4577**
* Fax Resource Family’s POSC to OCFS**: Fax: 207-287-5065**
* Give paper copy of Resource Family POSC to resource family.

*Thank you for your continued commitment to families and infants affected by substance use disorder.*

*Questions? Please email* **PHN\_POSC.DHHS@maine.gov**