**Section 316.70 Roles and Responsibilities of the Administrative Case Reviewer**

a) The administrative case reviewer has the responsibility and authority to manage the case review process, which includes:

1) excluding or limiting participation, as needed, to those with a right to share in the process, or excluding or limiting participation of any individual when necessary to promote the achievement of the purposes of the review;

2) convening and conducting a review in such a way as to encourage discussion and participation while respecting the rights and culture of all participants;

3) maintaining the focus of the group on the case plan with good time management; and

4) advising clients and other participants of their rights and providing an explanation of the purposes of the administrative case review process, assuring disclosure.

b) The administrative case reviewer shall ensure that the review: complies with this Part and Department procedures, is consistent with good child welfare practice, and is conducted in compliance with 42 U.S.C. 675 and any State or federal court consent decree affecting Department practice. This responsibility includes:

1) ensuring that the purposes of the administrative case review are carried out;

2) determining that the permanency goal and the evaluation of progress are consistent with the facts of the case as presented at the administrative case review, that the outcomes, tasks, and time frames are appropriate for the permanency goal, and amending or changing the case plan accordingly;

3) recommending modification or change in the case plan, when in the reviewer's professional judgement, the case plan or permanency goal is insufficient based on information presented at the review. The reviewer, however, may not change a permanency goal established by the court;

4) convening administrative case reviews sooner than the regularly scheduled case reviews when the facts of the case indicate the need for a review;

5) recommending a child and family team meeting; and

6) providing a written report of the findings through the Case Review Information Packet (CRIP) and ACR Feedback form.

(Source: Amended at 48 Ill. Reg. 12195, effective August 1, 2024)