

Title: Child Welfare Manual  
Section 4: Out-of-Home Care  
Chapter 8: Ongoing Casework for Out-of-Home Care  
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### **Section 4 Overview**

This section pertains to the policy and procedures necessary when an out-of-home placement of a child is imminent or has occurred.

### **Chapter 8 Overview**

This chapter will describe the policy and procedures for continuing ongoing casework for families with children in out-of-home care.

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### **Memoranda History:**

[CS03-32](#), [CD05-72](#), [CD06-32](#), [CD06-47](#), [CD06-63](#), [CD06-75](#), CD07-77

## 8.1 Services for Family-Centered Out-of-Home Care

Activities for Ongoing Casework:

1. Present the case at each Family Support Team (FST)/Permanency Planning Review Team (PPRT) Meeting.
2. Implement the treatment plan using steps outlined in Chapter 7 of this section.
3. Continue placement support services:
  - Make necessary plans for the child who may require a different out-of-home care setting.

Related Subject: Section 4 Chapter 13 <a href="#">Placement of the Child with a Subsequent Provider</a>
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4. Utilize the Family-Centered Services Family Assessment, CD-14, packet tools to assess the family and provide services to the parents and child. All parents should be given the opportunity to be involved in the assessment process. It is important to assess each parent to obtain a thorough understanding of the family functioning. Ongoing case management after the initial 30 days requires a minimum of one face-to-face visit in the parental home per month between the worker and the parents. If the parents do not live together, a minimum of one face-to-face visit in each home per month must be conducted. The Parental Home Visit Checklist, CD-83, should be utilized to document any safety concerns with the household for home visits and possible reunification, as well as topics discussed with the parents, which address the case plan and the achievement of case goals. The form should be retained and kept in the Assessment and Services Section of the case record:
  - Continue any needed referrals and assistance to the parent(s) for accessing primary and preventive health care, including prenatal care, well-baby and postnatal care.
5. Assess progress at each FST/PPRT meeting, renegotiate the plan if necessary and determine permanency options:
  - A. Reunification;
  - B. Adoption;
  - C. Guardianship;
  - D. Placement with a Fit and Willing Relative; or

E. Another Planned Permanent Living Arrangement (APPLA).

NOTE: When reunification with the natural parents is the goal, steps should be taken as quickly as possible to achieve it. Concurrent planning also begins at initial out-of-home placement.

Close attention must be given to permanency plan achievement for children receiving out-of-home care services. Administrative reviews, court reports, court hearings, and FSTs all combine to assist in achieving and protecting the child's right to a permanency family who accommodates the child's special needs and best interests.

6. Include both parents in the development of the Child Assessment and Service Plan, CS-1, which will be presented at the 30 day Family Support Team meeting, and every 30 days thereafter until adjudication. The CS-1 should be updated every six (6) months after adjudication and when there is a major change to the case such as a change of the permanency plan or placement change.
7. Review decision with both parent(s).
8. Provide "What's It All About? A Guidebook for Youth In Out-of-Home Care", for all youth coming into care ages 14-21, or turning 14 while in care.
9. Assess youth's (ages 14 – 21) strengths and needs by completing the Ansell-Casey Life Skills Assessment and the Life Skills Strengths/Needs Assessment Reporting Form, CD-97. Develop the Adolescent FST Guide and Individualized Action Plan, CD-94, for presentation at the first six (6) month PPRT meeting and each subsequent PPRT. The youth must be engaged during the case planning process/assessment and should acknowledge his/her personal responsibility for the success of the plan. The Children's Service Worker should also involve in the assessment and case plan development the:
  - A. Birth/resource providers; and
  - B. Residential treatment provider, if placed in residential treatment.
  - C. Chafee Foster Care Independence Program (CFCIP) Contracted Worker (once youth has been referred for CFCIP Services).
10. Refer youth ages 14 through 21 to the Chafee Foster Care Independence Program by submitting a referral from the Older Youth Transition Specialist.
  - If the youth resides in a county other than the case manager county, the Children's Service Worker in the youth's county of residence shall help facilitate the completion of the Ansell-Casey Life Skills Assessment by the

resource provider and youth. The Children's Service Worker will also assist with the completion of the Life Skills Strengths/Needs Assessment Guideline Questions, CD-96, and the Life Skills Strengths/Needs Assessment Reporting Form, CD-97. The Adolescent FST Guide and Individualized Action Plan, CD-94, shall be completed by the case manager with the assistance of the service worker.

Related Subject: Section 4 Chapter 21 [Older Youth Program](#)

11. Add recommendations of the FST/PPRT to the Child Assessment and Service Plan, CS-1, and CD-94 for youth 14 or over.
12. Submit a report to the court outlining the recommendations from the FST/PPRT and any other necessary information:

Related Subject: Section 4 Chapter 7.2.4 [Lack of Consensus at Family Support Team \(FST\)/Permanency Planning Review Team \(PPRT\) Meetings](#)

- A. A completed CS-1 and CD-94 for youth ages 14 or over should be submitted to the court.
  - B. Request the court amend the current court order if placement/services recommended in the long-term permanency treatment plan are deleted or if the permanency goal changes.
13. Obtain court approval for the permanency option chosen and any recommendations made in the court report.
  14. Begin implementation of decision, referring to pertinent procedures.
  15. Continue efforts to locate absent parent(s).

Related Subject: Section 4 Chapter 4 Attachment A [Locating the Non-Custodial Parent or Relative](#), Section 4 Chapter 7.1 [Activities in the First 24 to 72 Hours](#), Section 5 Chapter 2.6.4b [Searching for a Biological Parent](#).

16. Record all activities every 30 days.
17. Begin TPR actions, if adoption was the permanency option chosen.

Related Subject: Section 4 Chapter 26 [Termination of Parental Rights](#)

18. Review with immediate supervisor monthly all cases that have not resulted in a child's permanent placement, in the case of infants, such case reviews shall occur weekly.

19. Develop other permanency options (concurrent planning) if adoption is not likely and reunification is not possible.
20. Continue reports to court as necessary.
21. Request the court amend the current court order if any treatment services or permanency options change.
22. Seek administrative review in the last 30 days of each treatment period as follows:
  - A. From the Circuit Manager or his/her designee by the end of each treatment period.
  - B. From the Regional Director or his/her designee by the end of the fifth treatment period (15 months).
  - C. Circuit Managers may request a Regional Director review at any time if the case assessment indicates major barriers exist in achieving the treatment plan.
23. Seek additional reviews from the Regional Director and/or Central Office, if the following conditions appear to exist:
  - A. Return of the child to the biological family is unlikely;
  - B. The court has taken no action regarding the Division's request to file a TPR request;
  - C. The court has denied a termination of parental rights petition; or
  - D. Other barriers are identified which impede case progress.

If a child remains in out-of-home care beyond 15 months, the total situation must be aggressively evaluated keeping in mind the principle of permanency planning.

If return of the child is unlikely or TPR action is deemed impossible, a guardianship plan must be discussed through supervisory channels.

Regional office can seek case review assistance from Central Office, if necessary, to aid in permanency plan achievement to prevent foster care drift. The request to Central Office should be submitted with appropriate materials including an assessment of the major barriers to case progress.

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## 8.2 Family/Child Moves from County:

1. Child in out-of-home care placed in-state:
  - A. Reach agreement between case manager, service county, if different, and receiving county on placement of child;
  - B. Confirm placement through email, telephone or Inter Office Communication (IOC). This should be done within two (2) working days of child's placement in the receiving county. The child should be seen in the placement setting by the service worker the next business day after confirmation of placement. For children placed in a residential facility out of county, the child should be contacted by the case manager or service worker the next business day after placement. This contact may be made by phone but the child **must** be seen in person at the facility within five (5) business days after the date of placement;
  - C. Complete Service Worker / Case Transfer Request, CD-175, within five (5) working days after placement confirmed. The case manager is required to do a follow up with receiving county to verify receipt of request and answer any additional concerns or questions;
  - D. Update the Alternative Care Client Information screen in FACES and record all contacts. Complete a transfer summary in FACES when the case is being transferred; and
  - E. Close Service Authorization in FACES for any services the child is receiving if applicable.
    - The worker in the new service county will reauthorize services for the child if they are still needed through Service Authorization in FACES, and if a provider is available

2. Child in out-of-home care placed out-of-state:

Related Subject: Section 4, Chapter 25 <a href="#">Interstate Placement</a>
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3. Parent of child in out-of-home care moved within state:
  - A. Confirm with parent or collateral that parent has moved. Notify Division office by telephone or letter depending on evaluation of risk of any other children in the home or need for immediate services. Request confirmation within five (5) days;
  - B. Complete Service Worker / Case Transfer Request, CD-175, within five (5) working days after placement confirmed. The case manager is required to do a

follow up with receiving county to verify receipt of request and answer any additional concerns or questions;

- C. Update the Family Centered Services Information screen in FACES and record all contacts. Complete a transfer summary in FACES when the case is being transferred; and
  - D. Close Service Authorization in FACES for any services the child is receiving if applicable.
    - The worker in the new service county will reauthorize services for the child if they are still needed through Service Authorization in FACES, and if a provider is available.
4. Parent of child in out-of-home care moved out-of-state:
- A. Confirm with parent or collateral that parent has moved;
  - B. Contact public child welfare agency in the state where the parent resides via letter or phone call, followed by letter, to request assistance to provide services; and
  - C. Notify case manager of the move, if service county.
5. When there is a change in court jurisdiction and the child will have a new Children's Service Worker, contact the Eligibility Specialist (ES) within five (5) days via an IOC and state the child's case is being transferred. The IOC shall indicate:
- A. The child's name as it appears on the Alternative Care Client Information screen in FACES;
  - B. The child's DCN;
  - C. The county the child's case has been transferred to; and
  - D. The date of transfer.

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### **8.3 Family/Child Changes Children's Service Worker**

If the family and/or child have not relocated but the family or child's Children's Service Worker changes, the following activities shall be completed by the new worker:

1. Thoroughly review the family and child's entire case record and if possible, consult with the family or child's previous Children's Service Worker and/or supervisor.
2. Update the SS-61 in FACES to reflect the new worker assignment.
3. Notify all Family Support Team members and service providers of new worker assignment and contact information.

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