

TIMEFRAMES AND RESPONSIBILITIES FOR A NEW FOSTER CARE CASE (DHS)



DAY ONE

<u>ACTIVITIES</u>	<u>FORMS</u>
➤ Receive new case (FOM 722-1)	
➤ Individual Service Agreement (residential or private agency) (FOM 913-3)	DHS-3600
➤ Arrange to attend preliminary hearing if possible	
➤ Complete criminal history checks on household members (FOM 722-6A)	DHS-269
➤ Arrange to meet all members involved with the case (FOM 722-6)	
➤ Arrange parenting time and sibling visitation with parents/siblings (FOM 722-6)	
➤ Provide information to foster parent (FOM 722-4)	PUB-457 (relative)
➤ Provide medical authorization card to foster parent (if not done by CPS – FOM 722-1)	DHS-3762

DURING THE FIRST 30 DAYS

<u>ACTIVITIES</u>	<u>FORMS</u>
➤ Receive CPS transfer to FC, including the SWSS Transfer Summary Placement Outline /Child and Family Social History (FOM 722-1)	
➤ Conference with CPS (In the event a petition for termination of parental rights at the first disposition has been filed) (FOM 722-1)	
➤ Receive court orders (at time of placement)	

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- (FOM 722-1)
- Print and send the SWSS Transfer Summary Placement Outline /Child and Family Social History (FOM 914) DHS-719
- Comply with Absent Parent Protocol (if applicable) (FOM 722-6)
- Meet with birth/legal parents/guardians. Provide guide for parents with children removed. (FOM 722-6) PUB-460
- Determine if child(ren) are American Indian, and apply policy as required under ICWA. (NAA – 200 to 610) DHS-120
- Complete initial funding determination DHS-352
- Funding Eligibility Checklist, must be completed and kept in youth's case file as proof of eligibility. When a youth's (Closes) eligibility changes, a new DHS 722 must be completed. DHS 722-O (Open)
DHS 722-C
- Pre-Ten Waiver Placement (if required) DHS-396
- Get Information releases signed to obtain and share confidential information throughout the case (SRM 131) DHS-1555-CS
- Review prior CPS and/or foster care files (if applicable) (FOM 722-6)
- Resolve unanswered questions with CPS
- Address all issues in the Placement Selection Criteria to identify what the child needs/best interest (FOM 722-3) DHS-65
- Relative notification letter (CPS forwards) DHS 990
- Relative response form (CPS forwards) DHS 989
- Relative Search form (CPS forwards) DHS 988
- Relative Documentation form (FC continuation from CPS) DHS 987
- Complete initial Safety Screen DHS 588

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- Preliminary Guardianship assessment (if applicable)
Caregiver's Permanency Planning Checklist DHS 2051

- Caseworker's Permanency Planning Checklist
2053 DHS 2052 or
2053

- Arrange Parenting Time (discuss mileage reimbursement)
(FOM 722-6) DHS-1582CS

- Complete and return the Child Agency Placing Case Report
(if supervised by private agency)
(FOM 914) DHS-719

- Determination of Care form
(FOM 903-3) DHS-470, 470A
or 1945

- Initiate foster care payments, if applicable. DHS-626

- Complete initial clothing inventory and
Submit request (if needed)
(FOM 903-9) DHS-3377
DHS-634

- Begin working on the ISP PACKET
(FOM 722-8)
 - Family Assessment of Needs and Strengths DHS-145
 - Child Assessment of Needs and Strengths DHS -0432, 0433,
0434, 0435
 - Initial Service Plan DHS-65
 - Parent Agency Treatment Plan DHS-67

- Request medicals, dentals, immunization records, education
record, birth certificate, social security numbers of child,
birth parents DHS-1664
DHS-1662
SS-5
(FOM 722-2 and FOM 913-1)

- Begin Medical Passport DHS-221
(FOM 722-6 and FOM 913-1)

- Determine if there is private medical insurance available DHS-1354

- Register and open Medicaid

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*If Relative Caregiver and wants ineligible grantee and Medicaid, assist with application

DHS-498
DHS-1171

- School (FOM 722-2)
 - Send authorization letter to school
 - Send Report Card Request

- Conduct visitations with parents/caregivers/children (home visits, phone calls, etc). (FOM 722-6)

- Gather caregiver input for Initial Services Plan (FOM 722-6) DHS-65

- Continue to prepare ISP by involving parents / guardian, caregiver / placement staff and youth. (FOM 722-6) DHS-65

- Meet with parents to negotiate Parent Agency Treatment Plan and Services Agreement (PATP). Negotiate goals that are realistic, measurable, time-limited and achievable. (FOM 722-8C) DHS-67

- Develop services for PATP. Who (what service provider), What (type of service), When (how often) and Where (location) etc. DHS-67

- Identify and locate all relatives for possible placement and complete home study. (FOM 722-8) DHS-197

- Prepare PATP and have the participants sign it. DHS-67
If birth parents refuse to sign, give a copy or send one by certified mail if necessary. Note reason for refusal to sign
 Document on the form that the “parent refuses to sign”
 (FOM 722 -8C)

- Review case for the completion and return of all case forms.

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- Complete ISP (must be complete by day 30). (FOM 722-8) DHS-65
- Submit ISP, PATP and any other appropriate documents to court .*
- Attend the adjudication and dispositional hearings.*

DURING THE FIRST 90 DAYS

- Pay service providers, as necessary (SRM 234) DHS-93
DHS-634
- Complete and disseminate the Placement Decision Notice (FOM 722-3) DHS-31

DURING THE FIRST 120 DAYS

ACTIVITIES

FORMS

- Comply with Absent Parent Protocol (if applicable) (FOM 722-6)
- Complete reassessment: (FOM 722-8A and FOM 722-8B)
 - Family Needs and Strengths Assessment DHS-145
 - Child Assessment of Needs and Strengths DHS-0432, 0433,
0434, 0435
- Screen child(ren) for SSI (FOM 902-10) DHS-4700
DHS-4699
DHS-3205
- Prepare the USP by evaluating all events of the quarter as they relate to the PATP and anything else relevant. (FOM 722-9) DHS-66

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- Reassess goals based on the events of the quarter.
(FOM 722-6, FOM 722-8C, FOM 722-9)
 - Note specific progress toward treatment goals or lack of progress.
 - Note how parents and youth have benefited from services provided or their lack of progress.

- If Parenting Time has been evaluated as at least Partial and Barrier Reduction has been evaluated as at least Partial complete a Safety Assessment. DHS-149
(FOM 722-9B)

- Negotiate a continuing PATP DHS-67
(Include parents, caregivers and youth 14+)
 - Have all participants sign the new agreement
(FOM 722-8C)

- Submit USP & PATP to your court.*

ALL FOLLOWING 90 DAY TIME PERIODS (2ND , 3RD , etc. USPs)

ACTIVITIES

FORMS

- Comply with Absent Parent Protocol (if applicable)
(FOM 722-6)

- Complete reassessment:
(FOM 722-8A and FOM 722-8B)
 - Family Needs and Strengths Assessment DHS-145
 - Child Assessment of Needs and Strengths DHS -0432, 0433,
0434, 0435

- Prepare the USP evaluating all events of the last quarter as they relate to the PATP DHS-66
(FOM 722-9)

- Note specific progress toward treatment goals DHS 66 & 67
(FOM 722-8C and FOM 722-9)

- Note how parents / youth benefited from services provided DHS 66 & 67
(FOM 722-8C and FOM 722-9)

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|---|------------------------|
| ➤ If Parenting Time has been evaluated as at least Partial and Barrier Reduction at least Partial complete Safety Assessment (FOM 722-9B) | DHS-149 |
| ➤ Reassess goals based on the events of the quarter. (FOM 722-6, FOM 722-8C) | |
| ➤ Negotiate a continuing or additional PATP / Services with Parents / caregivers / youth (FOM 722-8C) | DHS-67 |
| ➤ Update the written PATP Agreement with all participants. <ul style="list-style-type: none"> • Have everyone sign new agreement (FOM 722-8C) | DHS-67 |
| ➤ Submit USP/PATP / Services Agreement to court* | |
| ➤ Submit updated 719 if requested by DHS Monitor (FOM 914) | DHS 719 |
| ➤ Re-determine determination of care (as required) (FOM 903-3) | DHS -470, 470A or 1945 |
| ➤ Note: Document compelling reasons for continuing care and not pursuing termination <u>or</u> file request for termination of parental rights if USP is being developed for Permanency Planning Hearing (FOM 722-7) | DHS-66 |

REPLACEMENTS

- | ACTIVITIES | FORMS |
|---|--------------|
| ➤ Schedule Permanency Planning Conference (PCC) | |
| ➤ Send Foster Parent/Relative Caregiver/Unrelated Caregiver Notification before replacement (FOM 722-3) | DHS-30 |
| ➤ Prepare child for replacement (FOM 722-3) | |
| ➤ Address all issues in the <u>Placement Selection Criteria</u> | DHS-69 |

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(FOM 722-3)

- Notify parents and other appropriate parties, such as:
MCI superintendent/FC Review Board of replacement
(FOM 722-3)
- Complete clothing inventory before replacing child DSS-3377
- Complete the Foster Care Action Summary
(FOM 722-3) DHS-69
- Meet with new caregivers to share information.
(FOM 722-4)
- Share PATP / Services Agreement with new caregivers
(FOM 722-4)
- Provide medical authorization card to caregivers DHS-3762
(FOM 722-11)
- Update/share medical passport DHS-221
(FOM 722-4 and FOM 722-6)
- Discuss/assess DOC with new caregivers (if applicable) DHS-470, 470A
or 1945
(FOM 903-3)
- Complete Individual Service Agreement (if applicable) DHS-3600
(FOM 913-3)
- Send school letter with updated information
- Redetermination of Funding Source, if applicable DHS-350
(FOM 722-2 and FOM 913-1)
- Update placement and education record DHS-1385
(FOM 722-5)

RETURN HOME

ACTIVITIES

- Safety Assessment completed
(FOM 722-9B)

FORMS

DHS-149

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- | | |
|--|--------------------|
| ➤ Foster parent/relative/unrelated caregiver notification
(FOM 722-3) | DHS-30 |
| ➤ Prepare child and parents for reuniting
(FOM 722-7) | |
| ➤ Prepare siblings for reuniting
(FOM 722-7) | |
| ➤ Determine need for Families First or other reunification services, need for resources, other ongoing service needs which will support reunification
(FOM 722-6 and FOM 722-7) | |
| ➤ Complete Action Summary
(FOM 914) | DHS-69 |
| ➤ Medical passport completed and shared with parents
(FOM 722-6 and FOM 913-1) | DHS-221 |
| ➤ Update placement and education record
(FOM 722-5) | DHS-3185 |
| ➤ Update Funding Source | |
| ➤ Close Medicaid | BRIDGES
DHS-176 |
| ➤ Send notification of return to school (if applicable)
(FOM 722-2 and FOM 913-1) | |
| ➤ Negotiate new PATP immediately upon the child's return home.
(FOM 722-8C) | DHS-67 |
| ➤ Maintain standards for home visits
(FOM 722-6, FOM 722-7 and FOM 913-1) | |

AFTER TERMINATION OF PARENTAL RIGHTS

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TIMEFRAMES AND RESPONSIBILITIES FOR A NEW FOSTER CARE CASE (DHS)

ACTIVITIES

- Update goals
(FOM 722-9D)
- Funding Redetermination
- Notify adoption supervisor
(FOM 722-7)
- Send most recent ISP or USP to adoption supervisor
(FOM 722-7)
- Adoption worker and foster care worker jointly
prepare child for adoption. The Foster Care worker remains
the primary worker.
(FOM 722-7)

FORMS

DHS-68

DHS-350

DHS-65 or DHS-66

Services Case Closure

ACTIVITIES

- Prepare and submit a termination summary
(FOM 722-15 and FOM 914)
- Close Medicaid

FORMS

DHS-69

BRIDGES
DHS-176

* Local Office/County Specific Activities

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