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

DAY ONE

ACTIVITIES

➢ Receive new case
  (FOM 722-1)

➢ Individual Service Agreement (residential or private agency)
  (FOM 913-3)

➢ Arrange to attend preliminary hearing if possible

➢ Complete criminal history checks on household members
  (FOM 722-6A)

➢ 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)

➢ Provide medical authorization card to foster parent
  (if not done by CPS – FOM 722-1)

FORMS

DURING THE FIRST 30 DAYS

ACTIVITIES

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

- Print and send the SWSS Transfer Summary Placement Outline /Child and Family Social History (FOM 914)
- 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)
- Determine if child(ren) are American Indian, and apply policy as required under ICWA. (NAA – 200 to 610)
- 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 eligibility changes, a new DHS 722 must be completed.
- Pre-Ten Waiver Placement (if required) (DHS-396)
- Get Information releases signed to obtain and share confidential information throughout the case (SRM 131)
- 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)
- 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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TIMEFRAMES AND RESPONSIBILITIES
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(DHS)

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

- Caseworker's Permanency Planning Checklist  
  DHS 2052 or 2053

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

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

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

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

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

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

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

- School
  - 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)

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

- 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)

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

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

- Prepare PATP and have the participants sign it.
  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)
- 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)
- Complete and disseminate the Placement Decision Notice (FOM 722-3)

DURING THE FIRST 120 DAYS

ACTIVITIES

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

- Complete reassessment:
  (FOM 722-8A and FOM 722-8B)
  - Family Needs and Strengths Assessment
  - Child Assessment of Needs and Strengths

- Screen child(ren) for SSI (FOM 902-10)

- Prepare the USP by evaluating all events of the quarter as they relate to the PATP and anything else relevant. (FOM 722-9)

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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. (FOM 722-9B)  
  DHS-149

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

- Submit USP & PATP to your court.*

**ALL FOLLOWING 90 DAY TIME PERIODS (2\textsuperscript{ND}, 3\textsuperscript{RD}, etc. USPs)**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>FORMS</th>
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<tbody>
<tr>
<td>Comply with Absent Parent Protocol (if applicable)</td>
<td>DHS-145</td>
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<tr>
<td>Complete reassessment:</td>
<td>DHS-66</td>
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  - (FOM 722-8A and FOM 722-8B)                      | DHS-0432, 0433, 0434, 0435 |
  - Family Needs and Strengths Assessment            | DHS-66 & 67               |
  - Child Assessment of Needs and Strengths          | DHS-66 & 67               |

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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)
  
- 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)
  
- Update the written PATP Agreement with all participants. (FOM 722-8C)
  - Have everyone sign new agreement
  
- Submit USP/PATP / Services Agreement to court*

- Submit updated 719 if requested by DHS Monitor (FOM 914)

- Re-determine determination of care (as required) (FOM 903-3) or 1945

- Note: Document compelling reasons for continuing care and not pursuing termination or file request for termination of parental rights if USP is being developed for Permanency Planning Hearing (FOM 722-7)

REPLACEMENTS

ACTIVITIES

- Schedule Permanency Planning Conference (PCC)
  
- Send Foster Parent/Relative Caregiver/Unrelated Caregiver Notification before replacement (FOM 722-3)
  
- Prepare child for replacement (FOM 722-3)
  
- Address all issues in the Placement Selection Criteria

FORMS

- DHS-149
- DHS-67
- DHS-66
- DHS-719
- DHS 470, 470A or 1945
- DHS-30
- 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 DHS-69 (FOM 722-3)

➢ 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 DHS-350 (FOM 722-2 and FOM 913-1)

➢ Redetermination of Funding Source, if applicable DHS-1385

➢ Update placement and education record (FOM 722-5)

RETURN HOME

ACTIVITIES

➢ Safety Assessment completed DHS-149 (FOM 722-9B)

FORMS

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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  
  (FOM 913-1)  
  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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(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
- DHS-69
- BRIDGES
- DHS-176

* Local Office/County Specific Activities

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