> CPS Removal & Transfer to Foster Care Job Aid

MiSACWIS CPS Removal and Transfer to Foster Care

Creating a Petition for Removal in a CPS Investigation Case

1. From the **Home** screen, select the **Case** Tab and **Workload** sub-tab.
2. Select the **Investigation ID** for which you want to create a petition of removal.

3. The **Investigation Overview** screen appears. Select the **Investigation Tasks** tab.
4. Click the Petition for Removal link.

5. Complete the required fields in the **Petition/Motion Detail** tab.
6. Click **Apply**.

7. Click on the **Court/Attorney Info** tab and complete the required fields.
8. Click Apply.

9. Click on the **JC04b Tab** and complete the required fields.

10. After completing the required fields, you will be able to generate the petition and print it.
11. Using the drop-down boxes, indicate 'If the petition is for after-hours removal?' and 'Is the petition is ready to be submitted to the court."
12. Click **Save**.

Transfer to Foster Care Checklist

Note: The CPS worker must complete this process **before** s/he dispositions the CPS investigation and **before** the CPS Supervisor approves the CPS investigation. Once the CPS Supervisor approves the CPS investigation, the Transfer to Foster Care Checklist is disabled.

13. From the **Home** screen, select the **Case** tab.
14. Select the Ongoing expando, and select the applicable **Investigation ID**.
15. Select the **Investigation Tasks Tab** and click on the **Checklists** hyperlink.

16. Select the value of **Transfer to Foster Care** from the **Checklist Type** drop-down box.
17. Click the **Search** button.

18. Select the value of **Transfer to Foster Care** from the **Checklist Type**.
19. Click the **Add Checklist** button.

20. Enter text in the **Checklist Name** narrative box (required) and select a value from the **New Status** column dropdown for each Item.

Note: All of the Checklist questions must be answered; they cannot have a status of 'Not Completed.'

21. If 'Waived' is selected from the **New Status** dropdown, the user must click on the **Waive Reason** hyperlink and add text.

22. When all of the questions have been completed, click **Save**.

23. Once the Transfer to Foster Care Checklist is saved, there should be '19 of 19 Complete' in the **Status** column if all of the questions were answered.

Complete the Child's Person Profile Information

24. On the child's **Person Profile** record, enter the:
    a. All of the applicable Demographic Information.
    b. Add the child's address; the child's residence **Person Profile** address must be completed prior to adding the placement record in order for the correct address to display on the Placement screen.

Note: Absent/Alleged parent Information is added to the Add'l sub-tab.

25. If applicable, enter ICWA information from the **Person Overview screen**. Select the **ICWA link**.

26. Click **Add ICWA Details**.

27. Complete all required and relevant information, then click **Save**.

28. From the **Person Overview** screen, select the **Health** hyperlink.

29. Enter applicable health Information.

30. From the Person Overview screen, select the **Education** hyperlink if applicable.

31. Enter applicable Education information.

Enter Placement Information

32. Select **Placement** hyperlink from the left-hand navigation on the **Case Overview** page.

33. Select a child from **Child's Name** dropdown list and click on the **Add Placement Record** button.

34. Optionally, select the **Apply** button if linking an FTM to the Placement Record.

Placement screen

35. Optionally link FTM to the placement record by selecting **Link FTM** button. If an FTM is not linked, MiSACWIS displays the FTM Recorded Prior to Placement 'No.'

Placement screen

36. Select the applicable placement type from the **Service Type** dropdown list.
37. Select a value for **Medical Cards Received/Account No. Provided** and **Medical Passport Provided** fields.
38. Enter the dates for **Medical Cards Received/Account No. Provided**, and **Medical Passport Provided**.
39. Enter text in all applicable narrative boxes.

Note: The child's name will display in the **Case Participants** field and the **Relationship** field will be populated with 'self.' The **Address** field will display the child's address from the child's person profile record.

40. Select **Link Provider** button from the **Provider Information Section** found at the bottom of the **Placement** Screen.

Note: This example is placing the child in a licensed foster home placement using the provider search function; other job aids may be applicable if the placement is a different type.

41. The System will navigate to the **Provider Match Search** page.
42. Select the **Provider Type** from the drop-down menu.
43. Depending on the type of provider:
    a. Provider type=Private Provider Home or DHS Foster Home.
    b. Select the **Service Description** from the drop down menu.
        i. If Provider Type=Private Provider Home, then select service description=780.
        ii. If the Provider Type=DHS Foster Home, then select service description=700.
44. Optionally, if known, select **Additional Search Criteria** to search by Bridges Provider ID, MiSACWIS Provider ID, or Provider Name.

45. Click the **Search** button.

46. MiSACWIS returns providers based on search criteria entered.
47. **Select** provider chosen for placement.

48. MiSACWIS returns the selected provider to **Placement Details** screen. It returns the Provider Name and Provider Address Information to the Provider Information area of the placement record. The **Service Type** field will be frozen and the **Living Arrangement** field will be enabled.
49. Select **Living Arrangement** 'Licensed Unrelated Foster Home' (or other applicable living arrangement).

50. Enter **Placement Begin Date** unless this is an initial placement.

Note: The Initial Placement Begin Date will prefill with the removal date and cannot be modified.

51. Enter the applicable placement narrative, and select an applicable value from the **Relationship to Child** drop-down list.

52. Enter the applicable placement narrative, and select **Completed** from **Status** drop-down list and select the **Save** button.
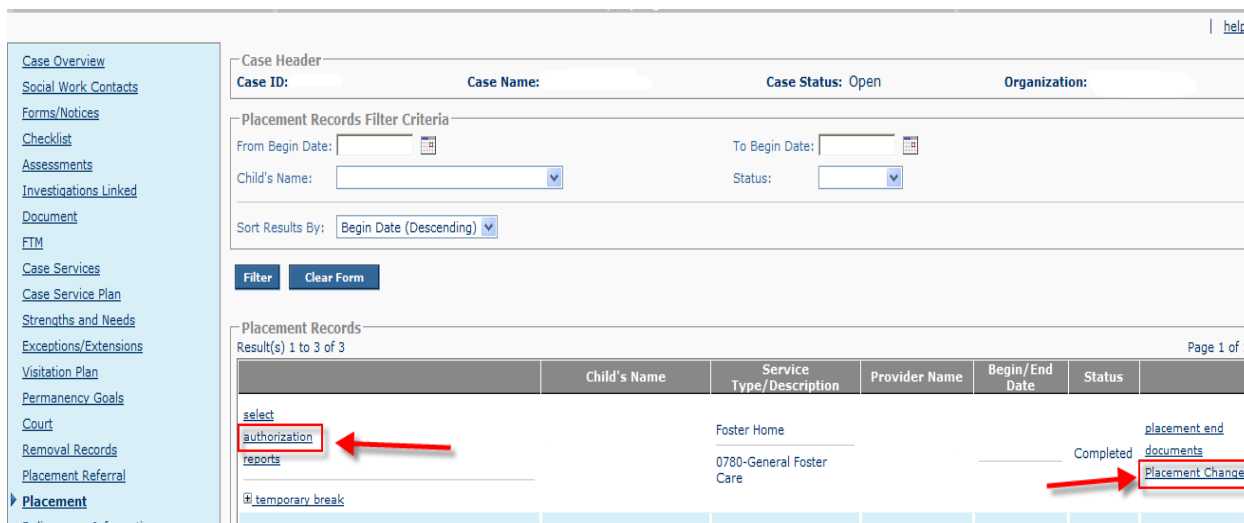
53. Click **OK** on the pop-up message. The Pop-up message presented is different for an initial placement versus a replacement.
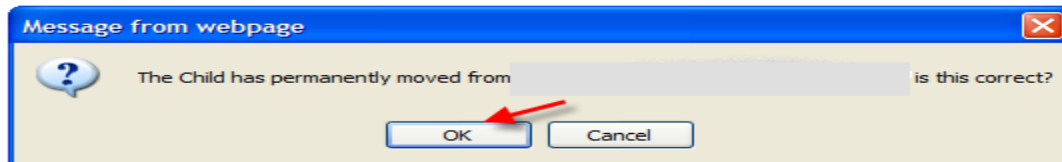
54. Completed placement displays on the **Placements Records** list page.
55. Select the **Placement Change** hyperlink after a placement has been entered to answer the 'Change of Placement Information' questions pertaining to CPS.

Note:

Initial Placement: MiSACWIS displays the popup message: "No previous placement exists, is the placement record the initial placement for the placement episode?" Press OK to proceed with saving the placement record. When MiSACWIS saves a placement record with a Completed status and no other placement exists for the child's removal episode, MiSACWIS will pre-fill the **Placement Begin Date** with **Removal Date** of the current **Initial Removal Record**.

Paid Placements will have an **authorization** hyperlink to complete the service authorization.

Every placement will need to have the Placement Selection Criteria and Change of Placement questions completed. The information will be entered from the **Placement Change** hyperlink on the **Placement List** page.

When applicable, Placement Exception Requests will also be completed within the **Placement Change** Information work area. A placement can be entered in draft status in order to complete **Placement Exception Requests**.