

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 5:</b> General Case Management	<b>Effective Date:</b> April 1, 2011
	<b>Section 1:</b> Transitioning from Assessment	<b>Version:</b> 5

<b>POLICY</b>
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When a case is transitioned from the assessment phase to ongoing case management services, the Indiana Department of Child Services (DCS) will ensure continuity of care for children and families by holding a transition meeting, which will include the assessment worker, the ongoing worker, and the family whenever possible.

When transitioning a case from an assessment worker to an ongoing worker, DCS will transition all [Family Support/Community Services Plans \(SF 53243/CW 3425\)](#) into [Safety Plans \(SF 51455/CW 0440\)](#).

In cases where domestic violence has been identified as a risk factor during the assessment phase:

1. Two (2) [Family Support/Community Services Plans \(SF 53243/CW 3425\)](#) will have been developed;
2. Each [Family Support/Community Services Plans \(SF 53243/CW 3425\)](#) will be transitioned into a [Safety Plan \(SF 51455/CW 0440\)](#);
3. The [Safety Plan \(SF 51455/CW 0440\)](#) of the non-offending parent and child(ren) should not be shared with the alleged domestic violence offender;
4. The FCM should engage the alleged domestic violence offender to develop a separate [Safety Plan \(SF 51455/CW 0440\)](#); and
5. Both [Safety Plans \(SF 51455/CW 0440\)](#) should also address any other safety concerns that have been identified for the child(ren).

DCS will ensure that each child has one (1) ongoing service Family Case Manager (FCM) for the life of the case whenever possible.

**[NEW]** If a case has to transition from one ongoing FCM to another ongoing FCM, DCS will continue to ensure continuity of care for each child by holding a transition meeting or a Child and Family Team Meeting (CFTM). See separate policy [5.7 Child and Family Team Meetings](#).

Code References

N/A

<b>PROCEDURE</b>
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The assessment FCM will:

1. Make a request to his or her Supervisor or designee to open/reopen a case;
2. Complete all ICWIS data entry for:
  - a. Hearings,
  - b. Placement,

- c. Services,
  - d. [Visitation Plan](#),
  - e. The [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#),
  - f. Demographic information in the Assessment Module,
  - g. Contacts,
  - h. School information/education,
  - i. Medicaid number,
  - j. Indiana Support Enforcement Tracking System (ISETS) interface,
  - k. Mental Health Screen,
  - l. Immunization records, and
  - m. Income and resources for all household members.
3. Document the following in the case file:
- a. [Affidavit of Diligent Inquiry \(ADI\) \(SEARCH100801ADI\)](#),
  - b. Court Reports (i.e., if the court hearing is within 10 business days of the transfer, the assessment FCM would be responsible for this report, unless negotiated otherwise at the transition meeting),
- Note:** At a Detention/Initial Hearing, initial court order language must include Contrary to the Welfare/Best Interests of the child; Reasonable Efforts to Prevent Removal; and Placement and Care responsibility to DCS.
- c. Notices, and
- Note:** This includes [Notice to Relatives \(NOT060901LTR\)](#) which must be sent within 30 days of removal. See separate policy, 4.0 Diligent Search.
- d. [Family Support/Community Services Plans \(SF 53243/CW 3425\)](#).
- Note:** For families experiencing domestic violence, every non-offending parent and alleged domestic violence offender will have separate [Family Support/Community Services Plans \(SF 53243/CW 3425\)](#). Each plan must transition to become a [Safety Plan \(SF 51455/CW 0440\)](#). The non-offending parent and child(ren)'s plan is **not** to be shared with the alleged domestic violence offender. See Practice Guidance for more information.
4. Send a copy of [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) to the FCM;
  5. Schedule and invite all identified necessary participants (e.g., parent, guardian, or custodian, child, substitute caregivers, both Supervisors, service providers, and both FCMs) to the required transition meeting within 15 business days of the Detention/Initial Hearing;
  6. Document contacts in ICWIS that all parties were notified for the transition meeting.

The assessment Supervisor will:

1. Assure that the assessment FCM continues to be responsible for attending all court hearings and monitoring the child's safety and well-being, until the case is transferred to an ongoing service FCM. See related information for further details;
2. Assign the case to an ongoing service FCM or to an ongoing service Supervisor; and

3. Forward a copy of the approved [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) and other pertinent information to the ongoing service Supervisor, at least one (1) business day prior to the transition meeting.

The ongoing Supervisor will:

1. Identify an ongoing service FCM for the case;
2. Forward the [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) and pertinent information to the ongoing service FCM; and
3. Assign the ongoing service FCM the case in ICWIS within 48 hours of the transition meeting.
4. **[NEW]** Ensure that the new ongoing FCM receives the hard copy case file from the current ongoing FCM within 48 hours of the transition meeting.

The ongoing service FCM will review the [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) and pertinent information prior to the transition meeting.

**[NEW]** When transferring a case from one ongoing FCM to another, the current ongoing FCM will:

1. Schedule a transition meeting; and
2. Transfer the hard copy case file within 48 hours of the transition meeting.

The new ongoing FCM will:

1. Attend the transition meeting;
2. Review the hard copy case file; and
3. Review the case in ICWIS.

## PRACTICE GUIDANCE

### **Safety Plans and Domestic Violence**

The primary goal of a [Safety Plan \(SF 51455/CW 0440\)](#) created by DCS is to ensure the safety of the child(ren). The purposes of these plans are to:

1. Achieve immediate and long-term safety for child(ren) and non-offending parent; and
2. Provide safety options for the non-offending parent and the child(ren).

The plan should include strategies to reduce the risk of physical violence and/or harm by the alleged domestic violence offender and enhance the protection of the non-offending parent and child(ren). [Safety Plan \(SF 51455/CW 0440\)](#) for individuals living with domestic violence will vary depending on whether the non-offending parent is separated from the alleged domestic violence offender, thinking about leaving, or returning to or remaining in the relationship.

Specific planning may include:

1. Engaging the non-offending parent in a discussion about the options available to keep him or her and the child(ren) safe, including what has been tried before;
2. Exploring the benefits and disadvantages of specific options, and creating individualized solutions for each family;
3. Utilizing the criminal justice and civil court systems to hold the alleged perpetrator accountable; and
4. Writing down a list of phone numbers of neighbors, friends, family, and community service providers that the non-offending parent can contact for safety, resources, and services. This requires FCMs to stay current about resources, contacts, and legal options.

The [Safety Plan \(SF 51455/CW 0440\)](#) of the non-offending parent and child(ren) should not be shared with the alleged domestic violence offender. The FCM should engage the alleged domestic violence offender to develop a separate [Safety Plan \(SF 51455/CW 0440\)](#) which holds him or her accountable for the abusive behavior and responsible for stopping the violence. Both [Safety Plans \(SF 51455/CW 0440\)](#) should also address any other safety concerns that have been identified for the child(ren).

## FORMS AND TOOLS

1. [Visitation Plan](#) – Available in ICWIS
2. [Affidavit of Diligent Inquiry \(ADI\) \(SEARCH100801ADI\)](#) – Available in ICWIS
3. [Assessment of Alleged Abuse or Neglect Report \(SF 113/CW0311\)](#) – Available in ICWIS
4. [Safety Plan \(SF 51455/CW 0440\)](#) – Available in ICWIS
5. [Family Support/Community Services Plan \(SF 53243/CW 3425\)](#) – Available in ICWIS
6. [Notice to Relatives \(NOT060901LTR\)](#)

## RELATED INFORMATION

### **Purpose of Transition Meetings**

A Child and Family Team (CFT) Meeting can be utilized to accomplish a transition meeting. A transition meeting should be held within 15 business days from the date of the Detention/Initial Hearing. Timing of this meeting is critical to the actual transfer of the case so initiating the transfer as soon as possible can be beneficial. As soon as the filing of a petition for Child in Need of Services (CHINS) is imminent, the assessment Supervisor should initiate the request for transfer with the ongoing Supervisor. Ideally, an ongoing FCM could be identified prior to the Detention/Initial Hearing and the transition meeting could occur at that time.

The purpose of the meeting is to provide all parties with as much information as possible about the status of the case and to engage the family in the planning process to effect a smooth transition of the case.

Examples of information to be shared and discussed with the parties include:

1. The family's strengths and underlying needs;
2. Needs that may arise in the near future;
3. What efforts have been taken to meet those needs;
4. Clarify expectations about what happens next;
5. The name and contact information of the new FCM and Supervisor;
6. Formal and informal supports for the family; and
7. Information about the membership of the CFT.

Continuous parent, guardian, or custodian involvement throughout the case is a significant factor in family preservation and family reunification efforts. Therefore, the family should attend the transition meeting, if at all possible, and be given ample notice of the meeting. When scheduling the transition meeting, consideration should also be given to the new FCM to prepare for the next court hearing (i.e., allowing enough time to prepare).

### **Pertinent Family Information**

At the transition meeting, all parties, especially the family, should review and discuss with the new FCM all pertinent family information (e.g., family strengths, values, support systems, family composition, behavioral, mental health, developmental and/or medical needs, domestic violence concerns, immediate needs, substance abuse, truancy, etc.). Based on the dynamics of the case, it may be necessary to have more than one transition meeting (i.e., when there is a no contact order between parent, guardian, or custodian and the child or each other). If there are safety concerns, the FCM may also need to keep the location of the resource home confidential.

### **“Transitioned” Defined**

A case is “transitioned” when the following has occurred:

1. A transition meeting;
2. The new FCM is assigned the case in ICWIS, within 48 hours of the transition meeting; and
3. The new FCM has received the hard copy file.

### **Eligibility for Federal Funding**

The following should be documented in the case file and in ICWIS:

1. The most accurate and up to date information concerning household members;
2. The relationships of household members to the removed child;
3. Household members income and resources in the month of removal;
4. Each parent’s place of residence in the month of removal;
5. Each parent’s employment status; and
6. Any physical or mental illnesses that would prevent either parent from providing care to the child should be documented.

The FCM is responsible for determining which members of the household are included in the Assistance Group and which persons should be designated as the child’s Specified Relative in ICWIS. This information is needed to make an eligibility determination for federal funding (Title IV-E foster care, Title IV-A Emergency Assistance, Title IV-E Waiver) to cover the costs of the child’s substitute care and DCS’s administrative expenditures.