

# Life of a CPS Case

## CPS Access & Assessment

1. CPS Access Report
  - a. If this is an egregious incident, notify DCF (under Options on CPS Report)
  - b. Notify tribe for Native American children (screen out letter under Options)
  - c. Notify Mandated /Relative Reporter (screen out letter under Options)
  - d. Complete Reporter Narrative (template under Options)
  - e. Launch CPS Report template – if it is never opened prior to final screening, the template does not get created and cannot be opened
2. Link/Create Case after supervisor screening decision  
\* If screened in, continue – if screened out, this is done.
3. Create assignment(s)
4. Initial Assessment (Create Case Work > Assessment)
  - a. Leave pending while doing assessment contacts – do not select Primary, Secondary, or Narrative until certain it is the correct assessment for the allegations
  - b. Initial Face-to-Face Contact for Assessments
    - i. Document both your first attempt and first successful face-to-face contact using this case note type (if they are different)
  - c. All Assessment Contacts are linked to the pending Initial Assessment
  - d. Ability to link additional reports to the same Initial Assessment
  - e. Decide type (Clinical model counties)
    - i. Primary Assessment for parents, caregivers, others living in the child's household, and an unknown maltreater.
    - ii. Secondary assessments and non-caregivers collaborate with and support parents or caregivers in providing protection and services for the child, when necessary
  - f. Primary Assessment includes Safety Assessment, Analysis and Plan
5. ICWA Compliance
  - a. Request for Confirmation of Child's Indian Status (Create Case Work > Administration)
  - b. Notice of Involuntary Custody of an Indian Child (Create Case Work > Administration)
6. Outcomes:
  - a. child safe, no voluntary services, close case
  - b. case opened for in home services (court ordered or voluntary)
  - c. case opened for out of home placement (court ordered or voluntary)

### In Home Services

1. Case transfer staffing (Create Case Work > Ongoing Services)
2. Initial face-to-face Ongoing contact
3. Family Assessment & Case Plan (Create Case Work > Ongoing Services)
  - a. Includes Safety Assessment, Analysis and Plan
  - b. Copies the narrative fields from the approved Initial Assessment
4. Case Progress Evaluation (Create Case Work > Ongoing Services)
  - a. Includes Safety Assessment, Analysis and Plan
  - b. First CPE copies the Family Assessment & Case Plan information, all subsequent CPE's copy from the previous approved CPE.

### Out of Home Placement

1. Person Management
  - a. AFCARS & NCANDS data elements (all **bold red** fields)
  - b. Education Tab (new)
  - c. Medical / Mental Health
2. Legal record (Create Case Work > Legal Record if child does not have a legal record, otherwise access existing legal record on the desktop)
  - a. Create initial legal action (why you are going to court), usually Temporary Physical Custody or Voluntary Placement Agreement
  - b. Create the legal status (what the outcome of the TPC or VPA hearing was) for the legal action created above
3. Scan in legal documents, attach to File Cabinet (Create Case Work > File Cabinet)
4. Out of Home Placement (Create Case Work > Placement)
  - a. Foster Care Rate Setting (Create Case Work > Placement)
5. Out of Home Safety Plan (Create Case Work > Planning)
  - a. ICWA considerations are located here
6. Monthly face-to-face contacts
7. IV-E Eligibility Referral (Eligibility icon on desktop, auto created when the removal from home out of home placement is created)
  - a. Income / Assets (pre-fills information into the FAST Referral template)
8. MA Eligibility (Create Case Work > Eligibility)
9. Protective Plan (Create Case Work > Planning)
10. Safety Assessment, Analysis and Plan (Create Case Work > Safety Assessment)
  - a. Also created as part of Initial Assessment – Primary, Family Assessment & Case Plan, and the Case Progress Evaluation
11. Notice of Involuntary Custody of an Indian Child (Create Case Work > Administration)
12. ICWA Notification Letter (launched from *pending* Out of Home Placement)
13. Information for Foster Parents – Part A & Part B (Create Case Work > Placement)
14. Notice of Change of Placement Letter (launched from *pending* Out of Home Placement)

15. 30 Day Notice to Foster Parent (launched from *approved* Out of Home Placement)
16. Notification of a child leaving a licensed placement (launched from *approved* Out of Home Placement)
17. Notification of Emergency Removal from Foster Home 6+ months and less than 6 months (launched from *approved* Out of Home Placement)
18. Family Interaction Plan (Create Case Work > Planning)
19. Case Transfer Staffing (Create Case Work > Ongoing Services)
20. Initial face-to-face Ongoing contact
21. Family Assessment & Case Plan (Create Case Work > Ongoing Services)
  - a. Includes Safety Assessment & Safety Plan
22. Permanency Plan (Create Case Work > Planning)
23. Concurrent Planning Referral (Create Case Work > Planning)
24. Court Report (Create Case Work > Legal)
  - a. Must have a legal record created prior to creating a court report
25. Updating Legal Record
  - a. Create new Legal Action for new court hearings (e.g. disposition, extension, revision, change of placement)
  - b. Create a Legal Status for new Legal Action
  - c. Create additional legal status for applicable legal actions (e.g. when petition expires, enter new legal status for the existing legal action so the child's new legal status is 'None' which is required for case closure)
26. Case Progress Evaluation (Create Case Work > Ongoing Services)
  - a. Includes Safety Assessment and In Home Safety Plan
27. Permanency Plan Review/Hearing (Create Case Work > Planning)
28. ASFA Exceptions (Create Case Work > Planning)
29. Independent Living (Maintain > Independent Living)
30. Adoption Referral
  - a. Counties fill out first two tabs (General and Birth Parents)
  - b. Adoption workers fill out last four tabs (Background, Placement, Child Summary, and Matches)
31. Terminating Plans
  - a. Ongoing, approved plans need to be terminated prior to case closure. This is done via Options drop down on each plan.
32. Termination of Parental Rights
  - a. Deactivate participant from case for reason of TPR
  - b. Legal Action and Status must be entered
33. Case Closure