



Program Activity

CPS Referrals on Court-Ordered Kinship/Relative Placements

March 22, 2010

Purpose

To establish the role of Access as it relates to ensuring that the suspected child abuse/neglect referrals involving court-ordered kinship placements are identified, recorded properly in eWiSACWIS, and reported to Ongoing Case Management as needed.

Procedure

1. Access workers will search eWiSACWIS to determine if any referral is for a child placed with a court-ordered kinship provider.
2. If the child is found to be in the care of a court-ordered kinship provider and that provider is the alleged maltreater, or if that provider is in some way culpable in the alleged maltreatment, the Access workers will create the referral in the name of the provider. The Access workers will check the "Relative Court-Ordered Care Provider(s)" box on the "Alleged Maltreater(s) Relation to Victim(s)" tab in eWiSACWIS.

Documentation: Document the name and provider number of the court-ordered kinship provider in the "Document Names and Contact Info" section of the Access report. Include the names and phone numbers of the ongoing case manager and supervisor, along with the assigned region. If there is no court-ordered kinship placement, document that the search was done, but no court-ordered kinship provider was found.

3. Access supervisors will **create the report in the name of the kinship provider** and/or link the referral to the provider, **rather than linking it to the parent case.**
4. The Access supervisor will create a notification/distribution list, comprised of the BMCW program evaluation manager (PEM), Office of Performance and Quality Assurance program evaluation manager, contracted agency Relative Caregiver Unit supervisor, and an assigned office assistant. All persons on the distribution list will be notified about the referral whether it is screened-in or screened-out.
5. If the Access supervisor believes that there has been no maltreatment and that the referral should be screened-out, the supervisor will consult with a PEM to assist in making that determination.

Documentation: If a referral is screened out, the Access supervisor will document the



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reason in the “Decision” box on the Access report. The Access supervisor may also include a recommendation for follow-up by those assigned to the case.