

Child Welfare Pre-Service Training

# **Putting It All Together Review**

Trainer Resources

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## PI Review

### (Suggested Answers)

#### Scenario 1: The Intake

You receive an anonymous intake at 10:05 a.m. on June 16, 2008:

A mother of 4 young children is reportedly living in a home “not fit for humans.” There are people constantly coming and going from the residence all hours of the night. The mother leaves the residence for long periods of time and is believed to be using drugs. The children are always crying and screaming. The oldest child appears to be school age, but the reporter does not think that the child is enrolled in school.

#### OH2 Pre-Commencement

- \* Which maltreatments from the Allegation Matrix apply to this investigation?
  - Environmental Hazards; Substance Misuse; Inadequate Supervision
- \* How does the Allegation Matrix assist with your investigation?
  - what evidence to seek, what to document, what professionals to contact, factors to consider to assess if maltreatment occurred
- \* When does this case need to be commenced?
  - within 24 hours: 10:04 a.m., June 17, 2008
- \* What constitutes a valid commencement?
  - **65C-30.001(29)** date and time you attempted or achieved a face-to-face contact with the child victim by actually visiting the site where the victim was reportedly located.
- \* What will you do prior to leaving the office?
  - Review file, priors, providers, background checks, call reporter, prepare for interview, complete required contacts.
- \* What information must be provided to the reporter?
  - Contact information within 24 hours; right of the reporter to provide a written summary of report for inclusion in the file.
- \* Will you contact LE and/or the SAO?
  - Discuss interpretation of Chapter 39.
- \* What interview skills & techniques will you use to engage and interview the mother and the children? What communication barriers may need to be addressed?

#### Scenario 2: Parent Refuses Access

You find no priors on the mother or children and proceed to the residence. Upon arrival at the residence, the mother refuses to open the door and allow you access to the residence.

#### OH3 Parent Refuses Access

- \* What will you do at this point?
  - Call supervisor for direction. Explore options.

## Scenario 3: Initial Contact

After contacting your supervisor, you are advised to return to the residence and make another attempt to gain access. You are successful, and the mother permits you access to the residence. Upon opening the door, you are hit with a stench of urine and feces, which is located throughout the residence, including the carpets and furniture. You observe 4 children under the age of 7, all of which are minimally clothed and dirty. All of the children appear to be small for their ages and all cry the entire time you are present, without any type of intervention from the mother. All of the children have dirty baby bottles that appear to contain curdled milk. The mother appears to be very thin, is shaking, and sits on the couch and rocks during your conversation. She advises you that all she wants to do is sleep. Upon checking the house, you observe that there is no power in the house. There is no food present for the children. In addition, there is exposed wiring throughout the house. The mother has attached a cable to her neighbor's residence in an attempt to get power, however, she states that this did not work. She advises you that her monthly checks were stolen from the mailbox, and this is why there is no power or food in the home. Mother also tells you that "you people" were at the residence 6 months ago, and she did everything that she was told. At this point, she advises you that she is going to bed and leaves the living room showing, no concern for the children.

### OH4 Initial Contact

- \* What information must the mother be given prior to the interview?
  - Rights Bulletin
  - Review requirements of Chapter 39.301(5)(a) and/or 65C-29.003(3)(i)
- \* What discussion regarding ICWA must be documented?
  - Discussion with parents as to whether or not the child is of Native American or Alaskan decent.
- \* What kinds of questions will you ask the children? (Child Interview Questions, IR)
  - Who takes care of you other than Mom? (ask about caregivers/relatives/friends)
  - Who prepares meals-What do you eat?, takes you to school, discipline, etc.
  - Ask about mom's possible substance abuse.
- \* What observations must be documented?
  - Observations re: interactions between siblings and w/mother
  - Condition, appearance and development of each child
  - Observe/document the home environment, neighborhood
- \* What type of demonstrative evidence will you gather?
  - Photos (Review types of evidence discussed during pre-service training).
- \* What tool will you use to complete your initial assessment?
  - FSFN Safety Assessment Tool
- \* Who must be notified if you suspect human trafficking or if the intake includes a maltreatment of human trafficking? (local and federal law enforcement)



**You will discuss the assessment information to gather from the mother after scenario 5, Parent Interview.**

## **OH5 Safety Assessment**

- \* When must you document the initial Safety Assessment in FSFN?
  - 48 hours from initial contact with 1st child victim - **39.301(10)(b)5.**
- \* What are the current and ongoing risks to the children?
- \* Explain what immediate action you will take to ensure the children's safety.
  - Removal
- \* What will you include in the Safety Plan?
- \* Does this case qualify for mandatory referral to CPT, Child Protection Team? Explain.
  - If children are considered by PI to be malnourished, yes. Refer participants to **39.303(2)** to review required referrals.
  - Also review requirement for FSFN CPT Exception form
- \* If there were no indicators of malnourishment or substance abuse, what action would you take to avoid removal? (Discuss least intrusive/tiered services protocol)
  - Temporary Placement until hazardous conditions are removed and
  - Judicial In-Home Services or Non-judicial In-Home Services - depends upon prior services case information

## **OH6 Removal and Placement**

- \* What conditions must be present to take a child into protective custody?
  - 39.401(1)
  - Discuss grounds for removal/probable cause for this case.
- \* List in sequence the placement options you will seek.
  - Non-custodial parent; relative; non-relative; licensed shelter
- \* List some factors that must be considered when placing the children into licensed out-of-home care.
  - Behavior and special needs of children; siblings; same school; proximity to parents
  - Address psychotropic medication
- \* Upon removing the children, and prior to leaving the residence, what notice must you provide to the mother?
  - The date, time, and location of the shelter hearing.
- \* How will you prepare the children for removal?
- \* What information are you required to give the caregiver/relative caregiver?
  - Review CRR info (medical, etc.); TANF; Relative Caregiver Program
  - If relative provides written request, including name, address, phone number, and relationship to the child, request must be forwarded to CLS.

## Scenario 4: CPT Results

You proceed with the children to the Child Protection Team for medical evaluations. The physician advises you that the two youngest children, both nonverbal, have evidence consistent with being sexually abused. All of the children are considered to be underweight with signs of being malnourished. The oldest child has rotted teeth and shows signs of being developmentally delayed.

### OH7 CPT Results

- \* What actions will you take at this point?
  - Notify LE and SAO (even if involved earlier in the case as there are new mandatory allegations)
- \* Will you need to contact the Hotline with the new allegations? Explain.
  - No - PI can add allegations to open intakes. Remind learners that they cannot remove allegations entered by the Hotline.
  - Review additional and supplemental intakes (IR\_PG 6-7)
- \* If the 7-year old had disclosed that the father had committed sexual abuse, how would this affect the visitation ordered at the shelter hearing? (Re: Keeping Children Safe Act, **39.0139**;
  - summarize presumption of detriment/hearings, conditions)

## Scenario 5: Parent Interview

When you return to the office, the mother is present and wishes to talk. She is more coherent at this point. You ask her about the boyfriend described by the 7-year old during your interview and also the CPT interview. She admits that when she and her boyfriend get in “fights”, he yells, throw things, and sometimes “punches” her in front of the children. She also admits to doing drugs every day, but insists that she loves her children.

### OH8 Interviewing the Mother

- \* How can you apply family-centered practice during your interview? (re: engagement and assessment)
  - engagement (build rapport/trust)
  - assessment (inquire about strengths, needs, resources/supports)
  - Refer to FCP in PI Overview.
- \* What type of assessment information do you wish to obtain/document from the mother at this point since you could not obtain it during initial contact?
  - Explanation of her perspective of the situation & effects upon the children (explore in depth)
  - Her reactions to agency concerns
  - Explore her drug use and DV issues
  - Fathers, relatives, friends, neighbors
  - Relationship with children/caregiving, etc.
  - ICWA information
  - Assessment information (strengths, needs, supports/resources)
  - prior services
  - Current and ongoing risk and safety assessment: Signs of Present Danger, Child Vulnerability, Mom’s Protective Capacities
  - consent form, emergency intake form, children’s health information, drug screen; information for TANF form
  - Mother’s maiden name or other names/spellings (to locate prior)
  - Demographic information for children
- \* What services would you discuss with the mother?
- \* What are you required to do if the other refuses all offered services?
  - Obtain collateral contact from a relative (if relative contact available)
- \* Describe how you will update the FSFN safety plan.
  - Review **39.504** injunctions; also update safety concerns re: new information
- \* Since your initial check for priors was negative, what other sources can you check to locate the prior?
  - Closed records; address screens; different names, spellings (Mother’s maiden name) etc. Refer back to the mother’s statement, “you people were at the residence 6 months ago.”
- \* What action will you take regarding the new information regarding family violence?
  - Add allegation: Threatened Harm (Family Violence Threatens Child)



## OH9 Shelter Hearing

- \* What is the timeframe for the shelter hearing?
  - Within 24 hours from removal.
- \* What is the burden of proof required at the shelter hearing?
  - Probable cause
- \* What else must you prove at the shelter hearing?
  - Reasonable Efforts
- \* Are reasonable efforts required for this case?
- \* If so, what is your proof of reasonable efforts?
  - safety assessment, pictures, CPT results, prior services
- \* When are reasonable efforts NOT required?

The court may make a finding that reasonable efforts are not required if:

- First contact with family occurred during an emergency
- Home situation indicates a substantial and immediate danger to the child's safety which cannot be mitigated by preventive services
- No preventive services can ensure the safety and health of the child or even with appropriate and available services being provided, the safety and health of the child cannot be ensured
- Parent is alleged to have committed any of the acts listed as grounds for expedited TPR. Review grounds **39.806(2)(e)-(l)**

## OH10 Shelter Hearing

- \* What is filed at the shelter hearing?
  - Shelter petition, Uniform Child Custody Jurisdiction Enforcement Act
- \* What information must be presented to the court at the shelter hearing?
  - **39.402(8)(f)** Ask class to locate this section of Chapter 39 and review.
- \* What recommendation must be provided to the court at the time of the shelter hearing?
  - Scheduled contact between children and parents or needed restrictions
  - Services recommendations 39.402 (15)
- \* Under what circumstances may a judge grant an extension of 72 hours at the time of the shelter hearing?
  - Parents request counsel and time to consult with counsel
  - Court needs additional time to obtain and review documents pertaining to the family in order to appropriately determine the risk to the child.
  - Agency does not have probable cause and needs additional time to obtain evidence.
- \* At the conclusion of the shelter hearing, if requested, what information must you make available to the parents?
  - Any referral information necessary for parent's participation in Judicial In-Home services.
- \* What are the courts' obligations to relatives providing out-of-home care?
  - Notice of hearing; notification of the importance of active participation of the relative; right to attend all subsequent hearings, submit reports to the court and to speak to the court regarding the child.

## Scenario 6: Shelter Hearing

The mother attends the shelter hearing and informs the judge that there are two fathers for the children. She advises that one of the fathers is incarcerated and has not communicated with her or his children since his incarceration. The father of the other two children provided support until she moved into her new residence, and she provided his old address. Mother also provides the name of a paramour who lives in the house on and off and supposedly assists her with the children. She also informs the court that her mother and her aunt live in the area, and she provides their addresses. Upon leaving the courtroom, the maternal grandmother and aunt approach you and state that they are interested in obtaining custody of the children.

## OH11 Placement Requirements

- \* What needs to be done for a relative to obtain custody of the children?
  - Refer to **39.0138**: FSFN Unified Home study/background checks
- \* What factors must be addressed in a home study?
  - List and refer to Chapter 39; ask learners to review the requirements for home study as listed in **39.521(2)(r)**
- \* What hearing is required within 24 hours of placement with a non-relative?
  - Judicial review **39.401(5)**



Refer to the PG, “Investigative Response Checklist” and the PI Checklist.

## **OH12 Collaterals and Other Contacts**

- \* During and after removal of the children, what sources will you consider for collateral information?
  - CPT; LE; relatives (grandmother, aunt, fathers); neighbors; schools; medical sources; professional assessments; and any other relevant leads
- \* What steps must be taken at this point to locate the absent parent(s)?
  - Initiate diligent search - minimally - LE; hospitals; relatives; DCF programs
- \* What sources will you use to conduct a diligent search?
  - **39.502(8)(9)** and **39.503(5)(6)**
- \* What are the required contacts for children in shelter?
  - At least once every 7 days; Face to Face
- \* As a PI, what action is necessary to initiate services?
  - ESI (Case Transfer) staffing

## **OH13 Documentation**

- \* What other court related documents should you begin to prepare at this point?
  - Dependency petition and continuing diligent search
- \* What FSN documents must be completed due to removal of the children and the absent fathers?
  - Diligent Search for Parents
  - Updated Safety Plan (new information learned)
  - Out-of-Home Plan
  - Visitation Plan (CM may complete or assist depending upon when the case transfer staffing occurs and also agency protocol.)
- \* What tasks/referrals must be completed related to the children’s well-being?
  - Referral for CBHA within 7 days of removal
  - Initial Child Health Check up within 72 hours of removal
- \* What is required documentation for the identification of children?
  - Photos, birth verification, fingerprints (out-of-home only)
- \* Is this case subject to High Risk Screening? Explain.
  - Yes, children under 5, and mother admits to daily drug use placing children at risk for future harm.

## Scenario 7: Exploring Relative Placements

The home study and background checks on the maternal grandmother are positive, while the background checks on the aunt reveal criminal offenses that preclude her from being a relative caregiver. In addition, you are successful in locating both of the fathers. One of the fathers is interested in obtaining custody of his 2 children. He is employed and residing in the state of Georgia. He advises that he has been trying to locate the mother and the children; however, she has not been cooperative. The father of the other 2 children is incarcerated on multiple charges and is serving a 25 year sentence.

### OH14 Relative Placement

- \* What tasks will you initiate as a result of the information in scenario 7?
  - home study, ICPC, background checks
  - notice fathers
  - arrange telephone call with the father in prison
- \* What process needs to be completed on the out-of-state father prior to placement?
  - ICPC (discuss in detail)
- \* Criminal history information from NCIC is confidential. What should you do with this information?
  - Place it in a sealed envelope in the paper file. DO NOT document this information in the SA or other electronic record.

### OH15 Dependency Petition

- \* What is the timeframe for filing the dependency petition?
  - Within 21 days after the shelter hearing or within 7 days after any party files a demand for the early filing of a dependency petition, whichever comes first.
- \* Are the fathers included on the dependency petition? Why or why not?
  - Incarcerated parent (on what basis?)

## Scenario 8: Contact with the Paramour

You are contacted by the mother's paramour. He denies any type of abuse/neglect of the children. He states that the mother has a drug problem and that he was trying to help her. Criminal background checks show multiple arrests for drug related offenses, for which he was incarcerated at various times. He agrees to meet with you.

### OH16 The Paramour

- \* Is the paramour included in the dependency petition? Why or why not?
  - No, not a party
- \* Does the paramour need to receive notification of and/or be present for hearings?
  - No
- \* What is the difference between a "party" and a "participant"? Provide examples.
  - "Party" means the parent or parents of the child, the petitioner, the department, the GAL or representative and the child.
  - "Participant" means any person who is not a party but who should receive notice of hearings involving the child, including foster parents or the legal custodian of the child, identified prospective parents, grandparents, entitled to priority for adoption consideration, actual custodians of the child, and any other person whose participation may be in the best interest of the child, including contracted community based care providers
- \* What questions will you ask the paramour?

## Scenario 9: Arraignment Hearing

You meet the mother at the courthouse for the scheduled arraignment hearing/shelter review.

### OH17 Arraignment Hearing

- \* What is the timeframe for the arraignment hearing?
  - Within 28 days from shelter hearing or within 7 days of filing the petition if a demand for early filing has been made
- \* What occurs at this hearing?
  - Consent, admit, or deny
- \* What is the burden of proof required at this hearing?
  - N/A as no evidence is being presented.

## **Scenario 10: Arraignment Hearing**

The mother denies the allegations at this hearing upon the advice of her attorney.

### **OH18 Admit, Consent, or Deny**

- \* What occurs if parents “admit” or “consent” rather than “deny” the allegations?
  - Disposition Hearing within 15 days of Arraignment
- \* What type of hearing occurs if a parent “denies” the allegations at arraignment?
  - Adjudicatory
- \* What should be scheduled prior to the adjudicatory hearing? Explain the purpose.
  - Mediation. Explain
- \* When is the adjudicatory hearing held?
  - Within 30 days of arraignment.
- \* What is the burden of proof required at the adjudicatory hearing?
  - Preponderance.
- \* What witnesses do you think your attorney will want at the adjudicatory hearing?
  - CPT; schools; LE; neighbors; relatives

## **Scenario 11: Mediation**

The case is set for mediation in an attempt to avoid trial. At the scheduled mediation, your attorney advises you that the defense attorney has suggested that if the counts pertaining to the sexual abuse are dropped from the petition, an agreement can be reached.

### **OH19 Mediation Decisions**

- \* What is your decision? Explain.
  - No; then the sexual abuse cannot be addressed in the PDS or case plan

## **Scenario 12: Mediation Agreement**

All parties finally reach an agreement on all counts.

### **OH20 Hearing**

- \* What type of hearing will be scheduled next? Within what timeframe?
  - Disposition; within 15 days after arraignment hearing (consent admit) or within 30 days from filing of adjudicatory order (denial)

## **OH21 Disposition Hearing**

- \* What is the purpose of the disposition hearing?
  - Placement, treatment plan
- \* What assessments/documents must be submitted prior to this hearing and within what timeframe?
  - PDS (unless court exempts the PDS-because all information is included in other documents)
  - case plan
  - home study
  - diligent search
  - timeframe: 72 hours prior to disposition

## **OH22 Case Closure**

- \* What are the steps necessary for investigation closure? (Job Aid: Ready for Investigation Closure?)
  - Contact the reporter, if appropriate.
  - Contact service providers to ensure service provision.
  - Update SA with any new information
  - Complete FSFN documentation:
    - All evidence that either proves or disproves the allegation(s) is documented.
    - Findings entered (within 45 days from receipt of intake) and supported by documented evidence
    - Safety factors appropriately addressed
    - All narrative sections of the IS/AS completed
    - Recommended Disposition aligns with documentation
- \* What is the required timeframe for closing a case?
  - (60 days)
- \* What are the exceptions to this requirement?
  - child death, missing child, active, concurrent criminal investigation **39.301 (17)(a)-(c)**

# Case Manager Review

## (Suggested Answers)

### SCENARIO 1: Case Transfer

You receive a case involving 4 children who have been removed from the care of the mother and placed in out-of-home care. The natural father of 2 of the children is living in Georgia and the natural father of the remaining 2 children is incarcerated serving a 25-year sentence. The children were removed from the care of the mother due to environmental hazards, substance misuse, and inadequate supervision. In addition, the children were medically examined at the Child Protection Team (CPT) revealing that the two youngest children, both nonverbal, have evidence consistent with being sexually abused. CPT also reports that all of the children are considered to be underweight with signs of being malnourished, and the oldest child has rotted teeth and shows signs of being developmentally delayed. Additional finding by PI of threatened harm was due to the Mother admitting that when she and her boyfriend get into fights, he yells, throws things, and sometimes punches her in front of the children. The court has issued an injunction denying the boyfriend access to the children and also refraining him from further acts of domestic violence. The children have been adjudicated dependent. Two children are placed with their father in Georgia via ICPC, and the other two children are placed in district with the maternal grandmother. The case is closed by the Investigator and transferred to you for continued service provision with a permanency goal of reunification.

### OH 2 Case Transfer

- \* Upon case transfer, what FSFN documents will you complete (or assist PI to complete)?
  - Updates to FSFN Safety Plan
  - Out-of-Home Plan and
  - Visitation Plan
- \* When you review the case file, what specific dates, information, and documents will you need to review?
  - FSFN Safety Assessment, Safety Plan, Out-of-Home Plan, Visitation Plan
  - ICWA form signed
  - Injunctions, etc.
  - Upcoming court dates, ICPC information, home studies, check on relative caregiver
- \* What other sources would you contact to obtain information regarding the family?
  - prior and current service providers
- \* What are the required contacts for children in shelter? (Staffing will decide who conducts contacts-PI or CM.)
  - weekly



### **OH3 Child Well-Being**

- \* What needs to be completed within 72 hours of initial removal and placement of the children?
  - Child Health Check-Up **65C-30.001(17)**
- \* What must be completed within 7 days of removal?
  - Discuss CBHA – referral must be completed within 7 days of removal.  
**65C-28.014**

### **OH 4 Initial Contact with Parents and Children**

- \* What is the timeframe for initial contact with parents?
  - **65C-30.007(10)(b)** Initial contact must occur within 2 working days of the case being accepted for supervision. The date accepted for supervision is the date of the ESI (case transfer) staffing or the date of the court order for supervision, whichever occurs first.
- \* What is the timeframe for the initial home visit?
  - Within 2 working days of the case being accepted for supervision
- \* What is your responsibility for ICWA?
  - Ensure that ICWA inquiry is documented, signatures are on form, and tribe has been notified if family claims Native/Alaskan American heritage.

### **OH5 Family Assessment**

- \* When must you complete the initial family assessment?
  - within 15 working days of ESI (Case Transfer)
- \* If a child is age 13 or older, what type of assessment is required?
  - Age 13-15: Pre-Independent Living

### **OH6 Initial Contact with Caregivers**

- \* What information must be provided to caregivers?
  - Child Resource Record (CRR)
  - Medical Consents form
  - Emergency Intake form (child's current medical information and needs)
- \* What source of financial assistance should be explored with caregivers?
  - Relative Caregiver Program (RCP)
  - TANF TCA (Temporary Cash Assistance)
- \* What other procedure must you review with the relative caregiver?
  - How to report and respond when children are missing
- \* Who must be notified if human trafficking is suspected?
  - Local and Federal law enforcement

## **OH 7 Case Plan Development**

- \* Who must be involved in the preparation of the case plan?
  - All parties; providers
- \* When a child is placed in out-of-home care, what is the timeframe for development of the case plan?
  - Within 60 days from removal or 30 days from disposition if rejected
- \* What are the permanency goals identified in Chapter 39, Florida Statutes.
  - Reunification
  - Adoption
  - Permanent Guardianship
  - Permanent Placement with a Fit and Willing Relative
  - Placement in Another Planned Permanent Living Arrangement (APPLA)
- \* Would you consider a concurrent permanency goal for this family? What tool can you use to determine if a concurrent goal is appropriate?
  - Reunification Prognosis Assessment

## **OH8 Visitation with Parents and Siblings**

- \* Who is the ultimate authority for the visitation plan?
  - the court
- \* What are the purposes of visitation?
  - provides reassurance to the child and family
  - helps to assess the reunification capacity and progress
  - provides an opportunity for intervention
  - allows for careful documentation
  - provides opportunity for separated siblings to interact
- \* When does the court review the visitation plan and results of visitation?
  - at judicial review (JRSS/CPU)
  - upon your recommendation for changes to the plan
- \* If reunification is the permanency goal, explain how visits should be structured as the parents make successful progress with their case plan.

## **OH 9 Disposition Hearing**

- \* What assessments/documents are submitted at the disposition hearing and within what timeframe?
  - PDS; case plan; home study; diligent search
  - 72 hours prior to disposition, unless judge exempts PDS
- \* What occurs if the court does not accept the case plan at the disposition hearing? What is the timeframe?
  - A hearing is scheduled within 30 days of disposition hearing to review the case plan and obtain judicial approval
- \* When mediation takes place, what case plan requirement can be met?
  - Case Plan Conference

## **OH 10 Ongoing Contacts**

- \* Who must be contacted on an ongoing basis?
  - children, caregivers, biological parents
  - providers
- \* What type and frequency of contact is required for children, parents, caregivers?
  - Face-to-face contact a minimum of every 30 days **65C-30.007(1)**
  - Every 3 months contacts must be unannounced.
- \* How often must you contact providers?

## **OH 11 Ongoing Assessment**

- \* What must occur during contacts with the children, parents, and caregivers?
  - Ongoing assessments; visual observations
- \* What types of information will you seek from providers?
  - attendance and progress with case plan tasks
- \* Why is assessment information particularly important during these visits?

## OH 12 Judicial Review

- \* What is the timeframe for the initial judicial review hearing?
  - No later than 90 days after the date of the disposition hearing or after the date of the hearing at which the court approves the case plan, whichever comes first.
- \* What report are you required to submit to the court?
  - Judicial Review Social Study/Case Plan Update (JRSS/CPU)
- \* Besides the court, what other body has the authority to complete a judicial review?
  - Citizen's Review Panel
  - Discuss administrative reviews.
- \* How often will you be returning to court on these cases?
  - Minimum every 6 months
  - Within 90 days after a youth's 17th birthday
  - Within 24 hours of placement with a non-relative
  - Permanency hearing within 12 months of removal or no later than 30 days after the court determines that reasonable efforts are not required
- \* Under what circumstances are review hearings held every 3 months (every 90 days)?
  - Child placed in residential treatment
- \* What must be appointed by the court if the child has or is suspected to have a disability?
  - Surrogate Parent

## SCENARIO 2: Placement Disruption

During a home visit with the grandmother and children, the grandmother advises you that she is unable to care for the 2 children any longer due to health problems. She advises that she feels badly and wishes that she could keep the younger child. She states that the older child has major behavioral problems which she is unable to control, and the child's developmental problems have gotten more difficult for her to handle due to her age and health status. She states that she would like the children removed from her care as soon as possible.

### OH 13 Placement Disruption

- \* What information will you seek from the grandmother?
  - Other relatives/non-relatives
- \* What will you need to do with this information?
  - Contact relatives/non-relatives for possible placement/adoption/other permanency option
  - Conduct home studies, background checks
- \* If the children were exiting a shelter and/or foster home in which they resided 30 days or more, what type of interview must be conducted?
  - Exit interview
- \* If all contacts with named relatives and/or non-relatives are negative for placement, what is the next placement option?
  - Shelter placement

### OH14 Placement Changes

- \* What FSFN documents must be updated when you change the children's placement?
  - Safety Plan (if current caregiver was part of the safety plan)
  - Out-of-Home Plan
  - Visitation Plan (if visits were supervised by current caregiver)
- \* What judicial action is necessary and when?
  - Change in placement hearing/emergency hearing/judicial review
- \* List placement options from least to most restrictive.
  - Non-custodial parent
  - Relatives
  - Non-relatives
  - Foster family home
  - Medical foster care or therapeutic foster home
  - Residential group care
  - Residential treatment facility

## **OH 15 Placement Considerations**

- \* What are some examples of special placement considerations?
  - Complex medical problems
  - Sibling placements
  - Placement of victims or perpetrators of sexual abuse
  - Residential treatment facilities
  - Residential group care
  - Waivers
- \* What issues will need special consideration when determining the children's placement?
  - Developmental issues (Developmental Services); staffing

## **OH 16 Reunification**

- \* If you were recommending unsupervised visitation, overnight visits, and/or reunification, what must you do prior to making the recommendation?
  - Reunification staffing
- \* How long must you provide supervision after reunification?
  - 6 months
- \* How often must a child be visited following reunification?
  - Children under six – weekly contacts for the first three months and every other week thereafter until child reaches age six
  - Children 6 and over - twice a month for the first three months and monthly thereafter.

### **SCENARIO 3: 6-Month Assessment**

During your 6 months of supervision of this case, the mother has had contact with the children only 3 times. In addition, she has failed to attend the court ordered parenting classes and drug treatment. According to documentation in the file, she has been arrested on two occasions for possession of crack cocaine, and relatives indicate that she is currently living on the streets. The father remains incarcerated and has made no attempts to contact the department or his children, despite knowing the location of the children. In addition, he has declined to participate in any of the judicial proceedings despite proper notification, and neither has the mother.

The two children currently residing with their father in Georgia are doing very well, and the state of Georgia has recommended case closure and termination of supervision.

#### **OH 17 Staffings**

- \* What type of staffing must be considered at this point? Why?
  - Permanency
- \* What is the purpose of this staffing?
  - Permanency goal planning for a child. Must assess progress and barriers toward the achievement of the permanency plan; document reasonable efforts to finalize the permanency plan; assess if there are any case plan changes necessary; and develop recommendations for the next judicial review.
- \* When are these staffings held?
  - **65C-30.001(98)** prior to each permanency hearing

#### **OH 18 Permanency Decisions**

- \* What is the length of time the agency must supervise a child in the temporary legal custody of an adult relative or other caregiver prior to recommending case closure?
  - 6 months
- \* Explain what action you will take regarding the father and 2 children in Georgia?
  - Terminate Services/Case closure
- \* Describe the actions needed for case closure.
  - List case closure activities
- \* What action will you take regarding the mother and the incarcerated father of the other 2 children?
  - File TPR petition
- \* What must be held prior to recommending TPR?
  - Staffing

## OH 19 TPR

- \* What is the rationale behind filing a TPR petition?
  - To terminate parental rights/ best interest of the child
  - To allow the child to be adopted/expedite permanency
- \* What is the burden of proof required at the TPR hearing?
  - Clear and convincing
- \* Is hearsay evidence permitted at the TPR hearing?
  - No
- \* Under what circumstances would you pursue expedited TPR?
  - **39.806**

## OH 20 Adoption

- \* Name three ways that a case may be referred to the adoption program.
  - Referrals from investigations; voluntary relinquishment; or referrals from out of home care
- \* Explain three intentions of MEPA.
  - Decrease the length of time children wait to be adopted; facilitate the recruitment and retention of foster and adoptive parents who can meet the distinctive needs of children awaiting placement; eliminate discrimination on the basis of race, color, or national origin of the child or the prospective parent
- \* Who is not eligible to adopt in the state of Florida?
  - **63.042**

## OH 21 Adoption Assistance

The intent of adoption assistance is to promote the adoption of special needs children. Eligibility is based upon the definition of a "special needs child". **65C-16.012**

- \* Define a "Special Needs Child."
  - Children whose permanent custody has been awarded to the department or a licensed child placing agency and who meet at least one of the following criteria:
  - Children who have established significant emotional ties with their foster parent
  - Children who are:
    - 8 years of age or older
    - Developmentally disabled
    - Physically or emotionally handicapped
    - African American or racially mixed parentage
    - A member of a sibling group of any age provided 2 or more members of the group must be placed together for adoption.
- \* What are the different types of adoption assistance for adopted children?



- Maintenance
- Medical Subsidy
- Other Medical Services
- Non-Recurring Adoption Expenses
- Tuition Waivers
- State Employee Benefit

## **OH 22 Pre-Placement Activities**

- \* Within how many days of the TPR disposition must the adoption case plan be filed?
  - 30 days
- \* What 2 documents are used to make the best match between the child and the adoptive parents?
  - Child Study; Adoptive Home Study
- \* When must the child study be completed?
  - Within 90 days of receipt of case in unit
- \* What is the timeframe for registering a child on the adoption exchange?
  - Within 30 days after TPR
- \* What is the Florida Adoption Reunion Registry?
  - The purpose of the reunion registry is to reunite adult adopted persons with members of their family without either party having to take court action. Individuals from families separated by adoption may be reunited should each party seek that reunion.
  - Birth and adoptive parents must be notified of the adoption reunion registry prior to TPR or placement.

## **OH 23 Placement Activities 65C-16.010**

- \* What are requirements for contacts with the child and adoptive family?
  - First home visit within 1 week of placement
  - Minimum of 3 supervisory visits for non-problematic placements
  - More frequent visits for placements which do not proceed smoothly
  - Children must be seen once every calendar month until finalization
  - Entire family must be seen together at least once during post-placement
- \* What are the requirements for services?
  - Services must be provided until finalization of an adoption-no less than 90 days from placement of the child

## **OH 24 Placement Disruptions**

- \* When a placement disrupts, what document must be completed by the worker?
  - Disruption Summary w/in 10 days: an evaluation and assessment of
    - Reasons for disruption
    - Impact upon the child and issues to be resolved

## **OH 25 Adoption Finalization**

- \* What is the minimum length of time that you must supervise an adoption placement?
  - 90 days
- \* What if the adoptive family served as the foster parents for the child?
  - 90 day supervision may be waived
- \* How often must judicial review hearings be held prior to finalization?
  - Every 6 months
- \* What are the timeframes for the adoption finalization hearing?
  - No sooner than 30 days after TPR or no sooner than 90 days after placed
- \* What assessment must be completed prior to finalization?
  - Final home evaluation as directed in s. 63.125, F.S.
  - Written report on the findings
  - A recommendation on the granting of the adoption petition

## **OH 26 Preservation of Records and Access by the Child**

- \* What are the minimum requirements that must be contained in a child's record?
  - Case plan
  - Full name and street address of all shelters, foster parents, group home, treatment centers or locations where child has been placed
- \* How long do reports and records under Chapter 39 need to be preserved?
  - Until the child who is the subject of the record is 30 years of age
- \* Within what time frame must children who are leaving Dept. custody be notified of the process for obtaining their records?
  - Within 90 days after leaving Dept. custody