Removal and Placement FSFN Power Point Slides

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Removal and Placement
FSFN

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Module 1: Meetings/Diligent Search

Objectives

• Demonstrate how to change a case name.
• Document meeting times, issues, and participants involved.
• Demonstrate how to document diligent search activities.

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Maintain Case Information

All cases in FSFN are named after mother:

- If no mother, use father.
- If no mother or father, use
  child/children’s name.
- If no mother or father, use
  relative in charge.

Case address is the current address of the case name (mother).

AFCARS: If person is caregiver, enter:

- • SDB
  • ID Number
  • Gender
  • Race
Meetings

The Tabs on the Meetings Page allow you to:

- Define the meeting time and place.
- Notify intended participants of the meeting's schedule and purpose.
- Reschedule or cancel a meeting.
- Prepare a Word document that documents meeting discussions or decisions, and distribute it by electronic mail or hard copies.

Diligent Search

Social service agency efforts to locate a parent or prospective parent whose identity/location is unknown

- Initiated as soon as the agency is made aware of each parent's existence
- Search progress reported at each court hearing
- Ends when the parent is identified & located or the court excuses further search

Minimum Requirements

- All known relatives of the parent or prospective parent
- All DCF program offices and any other state & federal agencies likely to have information about the parent or prospective parent
- Utility & postal providers
- Law enforcement agencies/Armed Services
- Federal & state parent locator services
- A thorough search of at least one electronic database specifically designed for locating persons
- 322.142 allows the DMV to share photographs & digital image license records for diligent search investigation
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**Missing or Unidentified Parents**

Law requires inquiries of an available parent, relative, or custodian.

Minimum scope varies according to the stage of the dependency proceedings.

Must initiate, document results, & make reports by the arraignment & adjudicatory hearings.

Documentation must show results of contacts & inquiries made to:

- Known relatives
- All DCF programs
- Other state/federal agencies with potential information/Armed Services

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**Module 2: Placement Out-of-Home**

**Objectives**

- Create a new case participant and demonstrate how to update person management information.
- Name the requirements for creating person providers.
- Document removal of a child.
- Create an updated safety plan, an out-of-home plan and a visitation plan.
- Create a general referral form and a case transfer staffing (ESI) form.

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**Service Roles**

**Primary Caregiver**

- Assumes day to day responsibility for child’s care & supervision.
- Does not apply to babysitters.

**Secondary Caregiver**

- Assumes secondary day to day responsibility.

**Relatives/Non-Relatives**

- Are primary caregivers during the period they provide the child’s supervision or placement.

Cases can have many active Primary Caregivers at one time.
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**Service Roles**

Custodial Parent’s role:

• as primary is not end dated simply due to a removal episode
• is only end dated upon TPR

A single parent must be a primary caregiver.

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**Participant Tab**

- Anyone can deactivate participant from case
- End dates a person from case
- Can reactivate at any time
- All cases must have an active child.
- Only a supervisor can remove a person from case.
  - 24 hour waiting period

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**Active Child**

- Defined as a child who has either:
  - A Living Arrangement
  - An Out-of-Home Placement

Must be included in one of these categories, or they are not included in reports.
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Out-of-Home Placement/Provider

- **Placement**: Substitute care setting where a child resides during a removal episode.
- **When a child is placed with an approved relative or non-relative**: The worker making the placement must add relative or non-relative as a placement provider.

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Approved Providers

- **You are required to create an approved provider when making a relative or non-relative placement.**
- **Only add approved providers as case participants.**

Foster parents are **NOT** on the case participant list in FSFN!

- [unless they are the subject of an intake]

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Out-of-Home Placement/Removal

- **Removal Date for Physical Removals**: Date the child is removed from the custodial/legal parent & placed in out-of-home care
- **Removal Date for Constructive Removals**: Date the court approves the shelter petition
- **Caregiver Removed From**: Person from whom the child was legally removed
  - If child was abandoned, “unknown, unknown”
Out-of-Home Placement/Removal

Manner of Removal
- Documents if Voluntary, Court Ordered, or Temporary Physical Custody.
- Remains the original voluntary date (historical data), even if subsequent court order is issued.

Placement Type
- Date the court approves the shelter petition.

Out-of-Home Placement/Primary Caregiver

Primary Caregiver
- Person who assumed day-to-day responsibility for the child’s care & supervision.
- Does NOT apply to babysitters.

Relative/Non-Relative
- Primary Caregivers during the period they provide supervision or placement for the child.

The Case must identify at least one Primary Caregiver.

Out-of-Home Placement/Primary Caregiver

Custodial Parent Role as Primary Caregiver is:
- NOT end dated simply due to a removal episode.
- Only end dated upon Termination of Parental Rights.

Secondary Caregivers
- Assume secondary day to day responsibility for the child.
- Single parent must be a primary caregiver.
- Does NOT apply to babysitters.

Caregiver Structure
- Refers to the type of family structure in place at the time the child is removed.
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Out-of-Home Placement/Provider

A child in a case **must** have a documented address for their current physical location.

- updated in Person Management record

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Placement Approvals

All placements & placement changes **must** go through the Supervisory Approval Process in FSFN.

Pending approvals appear on the Supervisor's desktop.

Licensed (paid) providers must go through an additional Fiscal Approval Process.

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Unified Home Study

The Unified Home Study is used to document the following placements:

- Relative
- Non-Relative
- Licensed
- Adoptive
- Interstate Compact for the Placement of Children (incoming)

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Effective Home Studies
- Descriptions of the home and physical environment
- Interaction and relationships among family members
- Medical Information
- Educational information
- Employment histories
- Marital histories
- Parenting experience and skills

Module 3: FSFN Demos
- Demonstrate how to access FSFN demos.

FSFN Live Demonstrations
Person Merge Quiz (cont.)

What edit checks on the removed person would cause a failure of the merge?

- The remove and keep person:
  - have overlapping removal episodes or living arrangements.
  - are both case participants and participants on a family assessment or case plan.
  - have overlapping eligibility records.
  - have a trust account of the same type at the same agency.
  - both have an unresolved MCR record.
  - there are overlapping removal episodes or living arrangements.
  - are both case participants and participants on a family assessment or case plan.
  - have overlapping eligibility records.
  - have a trust account of the same type at the same agency.
  - both have an unresolved MCR record.

- The keep person is unknown.
- The remove person:
  - is pre-adoption and the keep person is post-adoption.
  - is post-adoption and the keep person is pre-adoption.
• Social security number not selected: pre-merge SSN
• All person ID's & types for the removed person
• First, Last, and Middle names not selected: stored as AKA
• Person ID of the removed person: pre-merge person ID