Slide 1

Removal and Placement
FSFN

Slide 2

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 other relative (primary caregiver).
• If no mother or father, use oldest child’s name.
• DOB
• Ethnicity
• Gender
• Race

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

AFCARS: If person is a caregiver, enter:
• IOC
• Individually
• Sibling
• Next
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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.

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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 such parent’s existence
Search progress reported at each court hearing
Search ends when the parent is identified & located or the court excuses further search

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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**

- 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 a unified home study.
- 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”
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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.

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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.

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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

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Module 3: FSFN Demos

Objectives
• Demonstrate how to access FSFN demos.

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FSFN Live Demonstrations
Slide 25

FSFN Live Demonstrations

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Person Merge Quiz

<table>
<thead>
<tr>
<th>Can you search an Unknown Person?</th>
<th>Can you later search for a removed person’s ID?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes. You must use the Unknown, Unknown’s Person Id.</td>
<td>Yes. The result displays under the Kept Person.</td>
</tr>
</tbody>
</table>

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Person Merge Quiz (cont.)

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

- The remove and keep persons:
  - 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.

- The remove person:
  - is pre-adoptive and the keep person is post-adoptive.
  - is post-adoptive and the keep person is pre-adoptive.

- The keep person is unknown.
Person Merge Quiz (cont.)

What data from the Person Merge page is automatically stored?

- Social security number not selected: pre-merge SSN
- All person IDs & 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