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DEPARTMENT OF HUMAN SERVICES
Division of Children and Family Services
AMENDING ADMINISTRATIVE REGULATIONS

TITLE:

Revised Rule

- **PROCEDURE III-A1: Protective/Supportive Services Case Opening**
- **PROCEDURE III-A2: Out-of-Home Placement Services Case Opening**
- **PROCEDURE III-A4: Out-of-Home Placement Outside the Initiating County**
- **PROCEDURE VIII-F2: Voluntary Delivery of an Infant Under the Provisions of the Safe Haven Act**
- **POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth**
- **POLICY III-H: Services Case Opening for Incarcerated Parents**
- **POLICY III-I: Coordination of Services for Active Duty Service Members**

PROPOSED EFFECTIVE DATE:

April 1, 2018

STATUTORY AUTHORITY:

A.C.A. 9-28-103

NECESSITY AND FUNCTION:

Revised Rule

- **PROCEDURE III-A1: Protective/Supportive Services Case Opening**
 - To update the Division's procedure per Act 963 of the 91st General Assembly, Regular Session, specifically to add the requirement for Division staff to reassess protection plans at 30 days to determine if a safety factor continues to exist and subsequently follow up with a petition for dependency-neglect if a safety factor continues.
- **PROCEDURE III-A2: Out-of-Home Placement Services Case Opening**
 - To update the Division's procedure per Act 963 of the 91st General Assembly, Regular Session, specifically to add the requirement for Division staff to reassess protection plans at 30 days.
- **PROCEDURE III-A4: Out-of-Home Placement Outside the Initiating County**
 - To ensure consistent provision of services to families being served by more than one DCFS County office.
- **PROCEDURE VIII-F2: Voluntary Delivery of an Infant Under the Provisions of the Safe Haven Act**
 - To ensure the language in the Division's Safe Haven Procedure is consistent with the language in the newly added POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth as per Act 392 of the 91st General Assembly, Regular Session and A.C.A. 9-34-204, which requires DCFS to utilize the Missing Persons Information Clearinghouse after delivery of an infant under the Safe Haven Act.

- **POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth**
 - To ensure service provision for infants if an abortion attempt results in live birth as per Act 392 of the 91st General Assembly, Regular Session.

- **POLICY III-H: Services Case Opening for Incarcerated Parents**
 - To ensure incarcerated parents are identified and included in case planning, monitoring of services and are offered visitation as appropriate and in the best interest of the children involved as per Act 993 of the 91st General Assembly, Regular Session.

- **POLICY III-I: Coordination of Services for Active Duty Service Members**
 - To ensure consistent provision of services to families when the family includes an active duty military service member as per Act 528 of the 91st General Assembly, Regular Session.

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Signature

Name: Mischa Martin Title: Director

Section: Division of Children and Family Services

Department of Human Services

PROMULGATION DATES: November 13, 2017-December 13, 2017

CONTACT PERSON: Christin Harper
 DHS-DCFS Policy Unit
 Phone: (501) 682-8541
 Fax: (501) 683-4854
 Email: christin.harper@dhs.arkansas.gov

DCFS SUMMARY OF CHANGES FOR NOVEMBER 2017 PROMULGATION

SUMMARY OF DCFS REGULAR PROMULGATION

The purpose of this regular promulgation is to:

- Revise the Division's procedure concerning Protection Planning, specifically to add the requirement for Division staff to reassess protection plans at 30 days to determine if a safety factor continues to exist and subsequently follow up with a petition for dependency-neglect if a safety factor continues. This revised rule will ensure State compliance with Act 963 of the 91st General Assembly, Regular Session.
- Clarify the Division's procedure concerning service provision across multiple counties, specifically to ensure consistent provision of services to families being served by more than one DCFS County office.
- Update the Division's Safe Haven Procedure, specifically to ensure this procedure is consistent with the language in the newly added POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth.
- Create Division policy to ensure service provision for infants if an abortion attempt results in live birth. This new rule will ensure State compliance with Act 392 of the 91st General Assembly, Regular Session.
- Create Division policy to ensure incarcerated parents are identified and included in case planning, monitoring of services, and are offered visitation as appropriate and in the best interest of the children involved. This new rule will ensure State compliance with Act 993 of the 91st General Assembly, Regular Session.
- Create Division policy to ensure consistent provision of services to families when the family includes an active duty military service member. This new rule will ensure State compliance with Act 528 of the 91st General Assembly, Regular Session.

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FINAL FILING SUMMARY OF CHANGES

Revised Rule

- **PROCEDURE III-A1: Protective/Supportive Services Case Opening**
 - Updated the Division's procedure to add the requirement for Division staff to reassess protection plans at 30 days to determine if a safety factor continues to exist and subsequently follow up with a petition for dependency-neglect if a safety factor continues.
- **PROCEDURE III-A2: Out-of-Home Placement Services Case Opening**
 - Update the Division's procedure to add the requirement for Division staff to reassess protection plans at 30 days.

DCFS SUMMARY OF CHANGES FOR NOVEMBER 2017 PROMULGATION

- **PROCEDURE III-A4: Out-of-Home Placement Outside the Initiating County**
 - Ensures consistent provision of services to families being served by more than one DCFS County office.

- **PROCEDURE VIII-F2: Voluntary Delivery of an Infant Under the Provisions of the Safe Haven Act**
 - Ensures the language in the Division's Safe Haven Procedure is consistent with the language in the newly added POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth.

- **POLICY III-G: Services Case Opening for Infants if Abortion Results in Live Birth**
 - Ensures service provision for infants if an abortion attempt results in live birth.

- **POLICY III-H: Services Case Opening for Incarcerated Parents**
 - Ensures incarcerated parents are identified and included in case planning, monitoring of services and are offered visitation as appropriate and in the best interest of the children involved.

- **POLICY III-I: Coordination of Services for Active Duty Service Members**
 - Ensures consistent provision of services to families when the family includes an active duty military service member.

This rule will be posted to the following website:

<http://humanservices.arkansas.gov/dcfs/dcfsDocs/Master%20DCFS%20Policy.pdf>

PROCEDURE III-A1: Protective/Supportive Services Case Opening

03/2018

The Family Service Worker will:

- A. Gather data from the family about the needs of the family and place the information in the Family Advocacy and Support Tool (FAST). This information is located in the "Case Plan/Needs Assessment" section on the "Family Screen".
- B. Enter all necessary data in CHRIS to create a client screen for each household member.
- C. Review all information in the contact automatically populated from "case connect" screen into the contacts screen for the newly opened case.
- D. Ensure that any current protection plan with a nearing 30 day re-assessment date is noted and that a re-assessment of the safety of the child occurs within 30 days of the implementation of the current plan.
- E. File an affidavit for dependency-neglect for any plan which has been re-assessed and it is determined that a substantial risk of harm to the health and safety of the child remains.

PROCEDURE III-A2: Out-of-Home Placement Services Case Opening

03/2018

The Family Service Worker will:

- A. Complete the "Case Connect" Screen in the Investigation to open a case.
- B. Enter the appropriate information in the open case on the "Removal" screen in the "Removal" section of CHRIS.
- C. Enter the appropriate information in the "Placement" section of CHRIS and within the "Place" section on "Recommend", "Pay Scale", and "Enter/Exit" screens. Entering information in CHRIS on the first placement of a removal episode will generate a message to "Review/Complete Initial Medicaid Application."
- D. Enter the appropriate information on the "Gen. Info" and "Status" screens and on the "Employ" and "Education" screens under the "Emp/Educ" heading in the "Client" section.
- E. Enter the appropriate information on the screens under the "Medical" heading in the "Client" section.
- F. Photograph the child or children, and:
 - 1) With the child in a comfortable, non-intimidating setting, explain the need to take his or her photograph. Facilitate this in as sensitive a manner as possible.
 - 2) Using a digital camera provided by the Division, take a digital photograph (head shot from the shoulders up) of the child or children entering foster care. The photograph should be taken within three working days of the date the child entered foster care.
 - 3) Upload the image as a JPEG to the CHRIS case record. The electronic file size should be no larger than 500 KB.
 - 4) Print the photograph using the "Photo and Child Information" functionality in CHRIS and add a hard copy of the photograph to the case record.
 - 5) Delete the photo from the camera stick after the photo has been uploaded into the CHRIS application.
 - 6) Provide the child with a copy if they request one.

If the child remains in foster care, the initiating FSW will retake the photograph, or coordinate with the resident county FSW to retake the photograph, on an annual basis within 10 working days prior to the date the child entered foster care. Each time a new photograph is taken, update the electronic version in the CHRIS system and the hard copy in the case record. The photograph may be:

 - a) *Shared with law enforcement and the National Center for Missing and Exploited Children to help facilitate the recovery of missing children, or for other official law enforcement purposes that are in the best interest of the child.*

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- b) *Used for staffings, Team Decision Making meetings, or court procedures if children are not present;*
- c) *Included in placement applications; and,*
- d) *Used in the child's Life Book. The photograph used for the Life Book should be printed using the "Photo Only" functionality in CHRIS.*

As with other electronic equipment that contains sensitive client information, precautions should always be taken to protect confidentiality and the images of all children being served by DCFS.

A DHS 5008 must be completed for the camera and the camera must be enabled for read-only connection to the computer.

For any child already placed in care, but lacking a photograph, the initiating FSW should take his or her photograph, or coordinate for the resident county FSW to take the child's photograph, at the next visit between the FSW and the child and follow the procedures and specifications listed above.

- G. Issue an initial clothing order, if needed, using the DCFS P Card Requisition.
- H. Initiate a request for Medicaid within **one working day** of the date the child enters DHS custody by completing the following actions:
 - 1) Ensure all relationship screens are completed in CHRIS.
 - 2) Ensure all information in client demographic screens is current including the "financial" tab.
 - 3) Complete removal and placement screens for each child in foster care and ensure the placement is approved by a supervisor.

If the FSW has been notified that the CHRIS system will be down, and he or she cannot transmit the Initial Medicaid Application within the one-day time frame, only then will he or she complete and fax a paper copy of the CFS-487: Application for title IV-E Payments/Medicaid to the Eligibility Unit.

- I. Route the signed court order to Family Support Specialist (Eligibility Unit).
- J. Apply for title IV-E Payments/Medicaid:
 - 1) Complete the "Application for Social Security Card" (SS-5) if the child does not already have a Social Security Number or the number is not known:
 - a) Sign the SS-5 as the DCFS representative for the case.
 - b) Route the SS-5 to the Social Security Administration and copy to the Family Support Specialist.
- K. Enter income, debts and asset information in the Client/Finance Screens in CHRIS for each member of the removal household.
- L. Enter necessary information on the Medicaid/IV-E Application screen (four tabs) in CHRIS in order to complete the application and click "Send" to transmit the application to the Eligibility Unit. Send the completed Medicaid/IV-E Application to the Eligibility Unit within seven working days from the date the child entered the out-of-home-placement. Other information needed to establish title IV-E Medicaid eligibility, e.g., birth certificate, Social Security Number, removal order, petition that led to removal, etc., should also be sent to the Eligibility Unit if available at that time.
- M. Obtain any additional requested information and forward it to the Family Support Specialist within 10 working days.
- N. Within 10 working days of any delay, notify the Family Support Specialist of the information which cannot be obtained and the reason.
- O. Review all information in the contact automatically populated from the investigation "case connect" screen into the contacts screen for the newly opened case.
- P. Continue the Family Advocacy and Support Tool (FAST) or Child and Adolescent Needs and Strengths (CANS) assessment, as applicable, with family participation.

PROCEDURE III-A4: Out-Of-Home Placement Outside the Initiating County

03/2018

The Family Service Worker Supervisor from the initiating (primary) county office will:

- A. Notify (telephone, fax, or email) the FSW Supervisor in the resident county office prior to moving the child(ren).
- B. Within 24 hours following the above notification, assign the resident county as secondary on the Assign/Transfer screen in CHRIS. Include a brief summary of services needed for the client in the Assign/Transfer screen and ensure all contact information is correct in the client CHRIS demographics screens.

The Family Service Worker in the initiating (primary) county will:

- A. Within 24 hours, email resident county FSW a list of important dates and summary of service needs for the client. This list should include scheduled court dates, scheduled staffings, and previously scheduled transportation needs (i.e., PACE evaluations, visitation with family, approved contact list, special medical needs, etc.).
- B. Continue providing casework services to the custodial/non-custodial parents as determined by the case plan.
- C. Maintain a case file including such non-CHRIS (hard copy) items as legal and medical documents.
- D. Provide the resident county FSW a copy of the case file with non-CHRIS items.
- E. Key data (e.g., case plan changes) into CHRIS as appropriate.
- F. Collaborate with resident county FSW to develop and process any needed purchase orders (P Card Request, DHS 1914) for the child.
- G. Collaborate with resident county FSW to complete approved purchases by emailing purchase approvals to resident county FSW for completion of purchases, as appropriate.
- H. Request Medicaid determinations/reevaluations by the DCFS Eligibility Unit and submit needed documentation.
- I. Develop the initial case plan and subsequent changes as per Policy IV-A.
- J. Arrange staffings as needed and maintain a current case plan.
- K. Ensure that the resident county FSW is invited to staffings and that all applicable case information is gathered from resident county FSW for necessary adjustment of CANS ratings and case service planning.
- L. Place information about visitation responsibilities (which county will transport, and which county will supervise visits) in the "visitation" section of the family case plan.
- M. Contact the resident county FSW a minimum of once monthly by phone or email and enter a contact in CHRIS demonstrating the collaboration of service provision, any information obtained regarding service provision, coordination of purchasing needs, coordination of child care needs, and documenting any placement issues identified.
- N. Ensure provision of services to facilitate reunification or other permanency arrangements as appropriate.
- O. Arrange, coordinate, and ensure transportation is provided for parent/child visits.
 - 1) Consideration should be given to use of relative or fictive kin volunteers when appropriate. Additional consideration should be given to transporting parents rather than children in an effort to decrease travel hardships for children.
- P. Notify the resident county FSW immediately of any changes in plans for care of the child.

The Family Service Worker (secondary) in the resident county will:

- A. Participate in staffings and case plan development.
- B. Assist the foster home or facility with implementing case plan goals by monitoring progress for each goal and making service referrals as necessary.
- C. Notify initiating county FSW by email if financial needs are identified.
- D. Coordinate with initiating FSW to ensure completion of purchasing requests.
- E. Complete purchases upon receipt of approved requisitions.

- F. Keep the initiating county FSW informed of all progress, problems and child experiences through CHRIS documentation and during monthly/as needed contact with the initiating county FSW. Issues needing immediate attention should be documented in an email to the initiating county FSW and his/her Supervisor.
- G. Obtain a progress report from facility staff every month following a child's placement in a facility and forward a copy to the initiating county FSW.
- 1) The court may order progress reports from the service provider whenever a child is placed out of home and in a setting other than a Department foster home. The order will set forth the schedule for the progress reports and will identify the service provider responsible for submitting the progress report. The service provider will be provided a copy of the written court order by certified mail, restricted delivery or by process server. Failure to follow the order of the court will subject the service provider to contempt sanctions of the court. The progress report will include, but is not limited to:
- a) Reason for admission;
 - b) Projected length of stay;
 - c) Identified goals and objectives to be addressed during placement;
 - d) Progress of the child in meeting goals and objectives;
 - e) Barriers to progress;
 - f) Significant behavioral disruptions and response of provider; and,
 - g) Recommendations upon the child's release.
- The service provider will immediately report any incidents concerning the juvenile's health or safety to the child's attorney or attorney ad litem and the custodian of the child.
- H. Notify the initiating county FSW immediately of any change in the plans for care of the child.
- I. Notify the initiating county by telephone within 24 hours, and make all other necessary notifications (e.g., foster parents if an emergency change in placement is necessary).
- J. Make regular foster home/facility visits to the child/children as per the case plan.
- K. Assist the initiating county in arranging for the parent/child/sibling visits as outlined by the initiating county FSW in the case plan or as otherwise coordinated by initiating FSW.
- L. Complete any necessary incident reports (e.g., disruption) and provide the initiating county a copy.

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PROCEDURE III-A1: Protective/Supportive Services Case Opening

01302/201875

The Family Service Worker will:

- A. Complete the CFS-6013: Application for Emergency Services by keying the fields in the "Summary" screen. In the "Client" section, complete the "Gen. Info" and "Relations" screens; and in the "Finances" section, complete the "Eligibility" and "Income" screens based on the information gathered for Family Advocacy and Support Tool (FAST). This information is located in the "Case Plan/Needs Assessment" section on the "Family Screen".
- A. Sign the CFS-6013 for families needing Protective Services if they are not willing to sign the completed form. Gather data from the family about the needs of the family and place the information in the Family Advocacy and Support Tool (FAST). This information is located in the "Case Plan/Needs Assessment" section on the "Family Screen".
- B. Enter all necessary data in CHRIS to create a client screen for each household member.
- C. Review all information in the contact automatically populated from "case connect" screen into the contacts screen for the newly opened case.
- D. Ensure that any current protection plan with a nearing 30 day re-assessment date is noted and that a re-assessment of the safety of the child occurs within 30 days of the implementation of the current plan.
- B-E. File an affidavit for dependency neglect for any plan which has been re-assessed and it is determined that a substantial risk of harm to the health and safety of the child remains.

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PROCEDURE III-A2: Out-of-Home Placement Services Case Opening

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The Family Service Worker will:

- A. Complete the CFS-6013: Application for Emergency Services using appropriate CHRIS screens as indicated in Procedure III-A1.
- B-A. Complete the "Case Connect" Screen in the Investigation to open a case.
- C-E. Enter the appropriate information in the open case on the "Removal" screen in the "Removal" section of CHRIS.
- D-C. Enter the appropriate information in the "Placement" section of CHRIS and within the "Place" section on "Recommend", "Pay Scale", and "Enter/Exit" screens. Entering information in CHRIS on the first placement of a removal episode will generate a message to "Review/Complete Initial Medicaid Application."
- E-D. Enter the appropriate information on the "Gen. Info" and "Status" screens and on the "Employ" and "Education" screens under the "Emp/Educ" heading in the "Client" section.
- F-E. Enter the appropriate information on the screens under the "Medical" heading in the "Client" section.
- G. Print the CFS-6012-Client Medical, and Psychological Information Report.
- H-E. Photograph the child or children, and:
 - 1) With the child in a comfortable, non-intimidating setting, explain the need to take his or her photograph. Facilitate this in as sensitive a manner as possible.
 - 2) Using a digital camera provided by the Division, take a digital photograph (head shot from the shoulders up) of the child or children entering foster care. The photograph should be taken within three working days of the date the child entered foster care.
 - 3) Upload the image as a JPEG to the CHRIS case record. The electronic file size should be no larger than 500 KB.
 - 4) Print the photograph using the "Photo and Child Information" functionality in CHRIS and add a hard copy of the photograph to the case record.

5) Delete the photo from the camera stick after the photo has been uploaded into the CHRIS application.

6) Provide the child with a copy if they request one.

6) If the child remains in foster care, the initiating FSW who is his or her primary or secondary caseworker should will retake the photograph, or coordinate with the resident county FSW to retake the photograph, on an annual basis within 10 working days prior to the date the child entered foster care. Each time a new photograph is taken, update the electronic version in the CHRIS system and the hard copy in the case record.

The photograph may be:

- a) Shared with law enforcement and the National Center for Missing and Exploited Children to help facilitate the recovery of missing children, or for other official law enforcement purposes that are in the best interest of the child.
- b) Used for staffings, Team Decision Making meetings, or court procedures if children are not present;
- c) Included in placement applications; and
- d) Used in the child's Life Book. The photograph used for the Life Book should be printed using the "Photo Only" functionality in CHRIS.

As with other electronic equipment that contains sensitive client information, precautions should always be taken to protect confidentiality and the images of all children being served by DCFS.

A DHS 5008 must be completed for the camera and the camera must be enabled for read-only connection to the computer.

Effective November 1, 2008, for any child already placed in care, but lacking a photograph, the initiating FSW who is his or her primary or secondary caseworker should take his or her photograph, or coordinate for the resident county FSW to take the child's photograph, at the next visit between the FSW and the child and follow the procedures and specifications listed above.

Issue an initial clothing order, if needed, using the DHS 1914- DHS Requisition DCFS P Card Requisition.

Initiate a request for Medicaid within one working day of the date the child enters DHS custody by completing the following actions:

- 1) Send the DHS 91- DCO/DCFS/Referral/Information Transmittal to the DCO County Supervisor to determine if the child is a member of an active TEA/TANF or Medicaid case or is a member of pending applications for either. Ensure all relationship screens are completed in CHRIS.
- 2) Receive notice of closure of TEA/TANF or Medicaid case before proceeding. Ensure all information in client demographic screens is current including the "financial" tab.
- 2) Complete removal and placement screens for each child in foster care and ensure the placement is approved by a supervisor.

3) If the FSW has been notified that the CHRIS system will be down, and he or she cannot transmit the Initial Medicaid Application within the one-day time frame, only then will he or she complete and fax a paper copy of the CFS-487: Application for title IV-E Payments/Medicaid to the Eligibility Unit.

Route the signed court order to Family Support Specialist (Eligibility Unit).

Apply for title IV-E Payments/Medicaid:

- 1) Complete the "Application for Social Security Card" (SS-5) if the child does not already have a Social Security Number or the number is not known:
 - a) Sign the SS-5 as the DCFS representative for the case.
 - b) Route the SS-5 to the Social Security Administration and copy to the Family Support Specialist.

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M.K. Enter income, debts and asset information in the Client/Finance Screens in CHRIS for each member of the removal household.

N.L. Enter necessary information on the Medicaid/IV-E Application screen (four 4 tabs) in CHRIS in order to complete the application and click "Send" to transmit the application to the Eligibility Unit. Send the completed Medicaid/IV-E Application to the Eligibility Unit within seven working days from the date the child entered the out-of-home-placement. Other information needed to establish title IV-E Medicaid eligibility, e.g., birth certificate, Social Security Number, removal order, petition that led to removal, etc., should also be sent to the Eligibility Unit if available at that time.

O.M. Obtain any additional requested information and forward it to the Family Support Specialist within 10 working days.

N. Within 10 working days of any delay, notify the Family Support Specialist of the information which cannot be obtained and the reason.

P.O. review all information in the contact automatically populated from the investigation "case connect" screen into the contacts screen for the newly opened case.

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Q.P. Continue the Family Advocacy and Support Tool (FAST) or Child and Adolescent Needs and Strengths (CANS) assessment, as applicable, with family participation.

PROCEDURE III-A4: Out-Of-Home Placement Outside the Initiating County

013/20187

The Family Service Worker Supervisor from the initiating (primary) county office will:

- A. Notify (telephone, fax, or email) the FSW Supervisor in the resident county office prior to moving the child(ren).
- B. Within 24 hours following the above notification, assign the resident county as secondary on the Assign/Transfer screen in CHRIS. Include a brief summary of services needed for the client in the Assign/Transfer screen and ensure all contact information is correct in the client CHRIS demographics screens.

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The Family Service Worker in the initiating (primary) county will:

- A. Within 24 hours, email resident county FSW a list of important dates and summary of service needs for the client.- This list should include scheduled court dates, scheduled staffings, and previously scheduled transportation needs (i.e., PACF evaluations, visitation with family, approved contact list, special medical needs, etc.).
- A-E. Continue providing casework services to the custodial/non-custodial parents as determined by the case plan.
- B-C. Maintain a case file including such non-CHRIS (hard copy) items as legal and medical documents.
- C-D. Provide the resident county FSW a copy of the case file with non-CHRIS items.
- D-E. Key data (e.g., case plan changes) into the CHRIS file as appropriate.
- F. Collaborate with resident county FSW to develop and process any needed purchase orders (DHS 1914P Card Request, DHS 1914) for the child.
- E-G. Collaborate with resident county FSW to complete approved purchases by emailing purchase approvals to resident county FSW for completion of purchases, as appropriate.
- F-H. Request Medicaid determinations/reevaluations by the DCFS Eligibility Unit and submit needed documentation.
- G-I. Develop the initial case plan and subsequent changes as per Policy IV-A.
- J. Arrange staffings as needed and maintain a current case plan.
- K. Ensure that the resident county FSW is invited to staffings and that all applicable case information is gathered from resident county FSW for necessary adjustment of CANS ratings and case service planning.
- L. Place information about visitation responsibilities (which county will transport, which county will supervise visits) in the "visitation" section of the family case plan.
- H-M. Contact the resident county FSW a minimum of once monthly by phone or email and enter contact in CHRIS demonstrating the collaboration of service provision, any information obtained regarding service provision, coordination of purchasing needs, coordination of child care needs, and documenting any placement issues identified.
- I-N. Ensure provision of services to facilitate reunification or other permanency arrangements as appropriate.
- O. Arrange, coordinate, and help provide ensure transportation is provided and occurs for parent/child visits.
1) Consideration should be given to use of relative or fictive kin volunteers when appropriate. Additional consideration should be given to transporting parents rather than children in an effort to decrease travel hardships for children.
- K-P. Notify the resident county FSW immediately of any changes in plans for care of the child.

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The Family Services Worker (secondary) in the resident county will:

- A. Participate in staffings and case plan development.
- B. Assist the foster home or facility on-with implementing case plan goals by monitoring progress for each goal and making service referrals as necessary.
- C. Notify initiating county FSW by email if financial needs are identified.
- D. Coordinate with Initiating FSW to ensure completion of purchasing requests.

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B-E. Complete purchases upon receipt of approved requisitions.

C-F. Keep the initiating county FSW informed of all progress, problems and child experiences through CHRIS documentation and during monthly/as needed contact with the initiating county primary FSW. -Issues needing immediate attention should be documented in an email to the initiating county primary FSW and his/her the primary Supervisor.

D-G. Obtain a progress report from facility staff every month following a child's placement in a facility and forward a copy to the initiating county FSW.

11. The court may order progress reports from the service provider whenever a child is placed out of home and in a setting other than a Department foster home. The order ~~wishall~~ set forth the schedule for the progress reports and ~~wishall~~ identify the service provider responsible for submitting the progress report. The service provider ~~wishall~~ be provided a copy of the written court order by certified mail, restricted delivery or by process server. Failure to follow the order of the court ~~wishall~~ subject the service provider to contempt sanctions of the court. The progress report ~~wishall~~ include, but is not limited to:

- a) Reason for admission;
- a) Projected length of stay;
- b) Identified goals and objectives to be addressed during placement;
- c) Progress of the child in meeting goals and objectives;
- d) Barriers to progress;
- e) Significant behavioral disruptions and response of provider; and,
- f) Recommendations upon the child's release.
- g)

The service provider ~~wishall~~ immediately report any incidents concerning the juvenile's health or safety to the child's attorney or attorney ad litem and the custodian of the child.

E-H. Notify the initiating county FSW immediately of any change in the plans for care of the child.

F-I. Notify the initiating county by telephone within 24 hours, and make all other necessary notifications (e.g., foster parents if an emergency change in placement is necessary).

G-J. Make regular foster home/facility visits to the child/children as per the case plan.

H-K. Assist the initiating county in arranging for the parent/child/sibling visits as outlined by the initiating county primary FSW in the case plan or as otherwise coordinated by initiating FSW.

I-L. Complete any necessary incident reports (e.g., disruption) and provide the initiating county a copy.

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PROCEDURE VIII-F2: Voluntary Delivery of an Infant under the Provisions of the Safe Haven Act

03/2018

Any medical provider or law enforcement agency shall, without a court order:

- A. Take a 72 hour hold of a child who is:
 - 1) 30 days old or younger; and,
 - 2) Left with or voluntarily delivered to them by the child's parent, who does not express intent to return for the child.
- B. Perform any act necessary to protect the physical health and safety of the child.
- C. Immediately notify the Division of Children and Family Services.

The Family Service Worker will:

- A. Notify OCC immediately upon taking possession of such a child in order to initiate a dependency petition.
- B. Utilize the Arkansas Attorney General's Missing Children Services Program and any other national and state resources to determine whether the child is a missing child.
- C. Refer the relinquished infant for adoption services by assigning the case secondary to the Adoption Specialist Supervisor's inbox.

The Adoption Specialist Supervisor will:

- A. Assign an Adoption Specialist to the case within 24 hours.
- B. Ensure that an appropriate adoptive home is sought to meet the needs of the infant.

The Adoption Specialist will:

- A. Carry out the same actions as those listed for the Adoption Specialist in Procedure VIII-F1.

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PROCEDURE VIII-F2: Voluntary Delivery of an Infant under the Provisions of the Safe Haven Act

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Any medical provider or law enforcement agency shall, without a court order:

- A. Take a 72 hour hold of a child who is:
 - 1) 30 days old or younger, and,
 - 2) Left with or voluntarily delivered to them by the child’s parent, who does not express ~~an intent~~ to return for the child.
- B. Perform any act necessary to protect the physical health and safety of the child.
- C. Immediately notify the Division of Children and Family Services.

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The Family Service Worker will:

- A. Notify OCC immediately upon taking possession of such a child in order to initiate a dependency petition.
- B. Utilize the Arkansas Attorney General’s Missing Children Services Program and any other national and state resources to determine whether the child is a missing child.
- A-C. Notify Adoption Supervisor immediately upon taking possession of the child in order to obtain immediate assistance in identifying appropriate pre-adoptive placement for the infant.
- B-D. Refer the birth/legal parents of the relinquished infant for adoption services by assigning the case secondary to the Adoption Specialist Supervisor’s inbox.

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The Adoption Specialist Supervisor will:

- A. Assign an Adoption Specialist to the case within 24 hours.
- B. Ensure that an appropriate adoptive home is sought to meet the needs of the infant.

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The Adoption Specialist will:

- A. Assist with locating appropriate placement for the relinquished infant.
- A-B. Carry out the same actions as those listed for the Adoption Specialist in Procedure VIII-F1.

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POLICY III-G: SERVICES CASE OPENING FOR INFANTS IF ABORTION RESULTS IN LIVE BIRTH

03/2018

The Division of Children and Family Services (DCFS) is responsible for the immediate and on-going care of infants born alive as the result of an attempted abortion if before the abortion, the pregnant woman, or if married, the pregnant woman and her spouse, have stated in writing that they do not wish to keep the infant if the abortion results in a live birth and the writing is not retracted before the abortion.

PROCEDURE III-G1: Coordination of Services, Care, and Case Opening for Infants if Abortion Results in Live Birth

03/2018

To ensure the well-being of an infant, when abortion results in live birth, the Family Service Worker (FSW) will:

- A. Place an immediate hold on the infant, regardless of the medical status of the infant.
- B. Notify OCC immediately that a hold has been exercised to initiate a dependency petition.
- C. Communicate with the current medical provider to determine the medical condition of the infant and to coordinate necessary medical services.
- D. Refer the child's case to the Adoption Supervisor.

The FSW Supervisor will:

- A. Ensure the child's case is referred to the Adoption Supervisor timely.
- B. Coordinate with Adoption Supervisor to ensure services for the child while transitioning to an appropriate pre-adoptive placement.

The Adoption Specialist will:

- A. Carry out the same actions as those listed for the Adoption Specialist in Procedure VIII-F1.

The Adoption Supervisor will:

- A. Assign an adoption specialist within 24 hours.

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POLICY III-H: SERVICES CASE OPENING FOR CASES INVOLVING INCARCERATED PARENTS

03/2018

The Division of Children and Family Services (DCFS) is responsible for coordinating services with the Arkansas Department of Corrections (ADC) and Arkansas Sheriff's Association to ensure the immediate and on-going assessment and provision of services to incarcerated parents of juveniles. DCFS will make diligent efforts to locate incarcerated parents and to determine what services are available to those parents during their incarceration. The responsibilities and duties of each agency are delineated in the Arkansas Department of Human Services-Arkansas Department of Corrections Memorandum of Understanding (MOU) and the Arkansas Department of Human Services-Arkansas Sheriff's Association MOU, which are posted on CHRIS Net and are subject to renewal every three (3) years. To determine the individual responsibilities and operational protocol of the agencies, see the specifics of the MOUs.

PROCEDURE III-H1: Coordination of Services, Hearings, and Visitation for Incarcerated Parents

03/2018

In order to ensure adequate communication with and provision of services to incarcerated parents, the Family Service Worker (FSW) will:

- A. Attempt to locate incarcerated parents at all stages of service provision, including during investigations. Efforts to locate will include, at a minimum:
 - 1) Conducting a Lexis Nexis search.
 - 2) Searching local jail, Arkansas Department of Corrections, etc. for inmate information at: www.vinelink.com.
 - 3) Checking AOC Public Court Connect at: https://caseinfo.aoc.arkansas.gov/cconnect/PROD/public/ck_public_qry_main.cp_main_idx.
 - 4) Contacting the reporter and any listed collaterals from the current and former investigations and cases to ask for information about the location of the parent.
- B. Document reasonable efforts to identify and locate incarcerated parents at all stages of service provision, including during investigations, in CHRIS contact screens, court reports, and affidavits.
- C. Contact the identified ADC facility or local detention facility (city or county jail) and determine:
 - 1) The appropriateness of visitation and venue for parent-child visitation for children in foster care by assessing the following:
 - a) Whether the parent is under any restriction by the facility that would affect visitation;
 - b) Whether the facility has any limitations to visitation such as lack of space or lack of staff to meet facility protocols;
 - c) Whether the facility is an appropriate venue for visitation based on the child's age, trauma history, and current developmental status;
 - d) Whether the distance to the facility is prohibitive for routine visitation based on the child's educational and developmental status;
 - e) Whether the facility is open to allowing volunteer relatives/fictive kin to transport to visitation;
 - f) Whether the visitation can be accommodated in another manner such as Skype, Video Visitation, letter writing, email or Facetime.
 - 2) How to adequately assess and coordinate services for the incarcerated parent by:
 - a) Determining if the detention facility staff will assist in the completion of the parent's portion of the CANS and in identifying necessary services for the parent.
 - i. The FSW will complete the CANS by phone with the parent if detention staff is unable to assist.

- b) Coordinating with ADC or the local detention facility to ensure that services identified are provided to the inmate (whether provided directly by the detention facility staff/contract providers or by DCFS staff providing the services to the inmate in the facility and/or by sending educational materials to the facility for the inmate).
 - c) Sending staffing notices via CFS-590: Invitation to Family-Centered Meeting to the identified detentions contacts.
 - i. The FSW will notify the contact that the incarcerated parent is invited to participate in the staffing by telephone if the parent requests to do so at least 24 hours prior to the scheduled time for the staffing to begin. It will be the incarcerated parent's responsibility to schedule with ADC or the local detention facility to have phone privileges as necessary.
 - d) Adding the incarcerated parent to the CANS assessment and case plan while including all services provided by the detention facility.
 - e) Requesting written progress reports and certificates of completion for services from the detention facility.
 - i. Attach all documents obtained to the written court report for upcoming hearings and place a copy of all correspondence with the detention facility in the physical case record.
 - f) Coordinating discharge planning, including determining who will be the assigned parole/probation officer, when appropriate.
 - g) Providing a copy of local assistance organizations and services available for the tentative county of residence to the incarcerated parent 30 days prior to the parent's discharge from the detention facility.
- D. Coordinate joint decision making as to the appropriateness of visitation with assigned Attorneys Ad Litem, CASAs, and Parent Counsel.
 - E. Provide the incarcerated parent with a copy of all case plans, court reports, and court orders via standard mail to the ADC or local detention facility contact person.
 - F. Coordinate services with resident county:
 - a) Refer the case for resident county services in the CHRIS assignment screen.
 - b) Email resident county FSW and copy resident county Supervisor with a summary of service needs and requests.
 - c) Invite resident county FSW to staffings via CFS-590.
 - d) Maintain minimum monthly contact with resident county FSW in an effort to coordinate on-going services, monthly face-to-face contact with the incarcerated parent and parent-child visitation.

FSW Supervisor will:

- A. Monitor to ensure diligent efforts to locate incarcerated parents.
- B. Attend staffings to assist in determining the appropriateness of services and visitation.
- C. Ensure case assignment to and coordination of services with resident county.

POLICY III-I: SERVICES CASE OPENING FOR CASES INVOLVING ACTIVE DUTY SERVICE MEMBERS

03/2018

The Division of Children and Family Services (DCFS) is responsible for coordinating services with Little Rock Air Force Base to ensure the immediate and on-going assessment and provision of services to active duty service members who are involved in open DCFS cases. This includes reports involving as an alleged victim a child of an active duty service member, as an alleged offender a person who is an active duty service member, and any report alleging child maltreatment that occurred during an activity conducted or sanctioned by the United States Department of Defense or its subdivisions, or occurring at a facility operated by the United States Department of Defense or its subdivisions.

DCFS will make diligent efforts to locate active duty service members and to determine what services are available to those clients through the Family Advocacy Program (FAP) on the military installation and via DCFS. The FAP at Little Rock Air Force Base will act as the central point of contact for all military branches and installations within the State of Arkansas. The LRAFB FAP will coordinate, on behalf of LRAFB and other Arkansas military branches and installations, with DCFS/CACD to develop a plan of investigation, share information, and coordinate the provision of necessary services for active duty service members. The FAP will determine eligibility for and coordinate available service provision through the base to active duty service members. Only the service member who was active duty at the time of the incident will be eligible for services through the military installation. Not all military installations have services available locally.

The specific responsibilities and duties of each agency is delineated in the Arkansas Department of Human Services-Little Rock Air Force Base Memorandum of Understanding (MOU), which is posted on CHRIS Net and is subject to renewal every three (3) years. To determine the individual responsibilities and operational protocol of the two agencies, see the specifics of the agreement.

PROCEDURE III-I1: Coordination of Services for Active Duty Service Members

03/2018

To ensure coordination of services for active duty service members, both on and off base, the Family Service Worker (FSW) will:

- A. Review the initial case connect contact to determine if LRAFB was notified of the active duty service member's involvement in the DCFS case.
 - 1) If the FSW determines that notifications to LRAFB were not made, the FSW will contact the FAP during duty hours at 501-987-7377 and provide notification.
- B. Ensure the client screen for the active duty service member contains an accurate social security number and that the "active duty service member" check box is checked.
- C. Enter the FAP as a collateral in the open case and document all contacts with the FAP in the case contact screen.
- D. Contact FAP at 501-987-7377 and coordinate the following:
 - 1) Contact with active duty service member/family if residence is on base.
 - 2) Determination of what, if any, services are available for the service member through the FAP.
 - 3) Termination of services and case closure.
- E. Assist in providing case management updates for ongoing services directly provided by DCFS.
 - 1) Upon request, furnish FAP with written progress reports and/or assessments to include any agreements, stipulations, or court orders for ongoing services.
- F. When removal of a child becomes necessary:
 - 1) Consider that when the suspected offender is the active duty service member, the member's military commander has the authority to order the alleged offender out of the home.

- 2) Contact the Security Forces Law Enforcement desk at 501-987-3221 if there is a concern for the safety of staff members or victim(s).
- G. In situations where a military order is deemed appropriate for an active duty service member to have no contact with the alleged victim, provide FAP with suggested instruction(s) regarding authorized contact between the alleged victim(s) and the suspected active duty service member. Such instructions may include guidance about phone, letter, electronic, or unsupervised/supervised face-to-face contact.

The FSW Supervisor will:

- A. Ensure referrals for active duty service members are provided to the FAP timely.
- B. Ensure open and accurate communication continues between DCFS and the FAP for the duration of DCFS involvement with the family.



**Arkansas Department Of Human Services
Division of Children and Family Services
Application for Emergency Services**

I. Case Name: _____ **Case No:** _____ **County:** _____

II. Family Members:

No Family Member				
First Name, MI, Last Name	Date of Birth	Relation	Sex	Race
First Name, MI, Last Name	Date of Birth	Relation	Sex	Race

I certify that to the best of my knowledge, the above information is true, correct and complete.

Name (Applicant or Family Service Worker on behalf of child)

Signature (Applicant or Family Service Worker on behalf of child)

Date

III. Eligibility Criteria - (Check all that apply):

- A. An emergency exists involving a child who is listed above because of abuse, neglect, or abandonment, the _____ need to remove a child from the child's home of imminent threat of these, or lack of a proper caretaker.
- B. The emergency did not arise because the child or a specified relative refused to accept employment or _____ training without good cause.
- C. An emergency ICPC placement (Regulation 7) must be processed.
- D. There are insufficient resources immediately available to alleviate the emergency.
- E. The child has lived with a specified relative during a period of time within the last six months.
- F. Title IV-A EA/AFDC or Family Preservation Services have not been authorized under this program within the last 12 months.

IV. Eligibility Decision:

YES NO

Service Authorization Start Date _____

Employee Name _____

Employee Signature _____

Date _____

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