

	DCYF Standard Operating Procedure 1395.1 VOLUNTARY CHINS	
	Policy Directive: 22-15	Approved: 
	Effective Date: July 2022 Implements Policy: 1395	Joseph E. Ribsam, Jr., DCYF Director

This SOP defines how Voluntary CHINS cases are managed.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Upon receiving a request for a voluntary CHINS case, the JJS Supervisor reviews the referral and:
 - A. Consults with Central Intake when necessary to clarify information;
 - B. Makes a preliminary decision as to the appropriateness of a voluntary CHINS case; and
 - C. Assigns the voluntary CHINS case as appropriate.

- II. The JPPO reviews all available information and clarifies details of the child's circumstances with the referring entity as needed to determine what, if any, additional information is necessary to determine if services through a Voluntary CHINS case are appropriate.
 - A. A finding of incompetence by the Court following the filing of delinquency petitions is taken into consideration, but does not circumvent the process of determining the best course of action regarding a Voluntary CHINS case or court involvement.

- III. The JPPO is expected to begin the voluntary CHINS process by:
 - A. Contacting the referring entity to confirm receipt of the referral and inquire as to any additional information;
 - B. Calling the parents/guardians within 3 business days to arrange a face-to-face meeting and assess if a voluntary CHINS case is appropriate;
 1. There should be at least 3 attempts to make contact within 14 days of receiving the referral (each documented in the DCYF electronic information system); and
 - C. Sending a letter after the 3rd attempt at contact when the family is non-responsive that indicates the JPPO's efforts to reach the family to discuss a voluntary CHINS

case and that if they do not respond within one (1) week, the JPPO will close the referral.

1. When the parents/guardians did not make the request, the letter should also state that the JPPO will need to notify the referring entity and that it will be up to the referring entity to determine what, if any, action they may take, including the option or filing a petition with the Court.
- IV. Once contact has been made with the family, the JPPO will schedule a time to meet within 5 business days and discuss a voluntary CHINS case.
- V. At the first face-to-face meeting, the JPPO should:
- A. Provide the family with the Information for Families with Children In Need Of Services (Form 1325) brochure;
 - B. Review the referral with the child and their parents/guardians;
 - C. Inform the parents/guardians (and child as age and developmentally appropriate) that:
 1. Participation is voluntary and the child and parents/guardians need to engage in the CANS assessment, creating a Prevention Plan (Form 1549) based on the CANS outcomes, and services if they wish to participate;
 2. The child and/or parents/guardians may choose to end voluntary services at any time; and
 3. The referring entity will be notified if voluntary services are declined or if the case closes prematurely, and will determine if court action will be sought;
 - D. Discuss available voluntary services and how they might assist the family;
 - E. Utilize the appropriate assessment(s) to inform the Prevention Plan and services for the family;
 - F. Begin to develop the Prevention Plan (when it appears a Voluntary CHINS case will open); and
 - G. Obtain releases to receive information from collateral resources and make referrals (as necessary).
- VI. The JPPO will consult with the Supervisor regarding any information that indicates a Voluntary CHINS case may not be appropriate.
- VII. The JPPO notifies the referring entity and the family of any decision that a Voluntary CHINS case is not appropriate within 10 business days of making that determination via the Statement of Voluntary Services Eligibility (Form 1326) (not necessary for cases resulting from of a JJS Needs Assessment).

- VIII. All Voluntary CHINS cases are managed in accordance with established policy and procedures in regards to family engagement, prevention planning, providing most appropriate services to meet the family’s needs, and maintaining connections. This includes:
- A. Completing and reviewing a Child/Youth Information Sheet (Form 1552) with the child and parents/guardians;
 - B. Submitting the completed Prevention Plan (Form 1549) to the JJS Supervisor within 5 business days for review; and
 - C. Providing a copy (by scanning it into the DCYF electronic information system) of the Application for the Title IV-A Funding for Services (Form 1870) and the final signed Form 1549 to the Fiscal Specialist Unit.
- IX. All efforts to assess for the appropriateness of voluntary CHINS services, efforts to engage the child and their parents/guardians, and collateral contacts are entered into the DCYF electronic information system.

Applicable Forms	
Form	Title
1325	Information for Families with Children In Need Of Services (CHINS)
1326	Statement of CHINS Voluntary Services
1549	Prevention Plan-Maintaining Home and Community Living
1552	Child/Youth Information Sheet
1870	Application for Title IV-A Funding for Services

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date