

1217 TRANSITION OF ASSESSMENT TO FAMILY SERVICES CASE

Chapter: **Child Protective Field Services**

Section: **CPS Family Assessments**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **13-13**

Effective Date: **November 2013**

Scheduled Review Date:

Approved:

Handwritten signature of Maggie Bishop in black ink.

Maggie Bishop, DCYF Director

Related Statute(s): [RSA 169-C](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **Form 2103**

Bridges' Screen(s) and Attachment(s):

The Division for Children, Youth and Families believes that all families have strengths and the ability to make positive changes in their lives. Following a founded incident of maltreatment, the Division encourages and supports families to use their strengths and resources to identify ways they can keep their child out of danger and remain safe in the future. When determined that the family requires services and monitoring of skill acquisition that cannot be achieved by accessing community supports, DCYF will provide case management services as a means to support the family in making positive changes that will enable them to ensure the safety, permanency, and well-being of their children. Following the completion of an assessment, and the identification of child maltreatment, a Family Service CPSW will provide the case management services.

Purpose

To outline the process for transitioning Child Protective Services' cases from Assessment CPSWs to Family Services CPSWs.

Definitions

"**CPSW**" means a Children Protective Services Worker employed by DCYF.

"**DCYF**" or the "**Division**" means the DHHS Division for Children, Youth and Families.

"**DHHS**" or the "**Department**" means the New Hampshire Department of Health and Human Services.

"**Solution Based Casework**" or "**SBC**" means a certified practice that promotes efforts to prevent abuse, neglect, delinquency, and recidivism through recognizing and advocating for the strengths of every child/youth and family, to empower them and establish a supportive engagement to achieve safety, permanency, and well-being for the child/youth.

Policy

- I. The Assessment CPSW is responsible for the initiation and completion of a child abuse and/or neglect assessment and its related documentation.
 - A. A case should be opened in Bridges within 24 hours of establishing a legal relationship with a child/youth including: an ex-parte removal, a preliminary order on petitions for abuse and/or neglect, or a Non-Court Agreement being signed.
 - B. When the decision is made to open a case, an Assessment CPSW consults with his or her Supervisor and requests a Family Services CPSW be joined to the case to assist in planning services with the family. This is especially important when a consent agreement may be reached and the Family Services CPSW is obligated to carry out the terms in the consent.

- II. The Assessment CPSW is responsible for notifying the family and the service providers that the case is being transitioned to a Family Services CPSW.
 - A. A SBC Case Consultation will be completed at a case-joining meeting with both the Assessment and the Family Services CPSWs.
 - B. The case-joining meeting should be held within 2 weeks after petitions have been filed or a Non-Court Agreement has been completed.
 - 1. When the court is involved, the case-joining should occur prior to the adjudicatory hearing. In some instances, such as when a child has been removed from their home on an ex-parte order and remains in care, the involvement of the Assessment CPSW is essential to provide input into the case planning process with the Family Services CPSW.
 - 2. A face-to-face visit will be scheduled to introduce the family to the Family Services CPSW no later than 5 days following the case-joining meeting.
- III. A Family Services CPSW will be assigned immediately following the case-joining meeting.
- IV. The Assessment CPSW must review the Absent Parent Affidavit with the Family Service CPSW and provide the Family Services CPSW with information about any new efforts the Assessment CPSW has made to identify and/or locate an absent parent(s).
- V. If the case is a Non-Court Case, the Family Services CPSW consults with the Assessment CPSW to pursuant to policy item [1211 Non-Court Cases](#).
- VI. If the case involves any child(ren)/youth that are currently missing (runaway, abducted, etc.) the Family Services CPSW must request all information about the efforts the Assessment CPSW has made to locate the child(ren)/youth and continue the efforts to locate children/youth according to the policy on [1220 Missing Children](#).
- VII. The Assessment CPSW may make recommendations to the Family Services CPSW following the case-joining meeting. The Family Services CPSW will be responsible for making all case decisions in consultation with his/her supervisor.

Procedures

- I. The Assessment CPSW must:
 - A. Complete all required screens for SDM and/or NH Integrated Assessment Model;
 - B. Request a case connect approval;
 - C. Create the case file(s) and provide a case transfer summary that includes a genogram;
 - D. Ensure all court forms for each hearing up through the adjudication are prepared, including the completion and filing of court forms;
 - E. Prepare and file an Absent Parent Affidavit describing DCYF efforts to identify and/or locate any absent parent(s) at each court hearing up through the adjudication, and

- F. Complete Form 2103, Service Authorization Request, and provide the information to the Fiscal Specialist, for any services arranged by the Assessment CPSW.
- II. The Family Services CPSW must:
- A. Meet with the family, child/youth, foster parents/relative caregivers, and/or other participants to develop and implement the SBC case plan within:
 - 1. 30 days of entering into a Non-Court Agreement;
 - 2. 30 days of founded assessment outcome for an in-home court case; or
 - 3. 60 days of a youth entering a court ordered out-of-home placement.
 - B. Prepare all court forms for hearings held after the adjudication, along with an appropriate narrative (court report) and social study, and participate in the dispositional hearing;
 - C. Update and file an Absent Parent Affidavit describing DCYF efforts to identify and/or locate any absent parent(s) at each court hearing held after the adjudication until the parent(s) is(are) found or the court determines DCYF has made reasonable efforts to identify and/or locate the absent parent(s);
 - D. The court report, social study, and Case Plan must be submitted to the court and copied to all parties no later than five business days before the dispositional hearing;
 - E. Provide and/or arrange services required to carry out and achieve the goals described in the Case Plan. Complete the Service Authorization Request, Form 2103, and provide the information to the Fiscal Specialist;
 - F. Visit and/or contact the family and the child according to the Case Contact Guidelines and in compliance with the visitation requirements outlined in [Item 1501](#); and
 - G. Prepare for permanency planning by discussing with the family the permanency goals:
 - 1. Maintain in own home;
 - 2. Return home (reunification);
 - 3. Adoption (TPR/surrender);
 - 4. Legal guardianship; or
 - 5. Planned permanent living arrangement.
- III. Assessment and/or Family Services Supervisors must:
- A. Schedule and participate in a case-joining meeting using the SBC Case Consultation process;
 - B. Assign the Family Services CPSW as the primary worker immediately following the case-joining meeting;

- C. Ensure that all appropriate Bridges screens have been completed (ie. Medical, educational, legal status, removal, permanency goals, etc); and
- D. Ensure that all initial referrals and paperwork have been completed (ie. Mental Health Assessments, Early Support Services, Family Inquiry Tool, Child Information Sheet, etc).

Practice Guidance

What are the specific time frames I should follow?

