

CASE TRANSFER AND COURTESY SUPERVISION STANDARD

PURPOSE

The purpose of this standard is to provide direction and guidance to the Children and Family Services (CFS) programs regarding transfer of cases from one region to another. It also clarifies the procedures related to courtesy supervision. This standard is intended to achieve statewide consistency in the development and application of CFS core services and shall be implemented in the context of all-applicable laws, rules and policies. The standards will also provide a measurement for program accountability.

INTRODUCTION

A child in the custody or guardianship of the Department of Health and Welfare may be placed in a foster home or with a pre-adoptive family in another region. A request may be made by one region for courtesy supervision or transfer of the case to another region. Coordination between the sending and receiving regions is essential.

Definitions

Case Transfer: The term case transfer means the transfer of legal and fiscal responsibility from one region to another region.

Courtesy Supervision: Courtesy supervision is applicable when a child is placed outside the region where the presenting issue originated. The child may have moved from the region of origin because he/she is placed with a relative or is in a pre-adoptive placement. In some cases the family may have moved from one region to another. Courtesy supervision is requested in cases where the legal jurisdiction is not transferred by the court to the new region of the family's residence. The sending region maintains ultimate case decision making authority and financial responsibility.

STANDARDS

Children will not be placed from one region to another without approval from the program manager in both regions.

Prior to Requesting Courtesy Supervision or Case Transfer :

1. The sending region will be responsible for a portion of the documented informal assessment of the receiving home. The sending region's responsibility related to the assessment will include:
 - Talking with the potential placement family about their willingness of becoming a placement option and explaining the steps that are required of a family prior to placement or licensure.

- Checking the child abuse and Neglect Central Registry in each State the prospective foster/adoptive parents and any other adult(s) living in the home have resided in during the preceding five years.
- Arranging for the prospective resource/adoptive parent to participate in the criminal history check process, as delineated in Idaho Code Section 39-1211, Child Care Licensing Reform Act, Standards and Foster Homes, and IDAPA 16.05.06, Rules Governing Mandatory Criminal History Checks.
- The sending region will furnish the receiving region with a summary of pertinent information related to the child and the placement family with the rationale that explains how this family has been identified as a family that will meet the child's needs.
- A "Home Environment Standards" evaluation must be completed to determine the safety and suitability of the family's home. If the receiving home is a significant distance from the sending region, the sending region will request the receiving region to check the home environment to ensure the safety of the child. If licensure is required, a request for licensure will be submitted to the receiving region.

2. The receiving region will be responsible for documenting the assessment of the home that includes the following information:

- Conducting a face-to-face interview to assess the potential caregiver's ability to meet the child's needs and to work with the Department as part of the professional team. Initially, although this does not require a full homestudy, the informal assessment is to be documented in FOCUS and must address the five PRIDE competencies. The brief assessment will serve as the basis for a more thorough assessment to be completed at a later time during the licensing or adoptive process.
- If the home was previously licensed to provide foster care by the receiving region, the Resource Licensing unit will discuss the appropriateness of placing the child in the identified home and make a recommendation to their program manager on the advisability of proceeding with the placement. Considerations include the number of children in the home and compatibility of the child(ren) being considered for placement, etc.

Request for Courtesy Supervision

1. The sending region's facs program manager will contact the facs program manager in the receiving region and briefly discuss the following: (a) name of the child(ren) in our custody; (b) name(s) of family members if applicable; (c) the presenting issues; (d) reason for the child's move; (e) name, address and phone number of the

placement resource (e) and any concerns or barriers to the placement. If information does not support the placement or licensing of the home, the child will not be placed in the home until after concerns are resolved and the placement is approved the the program manager in each Region.

2. Both the sending and receiving region will identify the responsible case supervisor and case manager by name, address and phone number.
3. The sending region is responsible for all expenses related to the child's placement and care. All service authorizations and approvals for purchases will be completed by the sending region.
4. The sending region is responsible for developing and updating the service plan, writing court reports, and appearing in court. The social worker in the receiving region will be available as needed to offer testimony.
5. Once the approval for courtesy supervision has been made, the sending region will send a copy of the case record to the receiving region.
6. The receiving region will provide case management services including contact with the family and child according to Department rules (IDAPA 16.06.01.405.05).
7. FOCUS documentation responsibilities remain with the sending region unless a case transfer request is made and accepted. However, the receiving region will document their contacts in the contact screens and provide clear documentation in FOCUS to allow the sending region to follow the progress of the case and prepare reports for court.

Communication between the Sending and Receiving Regions

Courtesy supervision necessitates frequent and ongoing communication between regions to:

- Coordinate case management activities;
- Meet the needs of the child and placement home;
- Review the case status;
- Make informed decisions;
- Supply information for judicial reviews; and
- Develop recommendations related to the case.

Requests for Case Transfers

Case transfer is appropriate only when legal jurisdiction has been changed.

1. The sending region's facts program manager will contact the facts program manager in the receiving region and briefly discuss the following: (a) name of the child(ren) in our custody; (b) name(s) of family members if applicable; (c) the presenting issues;

(d) reason for the child's move; (e) name, address and phone number of the placement resource; (f) and any concerns or barriers to the placement. If information does not support the placement or licensing of the home, the child will not be placed in the home until the concerns are resolved and the placement is approved by the program manager in each Region.

2. Both the sending and receiving region will identify the responsible case supervisor and case manager by name, address and phone number.
3. Both program managers will resolve any financial and/or legal jurisdiction issues on a case-by-case basis. The sending region is responsible for all expenses related to the child's placement and care until a transfer of legal jurisdiction has been completed.
4. Once the approval for case transfer (and legal jurisdiction) is made by the receiving region, the sending region will send the case record to the receiving region. The sending region will continue to be responsible for the development and the updating of the service plan, as well as holding reviews and permanency hearings until legal jurisdiction has been transferred.
5. FOCUS documentation responsibilities will remain with the sending region until approval for case transfer is finalized by the receiving region.

Request for Adoption Placement Transfers

1. The sending region's facts program manager will contact the facts program manager in the receiving region and briefly discuss the following: (a) name of the child(ren) in our custody or guardianship; (b) the presenting issues; (c) reason for the child's move; (d) name, address and phone number of the pre-adoptive family; and (e) and any concerns or barriers to the placement. If information does not support the placement or licensing of the home, the child will not be placed in the home until the concerns are resolved and the placement is approved by the program manager in each Region.
2. Both the sending and receiving region will identify the responsible case supervisor and case manager by name, address and phone number.
3. Before the child(en) are placed in the receiving region, programs managers will work out any financial issues on a case-by-case basis.
4. After the Adoptive Placement Agreement is signed, the sending region could continue to be responsible if an adoption disruption occurs. This decision would depend on each region's relationship with the family and if there has been a transfer of legal jurisdiction.
5. The receiving region is responsible for completing the Adoption Assistance Application, negotiating and completing the Adoption Assistance Agreement, court reports, monthly progress reports, and all work pertaining to finalization of the adoption.

6. Once the adoption is finalized, the receiving region is responsible for initiation and ongoing adoption assistance benefits in FOCUS.

7. If the adoption disrupts after finalization, services for the family and child are the responsibility of the region where the family resides.

Social Worker Child Contact

It is important that there is no lapse in monthly contact when a case is transferred from one region to another or during the time when courtesy supervision is being negotiated. The supervisor of the case, in the region where the presenting issue was originated, must ensure that monthly contact and related data entry occur in the month of a transfer to a new staff. The receiving region's supervisor will be responsible for monthly contact in subsequent months, after case transfer or courtesy supervision has been initiated.

Case Transfer Required Steps

Depending on whether a case is in case management or pre-adoptive stage, staff should complete the following information prior to case transfer.

- Complete all associated Assessments (Immediate Safety and Comprehensive Assessments).
- Complete PI Disposition.

Case Management

- Close any associated PI not to be transferred.
- Complete an existing Plan and Plan Outline associated with the PI, as appropriate.
- Update associated Services and Invoices and review them to make sure they are released prior to closure.
- Confirm change of legal jurisdiction, as appropriate, with both courts according to Rule 50. Transfer of Venue (C.P.A.)
- Update Removal Episode Reviews.
- Update Plan Reviews.
- Complete an existing Alternate Care Plan, as appropriate.
- Submit any required Eligibility Determinations or Re-determinations.
- Create Case Transfer record and complete required Approvals.

- End Placement(s) with the **End Reason** of Case Transfer for any associated **Child(ren) of Concern (COC)**.

To complete transfer of a case, receiving Region staff must complete the following:

- Complete Case Transfer Approvals.
- Assign Responsible Staff to any associated Removal Episode(s), as appropriate.
- Record new a Placement Service Request(s), as appropriate.
- Modify Plan, if necessary, and complete Plan Approval.
- Record new a Service(s), as appropriate.
- Update Legal records, if necessary.

Any variance to these standards will be documented and approved by Division Administration, unless otherwise noted.