FAMILY CASE TRANSFER STAFFING GUIDE

Case name	Case type
FCM	FCM
FCMS	FCMS
Date of case open	Date of initial meeting

Discussion Framework

Key players [parents, children, resource home, formal/informal supports, providers] Reason for involvement [risk/safety assessment, protective factors, level of compliance] History [DCS/criminal] Legal [ICWA, consulate notification, protective/no contact order, court orders, witness/exhibit list] Parent [strengths, needs, parenting capacity, services] Child(ren) [strengths, needs, services] Parenting time/sibling visitation Other pertinent information Questions to consider: • Where do you see this family in 12 months? • What needs to occur for this family to be successful? • How does this family need to be approached?

- Are there any factors to consider when referring for services (e.g., transportation, previous discharge, etc.)?
- · What will be the biggest barrier to this family's success?
- · What are the family's greatest strengths?
- · Who is currently able to support the family?
- What are the next steps for this case?

Notes:

BY DAY 7	Conduct legal sufficiency staffing	ิส	
	Write PI/court paperwork	lsk	
	🗌 Write IA plan	as	
	Complete advisement of rights	sig	
	Identify ICWA/citizenship status, make notifications	assigned	
	Complete background checks for kinship/informal supports		
	Have initial placement conversation	to/due	
	Build kinship network diagram		
	Compile placement packet	date:	
	Provide medical passport	te	
	Relative/Kinship placement? Submit form SF57025 [24 Hours]	-	
	Complete ESSA/school notification [24 Hours]	-	
	Run criminal history checks	-	
	[LCH, sex offender, IDOC, jail search, MyCase, Doxpop]	-	
	Complete FPS referrals (if needed)	_	
	Hold parental visit within 48 hours	_	
	Have face-to-face contact with child [3 Days]	_	
	Complete 5-day CANS	_	
	Hold sibling visitation (if needed) [5 Days]	_	
	Write visitation plan [5 Days]	_	
	Complete AFCARS removal questionnaire [7 Days]	_	
	Hold CFTR meeting		
	Make PPS referrals (if needed)		
	Identify permanency FCM		
	Permanency FCM contacts family		
	Hold initial family case transfer meeting		
	Obtain medical consents		
	Obtain consents/releases		
4	Obtain school records	-	
Υ1	Make referrals [10 Days]	-	
BY DAY 14	Schedule general health exam/well-child visit [10 days]	-	
	Review older youth policy	-	
	Arrange for legal service/publication	-	
_	Prepare for court		 _
BY DAY 21	Upload MaGIK documentation [individual demographics/relationships, household composition]	-	
DA	Hold monthly face-to-face visit with child	-	
ВΥ	□ Schedule/ensure follow-up visit	-	
	Establish paternity	•	
	□ Issue relative notices	-	
	Complete risk and needs assessment	-	
0		-	
BY DAY 30	Upload MaGIK documentation [court hearings/educational/medical-diagnosis, medication, immunizations]		
	Submit eligibility	-	
	Facilitate CFTM		
	Prepare witness & exhibit list		
	Complete CANS		
	Write case plan		

Notes/Additional follow-up: