



Series: Operating Procedures **COA: NA**
CFOP: 175-23

Procedure Name: Case Supervision in Initial Responses/
Assessments Involving Shelter Care

Procedure Number: OP-1023

Revision # / Date: (2)9/10/08

Effective Date: 11/29/04

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Case Supervision in Initial Responses/Assessments Involving Shelter Care

PURPOSE: To identify CBC of Brevard Staff responsible for case supervision when emergency shelter placement is required during the course of responding to allegations of child maltreatment, and to ensure case supervision continues after a referral for services has been made. This procedure applies to all reports of abuse, neglect or abandonment, as well as special condition referrals, where emergency shelter placement is necessary.

PROCEDURE:

References

CBCB Policies/Procedures: OP1055

1. Definitions

- a. **Disposition** The process of determining the need for on-going services to assure child safety at the conclusion of the initial response/assessment. There may be no need for services or services may be voluntary or court ordered.
- b. **Team Staffing (formerly called Early Services Intervention (ESI) Staffing):** The process of identifying and putting into place the appropriate support prior to the completion of the investigation and the disposition of the report.
- c. **Family Team Conference (FTC):** A multidisciplinary staffing that is held, at a minimum, every 90 days or more frequently based on acuity level or service authorization expiration. The initial FTC is held within two weeks of the Child Protective Investigator staffing the case via Team Staffing to the care management agency. The Family Wraparound Plan is developed at the initial FTC with the input of the family unit as well as formal and informal supports.

2. Initial Case Supervision

When a child is placed in shelter care, case supervision responsibilities remain with the individual who made the placement through disposition or until transferred as a result of a Team staffing. This person must ensure completion the following activities:

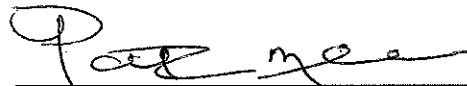
- a. Notify the parent or guardian of the:
 1. Reason(s) for removal of the child;
 2. Procedures involved in dependency cases;
 3. Right to be represented by counsel; and,
 4. Date, time and location of the shelter hearing;
- b. Make referrals for all needed emergency services to protect the child and to preserve or gather evidence;
- c. Conduct a diligent search for a missing parent and explore possible relative placements. If an out-of-state placement appears possible, the child welfare attorney should be immediately notified to initiate a request for a priority placement home study pursuant to CBCB OP1055;
- d. Keep the parent or legal custodian informed of the status of the case;
- e. Arrange for family visitation with the child as determined by the court;
- f. Visit the child once per week at a minimum, face-to-face at the shelter home with the shelter parent; and,
- g. Determine the need for service intervention.

3. Team Staffing

- a. The person who made the initial response/assessment (first respondent) shall review the case with a supervisor to determine if involvement of additional service units is required.
- b. If in agreement, the first respondent must notify CBC of Brevard's Intake Specialist that a case is being referred for services. The supervisor or first respondent must present the case at a Team staffing.
- c. A service planning conference checklist shall be completed prior to the Team staffing, reviewed during the staffing, and any necessary changes made.
- d. In addition to the service planning conference checklist, the following information must be provided to the care manager:
 1. An assessment of family strengths and risk as known at that time;
 2. A list of possible relative placement resources in- and out-of-state;
 3. Any court or other documents relating to shelter;
 4. Case notes; and,
 5. Any other written material related to the report.
- e. The Care Center Manager will select the Care Management Agency and supervisor to receive the case. The supervisor shall select a care manager who shall be immediately responsible for referring services to the family.

- f. During the Team Staffing, agreements shall be documented concerning the roles and responsibilities of staff and providers involved in the case. Any negotiated agreement regarding service provision is acceptable as long as the agreement identifies a single individual who will be responsible for the following:
1. Accomplishing remaining steps in the initial response/assessment: protection of the child, collateral contacts, fact finding, and notifying state attorney, law enforcement, and the Local Advocacy Committee.
 2. Drafting the case plan with the family
 3. Assisting the child welfare attorney with all court activities that may be necessary: shelter petition, shelter hearing, affidavits, dependency petition, arraignment and review hearings, adjudicatory hearing, predisposition study, case plan approval/disposition hearing, priority placement home study request, order of compliance as well as documentation of these activities.
 4. Arranging additional staffings (family members, child protection team, school, (case review committee) which are pertinent and necessary in finalizing the disposition, documenting the outcome of those staffings, and ensuring accountability for the implementation of the recommendations made during the staffings.
 5. Responding to subsequent reports received before final disposition, and stabilizing crisis situations stemming from the report which may arise during the initial response/assessment.
 6. Providing the care manager with, at a minimum, risk assessment forms and any other written information which will be pertinent to the case planning process.
 7. Participating in all decisions about the case until disposition and consulting with the care manager and other professionals prior to disposition and the submission of the predisposition study.
- g. The care manager will be responsible for keeping the first respondent informed of any information which is provided by the child, parents, relatives or others which would be relevant to the court, including the family's cooperation, follow-through on service referrals, the condition of the home and the interfamilial relationships.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
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APPROVAL DATE: 2-12-09