

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

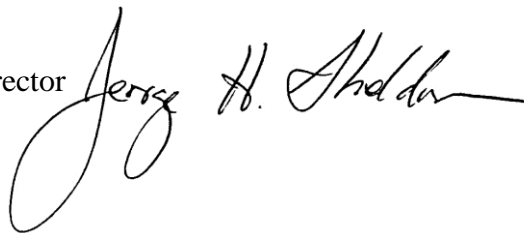
POLICY GUIDE 2016.12 (Amended)

**ADMINISTRATIVE PROCEDURES #5 CHILD WELFARE CASE RECORD
ORGANIZATION AND UNIFORM RECORDING REQUIREMENTS**

DATE: November 22, 2016

TO: DCFS and POS Staff

FROM: George H. Sheldon, Director



EFFECTIVE: Immediately

I. PURPOSE

The purpose of this Policy Guide is to inform Child Protection staff and DCFS/POS Child Welfare staff of changes to Administrative Procedures #5 that extend the timeframe for completing the initial Service Plan and the Integrated Assessment and instruct staff where information must now be documented due to the forms noted below having been rendered obsolete. These changes improve Child Welfare practice and implement the Department's agreement to recommendations made by the Auditor General.

This Policy Guide, as amended, notes the 40 day timeframe for completion of the Integrated Assessment, as required in the new, enhanced Procedures 315.

II. PRIMARY USERS

The primary users of this Policy Guide are Child Protection Specialists/Supervisors, DCFS/POS Permanency Caseworkers/Supervisors and DCFS/POS Intact Caseworkers/Supervisors.

III. OVERVIEW

The purpose of uniform recording specifications is to ensure that decisions made by Child Welfare staff concerning assessment, case opening, service provision, service planning, client and collateral contacts, significant events, parent-child visitation, case transfer, worker reassignment and case closing are documented and maintained in a consistent manner statewide. Additionally, as the collection of data for computer entry via CYCIS/SACWIS is a critical element of recorded documentation, forms relating to those systems are discussed.



A comprehensive revision of **Administrative Procedures #5, Child Welfare Case Record Organization and Uniform Recording Requirements**, is in process. Proposed changes will include updates to Integrated Assessment, Service Planning, Case Record recording, as well as updates made to SACWIS.

In addition, this Policy Guide supersedes any other procedures to the contrary and in the coming months the Department will revise affected procedures to agree with this Policy Guide.

IV. INSTRUCTIONS

Staff shall immediately cease the use of the forms rendered obsolete by this Policy Guide:

- The **CFS 1440 Family Assessment Factor Worksheet** has been replaced with the SACWIS Risk Assessment and will be removed from the T:drive.
- Parts I, II and III of the **CFS 497 Child Service Plan** have been replaced with the SACWIS Service Plan and are removed from the T:drive.
- The **Appendix A Social History Recording Format** has been replaced by the SACWIS Integrated Assessment and will be deleted from this procedure upon completion of the policy revision.

Staff shall immediately implement the revised timeframes for the initial Service Plan and Integrated Assessment:

- The timeframe for completing the initial Service Plan has been extended from thirty (30) calendar days to forty-five (45) calendar days from placement.
- The timeframe for completing the Integrated Assessment has been extended from thirty (30) calendar days to forty (40) calendar days from placement.

V. QUESTIONS

Questions about this Policy Guide should be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook to OCFP – Mailbox.

VI. FILING INSTRUCTIONS

This Policy Guide should be filed immediately following **Administrative Procedures #5, Child Welfare Case Record Organization And Uniform Recording Requirements**.