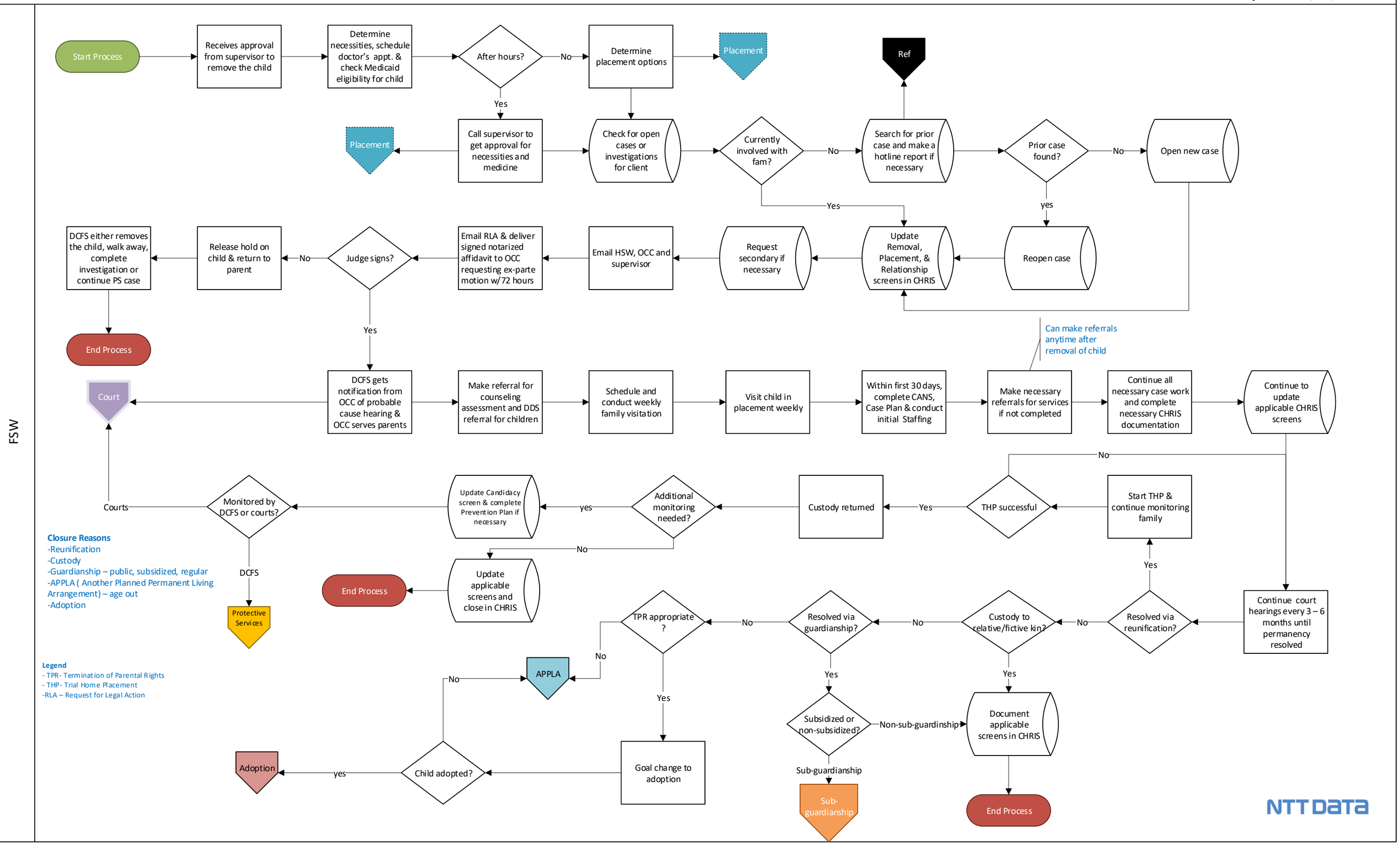
FSW
Start Process
Receives approval from supervisor to remove the child
Determine necessities, schedule doctor's appt. & check Medicaid eligibility for child
After hours?
No
Yes
Determine placement options
Placement
Ref
Call supervisor to get approval for necessities and medicine
Placement
Check for open cases or investigations for client
Currently involved with fam?
No
Yes
Search for prior case and make a hotline report if necessary
Prior case found?
No
yes
Open new case
Reopen case
Update Removal, Placement, & Relationship screens in CHRIS
Request secondary if necessary
Email HSW, OCC and supervisor
Email RLA & deliver signed notarized affidavit to OCC requesting ex-parte motion w/72 hours
Judge signs?
No
Release hold on child & return to parent
DCFS either removes the child, walk away, complete investigation or continue PS case
End Process
Yes
Can make referrals anytime after removal of child
Court
DCFS gets notification from OCC of probable cause hearing & OCC serves parents
Make referral for counseling assessment and DDS referral for children
Schedule and conduct weekly family visitation
Visit child in placement weekly
Within first 30 days, complete CANS, Case Plan & conduct initial Staffing
Make necessary referrals for services if not completed
Continue all necessary case work and complete necessary CHRIS documentation
Continue to update applicable CHRIS screens
No
Start THP & continue monitoring family
THP successful
Yes
Custody returned
Additional monitoring needed?
yes
Update Candidacy screen & complete Prevention Plan if necessary
Monitored by DCFS or courts?
Courts
DCFS
Protective Services
No
Update applicable screens and close in CHRIS
End Process
Yes
Continue court hearings every 3 – 6 months until permanency resolved
Resolved via reunification?
No
Custody to relative/fictive kin?
No
Resolved via guardianship?
No
TPR appropriate ?
No
APPLA
Yes
Goal change to adoption
Child adopted?
yes
Adoption
No
Yes
Subsidized or non-subsidized?
Non-sub-guardinship
Document applicable screens in CHRIS
End Process
Sub-guardianship
Sub-guardianship
Closure Reasons
-Reunification
-Custody
-Guardianship – public, subsidized, regular
-APPLA (Another Planned Permanent Living Arrangement) – age out
-Adoption
Legend
- TPR- Termination of Parental Rights
- THP- Trial Home Placement
-RLA – Request for Legal Action
NTT DATA