

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-09-22

TO: All CFSA and Child Placement Agency Staff

FROM: Debra Porchia-Usher, Deputy Director for Agency Programs
Winifred Wilson, Deputy Director for Community Services

DATE: December 30, 2009

RE: Transfer Staffings for Ongoing Cases

In order to achieve permanency for the children and youth served by the Child and Family Services Agency (CFSA) and its private partners, stable placements and consistency of social worker assignments must be considered mainstays of the Agency's practice standards. Yet in the process of protecting the safety and well-being of these children, there are sometimes circumstances requiring the transfer of a case either from CFSA to a private agency (or vice versa), or from one private agency to another. This transition results in the child(ren) and family experiencing a change in social workers. In these instances, it is in the best interests of the children and their families for CFSA and the private agencies to transfer the cases swiftly and with special consideration of any particular needs of our clients.

Case transfers are best expedited when pre-planning occurs through a "staffing" that includes collaborative teaming on the part of social workers and supervisors from both agencies. Workers shall be responsive to one another and work together collaboratively. The objective shall always be to reduce further trauma for the child, and to mitigate any confusion between agencies during the case transfer. In the event that an unforeseen or unavoidable challenge enters the transfer process, social workers from both agencies shall consult their respective chains of command.

This administrative issuance supports the CFSA Out-of-Home Practice Model's value of teaming and provides guidelines for the timely and comprehensive transfer of cases between agencies. These guidelines are effective immediately. If you have any questions regarding this issuance, please contact your program administrator or in the case of a private agency, your program director.

New Requirements for the Transfer of Cases between Agencies

Unlike transfer staffings in the past where the CFSA program monitor would serve as a liaison of sorts, CFSA is currently requiring that all supervisors (CFSA and private agency) work independently of the CFSA program monitor. Supervisors transferring a case will now communicate directly with one another to arrange and participate in transfer staffings.

Transfer Staffings for Ongoing Cases

All transfer staffings must occur within seven (7) business days of placement. Teaming should occur throughout the planning of the transfer and up to 30 days after the transfer just in case there is any additional information needed regarding how best to work with the child and family.

The following procedures shall apply to the transfer of ongoing cases between CFSA and/or between private agencies:

1. Once the decision is made through the teaming process to transfer a case, the supervisor representing the agency sending the case (hereafter referred to as the "sending agency") shall contact the agency receiving the case (hereafter referred to as the "receiving agency") and request the name and contact information of the receiving agency's assigned social worker and supervisor. The receiving agency may also initiate this communication. (See *Attachment A* for a list of contact names and numbers.)
2. The sending agency social worker shall complete the "Transfer Staffing Case Record Checklist" (see *Attachment B*), enter the appropriate information in FACES, and forward the checklist via email or by fax to the receiving agency.
3. The receiving agency supervisor shall ensure that the form is complete and verify the information in FACES.
4. Both the sending and receiving agency supervisor shall coordinate to schedule the transfer staffing.
5. Both the sending and receiving agency social workers and their respective supervisors shall attend the transfer staffing to hand off the case file.
6. If there are no outstanding issues, the case should be immediately transferred electronically after the transfer staffing.
7. If there are outstanding issues, the electronic transfer should occur within 3 business days of the transfer staffing.
8. Any commitments made and/or deadlines established at the staffing for any outstanding work should be documented via email. The supervisors shall ensure that the commitments and deadlines are fulfilled.
9. The sending agency social worker shall remain responsible for writing any case plans and/or court reports that are due within 30 days of the transfer staffing.
 - a. Both the sending and receiving agency social workers shall attend any court hearings held within the 30 day time frame of the transfer staffing.
 - b. Only the sending agency social worker shall be responsible for completion of the court report for any hearings held within the 30 day time frame prior to the transfer staffing.
 - c. Once the transfer staffing occurs, the receiving agency social worker shall be responsible for attending court hearings and completing the associated court reports.
10. The sending agency social worker shall also continue to attend any Administrative Reviews that occur within 30 days of the transfer staffing. *NOTE: The case shall not be considered "transferred" until the court report and/or case plan is written and approved in FACES. This is an exception to the standard of transferring cases within seven (7) business days.*
11. Transfers to CFSA pre-adoptive homes should be planned through the pre-placement transition plan, in conjunction with the relevant staff from the Out-of-Home and Permanency Administration.
12. New cases involving children who are placed briefly (up to 14 calendar days) in a CFSA resource home prior to moving to a private agency home will not contain information as comprehensive as that of an ongoing case. All social workers involved should share any information they have gathered during their work, however brief, with the family and child.
13. In the event that any complaints arise during the transfer staffing process, these should be forwarded to the appropriate program administrator.

Attachment A
Contact Information for Placements:

Agency	Name	Phone Number	Email
CFSA – Wards 1, 4, 5, 7	Vanessa Williams-Campbell	727-2455	Vanessa.Williams-Campbell@dc.gov
CFSA – Wards 2, 3, 6, 8	Bob McAdams	727-7626	Robert.McAdams@dc.gov
CFSA - Adoptions	Sharon Knight	727-3655	Sharon.Knight@dc.gov
Board of Child Care	Kathryn King	(202) 291-3330 x 105	Kking@boardofchildcare.org
Boys Town of Washington	Kichelle Coleman	(301) 577-1148	colemank@boystown.org
Catholic Charities	Deborah Barr	(202) 526-4100	deborah.barr@catholiccharitiesdc.org
Children's Choice Inc.	Elveta Gibson	(202) 635-6250	egibson@childrenschoice.org
Family Matters	Theresa Scott-Harawa	2022891510 x 1178	TScottHarawa@familymattersdc.org
Foundations for Home & Community	Angelia Baker-Matthews	(202) 737-2554	angelia.baker-matthews@absfirst.com
Helping Children Grow	Erika Richardson	(202) 789-0079	erichardson-hcg@verizon.net
KidsPeace National Center	Melody Washington	(202) 544-9015	melody.washington@kidspeace.org
Latin American Youth Center	Aldo Hurtado	(202) 319-2225	aldo@layc-dc.org
Lutheran Social Services	Paul Van Hoozer	(202) 723-3000	vanhoozerp@lssnca.org
Martin Pollak Project	Nigel Jackson	(202) 545-6620	Njackson@mppi.org
National Center for Children & Families	Nadezda Henderson	(202) 543-3217	nhenderson@nccf-cares.org
Pressley Ridge	Anthony Goliday	(202) 544-2906	agoliday@pressleyridge.org
Progressive Life Center (Ujima)	Peter Fitts	(202) 842-2016	Pfitts@plcntu.org
PSI Family Services	Shirley Thompkins	(301) 951-0741	Sthompkins@psifamilyservices.com
Seraaj Family Homes, Inc.	Amani Ahmed	(301) 699-0720	ahmad@seraajfh.com

Attachment B
Transfer Staffing Case Record Checklist

Re Case: **Case/Client Id:**

A Transfer Staffing is being requested for the above mentioned child(ren). The sending social worker must complete all of the following fields in FACES prior to the Transfer Staffing, as well as the electronic transfer:

(to include all pertinent information related to the case)

- Transfer Summary
- Safety Plan
- Family/Risk Assessment
- Contacts Notes
- Home/Foster Home Visit **(must be within 7 days of transfer)**
- Education Screen
- Medical Screen
- Collateral Screen **(Please update or end-date relevant collateral contacts and fields)**
- Initial Case Plan
- Family Case Plan
- Child's Case Plan

(Supervisor to approve all case plans)

(Case plans must be completed if due within 30 days of transfer)

- Administrative Review/Date
- Placement Screens
- ICPC 100 A & B
- All court screens including:
 - Court Report/Order **(must be completed if Court hearing is within 30 days of transfer)**
 - Permanency Review
 - Next Court Hearing Date

Please include the following in the hard copy of the record:

- Birth Certificates **(if not obtained, please include a copy of the request)**
- Social Security Cards **(if not obtained, please include a copy of the request)**
- Medicaid Insurance Card **(please confirm that the Medicaid number is valid and working)**
- Immunization Records **(updated)**
- Court Reports/Orders
- Medicaid Application (Form 30 A)
- Citizen Alienage Declaration (CAD)
- Court #s (XREF, social file, neglect, adoption)
- IEP
- All evaluations (psychological, educational, etc)
- EPSDT Appointment Card

****Please note that a staffing will not be scheduled until the above tasks are completed in FACES. All proposed cases must have a Transfer Staffing prior to the case(s) being transferred electronically. ****

****Please note that although the child(ren) may be currently placed with the receiving agency, the sending social worker remains responsible for entering data into FACES (i.e. case plans, court reports, etc.) until the case has been transferred electronically to the receiving agency.****

****Please note that cases will not be electronically transferred if there are court hearings and/or administrative reviews scheduled within 30 days of the case transfer staffing (with an exception of the Intake and Investigations Administration).****