



POLICY TITLE:	<i>In-Home Services</i>		
 	CHILD AND FAMILY SERVICES AGENCY		
Approved By:	Date Approved:	Original Effective Date:	Last Revision:
Brenda Donald	May 30, 2019	December 7, 2010	March 19, 2012

I. AUTHORITY	<p>The Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency's mission and applicable federal and District of Columbia laws, rules and regulations, including but not limited to the Child Abuse and Prevention Treatment Act of 1974 and its implementing regulations; the Child and Family Services Improvement and Innovation Act; Title 4 of the DC Code; provisions in Title 29 of the DC Municipal Regulations (DCMR); and the Modified Final Order and the Implementation and Exit Plan in <i>LaShawn A. v. Bowser</i>.</p>
II. APPLICABILITY	All CFSA staff and contract agency personnel delivering direct client services.
III. RATIONALE	<p>The families who come into contact with the District's child welfare system often face numerous and complex challenges that require services from a variety of providers. For families receiving in-home services, CFSA makes the connections among the family, CFSA, community resources, and clinical service providers in order to support the children's safety and well-being and to facilitate the families' access to and utilization of needed services to increase family functioning and resilience.</p> <p>The goal of in-home services is to work collaboratively with families so that children can remain safely in their homes.</p>
IV. POLICY	<p>It is CFSA policy to provide child-centered, family-focused, community-connected, strength-based and solution-focused services to families in their own homes.</p> <p>In-home services are provided to insure child safety and to promote family well-being. The intensity of in home services intervention for the family is determined by CFSA's assessment of safety and risk.</p> <p>CFSA shall provide in-home services until either:</p> <ol style="list-style-type: none"> 1. Safety issues have been addressed and resolved, such that the case can be closed following an assessment that the child(ren) are safe; or, 2. Safety concerns warrant a removal of one or more children from the home and the opening of an out-of-home case.
V. CONTENTS	<ol style="list-style-type: none"> A. Criteria for Opening an In-Home Services Case B. Case Transfer to In-Home Services C. Assessments D. Case Planning E. Levels of Care Determinations

<p>VI. SECTIONS</p>	<p>Section A: Criteria for Opening an In-Home Services Case</p> <p>The Agency will open an in-home services case for families when all of the following conditions are present:</p> <ol style="list-style-type: none"> 1. Children are residing in the family home. 2. A Child Protective Services (CPS) investigation has resulted in a substantiated finding of abuse or neglect. 3. The family has been identified as <i>high</i> or <i>intensive</i> risk on the Structured Decision Making (SDM™) Risk Assessment Tool. 4. A determination has been made that the child(ren) can be maintained safely in the home with In-Home Services.
	<p>Section B: Case Transfer to In-Home Services</p> <ol style="list-style-type: none"> 1. Following the CPS determination to open a case, a pre-case transfer staffing shall take place within 1 business day of case assignment to in-home services. 2. A Partnering Together Conference among the CPS worker, the In-Home Services staff, and the family to formally transition the case to the In-Home team shall take place no later than 3 business days of the pre-case transfer staffing.
	<p>Section C: Assessments</p> <ol style="list-style-type: none"> 1. Throughout the life of the case, CFSA staff shall gather input, insight and information from the various members of the team (including and especially the family itself) to complete assessment tools that highlight family strengths, outline issues, inform case plan development, and help prioritize action steps and service interventions. 2. CFSA staff are required to use the following SDM assessment tools for all in-home cases: <ol style="list-style-type: none"> a. The Structured Decision Making® (SDM™) Danger and Safety Assessment is to be completed: <ol style="list-style-type: none"> i. Within the first 30 days of a case being opened. ii. Whenever the safety situation changes. iii. When recommending case closure to determine that there are no outstanding threats to safety. iv. Following abuse or neglect hotline reports on open cases that require a CPS response. b. The SDM™ Risk Reassessment shall be completed within 90 days of the initial case plan and every 90 days thereafter and within 30 days prior to case closure. c. The SDM™ Caregiver Strengths and Barriers Assessment (CSBA) shall be completed by the in-home social worker with the caregivers within the first 30 days of a case being opened and every 90 days thereafter and shall directly inform the family's case plan and determination of safe case closure.

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	<p>3. CFSA shall ensure that each child in the household who is under 3 years of age receives an early intervention screening and is referred as necessary to the Office of the State Superintendent of Education (OSSE) Strong Start program. See the Early Intervention Child Development Screening Process administrative issuance for more information.</p>
	<p>Section D: Case Planning</p> <ol style="list-style-type: none"> 1. The in-home social worker shall convene a team meeting with the family members, family supports, and appropriate service providers within 30 days of the case opening to create a case plan that identifies service needs and develop action steps and interventions. 2. The family is to be provided a signed copy of the case plan following its completion, and following each update or revision. 3. The in-home social worker shall refer families to appropriate support services and facilitate family access to those services. 4. The in-home social worker shall ensure that the service plan is reviewed and updated (based on the assessment tools) every 90 days or as needed. <ul style="list-style-type: none"> • The in-home social worker shall review the case plan with all age-appropriate family members to explain content, to outline expectations and action steps around its stated goals, and to clarify questions.
	<p>Section E: Levels of Care Determinations</p> <p>The intensity, extent, and duration of case management services for in-home cases is determined by the level of care that the family has been assigned according to the criteria below.</p> <ol style="list-style-type: none"> 1. The in-home social worker shall determine the level of care for each family, based on clinical factors and family need as outlined in the In-Home Levels of Care Practice Guidance, within 30 days of case assignment. <ul style="list-style-type: none"> • Weekly visits shall be conducted within this initial assessment period. 2. Case determined to be “intensive” shall receive in-home services for no more than 9 months, from the initial case plan, for families with children whose safety, and consequently well-being, are at substantial risk. 3. Cases determined to be “intermediate” shall receive in-home services for no more than 6 months, from the initial case plan, for families with multiple risk factors that require a high level of attention and monitoring to ensure that the children’s needs are being met, but for whom there is no imminent risk or danger. 4. Cases determined to be “graduate” shall receive step-down in-home services for no more than 2 months for families for whom the Agency initially opened an “intensive” or “intermediate” level case and the family has demonstrated a positive change in behavior from initial complaint and there is no imminent risk or danger. <ul style="list-style-type: none"> • With the family’s consent, CFSA shall invite community-based partners to provide supportive services as the Agency prepares for closure and to support the family after closure to ensure the family is adequately stabilized. See the Standards for Safe Case Closure policy.

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	<p>5. The level of care determination for a case shall be reviewed as needed, but at a minimum of every 90 days, in conjunction with the updated services plan and assessments. Changes in level of care determination shall be discussed with the family.</p> <p>6. When an “intensive” or “intermediate” case exceeds case opening standards and the family is not ready to step-down to “graduate”, an internal review staffing shall be convened to consider court intervention and/or child removal. See the Placement and Matching policy and the Community Papering administrative issuance for more information.</p>
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