



DISTRICT OF COLUMBIA

F A C E S . N E T

CHILD AND FAMILY SERVICES AGENCY

ADOPTIONS MANUAL

Spring 2006
Version - 1.1

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FACES.NET ADOPTIONS MANUAL



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TABLE OF CONTENTS

PREFACE.....	7
SECTION 1: INTRODUCTION.....	11
SECTION 2: SYSTEM NAVIGATION.....	19
SECTION 3: ADOPTION OVERVIEW.....	27
SECTION 4: FAMILY ASSIGNMENTS.....	33
SECTION 5: CHILD ASSIGNMENT.....	41
SECTION 6: CASE PLAN AND SERVICES.....	49
SECTION 7: CLIENT INFORMATION.....	79
SECTION 8: DILIGENT SEARCH.....	89
SECTION 9: RELATIONSHIP - PARENT.....	95
SECTION 10: CONTACTS.....	101
SECTION 11: HOME REMOVAL AND PLACEMENT.....	107
SECTION 12: COURT.....	123
SECTION 13: ADOPTION – GENERAL INFORMATION.....	141
SECTION 14: ADOPTION –RECRUITMENT.....	147
SECTION 15: ADOPTION – ADOPTIVE FAMILY.....	155
SECTION 16: ADOPTION SUBSIDY.....	161
SECTION 17: ADOPTION – AFFIDAVIT OF DISCLOSURE.....	167
SECTION 18: ADOPTION –FINALIZATION OF ADOPTION.....	173
SECTION 19: SPLIT THE CASE.....	179
SECTION 20: SUBSIDY SERVICES.....	187
SECTION 21: AFCARS.....	199

SECTION 22: SUPPORT TOOLS.....	205
SECTION 23: APPENDIX.....	227

PREFACE

Course Objectives

- g Course Overview
- g Course Objectives
- g Course Curricula Tools and Symbols



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Course Overview

Welcome to the FACES.NET one-day Adoption training. This course is designed to give trainees an understanding of the functions in FACES.NET pertaining to Adoption. The course is divided into sections, each having its own set of objectives and corresponding to a particular area of functionality in the FACES.NET system. A FACES.NET Scenario has been constructed to link the sections together and mimic the way FACES.NET will be used for Agency business. In the classroom, trainees will participate in a guided walkthrough of the FACES.NET Scenario in order to practice activities based on real-life situations.

Please keep in mind that the FACES.NET system is frequently updated, and some of the screens may have slightly changed after this document was printed.

Course Objectives

Upon completion of this course, the trainee will have an understanding of how CFSA business process correlates with FACES.NET data entry. FACES.NET Adoption training will reinforce the lessons covered in the three-month Pre-Service Training Program offered by the Office of Training Services. By giving trainees practice time in the classroom, they will build confidence in their ability to properly enter and access data in the FACES.NET system.

Remember that a system is only as good as the information it receives. This course will train trainees how to supply FACES.NET the proper information so that it can remain a Federally certified Child Welfare Information Systems in the Nation. Best Wishes!

Course Curricula Tools

Curricula Features:

- § Performance Objectives
- § FACES.NET Guide
- § FACES.NET Scenarios

Curricula Symbols

The following icons are used throughout the FACES.NET Scenario Guide:

Icon	Title	Description
	Reminder	Indicates that there is an important point to which the trainee needs to pay attention.
	Definitions	Indicates that a word or concept is being defined.
	Notes	Indicates a helpful piece of information for the trainee to know.
	Practice	Indicates Agency practice information.
	FACES.NET Guide	Indicates the section of the manual having FACES.NET step-by-step instructions.

Course/Classroom Rules

- § Course begins promptly at 8:15AM and ends at 5:00PM on the each consecutive training day.
- § Lunch is one (1) hour.
- § One fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.
- § No eating or drinking in the classroom.
- § No roaming on the Internet.
- § Cell Phone should be off or in vibrate/silent mode.

SECTION 1: INTRODUCTION

- g What is FACES.NET?
- g How to Use this Manual
- g How to Get Help
- g The Family Case
- g System Navigation



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Introduction

What is FACES.NET?

FACES.NET is the District of Columbia's Statewide Automated Child Welfare Information System (SACWIS). The Child and Family Services Agency (CFSA) is the District of Columbia's child protection agency, which employs more than 400 social workers, and partners with fifteen private agencies. FACES.NET is designed to support social workers and the Agency in the following areas:

- § Case management activities, such as documenting contacts/visits, writing case plans and court reports;
- § Issuing payments to service providers;
- § Collecting data to produce outcome-based management;
- § Standardizing policy and practice.

FACES.NET has enabled the Agency to collect and disseminate information to diverse audiences including the Court Monitor, the Mayor's Office, The Washington Post, Federal oversight agencies such as the General Accounting Office (GAO), Administration of Children and Families (ACF), and Congress.

How to Use this Manual

This FACES.NET Adoptions manual is designed to introduce and reinforce the concept of using an automated information system to improve child welfare practice. In particular, the guide focuses on the responsibilities of social workers, who are the front-line workers of the Agency.

This manual further serves two functions. First, it will be your guide during the FACES.NET portion of your CFSA Adoptions training. With your instructor, you will complete each of the Sections and gain an understanding of how to use the FACES.NET system in your day-to-day case management responsibilities. You will complete the Sections over the one-day course. Each section is organized in an easy-to-read manner laying the groundwork with a Practice Overview segment. Afterwards there are detailed step-by-step instructions on how to accomplish that topic using FACES.NET.

The second function of this manual is to serve as a desktop guide for FACES.NET use after you have completed the initial training. You may keep this copy of the manual, and make any notes that you desire during class. At the end of each section is a page designated for note-taking. Later, if you need to review how a particular task is performed in FACES.NET, you can look it up at your convenience.

This document adheres to standardized technical writing conventions. All command buttons are displayed the way they appear on the computer screen. All commands are in bold, indicating that an action should be taken. Each scenario is introduced using real case stories or training activities in order to provide an appropriate context for the particular

module. Throughout the manual, participants in the Jackson case are highlighted using the underline feature.

How to Get Help

If you still have question after consulting this resource, you are of course welcome to contact the FACES.NET Helpdesk. Helpdesk staff is available from 8:00 AM - 5:00 PM every weekday to assist with FACES.NET and technical questions. The FACES.NET helpdesk can be reached at 202-434-0009.

The Family Case

The Jackson family case is the case you may be familiar with from other elements of your Pre-service training, and is used as the sample case in this document. The scenario that you may use during the actual FACES.NET training may slightly differ. If so, follow your instructors' directions on how to reconcile this manual with the case details you see in FACES.NET. Details of the Jackson family case begin on the following pages.

Jackson Case Narrative

Office of Training Services Pre-Service Training for New Social Work Staff

Field Practice Case

Learning Objectives:

1. Through using a case illustration, workers will have a better understanding of CFSA's programs and policies.
2. Through case illustration, workers will be able to understand how to effectively deliver services to clients.

Case Name: Shanté Jackson

Case Description:

The Jackson case came to the attention of Child and Family Services Agency's Child Protective Services Administration due to an allegation of abuse and neglect against Ms. Jackson. Ms. Jackson was previously known to CFSA. A neighbor reported Ms. Jackson's young children were left home alone and were seen in the streets unsupervised, unkempt and inappropriately dressed. It was also alleged that there were drug trafficking activities in Ms. Jackson's apartment. Upon investigation of the allegations, you observe that one child had (what appeared to be) belt marks on both arms and on her back.

Household Composition:

Name	Age	Gender	Description
<u>Shanté Jackson</u>	30 years old	Female	Mother
<u>Paul Williams</u>	16 years old	Male	Son/Sibling
<u>Femalé Scott</u>	15 years old	Female	Daughter/Sibling
<u>Keyshawn Jackson</u>	12 years old	Male	Twin Son/Sibling
<u>Reyshawn Jackson (Rev-Rey)</u>	12 years old	Male	Twin Son/Sibling
<u>Tanisha Holmes</u>	7 years old	Female	Daughter/Sibling
<u>Latonya Holmes</u>	5 years old	Female	Daughter/Sibling
<u>Lakeisha Jackson</u>	3 years old	Female	Daughter/Sibling
<u>Rodney Scott</u>	2 years old	Male	Grandson
<u>Kiana Scott (Bebe)</u>	6 months old	Female	Granddaughter

Family Description:

Shanté Jackson is a 30-year-old, single, African American female. She is the mother of seven children and two grandchildren. She has a 7th grade education and no history of employment. Shanté has a history of substance abuse, sexual abuse, and depression. She currently uses cocaine and alcohol and is involved in selling drugs from her apartment. Shanté receives public assistance. Last month, she was beaten by one of her drug dealer boyfriends. She received multiple bruises to her head and body, a broken arm, and a black eye. As a result, she continues to suffer from frequent severe stomach pains and headaches. Shanté is estranged from her family members and has no contact with the biological fathers of her children. She does not have a support system or friends.

Paul Williams is a 16-year-old, African American male. He attends Carter Senior High School where he is in the 9th grade for the third time. His grades are poor and he is often truant. Socially, Paul functions at a very low level. He has few friends, displays extreme anger and aggression towards others, and often gets into fights with peers and school officials. Paul smokes marijuana and drinks beer at least twice per week and on weekends. He also assists his mother sell drugs from their home. He has been involved in petty thefts and has had frequent trouble with law enforcement officials.

Femalé Scott is a 15-year-old African American female. She has two small children Rodney, age 2, and Kiana (Bebe), age 6 months. Rodney displays temper tantrums and aggressive behavior that are often difficult for Femalé to handle. Otherwise he is progressing well and is happy and healthy. Femalé dropped out of junior high school when she became pregnant with her son Rodney. She sporadically attended an adult education program until she became pregnant with Kiana. During her pregnancy with Kiana, she occasionally drank beer and smoked marijuana. Currently, Femalé does not attend school. She is unaware of the whereabouts of her son Rodney's father. However, she has sporadic contact with Kiana's father, Ricky Boone, who provides no financial support to his daughter. Femalé smokes marijuana and drinks alcohol. She often hangs out on the corner with her friends and leaves Rodney and Kiana at home with her seven-year-old sibling, Tanisha. Although Femalé lives with her mother, they have a strained relationship. They frequently argue and fuss at each other regarding Femalé's children and household responsibilities.

Rodney Scott is a 2-year-old, African American toddler. He is a happy and healthy child. However, he displays temper tantrums and aggressive behavior that are difficult for his mother to handle. Rodney is progressing well developmentally. He enjoys playing with his 6 month old sibling, his aunt and uncles. He also enjoys watching Barney and Teletubbies.

Kiana Scott (known to her family as Bebe), is a 6-month-old African American infant. She is progressing poorly physically and developmentally. Kiana possibly has failure to thrive syndrome. However, she sporadically receives her well baby check-ups as Femalé often forgets her appointments. Kiana's eating habits are poor; she has not gained adequate weight in the last three months and has some developmental lags. Kiana cries excessively when she is not being held or played with.

Keyshawn Jackson is a 12-year-old African-American male and twin brother of Reyshawn. Keyshawn currently attends Parker Junior High School, where he is in the 6th grade. He

receives special education and is classified as emotionally disturbed. Keyshawn's grades are poor. He bullies other children in his class and is often involved in altercations. Keyshawn is disrespectful to his teachers and other school officials. He has been suspended twice in the last month. His grades are poor. Keyshawn displays anger and aggression both in school at home. His mother is unable to handle his angry outbursts and rages. He also destroys property at home and frequently gets into fights with his siblings and peers in the neighborhood.

Reyshawn Jackson (Rey-Rey) is a 12-year-old African-American male and twin brother of Keyshawn. Reyshawn attends Parker Junior High School, where he is in the 6th grade. He receives special education and is classified as learning disabled. Reyshawn is socially withdrawn and often appears sad and depressed. Reyshawn also stutters and prefers not to talk in order to avoid being teased. He has few friends and has difficulty fitting in with his peers. His grades are poor, but he tries very hard. At home he is sad, withdrawn, and is teased by his siblings.

Tanisha Holmes is a 7-year-old African-American female. She currently attends Lee Elementary School, where she is in the 3rd grade. Tanisha is an outgoing and friendly child. However, she is often attention seeking and overly affectionate with adults. Socially, she has few friends and gets along well with peers. Academically, she has difficulty with reading and math. She participates in a reading and math resource program at school and tries very hard to succeed. She is well liked by her teachers. Tanisha suffers from Enuresis and occasional Encopresis. She is embarrassed by her condition due to the fact that her classmates tease her about her odor. Tanisha also needs glasses. At home, Tanisha is overly sweet and compliant. However, her mother often physically punishes her for wetting and soiling herself. Tanisha also has unrealistic expectations and adult responsibilities placed on her, as she is often the caretaker for the younger children (Latonya, Lakeisha, Rodney, and Kiana) in the home. Consequently, Tanisha receives a beating for the wrongdoings of the other children. Tanisha enjoys her role as caretaker as she doesn't have many friends.

Latonya Holmes is a 5-year-old African American female. She attends Lee Elementary School, where she is in kindergarten. Latonya enjoys school and is generally a happy child. Latonya suffers from chronic bronchial asthma. She often requires hospitalization after an attack. Latonya's bronchial asthma is controlled with medication. At home, Latonya is quiet and withdrawn and cries easily. Latonya sleeps with her mother due to lack of space in the home. However, her mother's boyfriend also sleeps in the same bed occasionally. Due to the sleeping arrangements, Latonya has been subjected to ongoing sexual molestation by the mother's boyfriend. She revealed this to her sister Tanisha and told her not to tell. Latonya enjoys watching Barney and Teletubbies on television.

Lakeisha Jackson is a 3-year-old African American female. Lakeisha was born with a positive toxicology to cocaine. She was also born with the sickle cell trait. She was placed in foster care at birth, but returned home after three months. Lakeisha is developmentally delayed. She uses one to two word phrases, walks on her toes, and sucks her thumb. She is not potty trained and continues to use a bottle. Lakeisha also sleeps in the bed with her mother and Latonya. Lakeisha has frequent colds. She enjoys watching Barney and Teletubbies.

Description of Environment:

The family resides at 1254 Edgefield Terrace # T105, at the Brookfield Housing projects, in the N.E. section of Washington, D.C. The neighborhood is predominantly comprised of African Americans and some Hispanics. The neighborhood is heavily drug and crime infested. However, there are many community services and resources in the area. This includes substance abuse programs, mental health clinics, the Edgefield Collaborative, hospitals, and shelters.

Description of the Home:

The Jackson home consists of two bedrooms, one bathroom, a small living room/dining room, and a tiny kitchen. Home maintenance is very poor. The apartment reeks of urine, and is cockroach infested. There is dirty clothing and other miscellaneous items scattered all over the apartment floor. The kitchen is filthy with dirty dishes in the sink, on the countertops, and on the floor. The apartment is sparsely furnished with one couch, a small dining room table, one small television, two full size beds, one crib, and a playpen.

SECTION 2: SYSTEM NAVIGATION

- g Definitions of Icons and Language Usage in FACES.NET



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Practice Overview

FACES.NET is strategically used to support case practice and the business processes within each Administration. There are common icons and buttons that run throughout FACES.NET and aid in the ease of use of the FACES.NET screens. This segment illustrates some important features to know about the FACES.NET system.

Definition of Icons and Language Usage in FACES.NET

This segment reviews icons and language usage in this guide relative to FACES.NET.

Drop-Down Menu

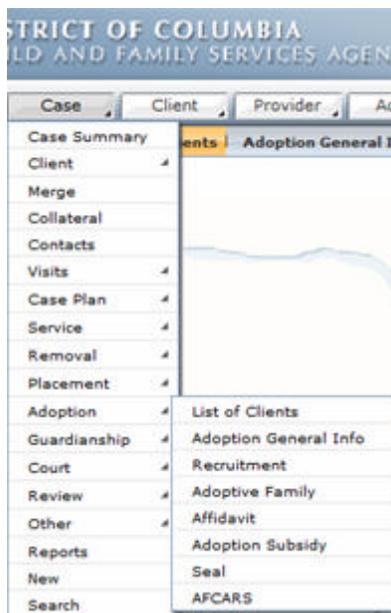


Figure 2.1

The gray command buttons at the top of the FACES.NET screen is the Drop-Down Menu. These command buttons, which features the Referral, Case, Client, Provider, and Admin, is always accessible in FACES.NET, no matter what screen you are on. The options, within the menu, dynamically change as different entities are brought into focus, but the five main command buttons remain accessible. The menu includes a parent/child system. What this means is that any menu that has a gray arrow on the right side of the menu contains additional screens within it.

Breadcrumbs Toolbar



Figure 2.2

This toolbar is displayed when a specific track (Referral, Case, etc.) is selected. This toolbar will change depending on where you are in the system. Blue areas are previous selections accessed through these command buttons display menu listings which will dynamically change. The orange button is the screen that is currently in the work area.

Quick Link



Figure 2.3

The Quick Link is a new functionality within FACES.NET. This box, in the upper right hand corner of FACES.NET, allows for the entry of a Referral, Case, Client, Provider, Staff, Workshop ID, or Contract ID to bring that entity into focus.

Toolbar Additional Screen Icon



Button with Icon
Figure 2.4



Button with no Icon
Figure 2.5

The additional screen icon is a small picture found on certain toolbar buttons. If the button has this icon, it means that there are lower level screens associated with that button. When you click on that button, it will move to the left side of the breadcrumbs toolbar, and a new series of buttons will appear on the right side of the toolbar. If a toolbar button does not have an icon, it means that there is only one screen associated with that button.

Radio Buttons

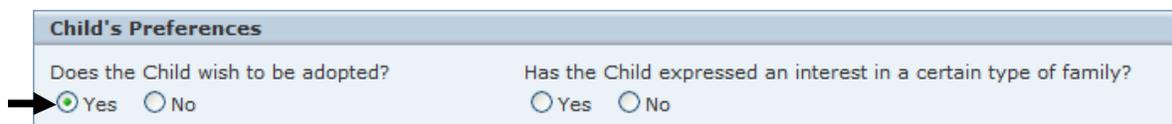


Figure 2.6

Radio buttons are the round circles found next to certain fields in FACES.NET. These allow you to quickly select a displayed option. Once selected, the radio button will turn to green. Only one radio button may be selected at a time.

Select Boxes

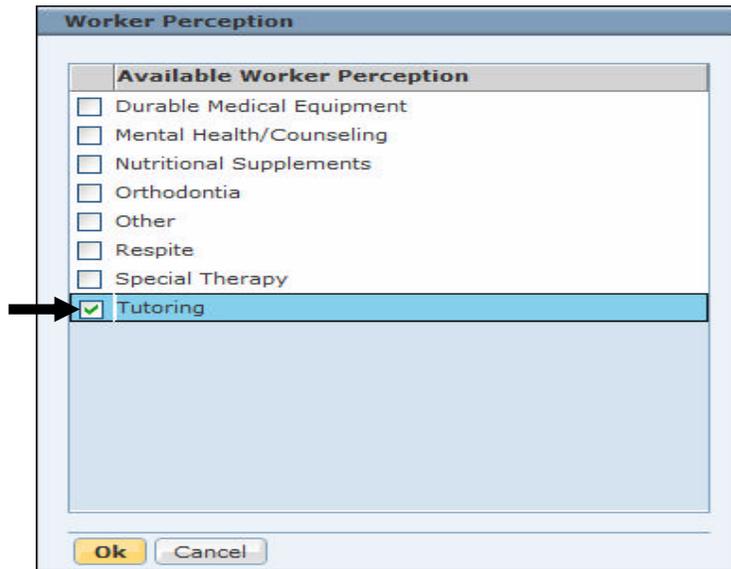
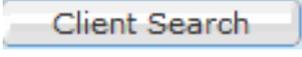


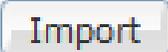
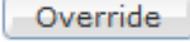
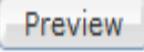
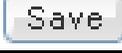
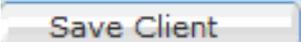
Figure 2.7

Select Boxes are collections of check boxes within a pop-up screen. These allow you to quickly select a displayed option. Once selected, the check box will contain a • inside the box. Unlike the radio button, more than one check box within the select box may be selected at a time.

Command Buttons

The row of gray/orange buttons on the bottom of any FACES.NET screen is called the Command buttons. These buttons are used to perform specific actions. A list of common command buttons and their functions are provided below:

Command Buttons	Definition
	Approval – Sends information to the Supervisor for approval.
	Cancel - Exits the current screen (This should be used every time you exit a screen).
	Clear – Clears all the information out of all fields within the screen. This will not delete saved information within a record.
	Client Search – Searches the client within the FACES.NET System.

Command Buttons	Definition
	Delete – Erases a record from the database. This action is normally disabled in most screens.
	Delete Client – Deletes a client from the referral in the Hotline Report Screen.
	Details – Shows the details of a file within the File Cabinet.
	Edit – Opens a field for editing.
	Import – Imports a file to the File Cabinet.
	New – Creates a new record. Creates a blank record on the screen in focus.
	New Client – Opens a new client in the Hotline Report Screen.
	Ok – Enters a selection into the record.
	Open – Opens a file within the File Cabinet.
	Override – Allows for a supervisor to override a decision made within the CPS Outcome screen.
	Preview – Allows for viewing of a report as a .pdf file.
	Print – Prints a selected report from the Management Reports.
	Save – Saves the record to the database.
	Save Client – Saves a client to a referral in the Hotline Report screen.
	Search – Searches the database for a specific record.

Command Buttons	Definition
 A yellow rectangular button with rounded corners and a slight gradient, containing the word "Show" in black text.	Show – Puts a selected entity/record into focus.
 A light blue rectangular button with rounded corners and a slight gradient, containing the word "Validate" in black text.	Validate – Validates Information within the Hotline Report screen.

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SECTION 3: ADOPTION OVERVIEW

Performance Objectives

- g Adoption Overview
- g Adoption Factors
- g Adoption Process



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Practice Overview

Adoption Overview

The CFSA adoption program works to secure a permanent family home for those children who cannot be reunified with their birth parents, legal guardians, or extended family and provides appropriate services to children as well as adoption and birth families before and after the adoption is finalized.

Prospective adoptive parents must be counseled to deal with the natural curiosity adopted children have about the reasons for their adoption. Adoptive parent(s) must be able to react well to this curiosity and not to take the curiosity as a reflection on the quality of their relationship with the child. Adoptive parent(s) have to be taught to help their child deal with the pain of not being with their birth parents. They also must learn how to instill in the child a sense of security because they now have another family that wants and loves them and will not leave them.

Adoptive parents also must receive information and training that will teach them to help the child know appropriate facts about their birth family and to accept their birth parents as people who chose adoption because they wanted what was best for the them.

Adoption Factors

The guidelines for selection of an adoptive home are based according to the following factors:

1. **Biological Ties.** Placement with a relative is always preferred if the relative can provide a permanent and stable family for the child. Proposed kinship adoptions must be evaluated according to the same criteria used to select an unrelated adoptive family;
2. **Foster Parent Status.** The child's foster parent is next in preference as a proposed adopter, if the placement has been successful. Foster parents are considered so highly because they already have formed a connection with the child. If the child has been in the foster home for six months or more and the adoption social worker assesses the home as suitable; the foster parent is to be given preference as an adopter;
3. **Age.** Social workers are to select adoptive parents whose age and physical and emotional capacity will enable them to retain their parenting capacities and who are likely to adapt to the needs of the child as they grow and develop into maturity;
4. **Marital Status.** Marital status alone shall not be consideration. Both married and single applicants will be considered as prospective adoptive parents. If married, applicants should have been married for at least one year and will be evaluated as a couple. Previously married applicants must be legally divorced. Single applicants may be unmarried, widowed, or divorced. They will be considered by their ability as a single person to meet the needs of available children. For co-habiting couples, only one person can legally adopt;

5. Ethnicity and Race. CFSA does not deny any person the opportunity to become an adoptive or a foster parent, solely on the basis of the race, color, or national origin of the adoptive or foster parent, or the child, involved; or delay or deny the placement of a child for adoption or into foster care, or otherwise discriminate in making a placement decision, solely on the basis of the race, color, or national origin of the adoptive or foster parent, or the child, involved;
6. Attachment. Another factor to be considered in the selection of an adoptive family is the families' ability to recognize and maintain significant attachment figures in the child's life and to develop new attachment in an appropriate and healthy manner. A child's degree of psychological or emotional bonding to a foster family, a relative, or a family friend who is interested in adopting the child is also considered. The bonding factor becomes especially important as the child matures;
7. Sexual Orientation. No prospective adoptive parent may be excluded on the basis of sexual orientation;
8. Religion. Prospective adoptive parents will be assessed on their ability and willingness to understand and incorporate the child's religious spiritual orientation. The religious background of the birth family and the child's previous religious training is a consideration so that the best match can be secured;
9. Education. The social worker is not to select an adoptive family based on the educational achievement of the child's birth family, whether limited or advanced. Rather, the social worker should choose an adoptive family in which the child will have the opportunity to develop their intellectual, emotional, and social potential;
10. Health. Each prospective adoptive parent shall provide medical evidence of the following:
 - a. reasonably good health;
 - b. a potential life expectancy that makes it likely that the child will have the security of the parent to maturity;
 - c. the physical and emotional ability to care for and support the emotional demands of the child within the family structure and to meet the child's special needs.
11. Sibling Ties. Whenever possible, brothers and sisters should be placed together. However, placement of a sibling group should not unduly delay the adoption of any child. When no options exist except to separate siblings, priority shall be given to placements that will allow the children to maintain their connection and have regular contact;
12. Family Composition. In addition to considering family ties and the number of other children in the home, the social worker must factor in the following:
 - a. the personality and maturity of those within the home;
 - b. the adopter's capacity to parent another child;
 - c. the adopter's ability to meet each child's specific needs; and
 - d. ample sleeping space for each child, i.e. no more than four (4) children of the same gender shall sleep in the same room.

Adoption Process

Generally, adoption is appropriate in any of the following scenarios:

- § Termination of parental rights for both parents;
- § Voluntary Relinquishment of the child by both parents;
- § Both parents have consented to the child's adoption;
- § Both parents are deceased;
- § Judge has waived parental rights as both parents cannot be located after a diligent search.

Notes

SECTION 4: FAMILY ASSIGNMENTS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Access your Workload
- g Review Family Assignments



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Practice Overview

When a child has a goal of adoption and the agency decides to place the child up for adoption, the adoption unit supervisor may access the family case from their workload. The supervisor may then make a case assignment to a social worker. Once the supervisor makes the case assignment, the assignment is routed to the adoption worker's workload in order to begin the adoption process.



Note: When there is only one child in a case, a family assignment is made. While child assignments are made for cases with more than one child in the case.



FACES.NET Guide

FACES.NET Scenario

Role: You are an Adoption Unit supervisor.

Navigate to your Workload

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

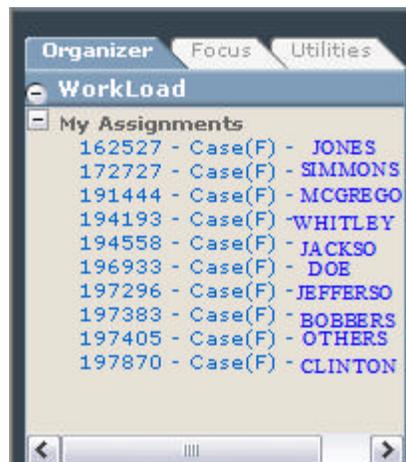


Figure 4.1

-OR-

- Step 1: Click anywhere on the words "My Assignments" to view the workload in detail. This will bring up the Workload List page.
- Step 2: Highlight the case that you wish to be bringing into focus and click Show. This will bring the case into focus.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin System Administration Workload Transfer Staff Training Fin Admin Alerts File Cabinet Record Management More

Organizer Focus History

WorkLoad

My Assignments

- 192560 - Case(F) - JACKS
- 192561 - Case(F) - JACKS
- 192562 - Case(F) - JACKS
- 192563 - Case(F) - JACKS
- 192564 - Case(F) - JACKS
- 192565 - Case(F) - JACKS
- 192566 - Case(F) - JACKS
- 192567 - Case(F) - JACKS
- 192568 - Case(F) - JACKS
- 192569 - Case(F) - JACKS
- 192570 - Case(F) - JACKS
- 192571 - Case(F) - JACKS
- 192572 - Case(F) - JACKS
- 192573 - Case(F) - JACKS
- 192574 - Case(F) - JACKS
- 192575 - Case(F) - JACKS
- 192576 - Case(F) - JACKS
- 192577 - Case(F) - JACKS
- 192578 - Case(F) - JACKS
- 192579 - Case(F) - JACKS
- 192580 - Case(F) - JACKS
- 192581 - Case(F) - JACKS

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

FACES.NET

WorkLoad List

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Case / Intake / Other Listing

Program Area*
FACESNET TRAINING

Unit
ADMIN, T. - Training ADMIN 1760

Workers
TRAINER, ADMIN

ID	Restricted	Type	Responsib	Referral T	Name	Client	Date Assig	Open Date	Resp. Time
192619		Case	Family		JACKSON71	SHANTE JA	01/24/2006	01/18/2006	
192615		Case	Family		JACKSON20	SHANTE JA	01/24/2006	01/18/2006	
192614		Case	Family		JACKSON21	SHANTE JA	01/24/2006	01/18/2006	
192613		Case	Family		JACKSON22	SHANTE JA	01/24/2006	01/18/2006	
192612		Case	Family		JACKSON23	SHANTE JA	01/24/2006	01/18/2006	
192611		Case	Family		JACKSON30	SHANTE JA	01/24/2006	01/17/2006	
192607		Case	Family		JACKSON10	SHANTE JA	01/24/2006	01/17/2006	
192604		Case	Family		JACKSON24	SHANTE JA	01/24/2006	01/17/2006	
192603		Case	Family		JACKSON32	SHANTE JA	01/24/2006	01/17/2006	
192602		Case	Family		JACKSON19	SHANTE JA	01/24/2006	01/17/2006	

*** Indicates Restricted or *A* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security

Show Transfer Summary Restrict Assign/Transfer

Edit Name Caseload Contacts Print Cancel

Figure 4.2

Step 3: Place the cursor over Case, then Other and finally click Assign.
The Assign/Transfer screen displays.

Step 4: Click New to assign the Jackson family case to a social worker.

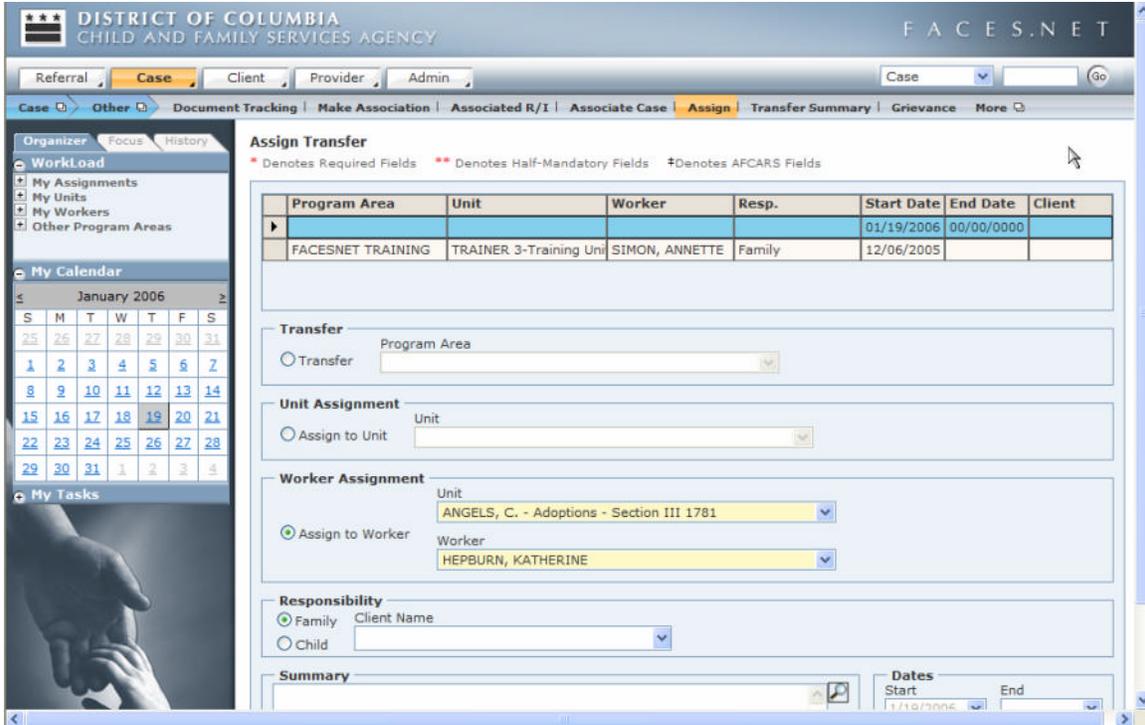


Figure 4.3

Step 5: Click the Assign to Worker radio button and select the Unit and Worker.



Note: If the assignment is being transferred to a worker in a different program area. The assignment must first be transferred to the program area and unit prior to completing the worker assignment.

Step 6: Click the Family radio button.

Step 7: Click Save.

Notes

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SECTION 5: CHILD ASSIGNMENT

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Access your Workload
- g Complete Child Assignments



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Practice Overview

When a child has a goal of adoption and the agency decides to place the child for adoption, the Adoption Unit supervisor may access the family case from their workload. The supervisor may then make a child assignment to a social worker. Once the supervisor makes the child assignment, the assignment is routed complete with the required access to the adoption worker's workload in order to begin the adoption process.



Note: When there is only one child in a case, a family assignment is made. While child assignments are made for cases with more than one child in the case.



FACES.NET Guide

FACES.NET Scenario

Role: You are an Adoption Unit supervisor.

Navigate to your Workload

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

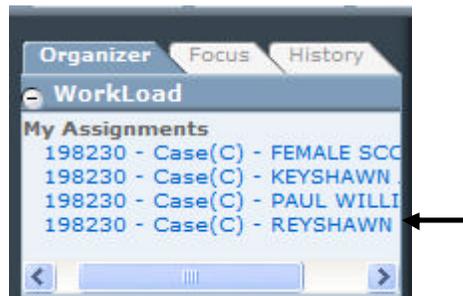


Figure 5.1

-OR-

- Step 1: Click anywhere on the words "My Assignments" to view the workload in detail. This will bring up the Workload List page.
- Step 2: Highlight the case that you wish to be bringing into focus and click Show. This will bring the case into focus.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case

Admin System Administration Workload Transfer Staff Training Fin Admin Alerts File Cabinet Record Management More

Organizer Focus History

WorkLoad

My Assignments

- 192560 - Case(F) - JACKS
- 192561 - Case(F) - JACKS
- 192562 - Case(F) - JACKS
- 192563 - Case(F) - JACKS
- 192564 - Case(F) - JACKS
- 192565 - Case(F) - JACKS
- 192566 - Case(F) - JACKS
- 192567 - Case(F) - JACKS
- 192568 - Case(F) - JACKS
- 192569 - Case(F) - JACKS
- 192570 - Case(F) - JACKS
- 192571 - Case(F) - JACKS
- 192572 - Case(F) - JACKS
- 192573 - Case(F) - JACKS
- 192574 - Case(F) - JACKS
- 192575 - Case(F) - JACKS
- 192576 - Case(F) - JACKS
- 192577 - Case(F) - JACKS
- 192578 - Case(F) - JACKS
- 192579 - Case(F) - JACKS
- 192580 - Case(F) - JACKS
- 192581 - Case(F) - JACKS

My Calendar

January 2006

S	M	T	W	T	F	S
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My Tasks

FACES.NET

WorkLoad List

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Case / Intake / Other Listing

Program Area*
FACESNET TRAINING

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Workers
TRAINER, ADMIN

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192615		Case	Family		JACKSON20	SHANTE JA	01/24/2006	01/18/2006	
192614		Case	Family		JACKSON21	SHANTE JA	01/24/2006	01/18/2006	
192613		Case	Family		JACKSON22	SHANTE JA	01/24/2006	01/18/2006	
192612		Case	Family		JACKSON23	SHANTE JA	01/24/2006	01/18/2006	
192611		Case	Family		JACKSON30	SHANTE JA	01/24/2006	01/17/2006	
192607		Case	Family		JACKSON10	SHANTE JA	01/24/2006	01/17/2006	
192604		Case	Family		JACKSON24	SHANTE JA	01/24/2006	01/17/2006	
192603		Case	Family		JACKSON32	SHANTE JA	01/24/2006	01/17/2006	
192602		Case	Family		JACKSON19	SHANTE JA	01/24/2006	01/17/2006	

*** Indicates Restricted or *A* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security

Show Transfer Summary Restrict Assign/Transfer

Edit Name Caseload Contacts Print Cancel

Figure 5.2

Step 3: Place the cursor over Case, then Other and finally click Assign.
The Assign/Transfer screen displays.

Step 4: Click New to assign the Reyshawn Jackson to a social worker.
The Assign/Transfer screen displays.

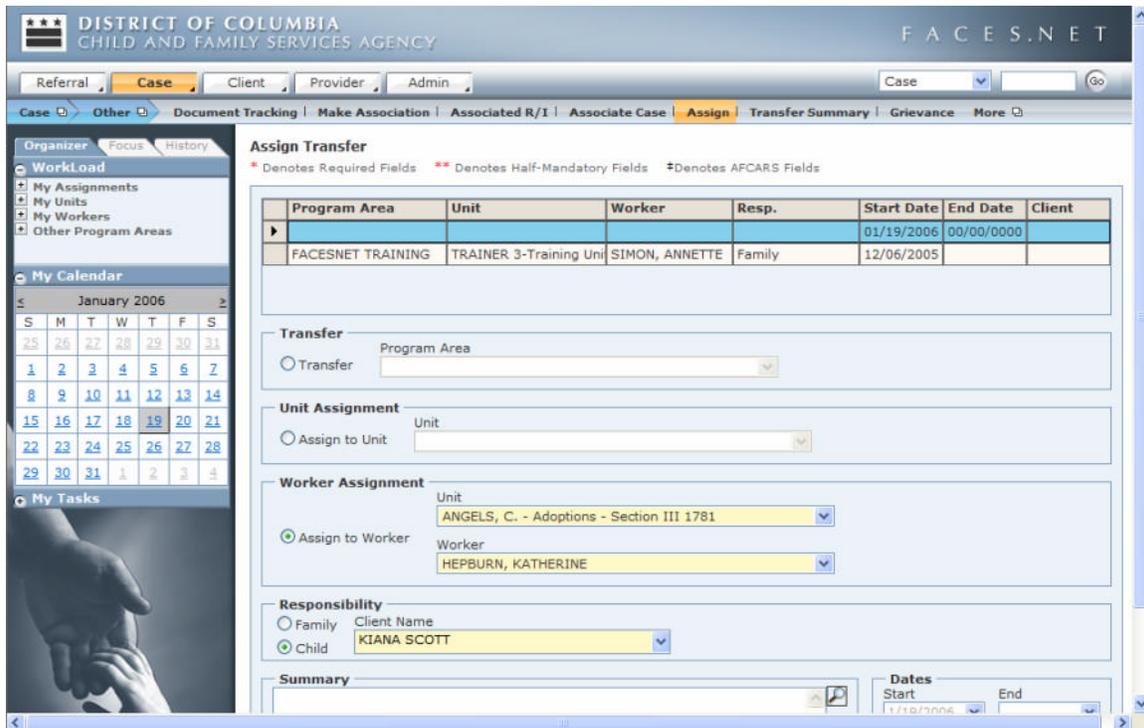


Figure 5.3

Step 5: Click the Assign to Worker radio button and select the Unit and Worker.



Note: If the assignment is being transferred to a worker in a different program area. The assignment must first be transferred to the program area and unit prior to completing the worker assignment.

Step 6: Click the Child radio button.

Step 7: Select Reyshawn Jackson in the Client Name field.

Step 8: Click Save.

Step 9: Repeat steps 4 through 8 to assign Keyshawn Jackson to a social worker.

Notes

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SECTION 6: CASE PLAN AND SERVICES

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Navigate to your Caseload
- g Create a Safety Plan
- g Create a Family Assessment
- g Create a Service Plan
- g Create a Permanency Plan
- g Create a Case Plan
- g Record Services



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Practice Overview

Permanency, Case Plan and Services

Case planning and permanency planning are interrelated, as case plans outline the actions required to achieve permanency goals. Comprehensive case planning focuses on the child's safety and permanence. When all those involved with the child have the opportunity to participate, a plan can be created that will match the needs of the child and families and build on their strengths to support safety and help the child achieve permanence.

There are five permanency goals in place for foster care children within the Child and Family Services Agency (CFSA). They are as follows:

1. Reunification;
2. Permanent Guardianship with Kin;
3. Adoption by Kin;
4. Non-Kin Adoption; or
5. Alternative Planned Living Arrangement - APPLA (i.e. independent living).

Permanency Goals

Social workers with input from family teams determine appropriate permanency goals for all children in out-of-home care to support the safe movement of children to permanency. The social worker presents a recommendation that is well supported by evidence to the Court. If the Court makes a decision that the social worker believes is contrary to the best interests of the child, including safety, permanence, and well being, the social worker should raise the issue to his or her supervisor and to the appropriate Agency legal staff. Appropriate permanency goals should always be chosen with the child's best interest as the guiding principle.

There are several types of permanency goals. They are as follows:

- § Reunification: Intensive Reunification with birth/legal parents, within twelve (12) months for children who have been in out-of-home placement for less than six (6) months. When reunification is the goal, CFSA and its contracted agencies should work diligently to identify the obstacles to reunification, develop a strategy to resolve those issues, and maintain familial connections as appropriate. The case plan should give parents the opportunity to build on their strengths and learn needed skills to provide for safe, nurturing homes.

The goal of reunification is to be established when a child initially enters foster care, except under the following conditions:

- § The death(s) -of the birth/legal parent(s);
- § The relinquishment of the child by the birth/legal parent(s);
- § The birth/legal parents have consented to another form of permanency (consent to a specific adoption/legal guardianship, etc.) for the child;

- § Birth/legal parents cannot be located after a diligent search, not to exceed three months initiated as soon as the child enters care; and
- § Birth/legal -parents have been found guilty of repeated serious abuse or neglect of the child or the child's siblings such that termination of parental rights is appropriate.

The social worker must first ensure that reasonable efforts are made to prevent foster care placements.

§ Legal Guardianship: Kin may choose to adopt related children, but they may also have legitimate reasons for not adopting. In such cases, permanent guardianship - a judicially created relationship in which certain parental rights and responsibilities are placed in the permanent guardian, while the parent retains other parental rights and responsibilities should be considered as a permanency goal; The agency may assign a permanency goal of legal custody or guardianship with a permanent caretaker to a child under the age of twelve (12) for whom it has not made adoption efforts if:

- The child is placed with a relative;
- The relative is willing to assume long-term responsibility for the child but the relative has legitimate reasons for not adopting the child; and
- It is in the child's best interest to remain in the home of the relative rather than be considered for adoption by another person(s).

The goal of legal guardianship with a permanent caretaker should be established only after the following steps have occurred:

- A permanency plan for the child has been formulated and documented.
- All services have been offered to the family to foster reunification, to no avail, and in the particular circumstances, it is certain that the child will never be returned home.
- A diligent search for any missing parent has been conducted.
- All known appropriate alternative relatives on both maternal and paternal sides of the child's family have been notified, interviewed and given first option to become legal guardians before an unrelated caretaker is considered.

§ Adoption by Kin: When reunification is not in a child's best interest, adoption by kin should be considered as a permanency goal. Permanency with kin is a means of facilitating positive familial connections for children. Adoption requires the termination of the existing parent and child relationship, and places parental rights and responsibilities with the adoptive parent;

§ Non-Kin Adoption: Adoption by non-kin is an alternative permanency option for when the above permanency goals are not in the child's best interests. When a non-kin adoption is a child's permanency goal, the child's foster family should be considered as an adoptive resource first.

§ Alternative Planned Permanent Living Arrangement: APPLA is another permanency option when the child is being prepared for independence. Eligibility

for this and other independent living program is based on appropriate federal guidelines. CKL is responsible for conducting a battery of assessments and developing services regarding the youth's vocational, daily living, and academic skills and needs to better transition the child from child welfare to an adult service system.

The child's worker (supported by his/her supervisor) has an ongoing responsibility to assure that:

- § The child's permanency goal is appropriate or to initiate change if it is not;
- § The child's services and placement are appropriate and are meeting the child's specific needs;
- § The parents and other appropriate family members are receiving the specific services mandated by the family case plan and that they are progressing towards the specific objectives identified in the plan; and
- § The provision of services is coordinated to assure the delivery of the mandated services in those cases in which there are multiple service providers.

Case Plans

It is the practice of CFSA that within 30 days of the child's entry into foster care, the initial case plan must be formulated. The purpose of the case plan is to foster mutuality, and it is the social worker's obligation to involve the family, child, and significant others in the planning process to the extent possible. It is also the social worker's responsibility to document all efforts made to include the birth parents in the planning process when their signatures do not appear on the case plan.

Social workers should consistently maintain the necessary documentation/evidence to assure that permanency plans are the best fit for the child (ren) and families in the care of the Agency.

Family Case Plan. The case plan must be fully implemented within 30 days from the date of report to CFSA for services. The social worker will initiate a case plan for each child who is the subject of a maltreatment report. The social worker would specify the services that address the needs of each member of the family. This would be updated every six months thereafter. The social worker and the child's parents will jointly develop a case plan that includes the following:

- § Safety Assessment;
- § Family and Risk Assessment;
- § Service Plan;
- § Permanency Plan.

Plans also require supervisory approval.

Child Case Plan. A child case plan is created for all clients under the care of CFSA. If the child has a permanency goal of Reunification, a Family case plan must also be created. Whenever a child remains in foster care with a reunification goal for at least twelve (12)

months, the case plan must be updated by the end of Month 12 to reflect that reunification remains the goal or a goal change. No child should have reunification as the goal for more than 15 months, unless there are extraordinary circumstances, documented in the record and approved by the social worker's supervisor. The social worker and supervisor must have reason to believe that the child can return home within a specified, reasonable time period.

For every child whose goal changes to adoption, the case plan must be updated within five (5) days of the goal change. Responsibility for the update rests with the newly assigned Adoption Division's social worker, in consultation with the foster care worker.

Because children deserve timely permanency, case plans should be reviewed and updated on a regular basis. Case plans should document services offered and progress made toward the primary permanency goal. When the primary permanency goal is no longer appropriate, the case plan should be updated to reflect pursuit of the concurrent goal.

Services (Service Plan)

Social workers may initiate the following services on behalf of the children and families that they serve as follows:

Day Care Services. CFSA clients receive priority access to the day care services provided through the District of Columbia Day Care Services. This day care may be provided in a child development center, family day care home, or the child's own home. It also includes before-and-after-school programs as well as summer camp.

Day care services ensure direct care, supervision, and development guidance of a child between the ages of 6 weeks and fourteen (14) years for various lengths of time throughout the day. These services are used to enable parents to obtain training or continuous employment, and they offer alternatives in other situations where day care is in the best interest of the child.

Homemaker Services. A homemaker may provide any of the following services to alleviate a family crisis:

- § Auxiliary Service - a supportive in-home assistance to an adult family member with unusually heavy burden due to illness or disability;
- § Supportive Service - the shared or total housekeeping and/or child care responsibilities;
- § Teaching Service - services to help parents improve their ability regarding housekeeping, care of the ill or disabled, child-rearing, or basic child care;
- § Family budgeting and nutrition assistance;
- § and Evaluative and Protective Services - services with the goal of helping CFSA evaluate the level of care given to a child and assisting the family to remedy identified deficits; such services are offered to enable a child to remain at home while permanent plans are being made.

Legal Timelines

The Adoption and Safe Families Act aims to improve the safety of children through adoption and other permanency options. It is important for social workers to adhere to the required time frames articulated in the Adoption and Safe Families Act (ASFA) and any implementing regulation. Social workers should also be aware of more stringent requirements within the District of Columbia code promogated by CFSA.

The table below illustrates a summary of pertinent adoption timelines relevant to social workers. For further reference to legal timeline requirements, see the electronic form of CFSA's Policy and Procedures through the Help menu of the FACES.NET system.

Adoption and Safe Families Act (ASFA) and Other Legal Timelines		
Action	Date	Cite
Removal of child from the home	Day 1	NA
Entry into foster care	The earlier of-- (i) the date of the first judicial finding that the child is abused/neglected; or (ii) 60 days after the date the child is removed from the home	42 USC § 675(5)(F) D.C. Official Code § 4-1301.02(9)
Permanency hearing	Within 30 days after the determination that reasonable efforts to reunify the family are not required	42 USC §671(a)(15)(E)(i) D.C. Official Code §§ 4-1301.09a(e)(1), 16-2323(a)(3)
File TPR pleading	If, despite reasonable efforts, parent could not be located for the fact-finding hearing and during the period from child's removal from the home to the fact-finding hearing.	D.C. Official Code § 16-2354(b)(2)
Action	Date	Cite
File TPR pleading	If court determined child was abandoned, parent committed certain crimes, or child was subject of intentional and severe mental abuse	D.C. Official Code § 16-2354(b)(3)(B), (C) and (D)
Periodic review	At least once every 6 months	42 USC § 675(5)(B)
Periodic review	At least once every 6 months, while child is in an out-of-home placement, unless there was a permanency hearing in the past 6 months	D.C. Official Code § 16-2323(a)(1)
File TPR pleading	May be filed at least 6 months after the fact-finding when the child is in the court-ordered custody of a department, agency, institution, or person other than the parent	D.C. Official Code § 16-2354(b)(1)
Permanency hearing	No later than 12 months after the child entered foster care	42 USC § 675(5)(C) D.C. Official Code § 16-2323(a)(4)
Permanency hearing	At least every 6 months after the initial permanency hearing	D.C. Official Code § 16-2323(a)(4)
Periodic review	At least once every year if the child is not in an out-of-home placement	D.C. Official Code § 16-2323(a)(2)
Time-limited family reunification services	Provided during the 15 months after the child entered foster care	42 USC § 629a(a)(7)(A)
File TPR pleading	Child has been in foster care under the responsibility of the State for 15 of the most recent 22 months	42 USC § 675(5)(E))
File TPR pleading	Child has been in court-ordered custody under the responsibility of the District for 15 of the most recent 22 months	D.C. Official Code § 16-2354(b)(3)(A)
Permanency hearing	At least every 12 months after initial permanency hearing	42 USC § 675(5)(C)



FACES.NET Guide

The previous section focused on agency practice revolving around routing child assignments to a social worker's workload. This section will guide you through the relevant FACES.NET screens for case plan and ongoing services.

Case Plan and Services

When a case is created in FACES.NET it is transferred to the appropriate ongoing unit for management. The social worker and supervisor is able to review all on-going case management activities and use FACES.NET to record, create/update case plans, and log services the family will receive.

As mentioned previously in the section, there are three main components of the case plan – the safety assessment, family assessment, and service plan. All three must be completed before a case plan report can be compiled and viewed. The following FACES.NET Scenario describes this process in detail.

Current policy requires case plans to be completed within 30 days of the child entering into the Agency's care and then afterwards every 180 days (six months). Management reports track completion of case plans and any plans older than six months are considered expired.

FACES.NET Scenario

Role: You are an Adoption Unit worker.

After a length of time has passed, it becomes apparent that reunification with Keyshawn and Reyshawn, and their parents are not possible. Keyshawn and Reyshawn permanency goal become adoption.

Navigate to your Workload

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

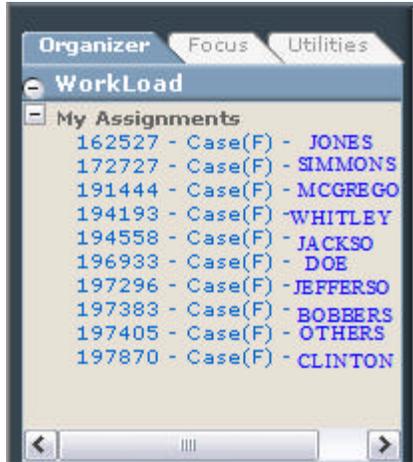


Figure 6.1

-OR-

Step 1: Click anywhere on the words "My Assignments" to view the workload in detail. This will bring up the Workload List page.

Step 2: Highlight the case that you wish to be bringing into focus and click Show. This will bring the case into focus.

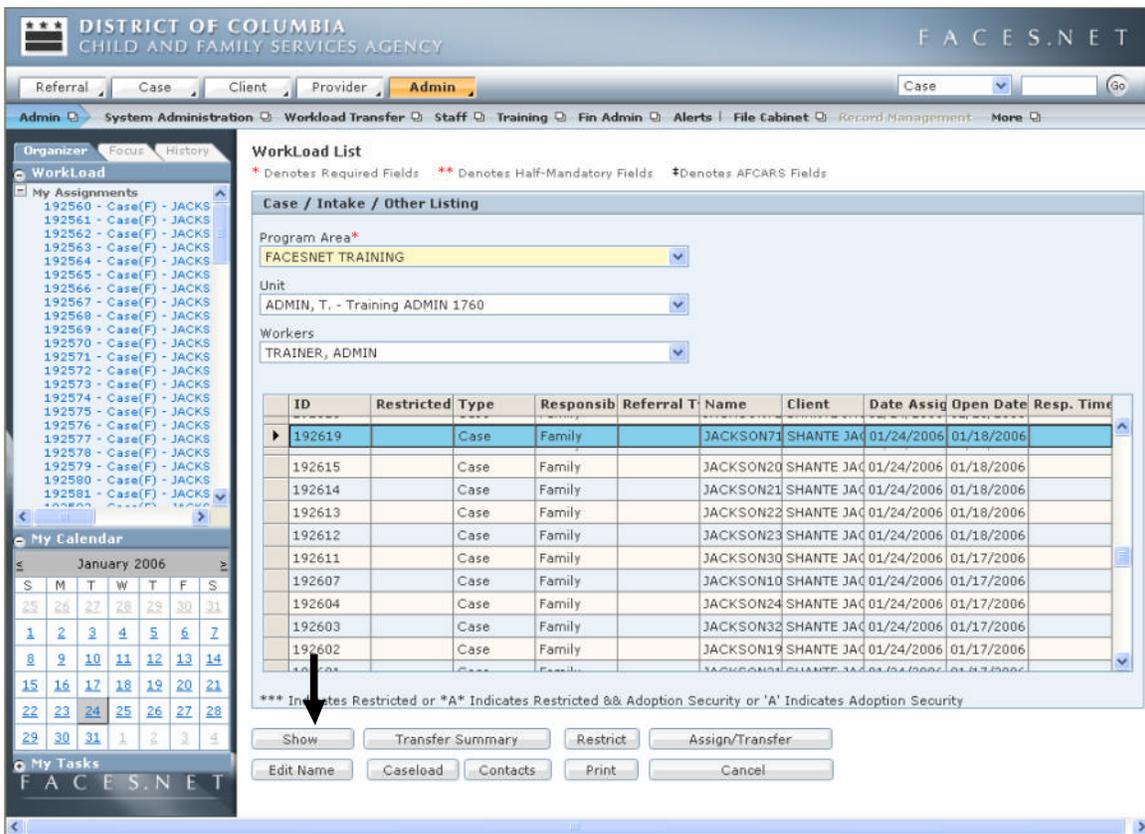


Figure 6.2

Create a Safety Plan

Record a Safety Factors

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Safety Plan and finally click List of Safety Plans.

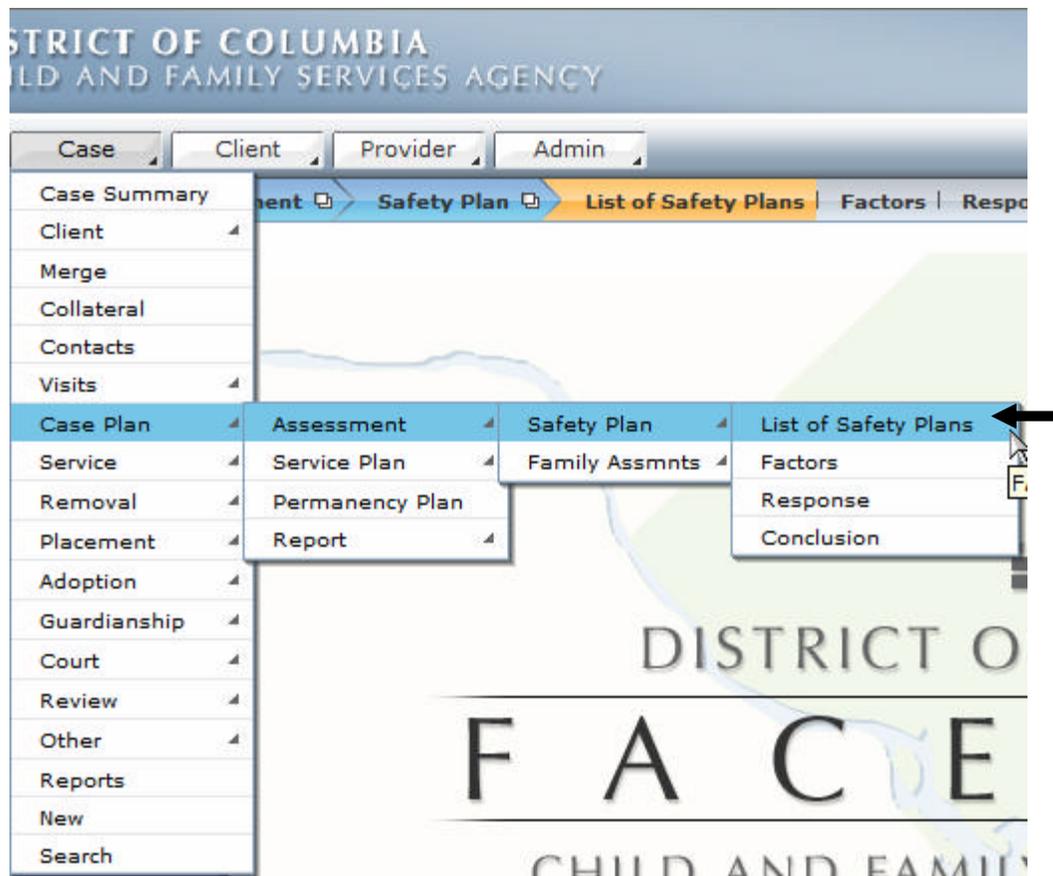


Figure 6.3

Step 2: Click New.
The Safety Factors screen displays.

- Step 3: Enter in the Safety Assessment Date.
- Step 4: Select any and all applicable safety factors.
- Step 5: Click Save.

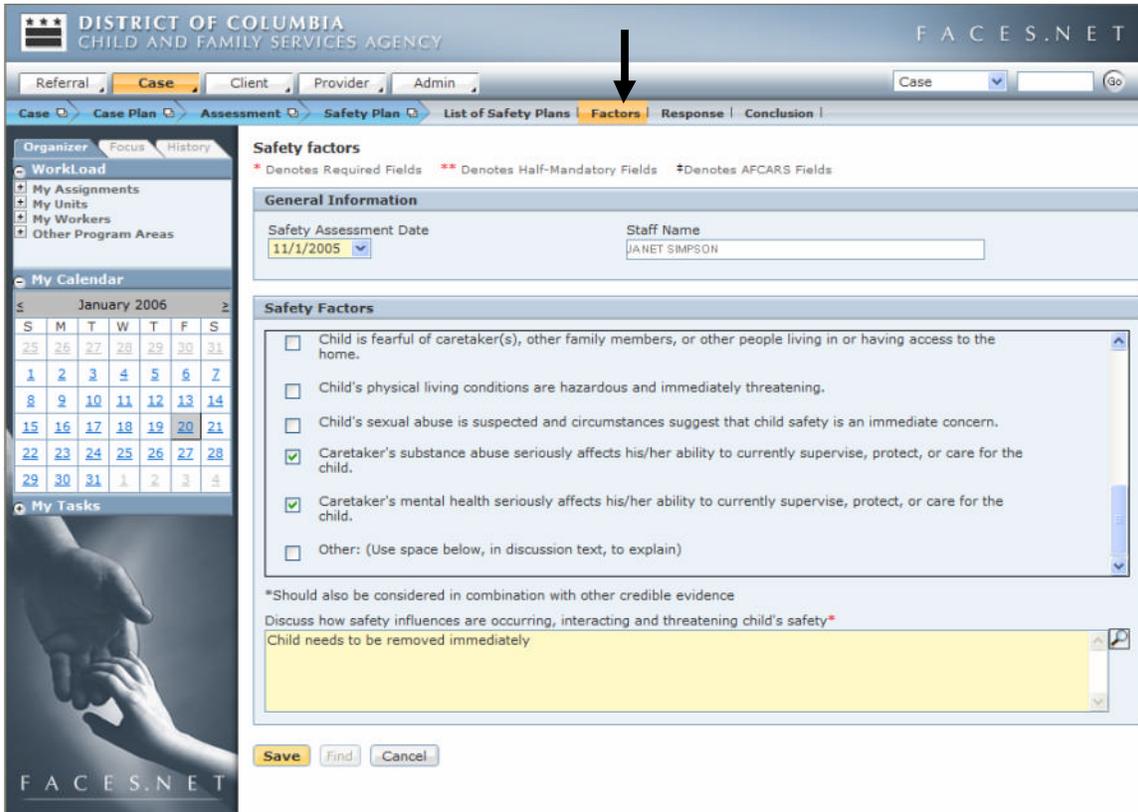


Figure 6.4

Record Safety Responses

The Responses screen allows the worker to choose the best way to deal with each safety factor and decide on any legal action that must be taken to place the child outside the home.

Steps Include:

- Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Safety Plan and finally click Response.
- Step 2: Select Safety Factors and the appropriate Safety Response(s). Repeat for all listed Safety Factors.



Note: The textbox used to enter comments will depend on what safety responses are chosen. The responses chosen on this screen will affect the Safety Decision reached.

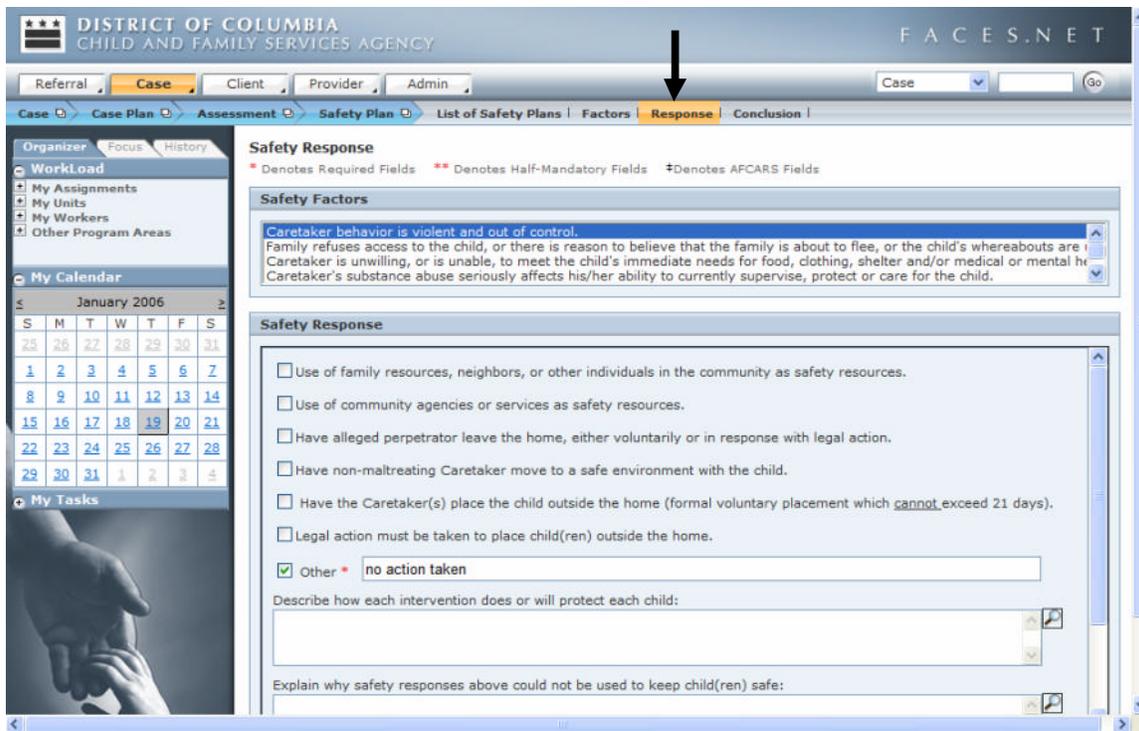


Figure 6.5

Step 3: Complete the text box at the bottom to describe the response chosen.

Step 4: Click Save.

Record Safety Conclusions

The Safety Conclusion screen is the final screen in the Safety Plan, and records a computer generated safety decision based on the information entered on the previous Safety Plan screens.

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Safety Plan and finally click the Safety Conclusion screen.



Note: The Safety Decision is calculated based on the factors and responses previously selected on the Safety Factors and Safety Response screens.

The screenshot shows the 'FACES.NET' interface for the District of Columbia Child and Family Services Agency. The navigation menu at the top includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The 'Case' menu is expanded, showing 'Case Plan', 'Assessment', 'Safety Plan', and 'Conclusion'. The 'Conclusion' tab is selected and highlighted. The main content area is titled 'Safety Conclusion' and includes a legend for field types: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, and † Denotes AFCARS Fields. The 'Safety Decision' section has a dropdown menu set to 'Unsafe' with the text: 'Placement is the only protecting intervention possible for the child(ren). Without placement, the child(ren) will likely be in danger of immediate or serious harm.' Below this is the 'Safety Decision Explanation' section, which has a text box containing: 'Children were removed due to unsafe situation. Plan is to move children to a safer environment.' At the bottom is the 'Override Safety Decision' section, which includes a dropdown menu for 'Override Decision' and a text box for 'Reason for Override'.

Figure 6.6

Step 2: Complete the Safety Decision Explanation text box.

Step 3: Click Save.

Create a Family Assessment

Next, a family assessment needs to be completed for the Jackson's in order to document any risk factors in the home environment and assess Shanté Jackson; the caregiver for Keyshawn and Reyshawan. Shanté Jackson has no history of employment and is involved with substance abuse, sexual abuse, and depression. The family assessment screen will give the social worker an opportunity to enter all the relevant information about their assessment findings.

Steps include:

- Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Family Assmnts and finally click the List of Family Assmnts.
- Step 2: Click New.
- Step 3: Place the cursor over Case, then Case Plan, then Assessment, then Family Assmnts and finally click the Family Risk. The Family Risk Assessment screen is displayed.
- Step 4: Fill in the mandatory fields on the Neglect tab. Indicate that Family Risk Assessment details are not applicable for abuse on the Abuse tab.

The screenshot shows the FACES.NET interface for a Family Risk Assessment. The navigation menu at the top includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The 'Case' menu is expanded, showing 'Case Plan', 'Assessment', 'Family Assmnts', 'List of Family Assmnts', 'Family Risk', 'Fam Assmnts', 'Strengths and Barriers', 'Conclusion', and 'More'. A black arrow points to the 'Family Risk' option. The main content area is titled 'Risk Assessment' and 'Family Risk Assessment'. It includes a 'Neglect' tab and an 'Abuse' tab. The 'Neglect' tab is active, showing a form with various assessment questions and dropdown menus. The 'Abuse' tab is also visible, showing a checkbox for 'Family Risk Assessment Details Not Applicable For Neglect'. The form includes fields for 'Assessment Date' (11/2/2005) and 'Staff Name' (JANET SIMPSON). The 'Neglect' tab includes questions such as 'Current Report is for Neglect', 'Number of Children in the Home', 'Age of Primary Caretaker', 'Primary Caretaker Currently Involved in Harmful Relationship(s)', 'Household is Experiencing Severe Financial Difficulty', 'Caretaker(s) Response to Investigation', 'Number of Prior Reports', 'Number of Adults in Home at Time of Reports', 'Characteristics of Primary Caretaker', 'Primary Caretaker has a Current Substance Abuse Problem', and 'Primary Caretaker's Motivation to Improve Parenting Skills'. The 'Abuse' tab includes a checkbox for 'Family Risk Assessment Details Not Applicable For Neglect'.

Figure 6.7

Step 5: Click Save.

Family Assessment - Family Assessment Screen

Complete a Family Assessment for Shanté. The family assessment screen is based on the caretaker and consists of a series of tabs with specific questions evaluating characteristics of the family.

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Assessment, and finally click Family Assessments. Enter applicable information in these tabs such as the following:

- Substance Abuse, Domestic Violence, Child(ren) Problems, Community Environment, Health, Support System, Family Interaction and Intellectual capacity are moderate Problems;
- Emotional Stability, Parenting Skills, and Coping Skills, and Support System are Major Problems;
- Housing/Clothing/Nutrition and Financial are Some Problem. Employment should be categorized as Underemployed.



Note: The assessment factors completed on this screen will affect the Assessment Conclusion reached. A Family Assessment must be completed for each client indicated as Caretaker.

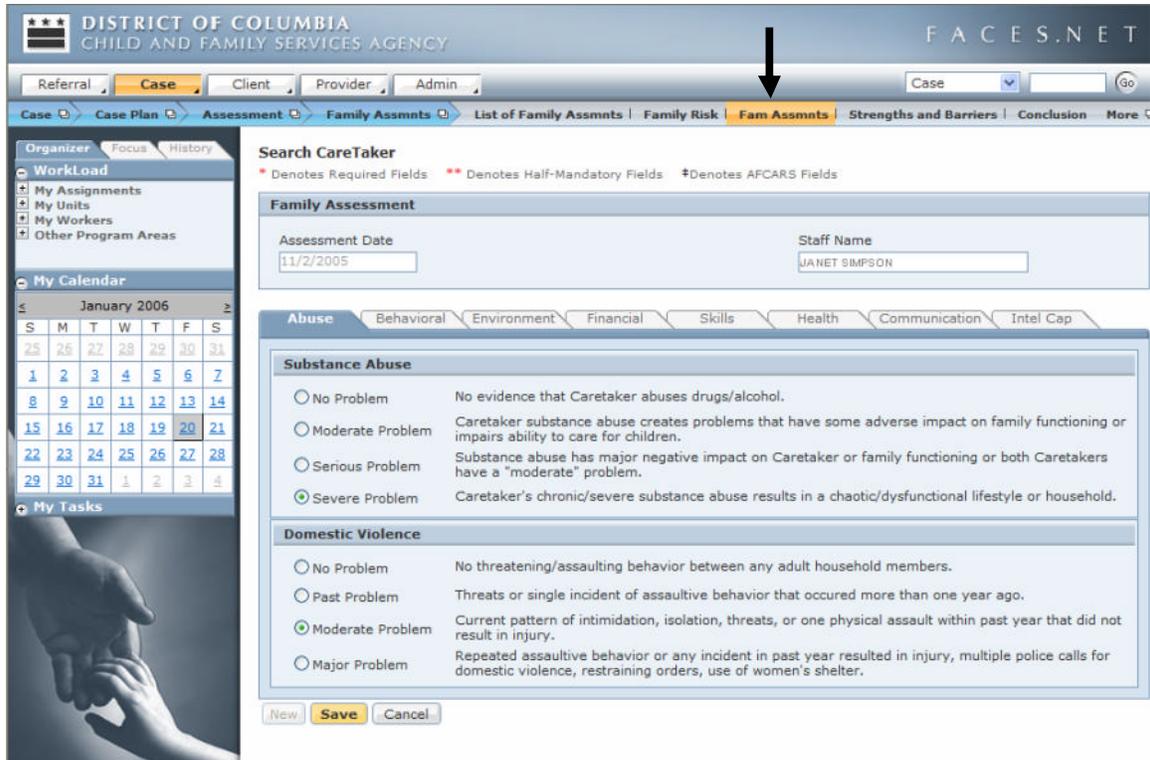


Figure 6.8

Family Assessment - Strengths and Barriers Screen

The Strength and Barriers screen is used to document the strengths and needs of each child. Where the Family Assessment screen evaluates the caretaker, the Strengths and Barriers screen evaluates the children.

Steps Include:

- Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Family Assessments and finally click Strengths and Barriers
- Step 2: Select Reyshawn Jackson and click Show.
- Step 3: Enter the Assessment Date, Evaluation Category, select the appropriate Strengths, and Needs.

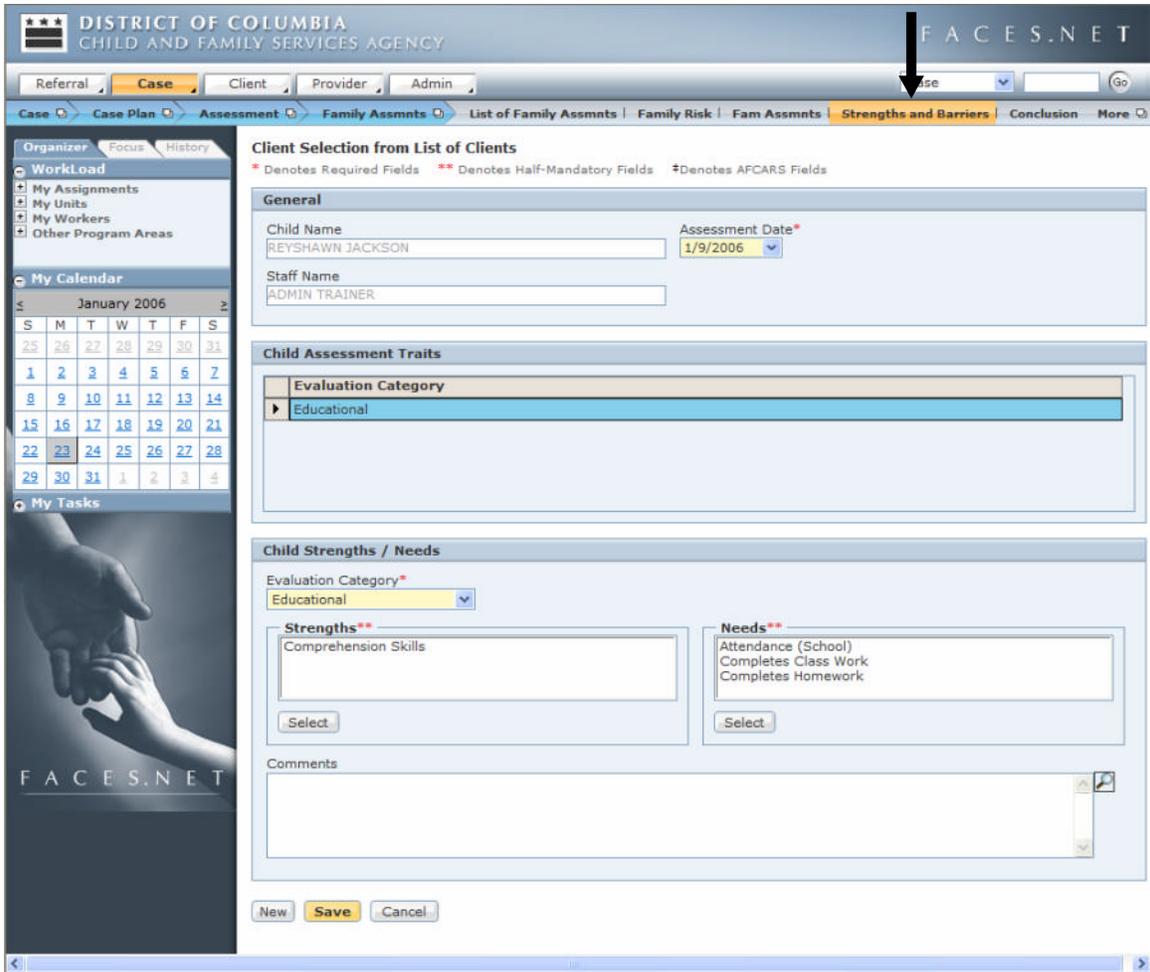


Figure 6.9

Step 4: Click Save.

Step 5: To enter additional categories for the same client, click the New button and repeat steps 2 through 4.

Family Assessment – Conclusion Screen

Now that we have entered all of the information we have collected during interviews, re-visit the Assessment screens and complete the Assessment Conclusion screen.

The Conclusion is calculated automatically by the FACES.NET system and consists of three separate scores:

1. Service Level - indicates a recommended service delivery based on the entire assessment completed.
2. Family Assessment - indicates a classification for each caretaker - in our case, Shanté.
3. Family Risk Level - indicates a score for both Abuse and Neglect, as well as the Overall Risk Level.



Note: For each of the tabs within the Family Assessment Conclusion screen, it is possible for the worker to override the system generated results and select a more appropriate result. A reason will always be required when overriding the system generated results.

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Assessment, then Family Assessments and finally click Conclusion.

Step 2: Review the Service Level Details tab.

Figure 6.10

Step 3: Review the Family Assessment Details tab.

Step 4: Review the Family Risk Details tab.

Step 5: Click Save.

The Family Assessment is now complete so you can now move on to the Service Plan.

Service Plan

The service plan gives the worker an opportunity to enter planned services that will be needed to accomplish objectives set forth on the Treatment Plan screen. The worker also documents any tasks that are required of the client in order to meet the objectives set forth and in order to monitor the client's progress toward meeting those objectives.

Record Client Objectives

Steps Include:

- Step 1: Place the cursor over Case, then Case Plan, then Service Plan and finally click List of Service Plan.
- Step 2: Click New.
The Treatment Plan screen displays.

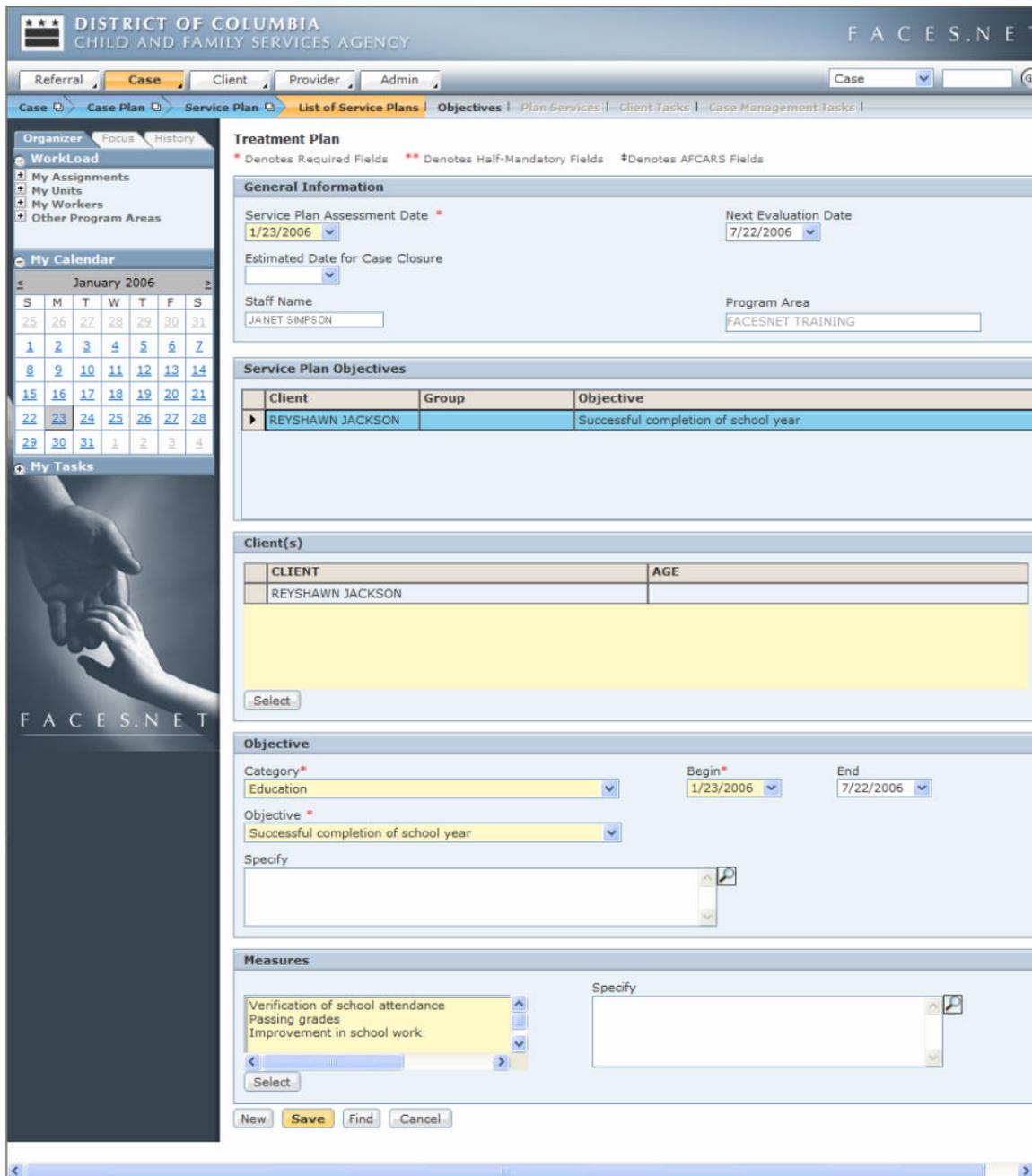


Figure 6.11

- Step 3: Enter the Service Plan Assessment Date in the general section.
- Step 4: Scroll down to the Clients section and select Reyshawn Jackson.
- Step 5: Scroll down to the Objectives section to enter the Category, Begin Date and Objective of the service plan.
- Step 6: Enter Measures undertaken to meet the client goals in the measures select box.

Step 7: Click Save.

Step 8: Repeat steps 1 through 10 to record Keyshawn Jackson's objectives

Identify a Service Provider

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Service Plan and finally click Plan Services.

The plan services screen displays

The screenshot shows the 'Treatment Plan Services' screen in the FACES.NET application. The page title is 'DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY'. The navigation menu includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The main content area is titled 'Treatment Plan Services' and contains a table of 'Plan Services' with columns for Objective, Client, Service, and Provider Name. Below the table, there are sections for 'Objectives' and 'Provider Task'. The 'Objectives' section has a dropdown menu for Client (REYSHAWN JACKSON) and Objective (Successful completion of school year). The 'Provider Task' section has a dropdown menu for Type of Resource (Placement Provider selected) and a text input field for Specify. At the bottom, there are buttons for New, Save, Find, and Cancel.

Objective	Client	Service	Provider Name
Successful completion of school year	REYSHAWN JACKSON		

Objectives
Client: REYSHAWN JACKSON
Objective: Successful completion of school year

Type of Resource
 Placement Provider
 Service Provider
 Staff Name
 Collateral
 Collaborative

Provider Name
Name: _____
Agency: _____
Phone: _____

Service
Service: _____ [Select]

Provider Task
Assists child with homework
Specify: _____ [Select]

Figure 6.12

Step 2: Select Reyshawn Jackson from the Client drop down list.

Step 3: Select the appropriate objective from the Objective drop down list.

Step 4: Select the Placement Provider radio button to identify the Type of Resource.

Step 5: Enter the Provider Task from the select box.

Step 6: Click Save.

Step 7: Repeat steps 1 through 6 for Keyshawn Jackson.

Record Client Tasks/Activities:

Steps Include:

Step 1: Place the cursor over Case, then Case Plan, then Service Plan and finally click Client Tasks.
The client task screen displays.

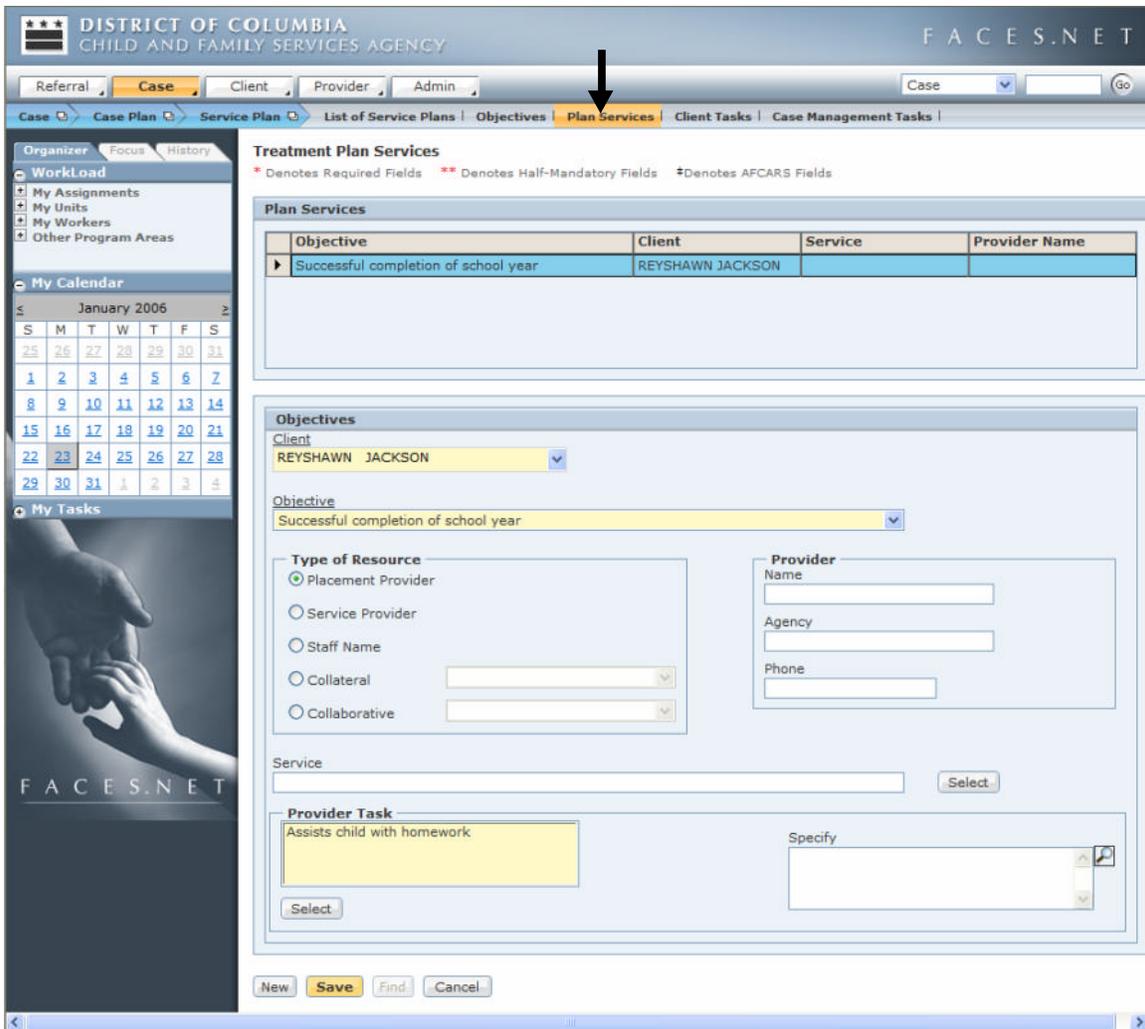


Figure 6.13

Step 2: Select Reyshawn Jackson from the Client drop down list.

- Step 3: Select the appropriate objective from the Objective drop down list.
- Step 4: Select the Task that the client will do to help meet their service plan objectives.
- Step 5: Enter the Frequency from the drop down list.
- Step 6: Click Save.
- Step 7: Repeat steps 1 through 6 to record tasks/activities for Keyshawn Jackson.

Record Case Management Tasks:

- Step 1: Place the cursor over Case, then Case Plan, then Service Plan, and finally click Case Management Tasks.
The Case Management task screen displays.

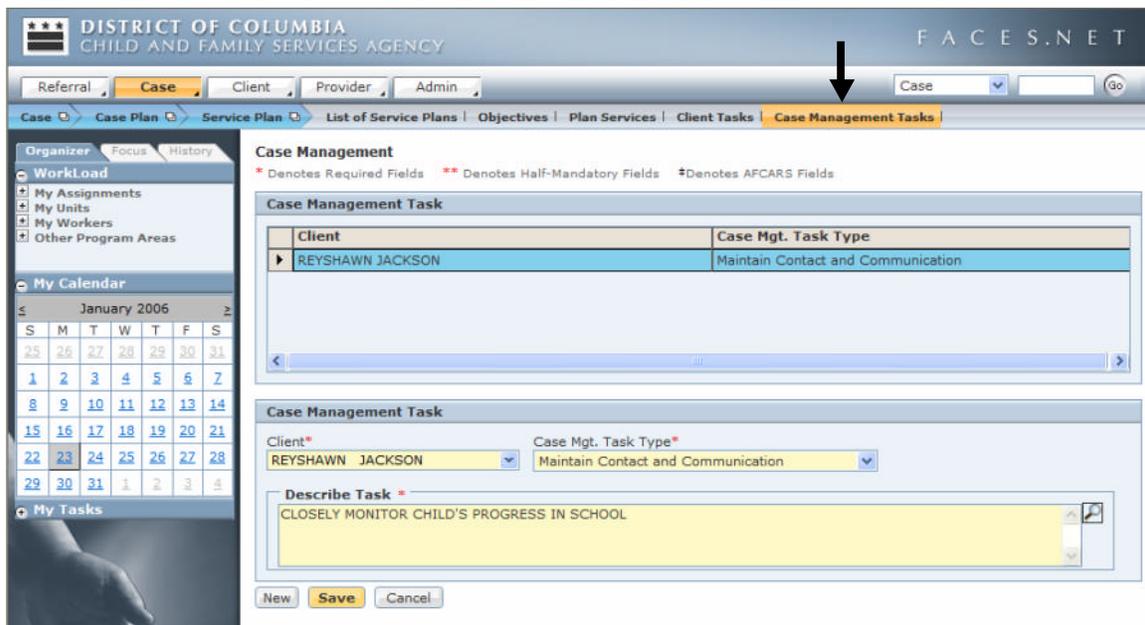


Figure 6.14

- Step 2: Select Reyshawn Jackson from the Client drop down list.
- Step 3: Select the appropriate Case Management Task Type from the drop down list.
- Step 4: Describe the Task that the social worker will do to help meet Reyshawn's service plan objectives.
- Step 5: Click Save.
- Step 6: Repeat steps 1 through 5 to record case management for Keyshawn Jackson.

Review a Permanency Plan:

Steps Include:

- Step 1: Place the cursor over Case then click Case Plan, and finally click Permanency Plan.
The Permanency plan selection screen displays.
- Step 2: Select Reyshawn Jackson and click Show.

The screenshot displays the 'Permanency Plan Selection' interface. The left sidebar contains navigation options like 'WorkLoad', 'My Assignments', and 'My Calendar'. The main content area is divided into sections: 'General Information' with fields for dates and staff name; 'Goal' with dropdown menus for 'Permanency Goal' (set to 'Adoption') and 'Permanency Goal Origin' (set to 'Worker Recommended'); and several text input areas for reasons and steps. A 'Save' button is highlighted in yellow at the bottom.

Figure 6.15

Step 3: Review Adoption as the Permanency Goal and Court Ordered as the Permanency Goal origin.



Note: If the permanency goal is not set to adoption, change the permanency goal to adoption.

Step 4: Review the Siblings tab to verify that both siblings would be placed together for adoption purposes.

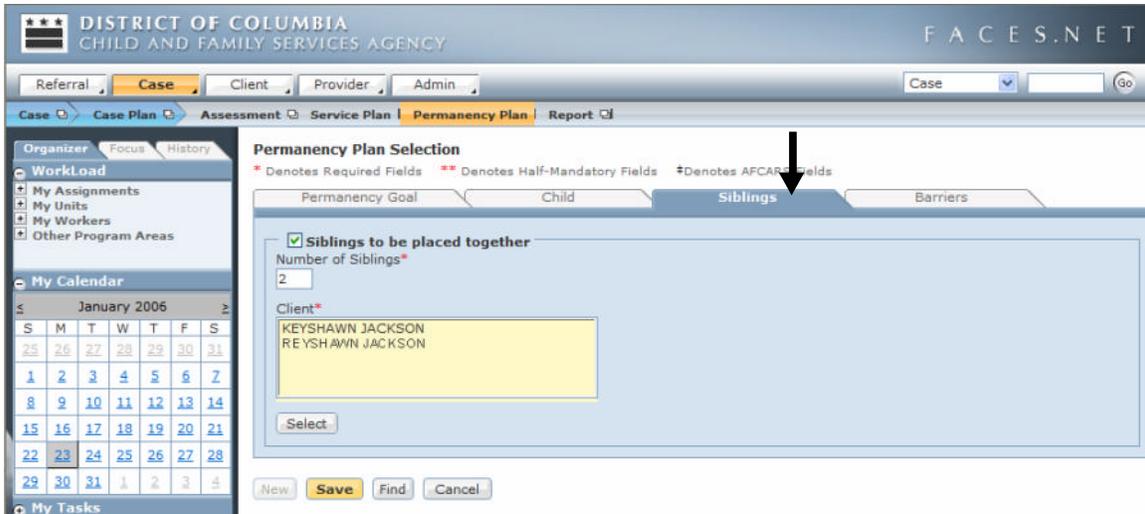


Figure 6.16

Step 5: Click Save.

Step 6: Repeat steps 1 through 5 to review permanency plan for Keyshawn Jackson.

Record Services

Steps Include:

Step 1: Place the cursor over Case, then Service, then List of Clients.

Step 2: Highlight Reyshawn Jackson in the client selection screen.

Step 3: Click Show.

Step 4: Place the cursor over Case, then Services, then List of Clients and finally Service Log.

Step 5: Click New.
The Service Offered/Delivered screen displays.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin

Case Service List of Clients Service Log Unmet Addon

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Service Offered/Delivered

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Services	Provider	Last Updated By	Current Status	Est Begin Date	Act Begi
Tutoring/Individual, Hourly/Level 2 - Grades 6 Thru 8		JANET SMPSON	New Referral/Just En	1/23/2006	

Service Information

Service *
Tutoring/Individual, Hourly/Level 2 - Grades 6 Thru 8 Service

Status *
New Referral/Just Enrolled

Provider Type
 Provider Collateral Collaborative

Frequency *
Every other week

Duration

Estimated Begin Date *
1/23/2006

Estimated End Date *
1/4/2011

Actual Begin Date

Actual End Date

Date Referral Form Received

Court Ordered Preventive Service

Court Ordered Comments

Status Comments

New Save History Approval Cancel

Figure 6.17

- Step 6: Select Tutoring as the Type of Service from the select box.
- Step 7: Select New Referral/Just Enrolled for the Status.
- Step 8: Enter a Frequency, the Estimated and End Dates of service.
- Step 9: Enter the Actual Begin Date to start payments to be generated.
- Step 10: Click the Provider Tab.
- Step 11: Click the Provider radio button and click Find.
- Step 12: Using Name and Services search criteria, select a suitable provider and click Ok.

Step 13: Click Save.

Step 14: Repeat steps 1 through 8 to record services for Keyshawn Jackson.

End Existing Services

Steps Include:

Step 1: Place the cursor over Case, then Service, and finally List of Clients.



Figure 6.18

Step 2: Highlight Reyshawn Jackson in the client selection screen.

Step 3: Click Show.

Step 4: Place the cursor over Case, then Services, then List of Clients and finally click Service Log.

Step 5: Enter the Actual End Date of service delivery.

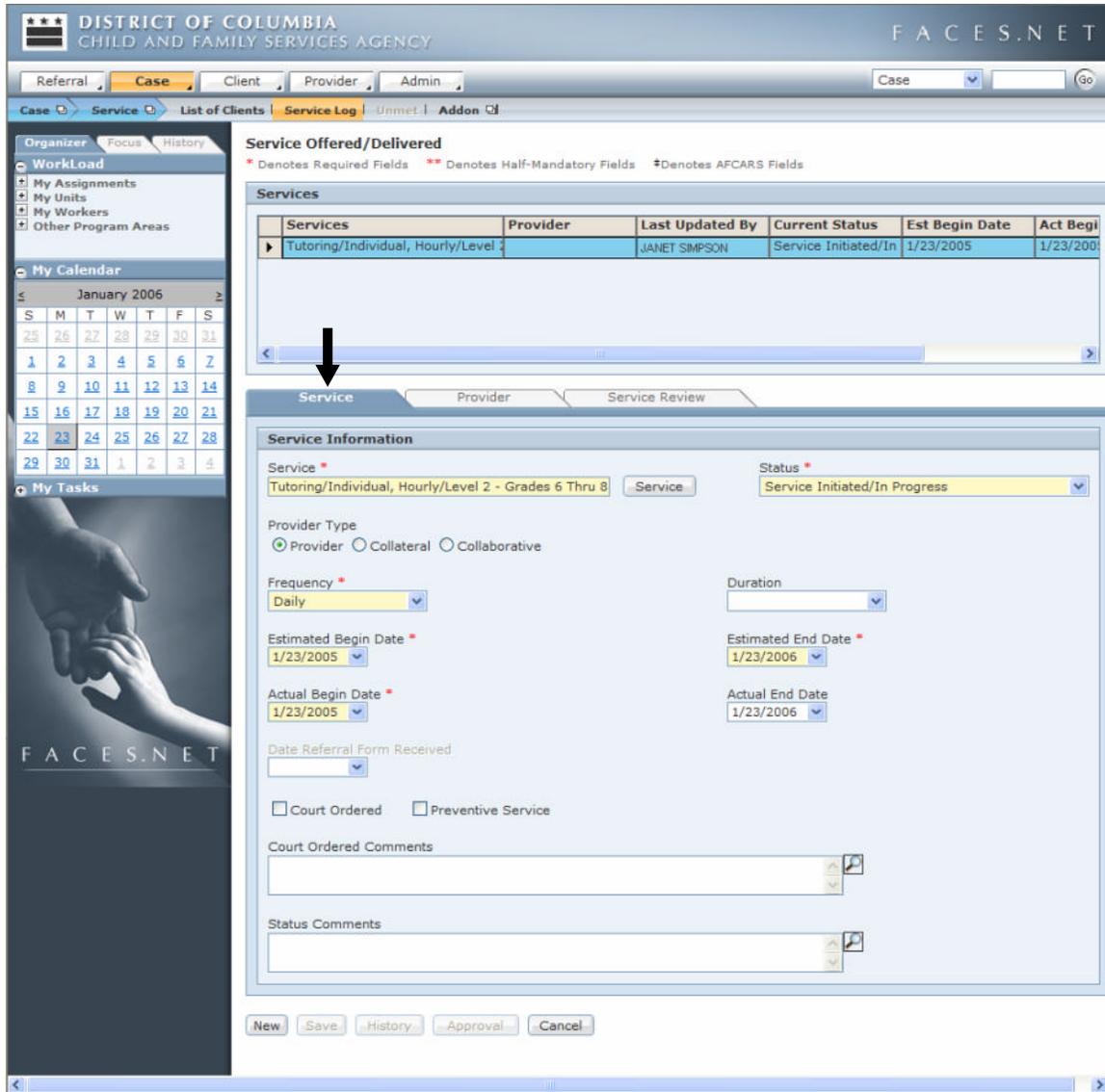


Figure 6.19

Step 6: Click Save.

Notes

SECTION 7: CLIENT INFORMATION

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Client Summary
- g General Information
- g Client Demographics



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Practice Overview

CFSA must determine the child's total needs prior to adoption with a particular parent or parents. The social worker must review all client information in order to recommend an appropriate and sound plan for the child. The social worker must review basic information on a client, including name, gender, date of birth, role in case, Address, Phone, Race, disability conditions and a description of client's characteristic.



FACES.NET Guide

The previous section focused on agency practice revolving around establishing appropriate case plans and services. This section will guide you through the relevant FACES.NET screens to review client information.

Review Client Summary & General Information

A summary of the client's identification is given on the Client Summary screen while general information for a client involved in the investigation or case is viewed on the General Information screen.

Role: You are an Adoption Unit worker.

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

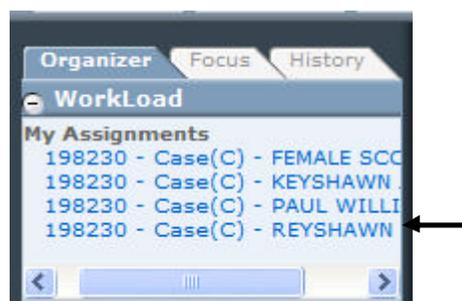


Figure 7.1

- Step 3: Place the cursor over Case, then Client and finally click Client List.

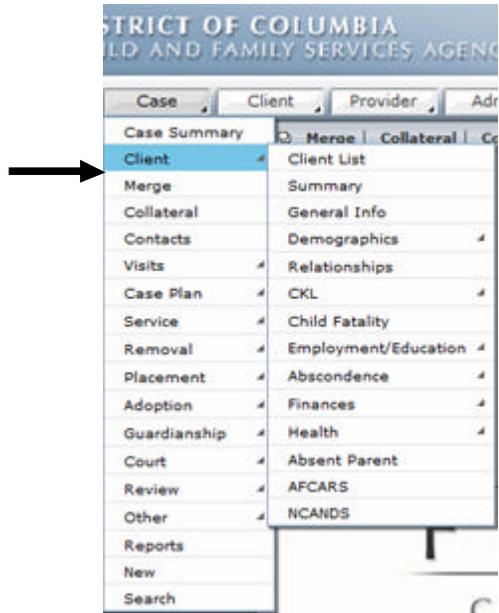


Figure 7.2

- Step 4: Select Reyshawn Jackson from the client selection screen.
- Step 5: Click Show.
- Step 6: Place the cursor over Case, then Clients and finally click Summary.
- Step 7: Review all client information in the Location, Court, Services/Oversight and Narrative tabs.

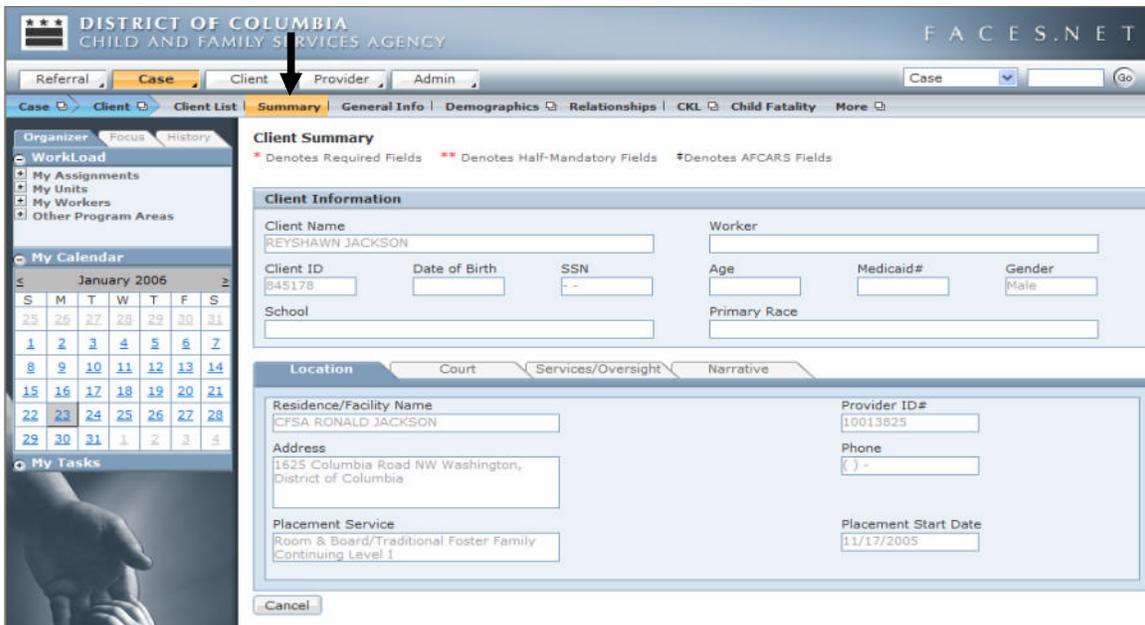


Figure 7.3

Step 8: Place the cursor to Case, then Clients, then List of Clients and finally General Info.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin' tabs, with an arrow pointing to 'Client'. Below this is a secondary navigation bar with 'Case', 'Client', 'Client List', 'Summary', 'General Info', 'Demographics', 'Relationships', 'CKL', 'Child Fatality', and 'More'. The main content area is titled 'General Information' and contains several sections: 'Client Details' with fields for Prefix, First (REYSHAWN), Middle, Last (JACKSON), Suffix, and Maiden Name; Gender (Male), Date of Birth, SSN, Medicaid#, and In Household (Yes); Date of Death, Death Certificate#, and Number of persons in household (0); 'Dates of Involvement in Case' with Start Date (11/8/2005), End Date, Reason For End Date, and checkboxes for 'Non-participating Member' and 'Head of the Household'; 'Citizenship/Religion' with Citizenship/Alienage (US Citizen), Alien Registration Number, Nationality, and Religion; and 'Role In Case / Language' with Role In Case (Alleged Victim Child) and Languages. A 'Duplicate Client' checkbox is also present.

Figure 7.4

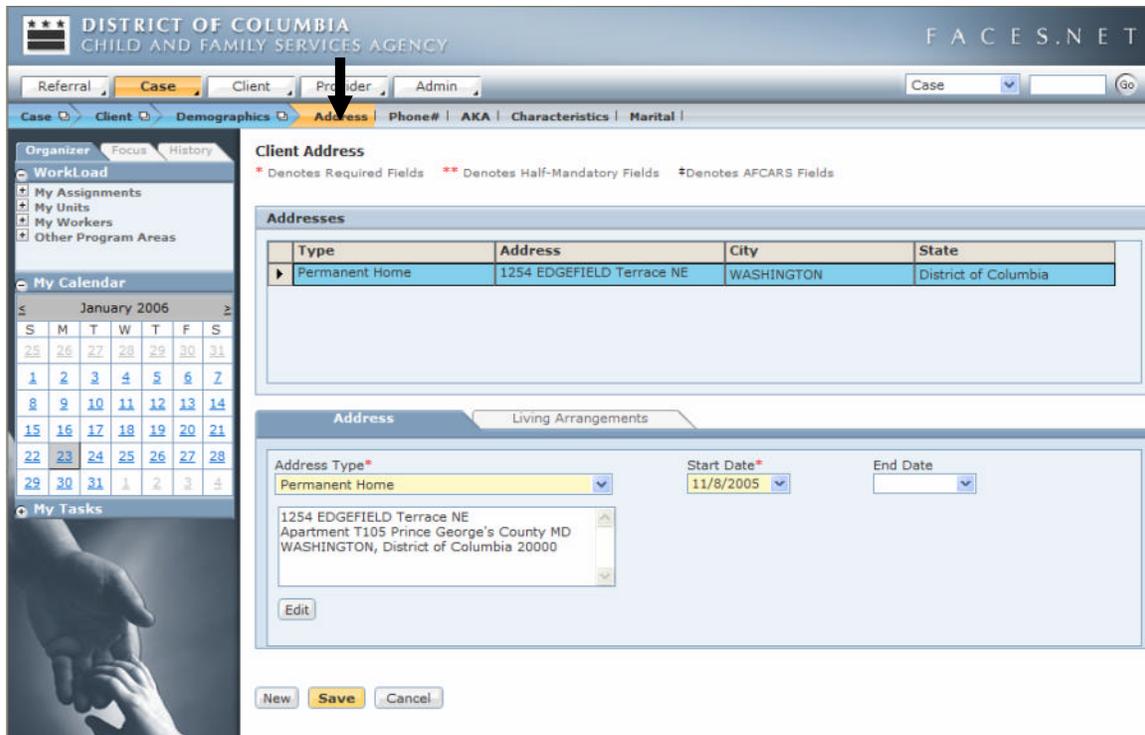
Step 9: Review all client information in the Client, Residence and Other tabs.

Review Client Demographics

The Client Demographics series of screens maintains detailed records on demographic information for a specific client. This series includes the following screens:

1. Addresses - Records all addresses;
2. Telephone Numbers - Records all telephone numbers;
3. AKA - Records any aliases by which the client might also be known;
4. Characteristics - Documents the characteristics of the client;
5. Marital - Records the marital or cohabitation status of the client.

Step 1: Place the cursor over Case, then Clients, then Demographics and finally click Client Address to review Reyshawn's current residency and living arrangements.



The screenshot shows the 'Client Address' screen in the CFS system. The top navigation bar includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The 'Case' menu is expanded to show 'Demographics', which is further expanded to 'Address'. The main content area is titled 'Client Address' and includes a legend: '* Denotes Required Fields', '** Denotes Half-Mandatory Fields', and '# Denotes AFCARS Fields'. Below this is a table of addresses:

Type	Address	City	State
Permanent Home	1254 EDGEFIELD Terrace NE	WASHINGTON	District of Columbia

Below the table is a detailed view of the selected address, showing the 'Address Type' as 'Permanent Home', the 'Start Date' as '11/8/2005', and the 'End Date' as blank. The address details are: '1254 EDGEFIELD Terrace NE, Apartment T105 Prince George's County MD, WASHINGTON, District of Columbia 20000'. There is an 'Edit' button below the address details. At the bottom of the screen are 'New', 'Save', and 'Cancel' buttons.

Figure 7.5

Step 2: Place the cursor over to Case, then Clients, then Demographics and finally click Phone Number to review Reyshawn's current contact phone number.

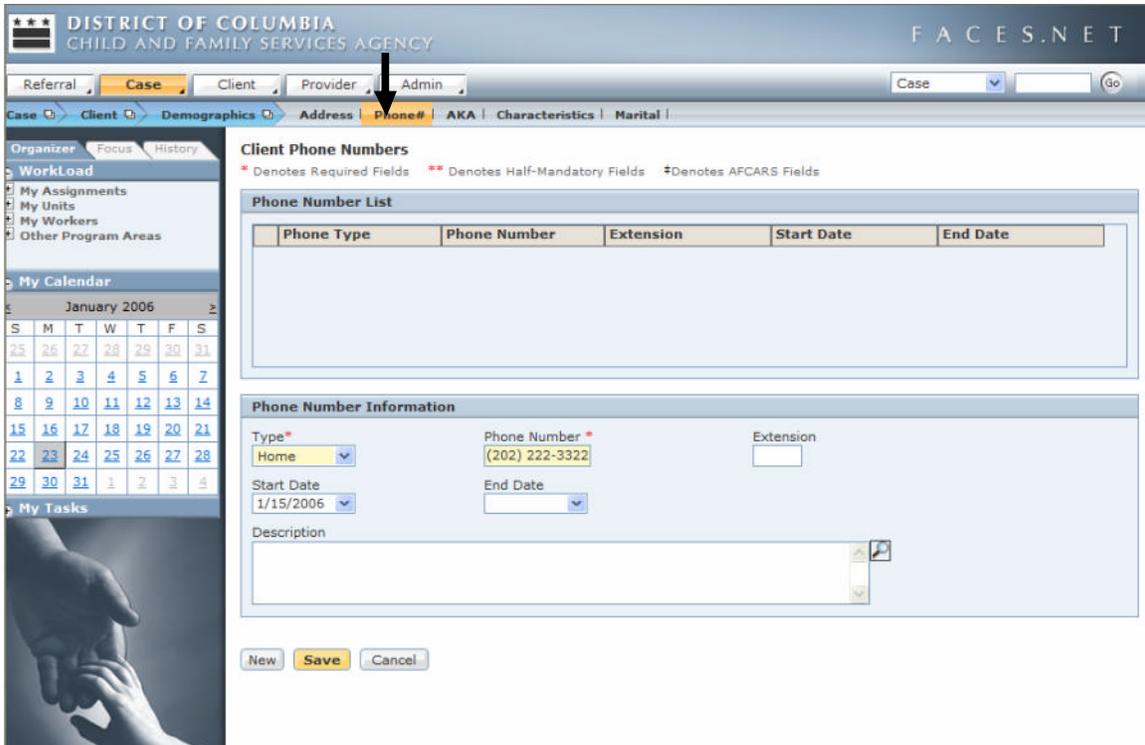


Figure 7.6

Step 3: Place the cursor over Case, then Clients, then Demographics and finally click AKA to review any existing aliases.

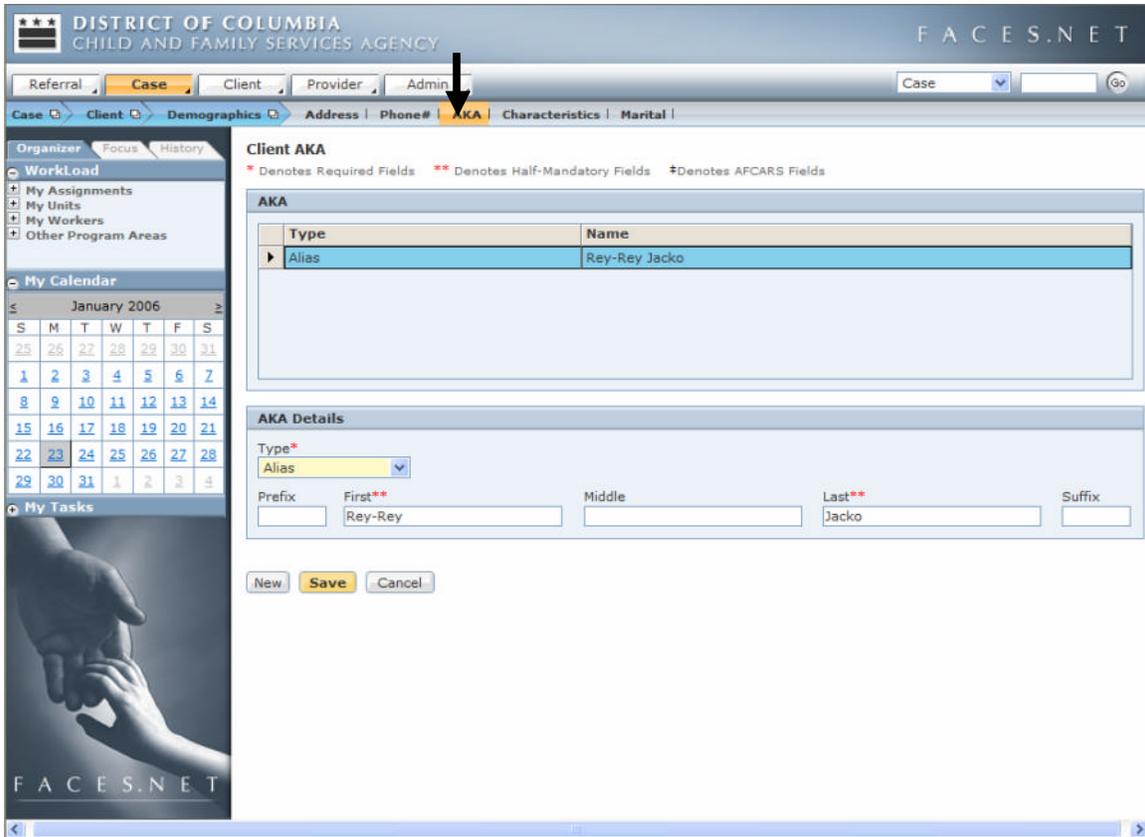


Figure 7.7

Step 4: Place the cursor over Case, then Clients, then Demographics and finally click Characteristics to review details regarding Reyshawn's character traits.

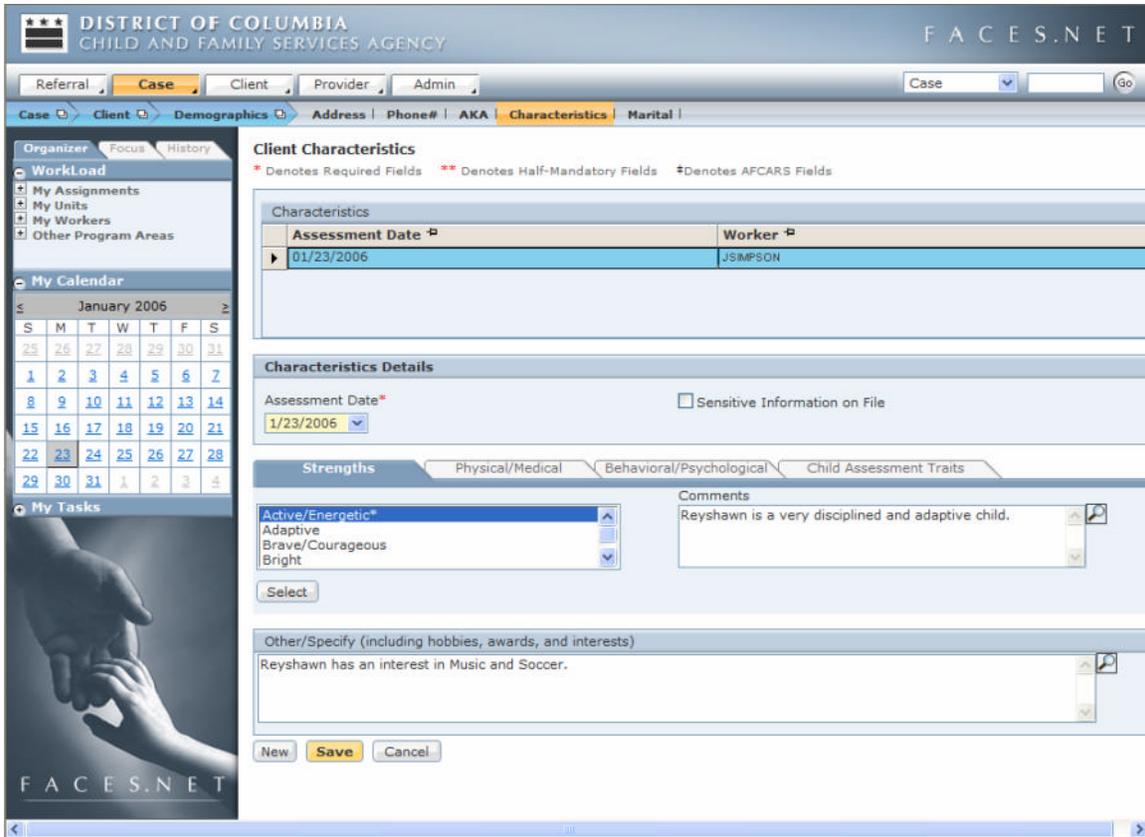


Figure 7.8

Step 5: Repeat all section steps to review Keyshawn Jackson's information.

Notes

SECTION 8: DILIGENT SEARCH

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Complete a Diligent Search



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Practice Overview

An at-risk placement may occur when one or both of a child's parents cannot be found. The term diligent search refers to an exhaustive investigation to locate a missing parent. The Diligent Search Unit will undertake these searches.

Within 15 days after a child's goal is changed to adoption, the social worker shall renew or initiate a diligent search for the absent parent and begin the process of notifying the parent of the proposed legal action by publication.

The process in these investigations may vary based on the facts of each case. However, all searches, at a minimum, must include:

1. Certified letters mailed to the parent at their last known address;
2. Contacts with the following entities in the District of Columbia:
 - a. Vital Statistics Office for birth, marriage, and death records
 - b. The Department of Human Services (DHS) Child Support Office
 - c. The DHS Income Maintenance Office
 - d. Superior Court for criminal records
 - e. Department of Corrections
 - f. U.S. Department of Defense for military locator services
 - g. Metropolitan Washington area telephone directories, hospital records, and homeless shelters
 - h. Bureau of Motor Vehicles
 - i. Metropolitan Police Department;
3. Family, friends, churches, other affiliations, past and present work places; and
4. Federal Parent Locator Service.

The Diligent Search Worker should document all contacts made in an effort to locate the absent parent. All such efforts also must be included in Court and adoption reports.



FACES.NET Guide

This section is for the Diligent search worker. The previous section focused on agency practice revolving around reviewing client information. This section will guide you through the relevant FACES.NET screens to perform a diligent search.

Role: You are a Diligent Search worker.

Steps Include:

Step 1: Place the cursor over to Admin and then click Diligent Search.

Step 2: Enter the Jackson case search criteria and click Search.

Step 3: Highlight the Jackson case and click Show.

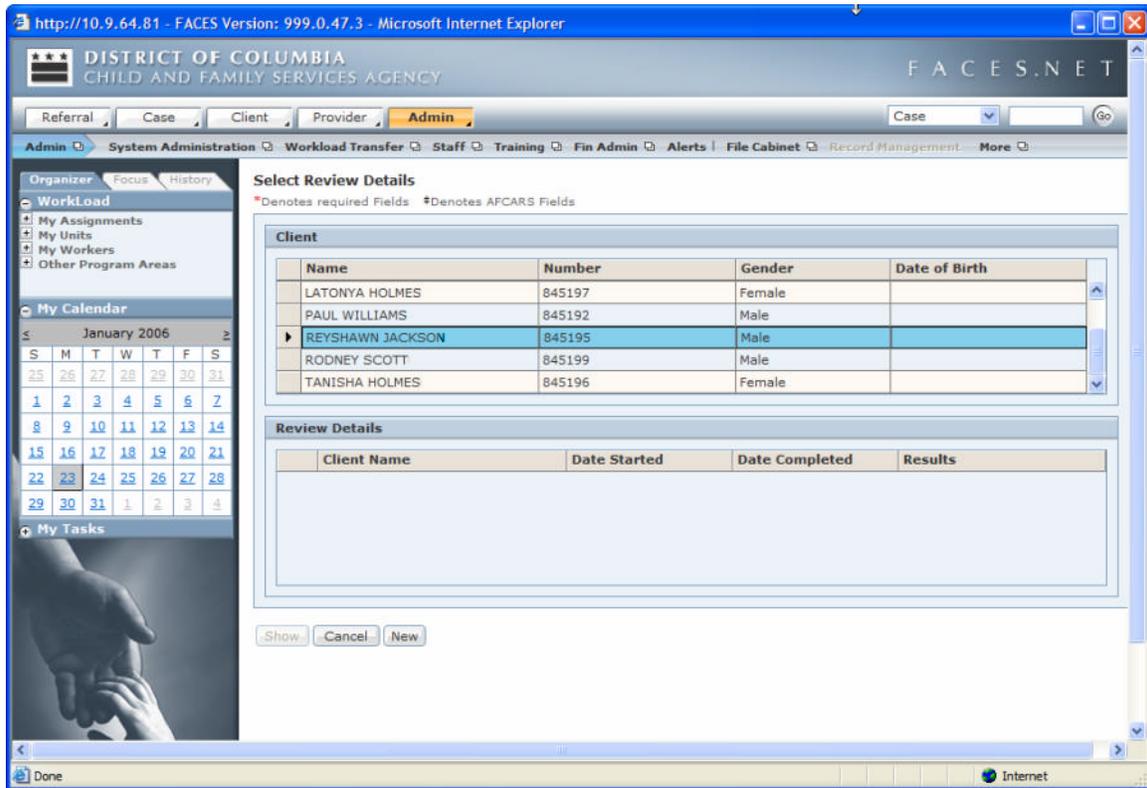


Figure 8.1

Step 4: Select Reyshawn Jackson and click New.

Step 5: Enter all pertinent information on the Diligent Search Referral screen.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case Go

Admin System Administration Workload Transfer Staff Training Fin Admin Alerts File Cabinet Management Reports More

Organizer Focus History

WorkLoad
My Assignments
My Units
My Workers
Other Program Areas

My Calendar
January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

My Tasks

Diligent Search Referral
*Denotes required Fields #Denotes AFCARS Fields

Referral Details
Ref. By Worker*
JANET SIMPSON

Ref. To Worker

Ref. By Date* 1/23/2006 Assigned Date* 1/23/2006

Reason* General Search

Child Clients
Child Clients*
KIANA SCOTT
FEMALE SCOTT
LATONYA HOLMES
TANISHA HOLMES
REYSHAWN JACKSON

Select

Search Client* UNKNOWN FATHER

Date Started Found Date Affidavit Prepared

Date Completed Results Date

Name	Phone	Result
WASHINGTON, DC		Terminated

Place Name* WASHINGTON, DC

Address

Comments

Phone

Ext

Result Terminated

New Save Clear Cancel Find

Figure 8.2

Notes

SECTION 9: RELATIONSHIP - PARENT

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Review Client Parent Information



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Practice Overview

It is important to identify existing relationships of family members and individuals involved in a client's case. To safeguard a parent's fundamental rights, the social worker must review the client's parental information to ensure accurate records when parental rights are terminated and in the event that a diligent search is required.



FACES.NET Guide

The previous section focused on agency practice revolving around performing a diligent search. This section will guide you through the relevant FACES.NET screens to review a client's parental information.

Review Client Relationships

The Relationships Screen shows the relationships of family members and individuals involved in a case.

Role: You are an Adoption Unit worker.

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

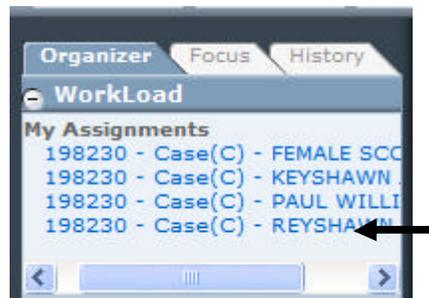


Figure 9.1

- Step 3: Place the cursor over the Case menu, then Client and finally Client List.
- Step 4: Enter the father as a client (Father Unknown) in the case.
- Step 5: Select Reyshawn Jackson.

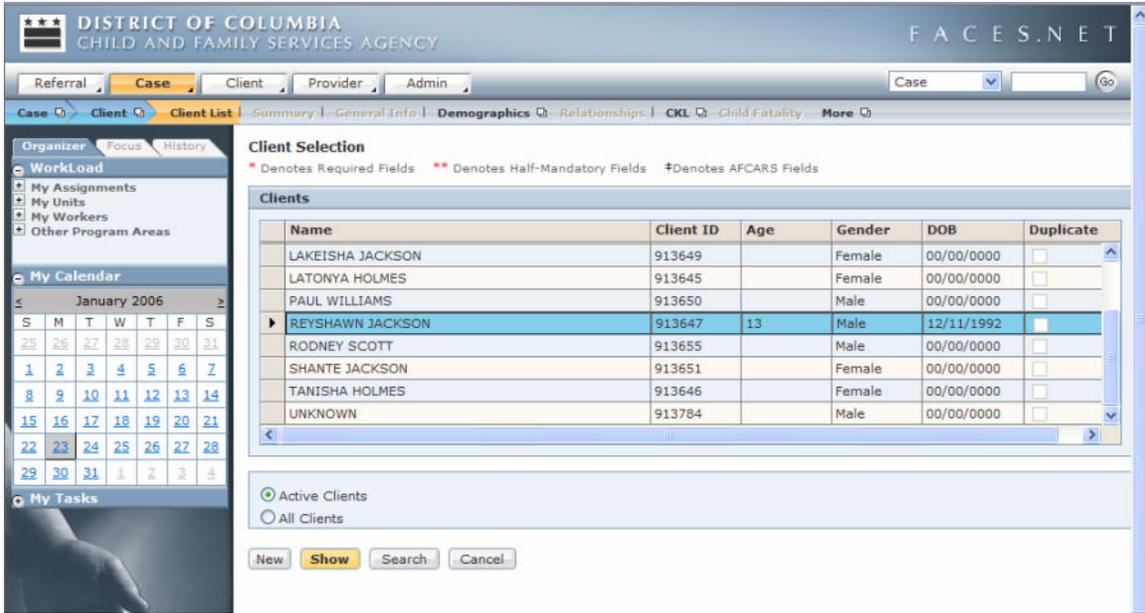


Figure 9.2

Step 6: Place the cursor over the Case menu, then Client and finally Relationships.

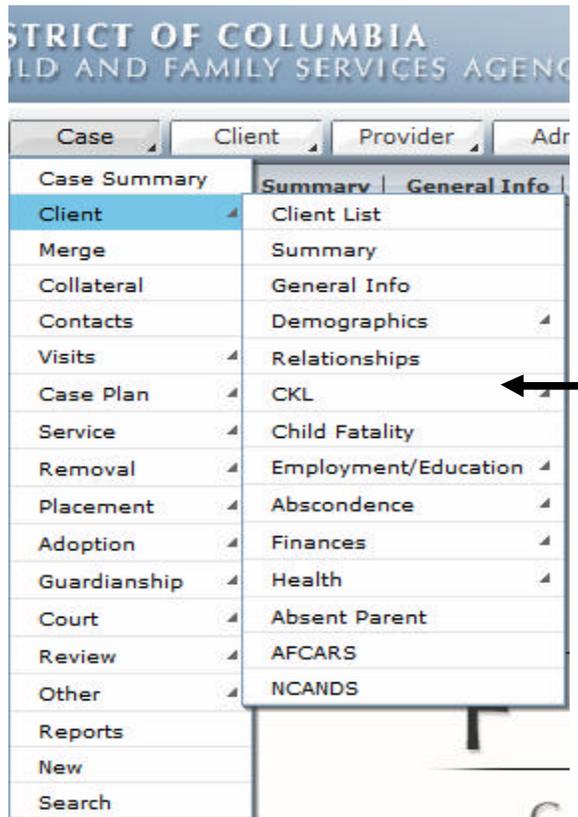


Figure 9.3

Step 7: The Relationships screen refreshes with Reyshawn's relationship information.

Step 8: Review Reyshawn's parental relationships (Shanté Jackson).

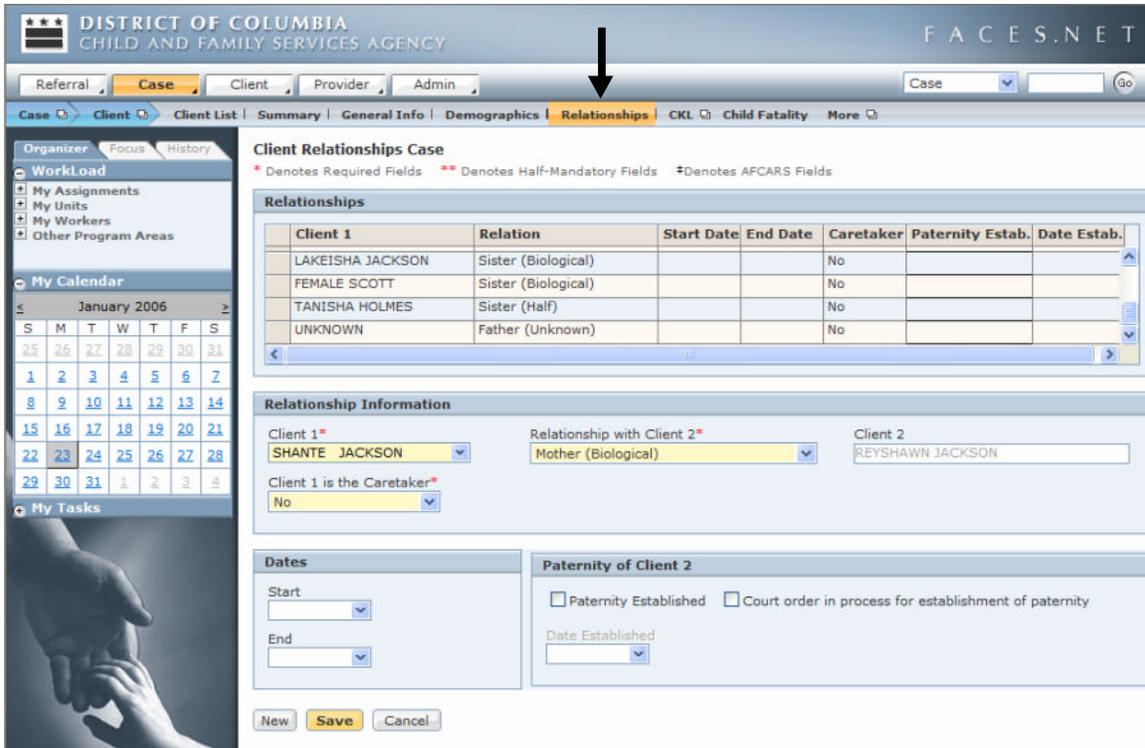


Figure 9.4

Step 9: Enter the parental relationship (Father Unknown) and select Biological Father.

Step 10: Repeat steps 1 through 6 to review Keyshawn Jackson's parental relationships.

Notes

SECTION 10: CONTACTS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enter Contacts made



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Practice Overview

A team which includes the child's ongoing worker, the adoption social worker, previous foster parents and other service providers—will work together to prepare the child and family for adoption. The Adoption Unit worker is responsible for ensuring that there is a clear written transition plan that describes the roles and responsibilities of each member of the team. This plan should be completed prior to placement. The pre-adoptive parent must be counseled about ways to help the child understand the reason for their departure from their current home and about the importance of continuing the relationship in a way that is beneficial and comfortable for the child.

When the agency has decided to place a child with a particular family, the social worker shall convene a team meeting. The purpose of the meeting will be to discuss the following:

1. schedule of pre-placement visitations;
2. goals of each visit;
3. preparation of the child and pre-adoptive family;
4. worker and parent responsibilities regarding preparation and placement; and
5. continuity of services to the child and family.



FACES.NET Guide

The previous section focused on agency practice revolving around reviewing parental relationships. This section will guide you through the relevant FACES.NET screens to review a client's parental information.

Enter Contacts

The Contacts screen records information from any face to face, telephone, letter, or e-mail contacts, as well as any attempted contact.

Role: You are an Adoption Unit worker.

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

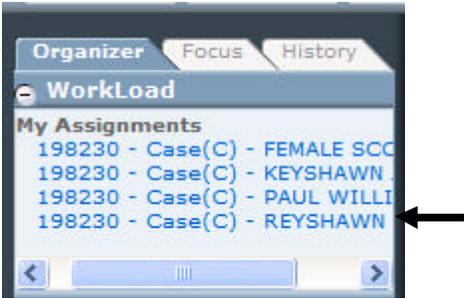


Figure 10.1

Step 3: Place the cursor over the Case menu, then Contacts.

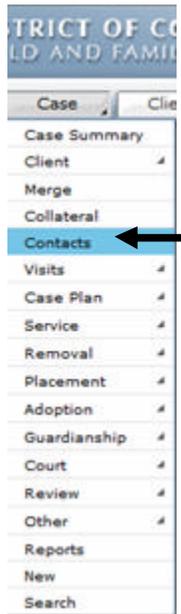


Figure 10.2

Step 4: Select Reyshawn Jackson from the client selection screen.

The contacts screen displays.

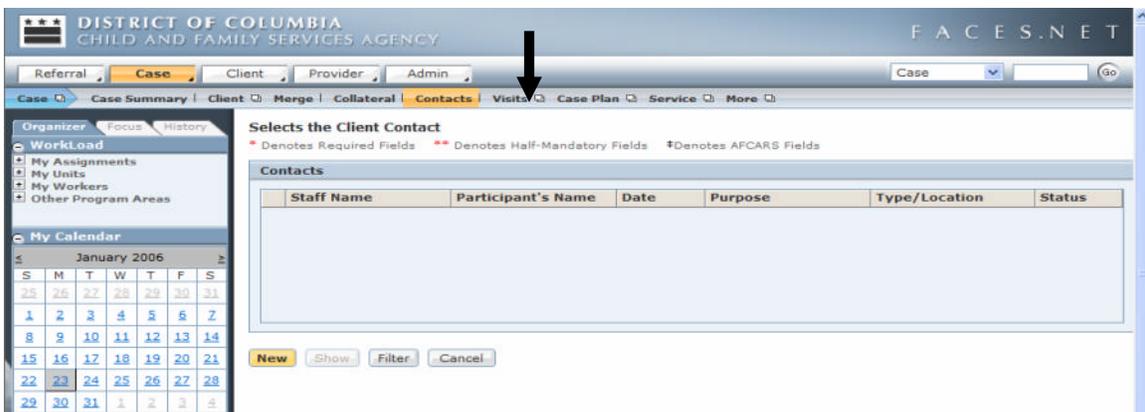


Figure 10.3

Step 5: Click New.

The screenshot shows the FACES.NET web application interface. At the top, the header reads "DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY" and "FACES.NET". Below the header is a navigation bar with tabs for "Referral", "Case", "Client", "Provider", and "Admin". The "Case" tab is selected, and a sub-menu is open showing "Case Summary", "Client", "Merge", "Collateral", "Contacts", "Visits", "Case Plan", "Service", and "More". The "Contacts" tab is highlighted, and an arrow points to the "New" button at the bottom of the page.

The main content area is titled "Selects the Client Contact" and includes a legend: "* Denotes Required Fields", "** Denotes Half-Mandatory Fields", and "† Denotes AFCARS Fields".

The "Contact History" section contains a table with the following data:

Staff Name	Location/Type	Contact Status	Source	Updated Date
JANET SIMPSON	Face to Face (Home)	Completed	Case	

The "General Information" section contains the following form fields:

- Staff Name: JANET SIMPSON
- Type / Location*: Face to Face (Home)
- Source: Case
- Date*: 1/23/2006
- Time*: 11:00
- Status: Attempted Completed
- Duration: 02:00
- Travel Time: 01:00

The "Clients Discussed" section contains a select box with the following options:

- REYSHAWN JACKSON
- KEYSHAWN JACKSON

The "Contact Participants" section contains two select boxes:

- Client/Collateral**: KEYSHAWN JACKSON, REYSHAWN JACKSON
- Non-Client/Non-Collateral Participants**

At the bottom of the form are buttons for "New", "Save", "Cancel", and "Find".

Figure 10.4

Step 6: Enter the Type/Location where client contact was made along with the Date and Time of contact on the Contacts History Screen.

Step 7: Click the Client Discussed (Reyshawn Jackson) from the select box.

Step 8: Click the Purpose & Comments tab to enter all pertinent information regarding the contact.

Step 9: Click Save.



Note: The initial version of this contact will become read - only once it is saved. Changes can be made, but will be recorded as amendments to the original contact record.

Step 10: Repeat steps 1 through 10 to enter contacts made for Keyshawn Jackson.

Notes

SECTION 11: HOME REMOVAL AND PLACEMENT

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Verify and Record a Child's Removal Status
- g Record Placement Information



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Practice Overview

Placements may be either planned or emergency. Planned placements allow the social worker to assure the best possible placement match for the child and allows for the efficient delivery of pre-placement services to ease the child's adjustment.

Emergency placements shall be made only when there is an unforeseen and unavoidable removal from either a child's legal guardian or resource home. Emergency placements follow the same procedure as a planned placement with the exception that the steps are accelerated.

The social worker shall consult with his or her supervisor on all placement requests. Assessment of the child's needs and identifiable information is used to match children with providers, and shall be included in the Placement Recommendation screen in FACES.NET.

Social worker shall forward to the Placement Unit information that will assist in making a placement decision that is in the child's best interest and in the least restrictive and most family-like setting.

Out-of-home placements are appropriate in any of the following situations:

- When a child who has been neglected, abused, or abandoned by his/her parent and cannot, based on the social worker's assessment, safely remain in that home, even with the provision of services;
- When a child, who is placed with another facility or agency, requires transfer in order to receive the most appropriate medical, psychological, social, and educational services;
- When a child's family which experiences, or is about to experience, an anticipated short-term change in circumstances (i.e. parental drug treatment, hospitalization, etc).

The following rules apply for placement eligibility:

- A child must have an open home removal and CFSA legal status before a placement entry date is entered in the social worker entry date field;
- If the child is in need of a therapeutic foster home, the social worker must provide diagnostic information to support the need for a therapeutic setting;
- If the child is being placed out-of-the District of Columbia with relatives, or a treatment facility, an ICPC must be completed.

For further reference to home removal and placement requirements see the electronic form of the CFSA's Policy and Procedures through the Help menu of the FACES.NET system.



FACES.NET Guide

The previous section focused on agency practice revolving around contacts made. To record a placement in FACES.NET the social worker will have to first record the home removal and legal status of the child. This section will guide you through the relevant FACES.NET screens.

FACES.NET Scenario

During the interview with the Louis London (adoptive placement provider), the social worker provided Louis with some information about adoption versus foster care. Louis then telephoned the social worker and thinks that the children sound right for him and requests to pursue the adoption process. Louis attends a background staffing to discuss the children in more detail and was told that his case would be transferred to the Adoption Program where he would be given a new social worker.

Role: You are an Adoption Unit worker.

Review Home Removal

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

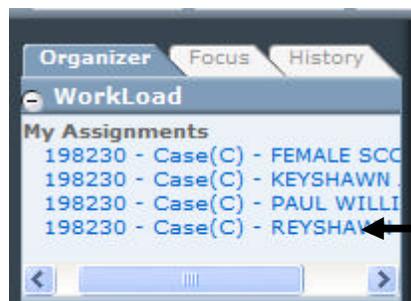


Figure 11.1

- Step 3: Place the cursor over Case, then Removal, and finally List of Clients.

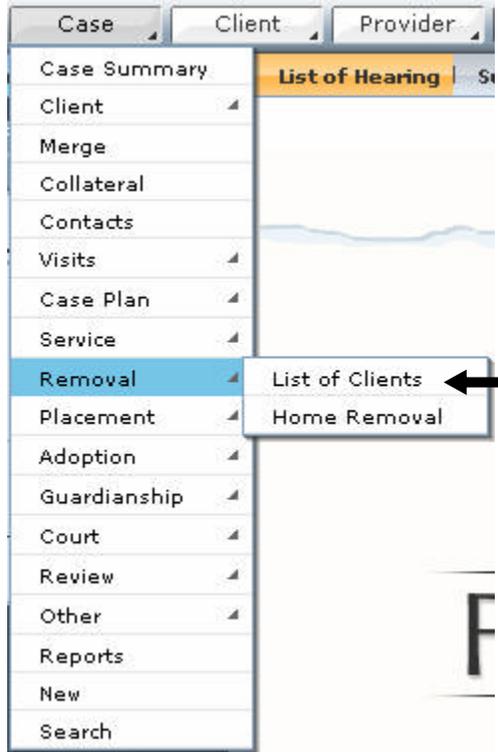


Figure 11.2

Step 4: Select Reyshawn Jackson from the client selection screen.

Step 5: Place the cursor over Case then Removal and finally click Home Removal.

Step 6: Review information on the Removal tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case [Go]

Removal List of Clients Home Removal

Child Removal - REYSHAWN JACKSON
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Date Removed	Date Returned
12/21/2005	01/16/2006

Removal Removal Context Parents

Filing Date of Removal Petition [] Date Child Removed From Caretaker* 12/21/2005 [] Date Order Was Entered []

End of Care Date† 1/16/2006 [] End of Care Reason† Adoption [] Type Of Removal* Administrative Hold []

Voluntary Removal Reason [] Parent Signature Date [] Program Manager Signature Date []

Address of Parent/Guardian at Time of Removal [] Voluntary Placement Agreement Expir. Date []

New Save Cancel

Figure 11.3

Step 7: Review information on the Removal Context tab.

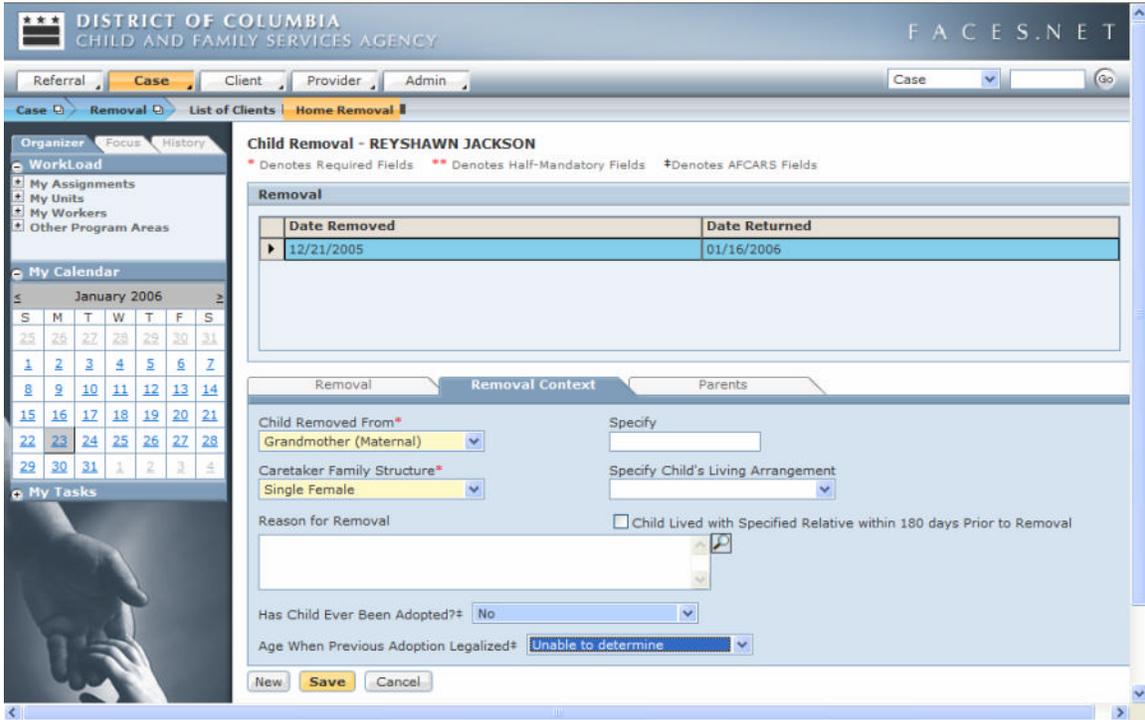


Figure 11.4

Step 8: Review information on the Parents tab.

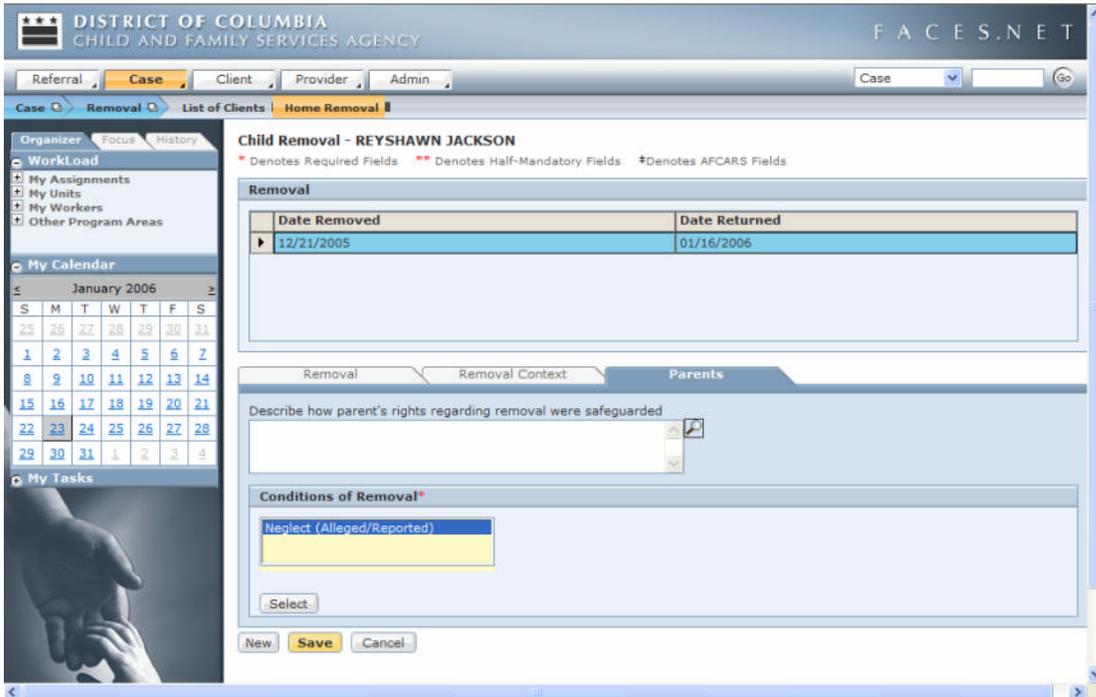


Figure 11.5

Step 9: Click Save.

Step 10: Repeat steps 1 through 7 to complete a home removal for Keyshawn Jackson.



Note: Once a child is removed from their caretaker the child should have an existing placement recorded.

Review the Placement

In most cases, the social worker reviews the existing placement. The steps below indicate the process of reviewing a placement:

Step 1: Place the cursor over Case, then Placement, and finally click the List of Clients.

Step 2: Select Reyshawn Jackson and click Show.

Step 3: Place the cursor over Case, then Placement, Place and finally click the List of Placement Episodes.

Step 4: Click Show on the Select Placement Episode window.

Step 5: Place the cursor over Case then Placement, then Place and finally click Recommendation.

Step 6: Review pertinent information in the Social Worker's Recommendation tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case

Case Placement Place List of Placement Episodes Recommendation Placement Stat Addons Entry Exit More

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Placement Recommendation

Denotes Required Fields Denotes Half-Mandatory Fields Denotes AFCARS Fields

Social Worker's Recommendation Placement Reason Placement Criteria

Anticipated Placement Date: 1/23/2006

Projected Length of Stay for Placement Requested Date: 1/14/2010

Court Ordered Placement

Post Placement Planning: [Dropdown]

Type of Care: Pre-Adoptive Home

Select

Indicate Special Placement Needs: [Text Area]

New Save Cancel Approval

Figure 11.6

Step 7: Review pertinent information in the Placement Reason Tab.

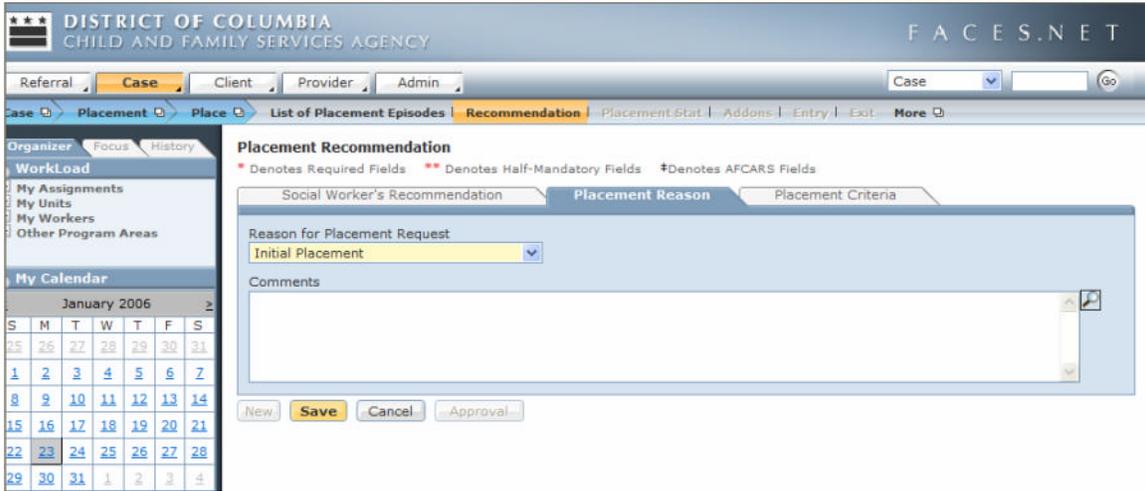


Figure 11.7

Step 8: Review pertinent information in the Placement Criteria Tab.

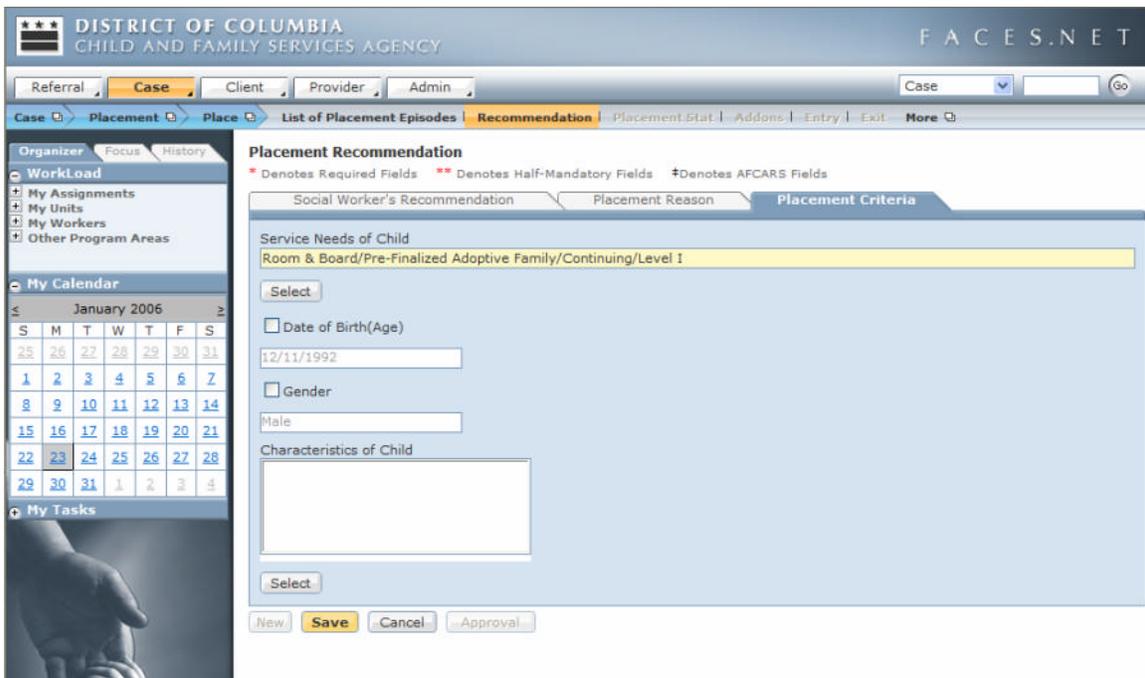


Figure 11.8

Step 9: Place the cursor over Case then Placement and finally click the click Place.

Step 10: Highlight the desired placement episode and click Show.

Step 11: Place the cursor over Case, then Placement, then Place and then finally click Entry.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case [Go]

Case Placement Place List of Placement Episodes Recommendation Placement Stat Addons **Entry** Exit More

Organizer Focus History

Workload
My Assignments
My Units
My Workers
Other Program Areas

My Calendar
January 2006

S M T W T F S
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4

My Tasks

Placement Entry
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Entry Information

Creation Date: 12/21/2005
Created By: JANET SIMPSON
Case ID: 198230
Provider ID: 10023146
Provider Name: LOUIS LONDON

Entry Details Supporting Info Provider Details Services

Social Worker Entry Date * 12/21/2005
Entry Time * 10:00 AM
Last Updated By: JANET SIMPSON
Last Updated Date: 12/21/2005

Provider Entry Date
Entry Time: 00:00 AM
Last Updated By:
Last Updated Date:

Placement Unit Entry Date 12/21/2005
Entry Time: 10:00 AM
Last Updated By: JANET SIMPSON
Last Updated Date: 12/21/2005

Medicaid Paid Placement † No
Type of Care † Pre-Adoptive Home
Foster Parent Signed Letter of Intent to Adopt 1/16/2006
Petition for Adoption Filed 1/16/2006

Save Cancel Find Provider

Figure 11.9

Step 13: Click the Entry Details tab, to review the child's date and time of placement in the Social Worker Entry Date field.

Step 14: Enter the date when the Foster Parent Signed Letter of Intent to Adopt.

Step 15: Enter the date when the Petition for Adoption was Filed.



Note: CFS identifies a pre-adoptive home when a letter of Intent to adopt or a Petition for Adoption by a provider is referenced in the placement entry screen.

Step 16: Click the Supporting Info tab to review the placement mandates.

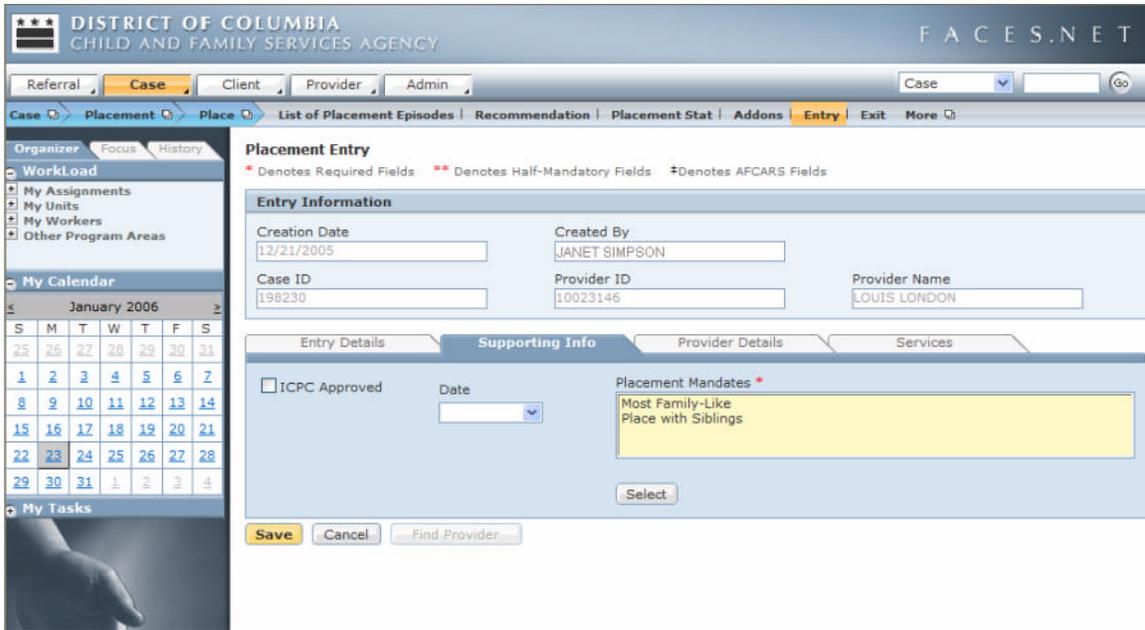


Figure 11.10

Step 17: Click the Provider Details tab to review the Placement Provider information.

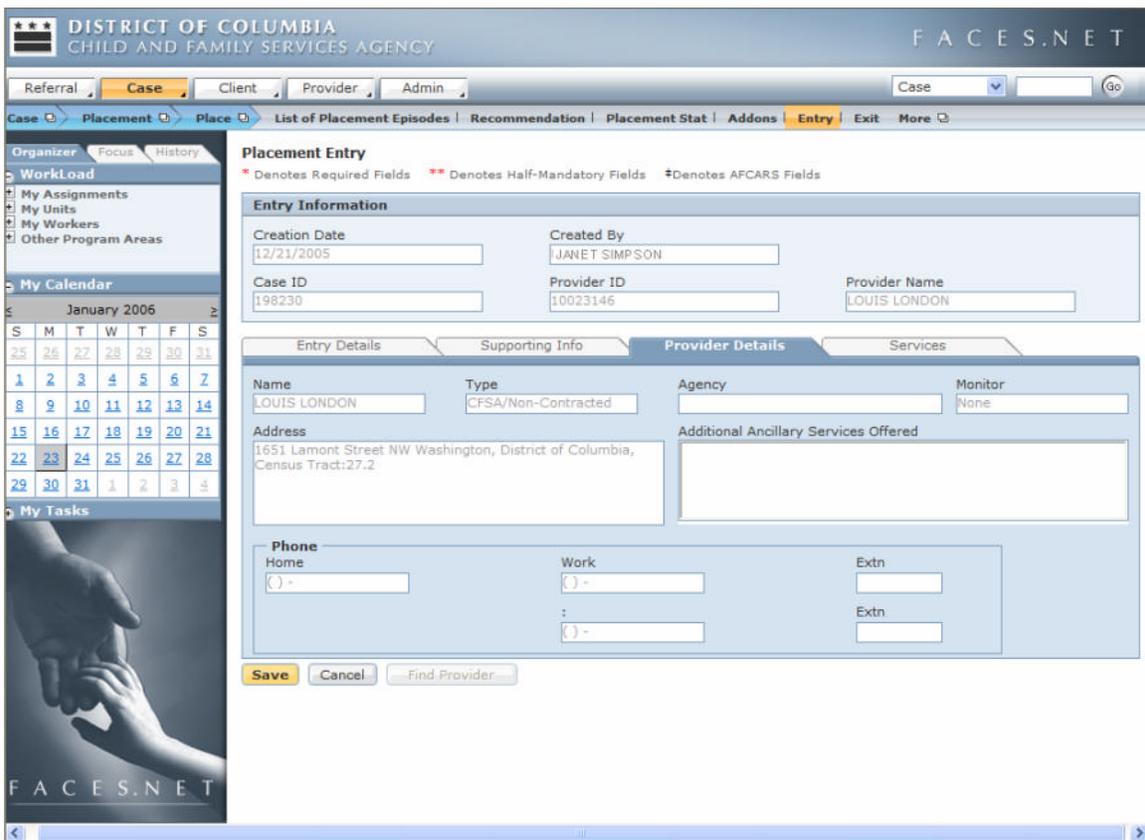


Figure 11.11

Step 18: Click the Service tab, and then click the Service button in the Social Worker Entered section to review the desired service.

The screenshot displays the 'Placement Entry' form in the FACES.NET system. The form is divided into several sections:

- Entry Information:** Contains fields for Creation Date (12/21/2005), Created By (JANET SIMPSON), Case ID (198230), Provider ID (10023146), and Provider Name (LOUIS LONDON).
- Services Table:** A table with columns for Social Worker, Start Date, End Date, Provider, Start Date, End Date, Placement Unit, and Start. One entry is visible: Room & Board/P, 12/21/2005, 01/16/2006, [blank], 00/00/0000, 00/00/0000, Room & Board/P, 12/21.
- Social Worker Entered:** Includes a Service dropdown menu (selected: Room & Board/Pre-Finalized Adoptive Family, Continuing, Level I), Start Date (12/21/2005), End Date (1/16/2006), Last Updated By (JANET SIMPSON), and Last Updated Date (1/16/2006).
- Provider Entered:** Includes a Service dropdown menu.

Buttons for Save, Cancel, and Find Provider are located at the bottom of the form.

Figure 11.12

Step 19: Click OK.

Step 20: Click the Save button.

Step 21: Repeat placement review for Reyshawn Jackson.

Review Client's Legal Status

Step 1: Place the cursor over Case, then Court, and finally click Status.

Step 2: Highlight Reyshawn Jackson and click Show.

Step 3: Click the Status button.

Step 4: Review the client's Legal Status.

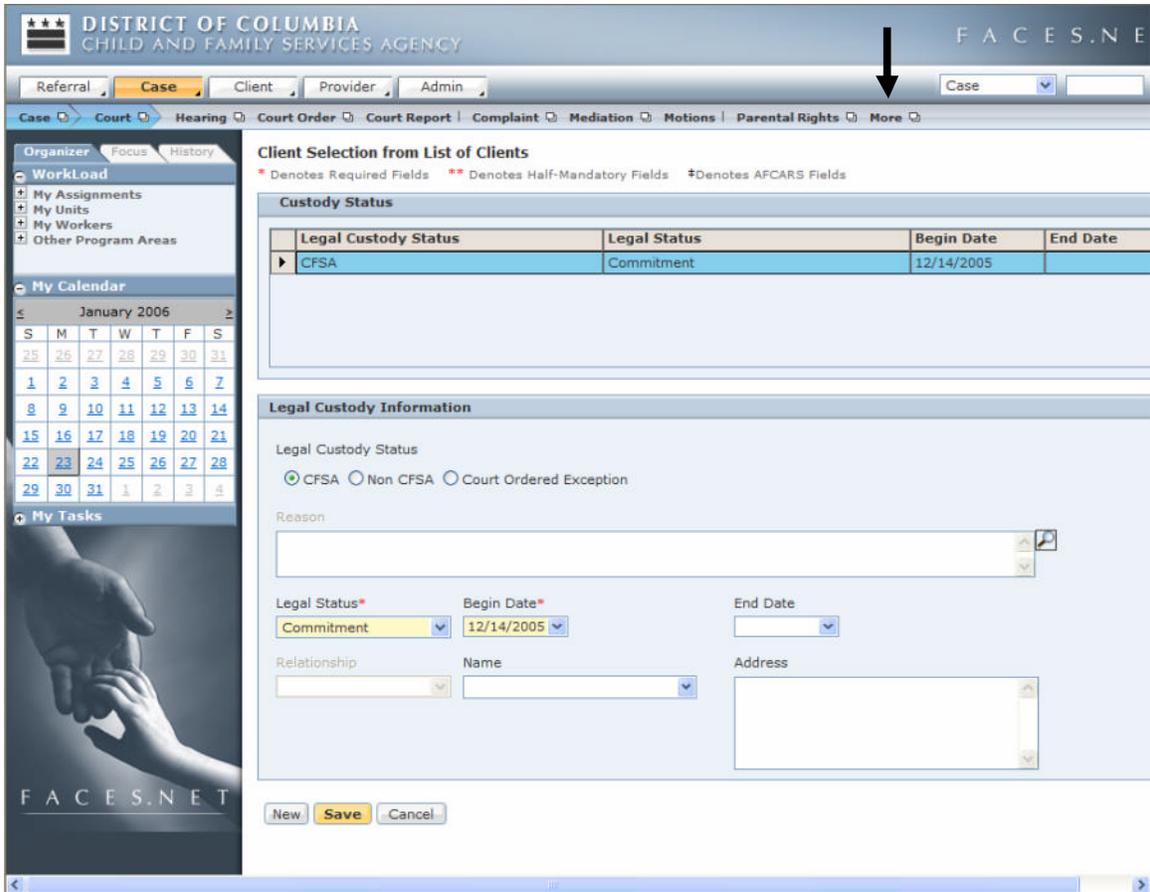


Figure 11.13

Step 5: Repeat steps 1 through 4 to review Keyshawn Jackson's legal status.

Points to Remember:



For Court Ordered Exceptions – only Supervisors and higher can enter this information.

Exit Client Placement

Step 1: Place the cursor over Case, then Placement, finally click the List of Clients.

Step 2: Highlight Reyshawn Jackson and click Show.

Step 3: Place the cursor over Case, then Placement, and finally click Exit.

Step 4: Enter the Exit Date, Time and Reason.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case

Case Placement Place List of Placement Episodes Recommendation Placement Stat Addons Entry **Exit** More

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Exit Placement

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Exit Information

Creation Date: 1/16/2006 Created By: J SIMPSON Case ID#: 198230

Exit Details Provider Details

Social Worker

Date: 1/16/2006 Time: 10:00 AM Last Updated By: JANET SIMPSON Last Updated Date: 1/16/2006

Reason: Adoption

Provider

Date: Time: Last Updated By: Last Updated Date:

Reason:

Placement Unit

Date: 1/16/2006 Time: 10:00 AM Last Updated By: JANET SIMPSON Last Updated Date: 1/16/2006

Reason: Adoption

Status: Living Arrangement:

New Save Cancel

Figure 11.14

Step 5: Click Save.



Note:

- Payments to providers are stopped based upon the end date entered in the placement exit screen.
- End dating a placement for adoption purposes will automatically end date the removal and custody statuses of the placement end date.

Notes

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SECTION 12: COURT

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Record Hearing Information
- g Modify the Court Screens



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Practice Overview

Court intervention and/or removal of the child from his or her home may be necessary when the parent or caregiver is unwilling or unable to change his or her neglect and/or abusive behaviors.

The social worker must take several steps in conjunction with this placement if the child is placed outside of the home. He/she has to be able to document reasonable efforts both to prevent an out-of-home placement and, following a placement, to minimize the child's length of time in out-of-home placement.

The court hearing following removal of the child is called the initial hearing. If the court continues shelter care to CFSA at the time of the initial hearing, then the social worker must ensure that the child is placed in a licensed CFSA foster care facility or an approved emergency kinship care living arrangement.

Once a child is removed from the home, an initial hearing must take place within 72 hours of that removal. The child (ren)'s parents or caregiver must be given notice of the time, date and location of each court hearing pertaining to the child (ren).

In the event that a child remains in an out-of-home placement after the initial hearing and continues in the legal custody of CFSA, the case shall be transferred to the appropriate CFSA service program (i.e. foster care, kinship care or adoptions).

The key court scenario that we will describe in the following section involves:

- Locating and recording hearing information;
- Locating and updating client custody status.

There are three types of Court Reports:

- Disposition Court Report;
- Interim Court Report;
- Permanency Review Court Report.

Disposition Hearing

The court report provides the Court with information regarding the family in an effort to help guide the Court in determining a child's legal status, placement, and service needs. The Disposition hearing is usually held within three months of the initial hearing. The court report should be sent to the Court ten days before the Disposition hearing.

Permanency Planning Hearing

The Permanency hearing is a required hearing that is held after the child has been in foster care for twelve months and every six months thereafter. The purpose of the hearing is to ensure that there is an appropriate plan for achieving permanency for the child. The Permanency/Review court report establishes the goal for the child or family, whether it is Adoption, Guardianship, Reunification, or Alternative Planned Living Arrangement. It contains information regarding the efforts made by the parents and the Agency to achieve the permanency goal. The report should be sent to the Court ten (10) days before the Permanency Planning hearing.

Interim - No Hearing Scheduled

Even when a hearing is not scheduled, a social worker may be required to complete an Interim Court Report to keep the court abreast of all activities of the case.

When the social worker informs the Court of the permanency goal, the interim report must detail all specific activities and tasks with concrete timeframes, in which these activities will transpire. Upon the Court's sanction of the permanent plan, it is required that a permanency planning hearing be held every twelve (12) months thereafter. The interim court report will focus on the case plan progress that occurs between permanency planning hearings.

For further reference to court requirements see the electronic form of the CFSA's Policy and Procedures through the Help menu of the FACES.NET system.



FACES.NET Guide

In the previous section, we introduced the practice that must be followed when completing a home removal and placement. In this section we will review the relevant court screens used to complete the adoption process in FACES.NET.

Hearing Information/Schedule

The Hearing screen provides information concerning a court hearing, the child involved in the court hearing, and the attorneys involved in the court hearing.

FACES.NET Scenario

A judge orders Termination of Parental Rights for the mother, and the father voluntarily consents to give up his parental rights. An adoption staffing takes place and an adoptive placement is identified as a match for Keyshawn and Reyshawn (Louis London).

Role: You are an Adoptions Unit worker.

Steps Include:

- Step 1: Click the Workload area, then click the My Assignments (+) link within the left pane to display your Workload.
- Step 2: Click the case name that is being worked on. This will bring that Case into focus.

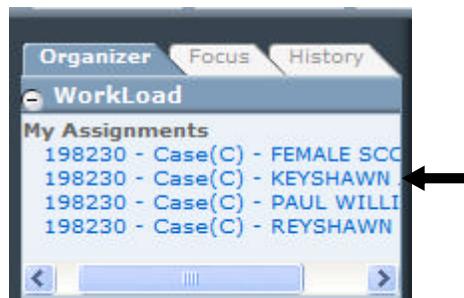


Figure 12.1

- Step 3: Place the cursor over Case, then Court.

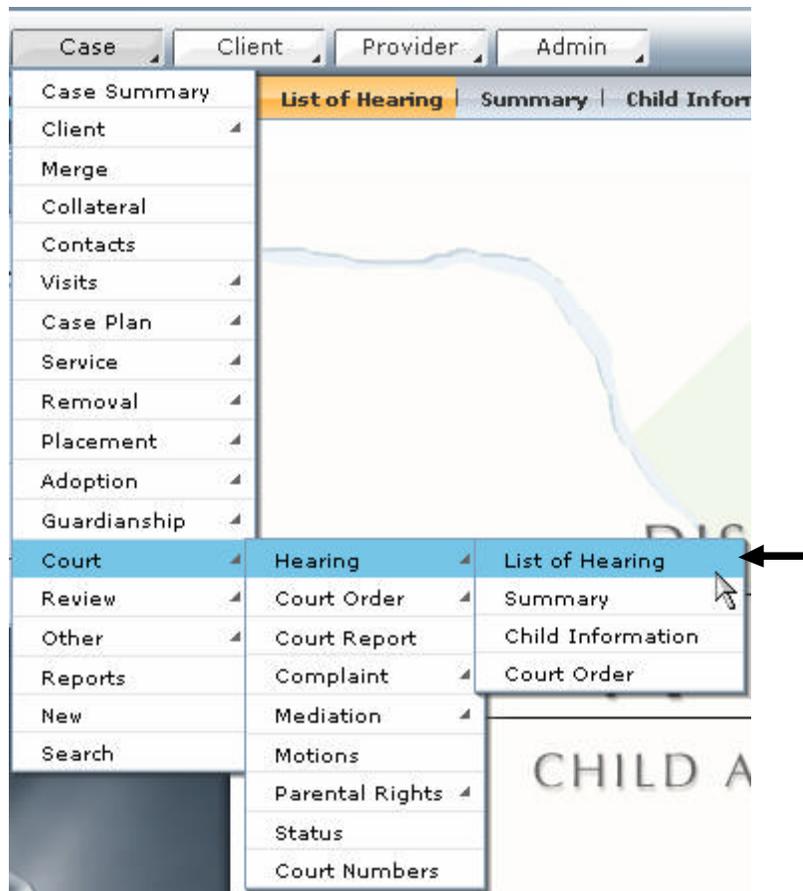


Figure 12.2

- Step 4: Click the Hearing button.
- Step 5: Click the List of Hearings button.
- Step 6: Click the New button.
The hearing summary screen appears.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

F A C E S . N E T

Referral Case Client Provider Admin Case [Go]

Case Court Hearing List of Hearing Summary Child Information Court Order

Court Hearing Summary
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Entry Information

Creation Date: 12/19/2005 Updated Date: 12/19/2005
 Created By: JANET SIMPSON Updated By: JANET SIMPSON

Respondent's Name
 REYSHAWN JACKSON
 KEYSHAWN JACKSON
 .Select

Court Hearing Type
 TPR
 Adoption
 .Select

Court Hearing Date *
 12/19/2005

Time Hearing Scheduled
 00:00 A.M. P.M.

Judge's Name *
 Zinora M. Mitchell-Rankin

Time Arrived at court
 00:00 A.M. P.M.

Specify

Court Hearing Participants

Name	Role
REYSHAWN JACKSON	Client
KEYSHAWN JACKSON	Client

Figure 12.3

- Step 7: Complete the Hearing Summary as shown below:
- Respondents = Keyshawn Jackson and Reyshawn Jackson;
 - Hearing Type = Adoption, Permanency;
 - Hearing Date (current date);
 - Judge – if not listed, choose “Other” and enter name in Specify field;
 - Times of arrival, departure and hearing.
- Step 8: Scroll down to the Court Hearing Participants section and click on the select box to enter Keyshawn Jackson and Reyshawn Jackson.
- Step 9: Click Save.
- Step 10: Place the cursor over Case, then Court, then Hearing and finally click Child Information to view hearing and legal status information for both Keyshawn Jackson and Reyshawn Jackson.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

Referral Case Client Provider Admin

Case Court Hearing List of Hearing Summary Child Information Court Order

Hearing - child information screen

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Client Name	Legal Status	Legal Custodian Name	Legal Status Date
KEYSHAWN JACKSON	Administrative Hold		11/11/2005

Hearing Information

Child Information

Name: KEYSHAWN JACKSON

Date of Removal: 11/05/2005

Court Case Number:

Date Order was Entered:

Legal Status Information

Legal Status Date: 11/11/2005

Legal Status: Administrative Hold

Custodian Name: CFSA

Cancel

Figure 12.4

Step 11: Place the cursor over Case, then Court, then Hearing and finally click Court Order. Select a court order issued at the hearing and click the Preview button to show the scanned court order.



Note: Court orders are scanned in by the Court Liaison unit.

Step 12: Click the Respondents tab to view respondents & parent information.

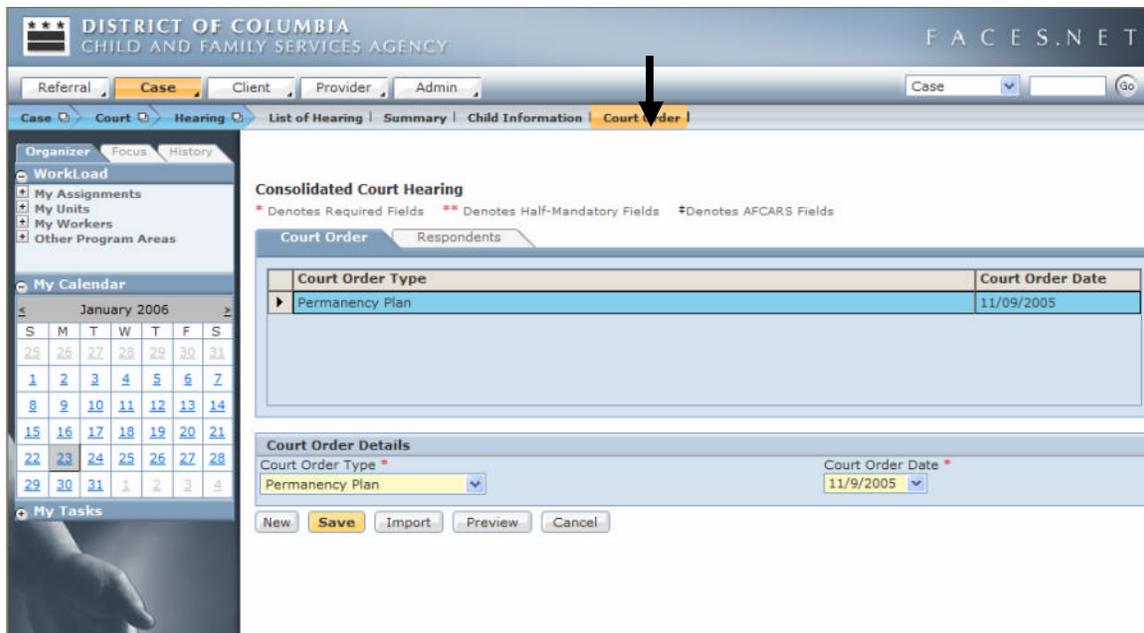


Figure 12.5



Note: In practice, the hearing date is a future date that the worker completes.

Write a Court Report

The Court Report screen allows the worker to create a list of court reports concerning a particular client. The information includes Type of Report, Creation Date, Judge Information, and Information regarding the Hearing.

Step 1: Place the cursor over Case, and then Court and finally click the Court Reports button.

Step 2: Enter the appropriate information:

- Hearing Date: Select the appropriate hearing date from the pick list
- Type: Choose Permanency/Review report

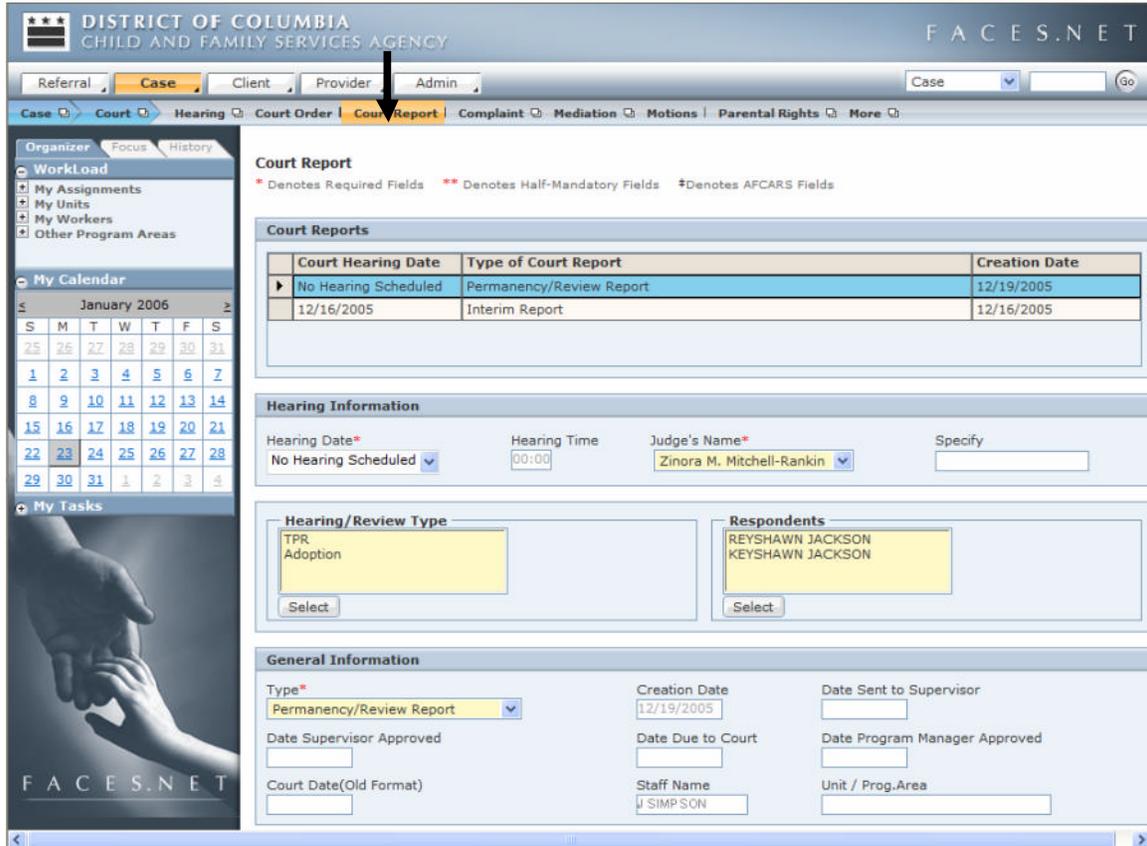


Figure 12.6

- Step 3: Click Save.
- Step 4: Click the Report button to enter details of the court report.
- Step 5: Complete the Narrative tab (each Narrative question must be completed prior to sending this report to the supervisor for approval.)

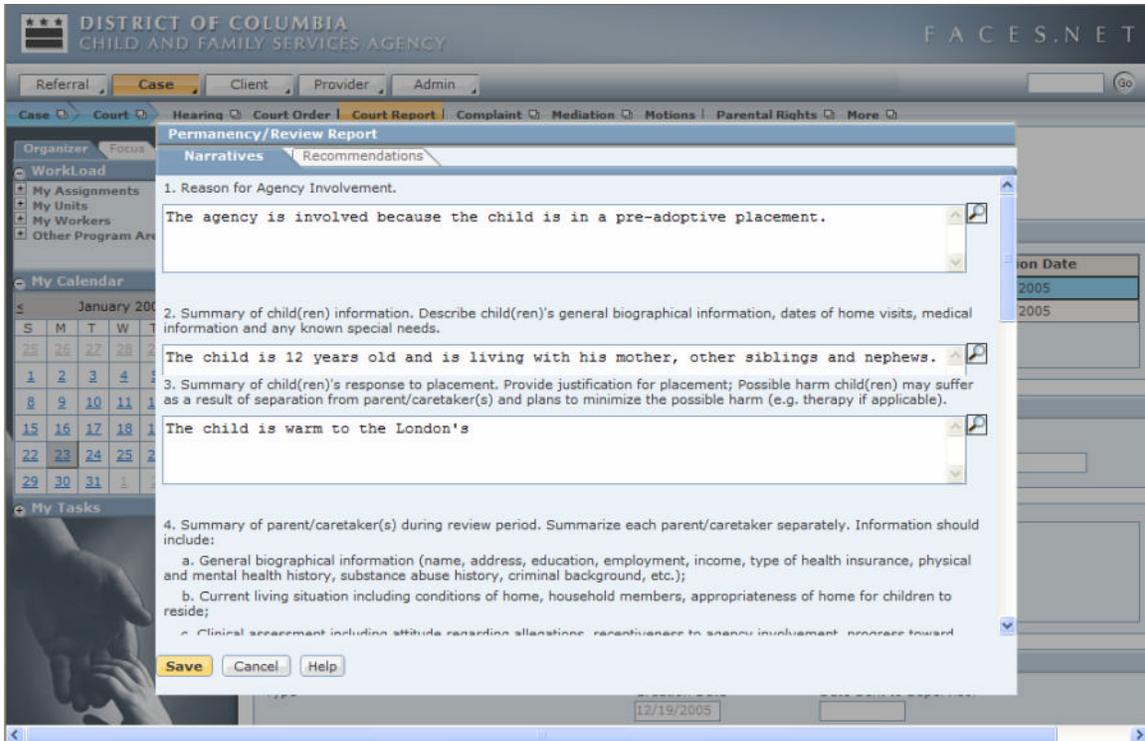


Figure 12.7

Step 6: Click Save.

Step 7: Click the Recommendations tab to enter CFSA recommendations.

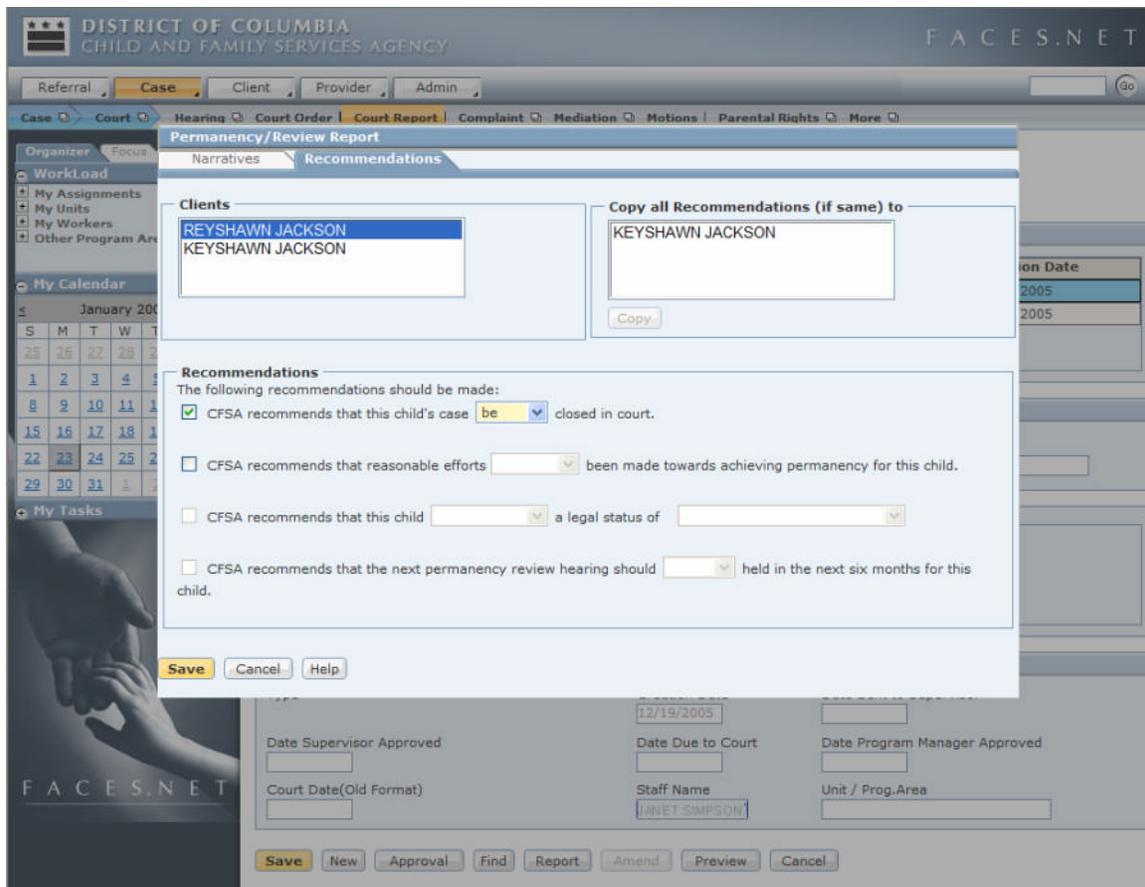


Figure 12.8

Step 8: Click the Approval button to request supervisory approval for the report.

Step 9: Click the Amend button to amend an approved report.



Note: The amended report must then be sent to the supervisor for approval. This is the only change that can be made to an approved court report.

Step 10: Click the Preview button to review/print a copy of the report generated from the information entered. Reports that are not yet approved will print with the word "DRAFT" as a watermark.

Attend the Hearing

After completion of the finalized Court Report the worker prints out the report and brings it with him/her to the court proceedings. A copy of the report is made available to the judge, attorneys and other significant participants in the case.

Summarize the Hearing

After the hearing, return to the hearing screen and enter information about the results of the hearing in the lower portion of this screen.

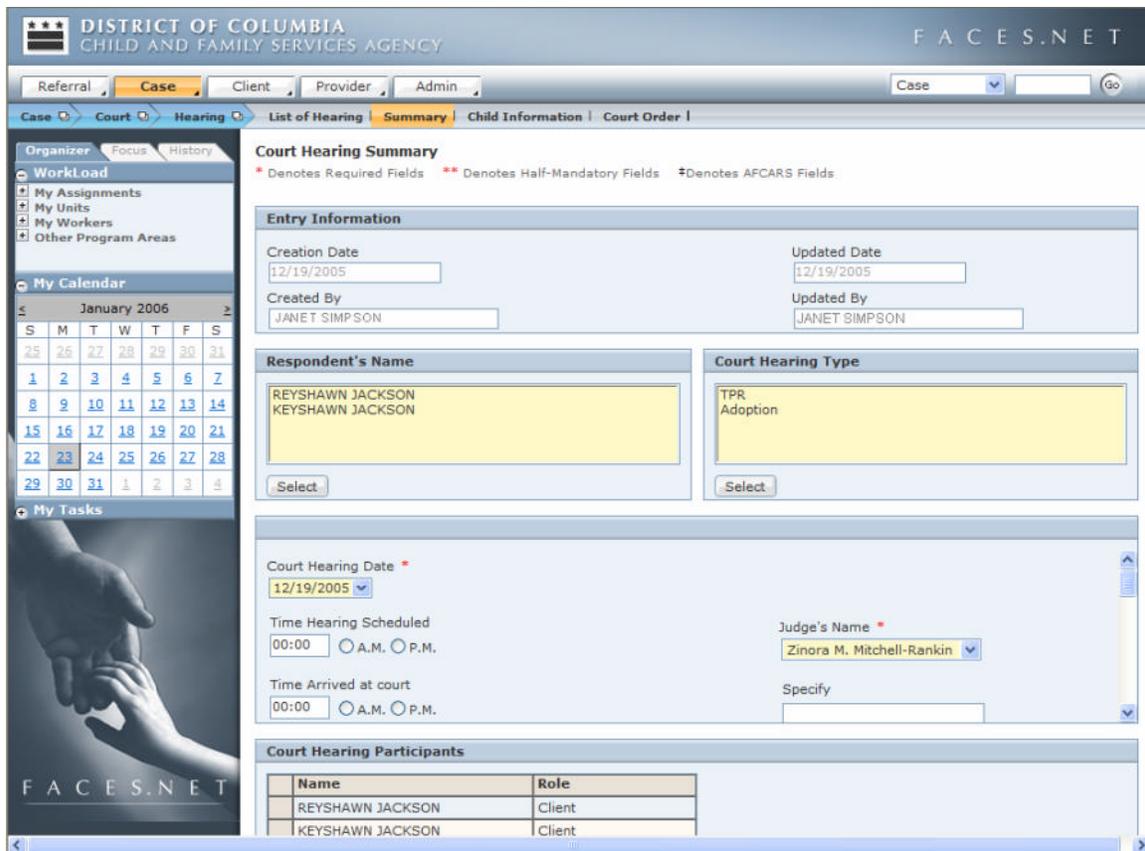


Figure 12.9

Review Court Numbers

The Court Numbers screen stores any court numbers related to a case. Court numbers are important because they allow social workers to properly identify the various court documents with a case and they also reveal the type of case (for example A0212-2005 references an adoption case). Court numbers are succinct in nature as they do not require parties' names or other identifying information. The court requires Court Numbers to release court dispositions in a case.

Step 1: Place the cursor over Case, then Court, and finally click Court Numbers.

Step 2: Select Reyshawn Jackson.

Step 3: Click the Show button.

The court numbers screen displays

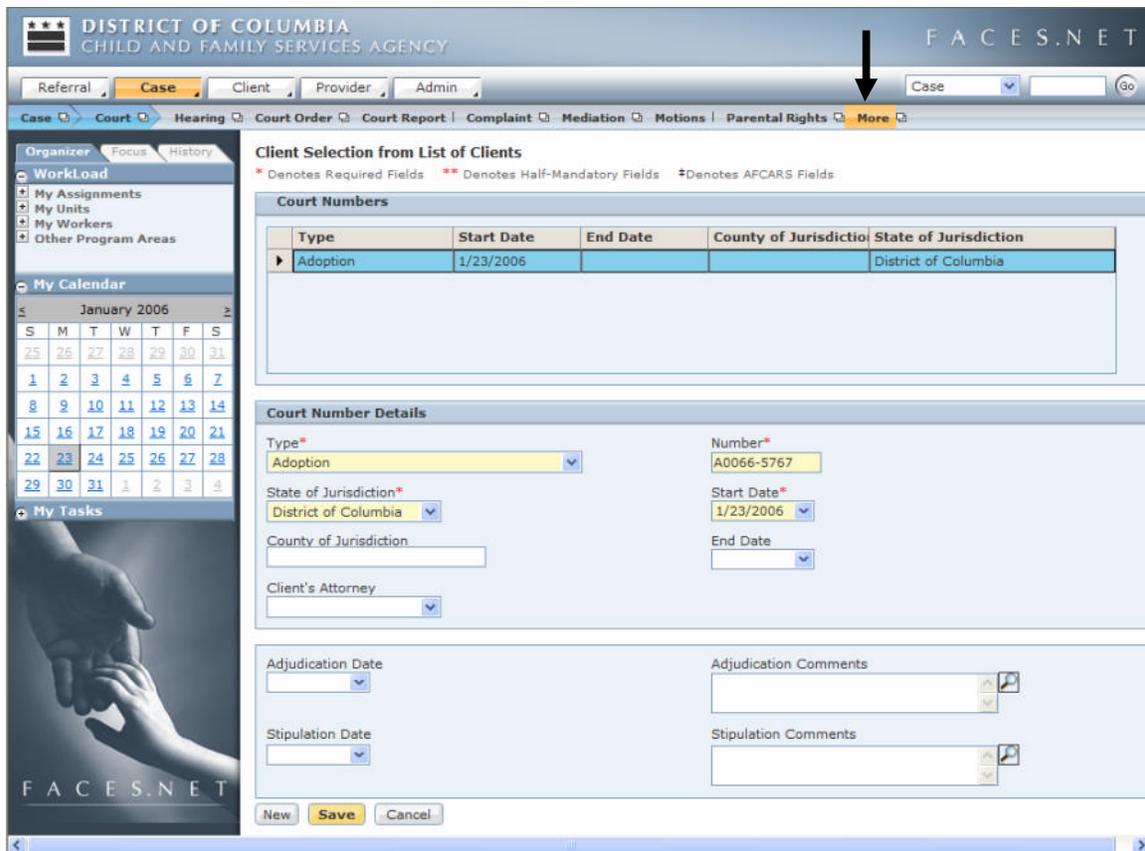


Figure 12.10

Step 4: Review the information below in the Court Number Details Section.

§ Number;

§ State of Jurisdiction: (if the state is Maryland or Virginia, the County Jurisdiction field specifies a county);

§ Type of court number entered;

§ Start Date.

Step 5: Repeat steps 1 through 5 to review court numbers for Keyshawn Jackson.

Review Court Orders

Step 1: Place the cursor over Case, then Court, then Hearing, then List of Clients and finally click Court Order.

Step 2: Select Keyshawn Jackson. Click Show.

Step 3: Place the cursor over Case, then Court, then Hearing and finally click Court Order. Select the court order issued (click the Preview button to show the scanned court order).

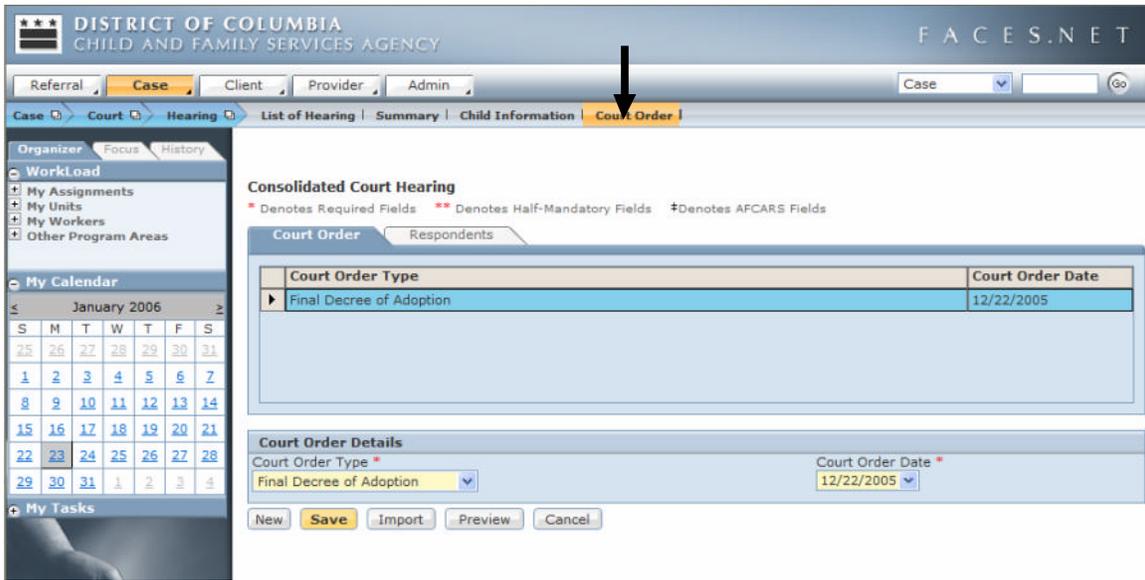


Figure 12.9

Step 4: Click the Respondents tab to view respondents and parent information

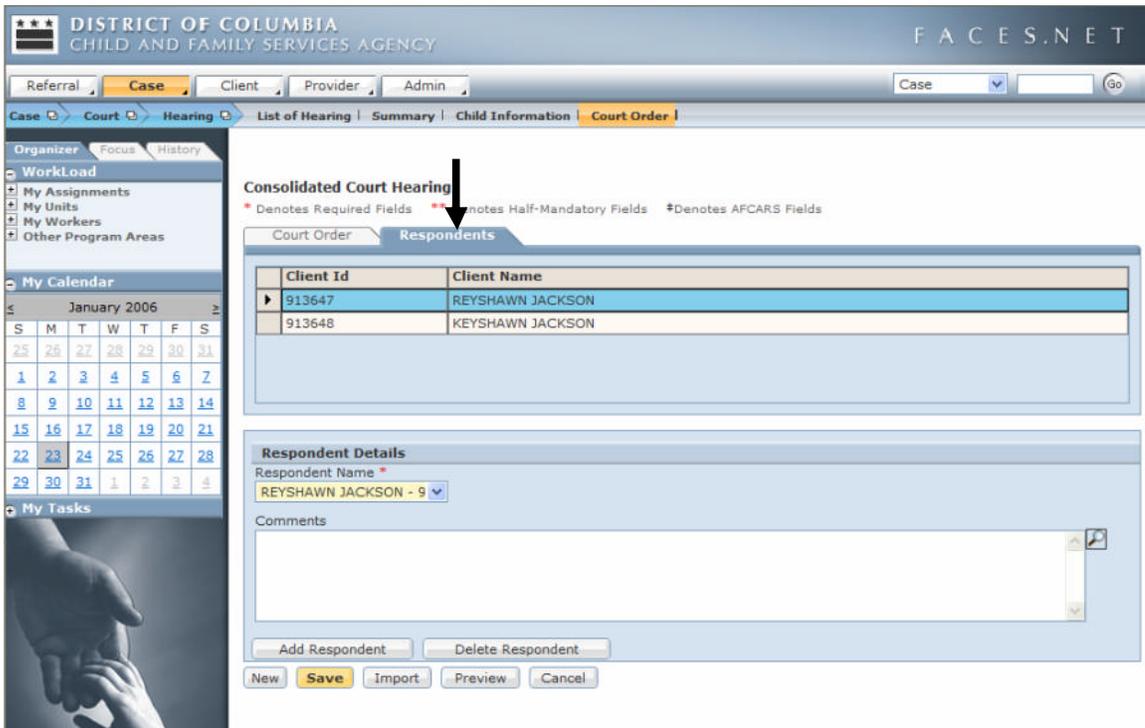


Figure 12.10

Step 5: Repeat steps 1 through 4 to review a similar court order for Reyshawn Jackson.

Terminate Parental Rights

- Step 1: Place the cursor over Case, then Court, then Parental Rights and finally click List of Clients.
- Step 2: Select Keyshawn Jackson. Click Show.
- Step 3: Place the cursor over Case, then Court, then Parental Rights and finally click Recommendations.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case [Go]

Case Court Parental Rights List of Clients Recommendations Terminate / Ongoing

Organizer Focus History
WorkLoad
My Assignments
My Units
My Workers
Other Program Areas

My Calendar
January 2006
S M T W T F S
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4

My Tasks

Parental Rights Termination Recommendation
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Date Permanency Staffing	Parent Type	Parent Name	Relationship
01/16/2006	Parent		

Legal Sufficiency Parties Action Steps

Date Permanency Staffing Approved Termination*
1/16/2006

Is this Case Legally Sufficient for TPR? *
 Yes No

Why is this Case not legally sufficient for TPR?

Date Recommended to Prosecuting Attorney*
 AAG GAL 1/9/2006

New Save Cancel

Figure 12.11

- Step 4: Enter the following information in the Legal Sufficiency tab:
§ Date when Permanency Staffing Approved Termination;
§ Is this Case Legally Sufficient for TPR? Yes;
§ Date Recommended to Prosecuting Attorney.
- Step 5: Click the Parties tab and select Shanté Jackson from the Parent Name drop down list. Verify that the relationship auto populates.

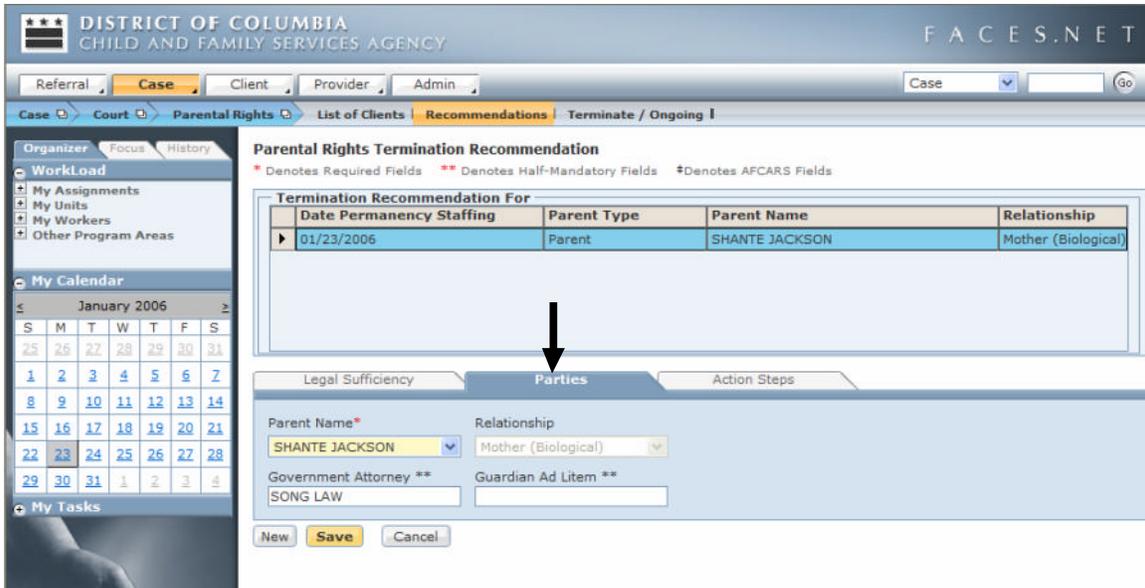


Figure 12.12

Step 6: Enter the Government Attorney's name.

Step 7: Click New.

Step 8: Select Unknown from the Parent Name drop down list. Verify that the relationship auto populates.

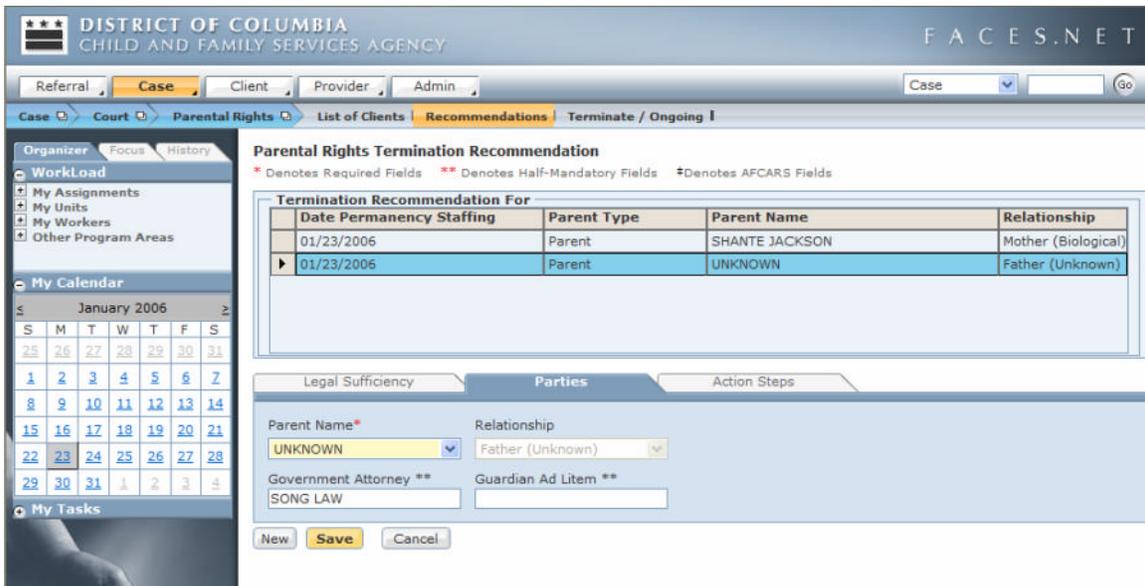


Figure 12.13

Step 9: Enter the Government Attorney's name.

Step 10: Click Save.

Notes

SECTION 13: ADOPTION – GENERAL INFORMATION

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Record General Adoption Information



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Practice Overview

The Adoption process includes general information about client preferences, the adoption resource network, adoptive family information and also includes information regarding affidavit of disclosures, subsidies, and seals.

The Adoption General Information screen is used to record general information about the client's adoption preferences and needs.



FACES.NET Guide

In the previous section, we reviewed the client's status. In this section we will review the general information screens used to complete the adoption process in FACES.NET.

Step 1: Place the cursor over Case then Adoption and finally click List of Clients.

Step 2: Select Keyshawn Jackson and click Show.

Step 3: Place the cursor over Case then Adoption, and finally click Adoption General Info.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral | Case | Client | Provider | Admin

Case | Court | Hearing | Court Order | Court Report | Complaint | Mediation | Motions | Parental Rights | More

Organizer | Focus

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2005

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Permanency/Review Report

Narratives | Recommendations

1. Reason for Agency Involvement.

The agency is involved because the child is in a pre-adoptive placement.

2. Summary of child(ren) information. Describe child(ren)'s general biographical information, dates of home visits, medical information and any known special needs.

The child is 12 years old and is living with his mother, other siblings and nephews.

3. Summary of child(ren)'s response to placement. Provide justification for placement; Possible harm child(ren) may suffer as a result of separation from parent/caretaker(s) and plans to minimize the possible harm (e.g. therapy if applicable).

The child is warm to the London's

4. Summary of parent/caretaker(s) during review period. Summarize each parent/caretaker separately. Information should include:

- a. General biographical information (name, address, education, employment, income, type of health insurance, physical and mental health history, substance abuse history, criminal background, etc.);
- b. Current living situation including conditions of home, household members, appropriateness of home for children to reside;
- c. Clinical assessment including attitude regarding allegations, responsiveness to agency involvement, progress toward

Save Cancel Help

12/19/2005

Figure 13.1

Step 4: Verify that the client displays as Legally Free.



Notes:

- § Once parental rights are terminated, a system generated check is displayed to indicate the child is legally free.
- § Information regarding the number of siblings to be placed together auto populates based on the sibling information provided in the permanency plan

Step 5: Review the Number of Siblings to be placed together.

Step 6: Scroll down to the Worker's Perception of Child's Needs select box to enter child's needs.

Step 7: Select the Child's Preferences regarding adoption and family type.

Step 8: Click the Adoption History tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case

Case Adoption List of Clients Adoption General Info Recruitment Adoptive Family Affidavit Adoption Subsidy Seal More

Organizer Focus History

WorkLoad

My Assignments

My Units

My Workers

Other Program Areas

My Calendar

January 2006

S M T W T F S

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My Tasks

Adoption General Info

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Adoption Consideration Adoption History Independent Adoption

Adoption History

Date Final Decree Received in Adoption program 12/16/2005

Date Final Decree sent to worker 12/16/2005

Date Final Decree Received by worker 12/16/2005

Date record received by Central Files 12/16/2005

Date petition for Adoption was filed 12/16/2005

Status of Interstate Compact Referral

Date order of reference Received by Adoption Program 12/16/2005

Date order of reference sent to worker

Was The Birth Mother Married At The Time of The Child's Birth: No

Adoption Placement

Agency Facilitated By Child and Family Services

Type of Adoption Traditional

Date Adoption Finalized#

Save Cancel

Figure 13.2

Step 9: Enter all pertinent adoption history dates.

Step 10: Enter the Adoption Placement information.

Step 11: Click Save.

Notes

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SECTION 14: ADOPTION – RECRUITMENT

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Recruitment Overview
- g Recruitment Methods
- g Completing Recruitment



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Practice Overview

The Adoption Recruitment Unit and the Foster Parent Training and Homestudy Unit of the Permanency and Placement Administration recruits families for children. This is the goal in both foster care and adoptive matching. To achieve this type of matching, however, there must be an active, intensive, comprehensive, aggressive, and continuous identification of families for specific children and for children in general. Children who are either legally free, or for whom legal action has been initiated, may be provided child-specific recruitment services.

If a child is not placed within 30 days of his/her referral to the Adoption Division, he/she first will be referred to appropriate private adoption agencies for assistance in recruitment of an adoptive home.

For any legally free child, who has been awaiting an adoptive placement for more than six (6) months, the Adoption Division shall contract with a national adoptive recruitment program for intensified recruitment efforts. The contract will include a waiver of confidentiality. Such waivers permit the recruitment agency to use the child's picture and/or feature in the media.

For any child who is not legally free, but who has had the goal of adoption for at least six (6) months and for whom an appropriate placement has not been found, it will be necessary for the birth parents or the Court to approve a waiver of confidentiality in order for public recruitment activities to be pursued.

Adoptive Parent Recruitment Methods

CFSA utilizes a variety of methods to publicize not only the need for adoptive parents but also the availability of children. The following are the primary methods used.

1. Radio and Television: CFSA will use public service announcements ("PSAs"), talk shows, and news programs to make the public aware of the
2. Newspapers: The CFSA Public Information Officer and the Recruitment need for foster parents. Supervisor will develop ongoing columns for major daily and weekly newspapers in the area, concerning the plight of foster children and the constant need for foster and adoptive parents.
3. Printed Materials: The CFSA Public Information Officer, in coordination with the Adoption Division Recruitment Unit and the Foster Parent Training and Homestudy Unit, will prepare and distribute posters, flyers, and brochures throughout target communities about foster and adoptive parenting. Appropriate locations for such publicity include religious institutions, clubhouses, public transportation, doctors' offices, hospitals, clinic waiting rooms, libraries, beauty salons, barbershops, and community centers.

4. Community Outreach: Community outreach is an important publicity tool. The Adoption Division Recruitment Unit will make presentations to civic groups, clubs, sororities, Fraternities, professional organizations, businesses, unions, and other organizations in an effort to spread the word about foster and adoptive parenting.
5. Religious Community: Each month, the Adoption Recruitment Unit is to target a particular religious institution for recruitment efforts. The objective of the "One Church, One Child" initiative is to identify at least one (1) family per congregation to adopt.
 - a. Targeting Sub-Groups: In addition to presentations to congregations as a whole, certain subgroups within the religious community should be pinpointed. These groups include administrative boards, men and women's auxiliaries, senior or adult choirs, Bible training units, family life groups, and missionary circles.
 - b. Publications/Bulletins/Notices: The Adoption Recruitment Supervisor and the CFSA Public Information Officer is to work closely with churches regarding the inclusion of fliers and/or notices in their church bulletins and publications, in order to publicize the need of foster and adoptive parents.



FACES.NET Guide

In the previous section, we introduced the practice that must be followed when completing general adoption information. In this section we will review the recruitment screens used in FACES.NET adoption process.

Complete Recruitment

Steps Include:

- Step 1: Place the cursor over Case then Adoption and finally click Recruitment.
- Step 2: Click New.
- Step 3: Enter the Recruitment Creation Date.
- Step 4: Enter the Placement Efforts made.

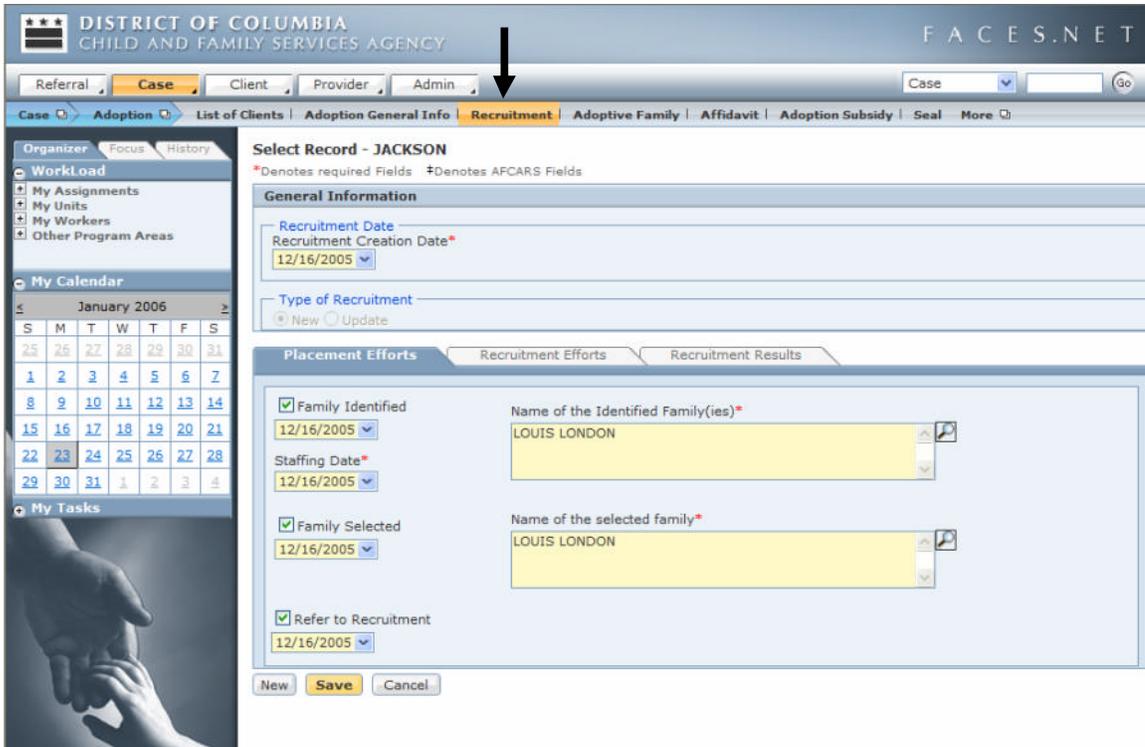


Figure 14.1

Step 5: Enter the Recruitment Efforts conducted.

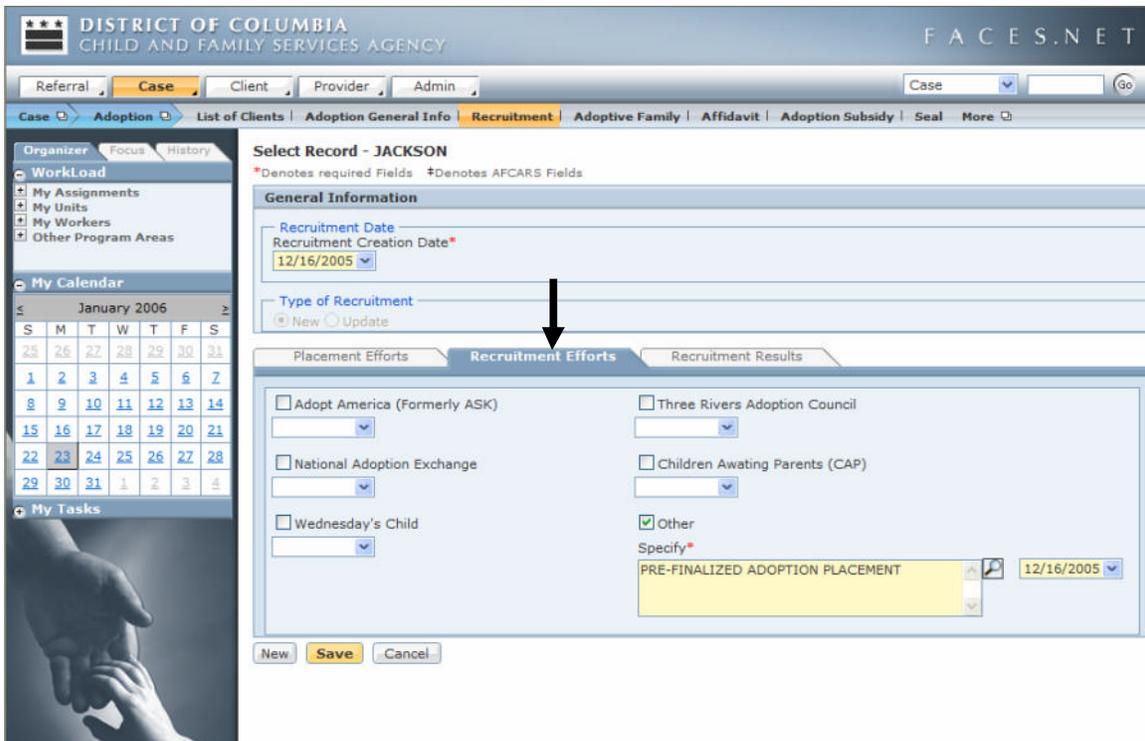


Figure 14.2

Step 6: Enter the Recruitment Results.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The main navigation bar includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. The breadcrumb trail shows 'Case > Adoption > List of Clients | Adoption General Info | Recruitment | Adoptive Family | Affidavit | Adoption Subsidy | Seal | More'. The left sidebar contains 'Organizer' (WorkLoad, My Assignments, My Units, My Workers, Other Program Areas), 'My Calendar' (January 2006), and 'My Tasks'. The main content area is titled 'Select Record - JACKSON' and features a 'General Information' section with 'Recruitment Date' (12/16/2005) and 'Type of Recruitment' (New/Update). Below this are three tabs: 'Placement Efforts', 'Recruitment Efforts', and 'Recruitment Results'. The 'Recruitment Results' tab is active and contains the following fields: 'Family Identified for Recruitment' (checked), 'Name of Family*' (LOUIS LONDON), 'Family Made Inquiry' (checked), 'CFSA Response to Inquiry' (checked), 'Family Inquiry In Response To' (Friend), and 'Type of CFSA Response' (Telephone Call). A black arrow points to the 'Recruitment Results' tab. At the bottom are 'New', 'Save', and 'Cancel' buttons.

Figure 14.3

Step 7: Click Save.

Notes

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SECTION 15: ADOPTION – ADOPTIVE FAMILY

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Adoptive Parents Information
- g Record Adoptive Family Information



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Practice Overview

Prospective adoptive parents must be counseled to deal with the natural curiosity adopted children have about the reasons for their adoption. Adoptive parent(s) must be able to react well to this curiosity and not to take it as a reflection on the quality of their relationship with the child. Adoptive parent(s) have to be taught to help their child deal with the pain of not being with their birth parents. They also must learn how to instill in the child a sense of security because they now have another family that wants and loves them and will not leave them.

Adoptive parents also must receive information and training that will teach them to help the child know appropriate facts about their birth family and to accept their birth parents as people who chose adoption because they wanted what was best for the child.



FACES.NET Scenario

Louis London is contacted by the worker who schedules an appointment to discuss permanent placement options for Reyshawn and Keyshawn Jackson. At the visit, the social worker provided Louis with some information about adoption versus foster care. He telephoned the social worker and thinks that the children sound right for him and requests to pursue the adoption process.

Steps Include:

Step 1: Place the cursor over Case then Adoption, and finally click Adoptive Family.

The screenshot shows the FACES.NET web application interface. At the top, the header reads "DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY" and "FACES.NET". Below the header is a navigation menu with tabs: "Referral", "Case", "Client", "Provider", and "Admin". The "Case" tab is active, and a sub-menu is open showing "Adoption" selected, with "Adoptive Family" highlighted. A black arrow points to the "Adoptive Family" link. The main content area is divided into several sections:

- Placement Information:** Includes "Child Placed From" (dropdown menu set to "Within State") and "Child Place By" (dropdown menu set to "Public Agency").
- Adoptive Family:** Includes "Relationship of Adopting Family" (dropdown menu set to "Other Non-Relative"), "Adoptive Family Structure" (text field set to "Married and living with spouse"), "Adoptive Father" (text field set to "LOUIS LONDON"), and "Adoptive Mother" (text field set to "LISA LONDON").
- Child's Adoptive Name:** Includes "Prefix", "First" (text field set to "MICHEAL"), "Middle", "Last" (text field set to "LONDON"), and "Suffix".
- Provider:** Includes "Name", "Type", "Agency", "Phone", "Ext", and "Fax" fields.

At the bottom of the form are "Save", "Find", and "Cancel" buttons. On the left side of the interface, there is a sidebar with "Organizer" (WorkLoad, My Assignments, My Units, My Workers, Other Program Areas), "My Calendar" (January 2006), and "My Tasks".

Figure 15.1

Step 2: Enter location that Child was Placed From.

Step 3: Enter the entity that the Child was Placed By.

 Note: If a child is placed by a consortium agency, the entity type selected will be a public agency.

Step 4: Select the Relationship of Adopting Family.

Step 5: Enter the child's adoptive name (Michael London).

Step 6: Click the Find button to select the provider (Louis London).

The screenshot displays the FACES.NET web application interface. The top navigation bar includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin' tabs. The main content area is titled 'Provider Search' and shows a table of 'Provider Matches'. The table has columns for 'Provider ID', 'Agency/Provider Name', 'First Name', 'Last Name', 'School District', and 'Vacancies'. A single entry is visible: Provider ID 10023146, Agency/Provider Name LONDON, LOUIS, First Name LOUIS, Last Name LONDON, School District (blank), and Vacancies 9. Below the table is the 'Provider Details' section, which contains various input fields for information such as 'CFSA Monitor' (JANET SIMPSON), 'Agency Name', 'Provider Name' (LONDON, LOUIS), 'Address' (1651 Lamont Street NW Washington, District of Columbia, Census Tract:27.2), 'School District', 'Home Phone No.', 'Work Phone No.', and 'Ext.'. There are also fields for 'PSA Client', 'Services Searched', and 'Monitoring Agency' (Residential Care Inc). At the bottom of the details section are buttons for 'Ok', 'Details', 'Unmet Needs', and 'Cancel'. At the very bottom of the application window are buttons for 'Save', 'Find', and 'Cancel'.

Provider ID	Agency/Provider Name	First Name	Last Name	School District	Vacancies
10023146	LONDON, LOUIS	LOUIS	LONDON		9

Figure 15.2

Step 7: Click Save.

Notes

SECTION 16: ADOPTION SUBSIDY

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Subsidy Overview
- g Adoption Services
- g Calculate Adoption Subsidy



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Practice Overview

The amount of the adoption assistance payments shall be based on the documented special needs of the child and the specific circumstances of the adopting family, including consideration of what it would take to incorporate the child, with specific needs, into the particular household.

The Adoption Subsidy Agreement is the basis by which adoption assistance shall be provided. The agreement must be signed by the adoptive parents and the CFSA Program Manager at the time of or prior to the final decree of adoption. The agreement shall specify:

- 1: The duration of the agreement;
- 2: The nature and amount of any payment, services and assistance to be provided;
- 3: Whether the child is eligible for Medicaid; and

CFSA can terminate adoption assistance only in cases in which:

- 1: the child is over the legal age limits;
- 2: in cases in which the parents are no longer legally supporting the child; and
- 3: in cases in which it is determined that the child is no longer receiving any support from his or her parents.

Adoption assistance payments are currently established at 100% of the foster care rate for a child with similar or comparable special needs. The rate shall include any special payments above the standard foster care rate that CFSA determines necessary to meet the documented needs of the child.



FACES.NET Scenario

Louis attends a background staffing to discuss the children in more detail and was told that his case would be transferred to the Subsidy Unit where he would be given a Subsidy Unit worker. Adoption subsidies are discussed and agreed upon with Louis.

Calculate Adoption Subsidy: The amount of adoption subsidy payments are based on the documented special needs of the child and any considerations made by the subsidy worker regarding the specific circumstances of the adopting family.

Role: You are an Adoption Subsidy worker.

Steps Include:

Step 1: Place the cursor over Case then Adoption, and finally click Subsidy.

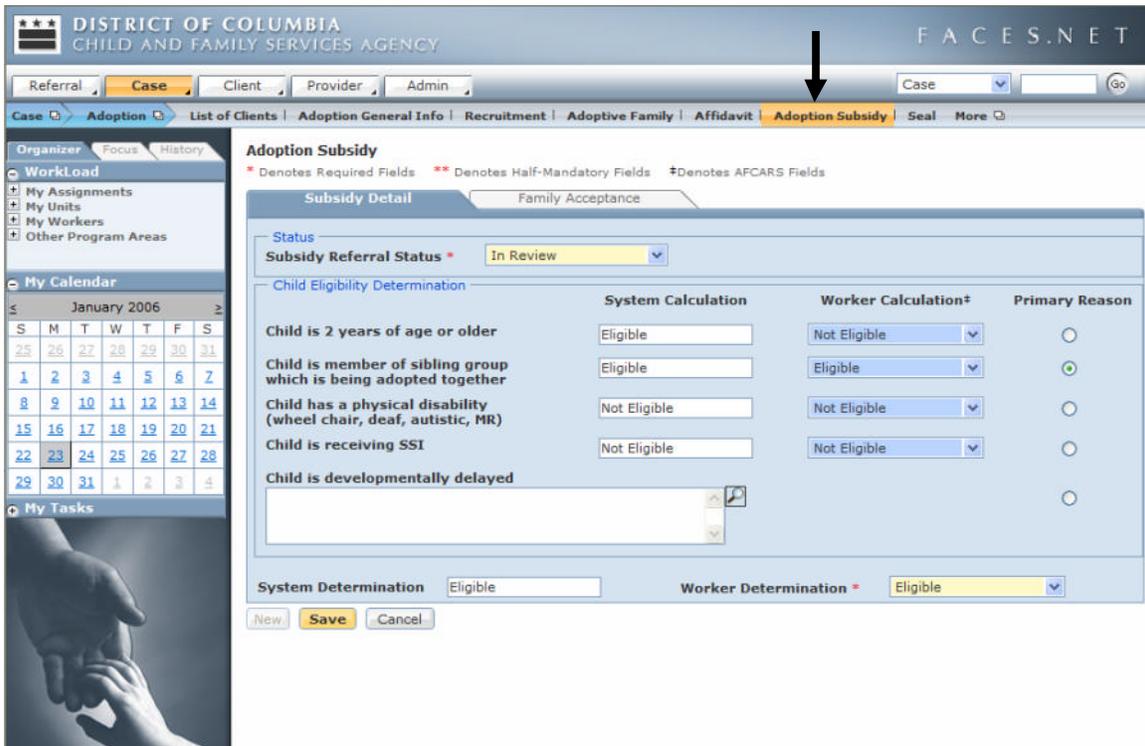


Figure 16.1

Step 2: Update the Subsidy Referral Status.

Step 3: Enter the Worker Calculation to determine the child's adoption subsidy eligibility.

Step 4: Click the Family Acceptance tab to enter all pertinent information from the family interview.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin

Case Adoption List of Clients Adoption General Info Recruitment Adoptive Family Affidavit Adoption Subsidy Seal More

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Adoption Subsidy

* Denotes Required Fields ** Denotes Mandatory Fields † Denotes AFCARS Fields

Subsidy Detail Family Acceptance

Family Interview Date 12/16/2005

Family Interview Date 12/16/2005

Date agreement sent to family and attorney 12/16/2005

Attorney / Family response Accept Do not Accept

Agreement Number 1,133,213

Agreement Start Date 12/16/2005 Agreement End Date

Agreement Amount \$500.00

Reason for Not Accepting

Date adoption agreement signed by CFSA 12/16/2005

Date signed agreement sent to IV E 12/16/2005

New Save Cancel

Figure 16.2

Step 5: Click Save.

Step 6: Repeat steps 1 through 8 to complete Adoption Subsidy information for the client's sibling.

Notes

SECTION 17: ADOPTION – AFFIDAVIT OF DISCLOSURE

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Affidavit of Disclosure
- g Background Conference
- g Placement Conference



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Practice Overview

The Affidavit of Disclosure provides information about the adoptive parents and the information that was disclosed to them prior to the adoption. This affidavit is to be printed and signed by the worker and the adoptive parents in order to keep a record that all information about the child was disclosed to the parents.



FACES.NET Scenario

Louis London (Adoptive Parent) signs the Affidavit of Disclosure. Louis chooses to pursue the adoption, and commits to the adoption process.

Role: You are an Adoption Subsidy worker.

Steps Include:

Step 1: Place the cursor over Case then Adoption and finally click Affidavit.

The screenshot shows the FACES.NET interface for the 'Adoption Evaluation' form. The top navigation bar includes 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. A black arrow points to the 'Affidavit' link in the 'Adoption' sub-menu. The form is titled 'Adoption Evaluation' and includes the following sections:

- Adoptive Parents:** Parent 1: LOUIS LONDON; Parent 2: CATHY LONDON.
- Background Conference:** ConferenceDate: 12/16/2005.
- People in Attendance:**

People Attend	Role
KEYSHAWN JACKSON	Client
REYSHAWN JACKSON	Client
- Checkboxes for Description of Child Strength and Disposition:**
 - Description of Child Strength
 - Description of Child Disposition
 - Child's readiness for Adoptive placement
 - Explanation Of child's reason for placement and child's understanding of it
 - Explanation of child's placement history
 - Explanation and review of child's psychological, educational, and medical evaluations
- Post Adoption/Pre-Finalization Service:** Two text input fields with 'Select' buttons.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 17.1

- Step 2: Enter all pertinent information in the Background Conference tab.
- Step 3: Click the Placement Conference tab. Enter all pertinent information regarding the placement conference.
- Step 4: Click Save.

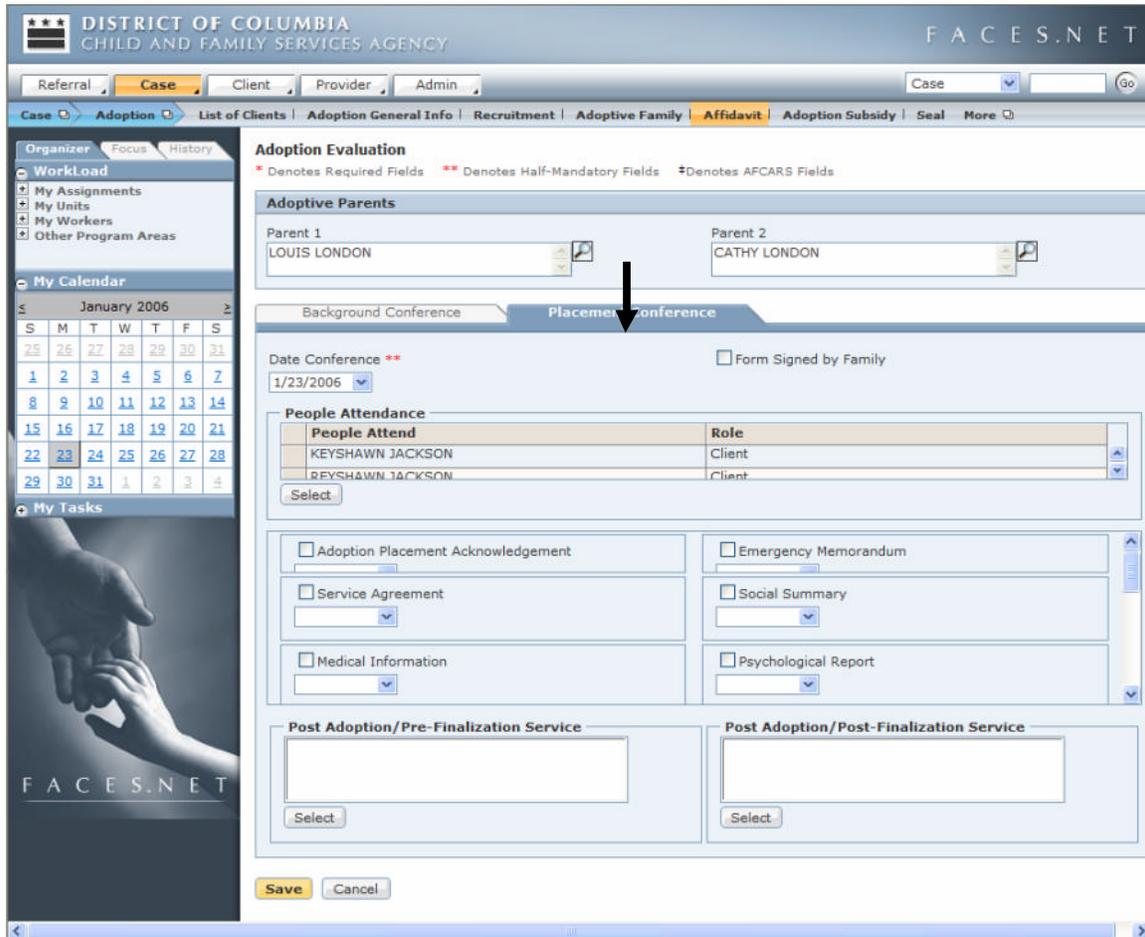


Figure 17.2

Notes

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SECTION 18: ADOPTION – FINALIZATION OF ADOPTION

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Finalize the Adoption



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Practice Overview

In Washington D.C., a child must be legally free before an adoption can be finalized. In this context, legally free means that both birth parents have had their parental rights terminated by a court of competent jurisdiction.

The final decree of adoption establishes the legal parent-child relationship between the adopters and the child. This legal relationship assures that there are mutual rights of inheritance and succession as if the child had been born to the adopters.



FACES.NET Scenario

After Louis London (Adoptive Parent) signs the Affidavit of Disclosure. Louis chooses to pursue the adoption, and committed to the adoption process. The adoption becomes final and the biological case is sealed.

Role: You are an Adoption Subsidy worker.

Steps Include:

Step 1: Place the cursor over Case, then Adoption, and finally click List of Clients.

Step 2: Select Keyshawn Jackson and click Show.

Step 3: Place the cursor over Case, then Adoption and finally click Adoption General Info.

Step 4: Click the Adoption History tab and enter the Adoption Finalization Date along with all pertinent information.



Note: Before entering the Adoption Finalization Date any open services in the service log must have been ended and a placement exit must have been completed for the clients.

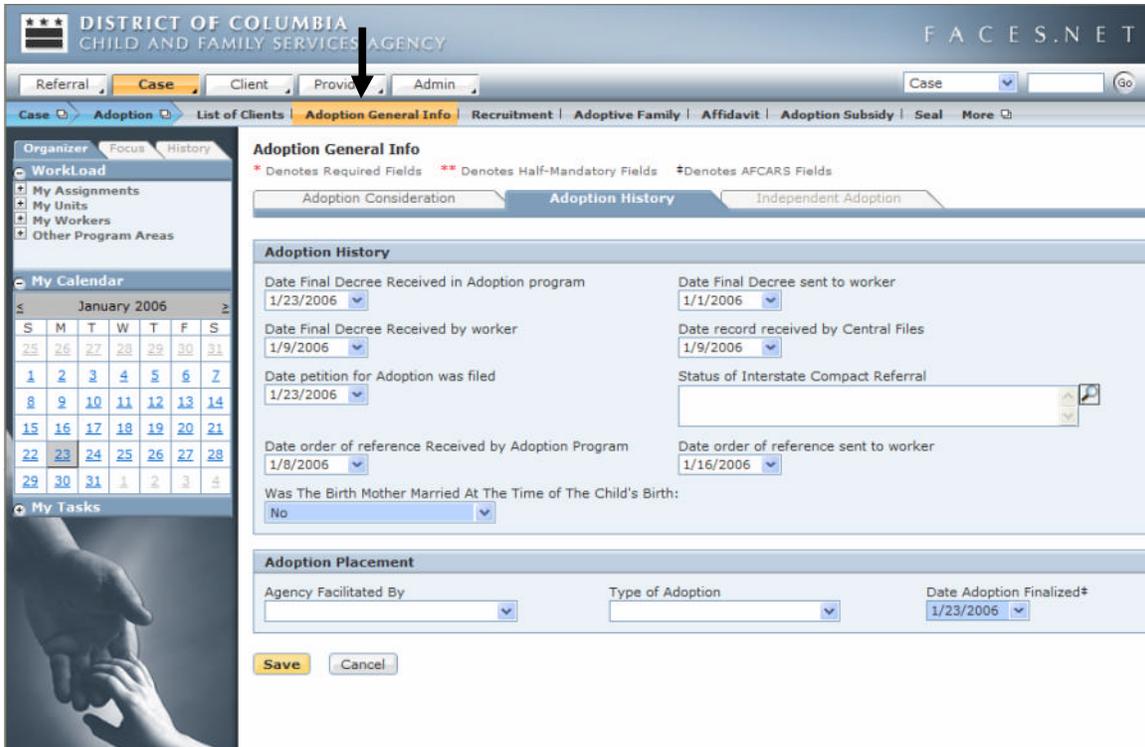


Figure 18.1

- Step 5: Click Save.
- Step 6: Place the cursor over Case then Adoption and finally click List of Clients. Select Reyshawn Jackson. Enter and complete Reyshawn's adoption.

Notes

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SECTION 19: SPLIT THE CASE

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Split the Case
- g Update Client's Information



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Practice Overview

When the adoption is finalized, the adoption social worker will split the child's case record. In doing so, the biological case is disassociated with the new adoption case.



Note: Before splitting the case, any open services in the service log must have been ended, a placement exit must have occurred for the client in the biological case, and all adoption information must be completed.



FACES.NET Guide

In the previous section, we focused on agency practice regarding AFCARS compliance. In this section we will review screens used to split the adoption case in FACES.NET.

Split The Case

The adoption social worker ensures that no identifying information pertaining to the adoption appears in either the birth or the adoptive family's case records by splitting the case.

Role: You are an Adoption Subsidy worker.

Steps Include:

- Step 1: Place the cursor over Case, then Court then Parental Rights and finally click List of Clients.
- Step 2: Select Keyshawn Jackson. Click Show.
- Step 3: Place the cursor over Case, then Court, then Parental Rights and finally click Terminate/Ongoing.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin

Case Court Parental Rights List of Clients Recommendations **Termination / Ongoing**

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

January 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

My Tasks

Termination Of Parental Rights Determination

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Termination Recommendation for

Date	Parent Type	Name	Relationship	Terminated	Date of Occurrence	Status
01/23/2006	Parent	SHANTE JACKSON	Mother (Biological)	Yes		Termination
01/23/2006	Parent	UNKNOWN FATHER	Father (Biological)	Yes		Termination

Parent Name* SHANTE JACKSON Relationship Mother (Biological)

Termination

Decision Date* 1/23/2006

Termination Granted ** Termination not Granted **

Explain why Termination not Granted

Termination Appealed

Expiration Date Date Appeal Filed

Appealed By Appealed Decision

Decision Date Date Finding of Facts Signed by Judge

Date Finding of Facts Received by Agency

Ongoing

Date Of Occurrence Type of Occurrence

Agreement Sign Date

Details

New Save Split Case Cancel

Figure 19.1

Step 4: Click Split Case.

Step 5: Keep a record of Keyshawn Jackson's new case and client ID numbers

Termination Of Parental Rights Determination
* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Termination Recommendation for

Date	Parent Type	Name	Relationship	Terminated	Date of Occurrence	Status
01/23/2006	Parent	SHANTE JACKSON	Mother (Biological)	Yes		Termination
01/23/2006	Parent	UNKNOWN FATHER	Father (Biological)	Yes		Termination

Information
 Created New Case :192601 and New Client :845564
 OK

Parent Name* Mother (Biological)

Termination
 Decision Date: 1/23/2006
 Termination Granted ** Termination not Granted **
 Explain why Termination not Granted
 Termination Appealed
 Expiration Date: [dropdown] Date Appeal Filed: [dropdown]
 Appealed By: [text] Appealed Decision:
 Decision Date: [dropdown] Date Finding of Facts Signed by Judge: [dropdown]
 Date Finding of Facts Received by Agency: [dropdown]

Ongoing
 Date Of Occurrence: [dropdown] Type of Occurrence:
 Agreement Sign Date: [dropdown]
 Details: [text area]

New Save Split Case Cancel

Figure 19.2

Update Client's Information

- Step 1: Place the cursor over to Case, then Search. Enter the new Case ID and click Search. The new case is put in focus.
- Step 2: Place the cursor over to Case, then Client and finally General Information.
- Step 3: Update the client name from Keyshawn Jackson to Michael London.
- Step 4: Update all other pertinent information in the General Information screen.
- Step 5: Click Save

The screenshot displays the FACES.NET web application interface. At the top, the header includes the District of Columbia logo and the text "DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY" and "FACES.NET". Below the header is a navigation bar with tabs for "Referral", "Case", "Client", "Provider", and "Admin". The "Case" tab is selected, and a search box contains the word "Case".

The main content area is titled "General Information" and includes a sub-tab "Client" (with "Residence" and "Other" also visible). The form contains several sections:

- Client Details:** Fields for Prefix, First (MICHAEL), Middle, Last (LONDON), Suffix, and Maiden Name. Gender is set to "Male", Date of Birth is "1/20/1993", and In Household is "Yes".
- Dates of Involvement in Case:** Start Date is "1/17/2006". Other fields include End Date, Reason For End Date, and checkboxes for "Non-participating Member", "Head of the Household", and "Participating as a Child" (checked).
- Citizenship/Religion:** Citizenship/Alienage is "US Citizen".
- Role In Case / Language:** Role In Case is "Child".

At the bottom of the form are buttons for "Save", "Cancel", and "RFAI". A sidebar on the left contains navigation links for "WorkLoad", "My Assignments", "My Units", "My Workers", and "Other Program Areas", along with a "My Calendar" for January 2006 and "My Tasks".

Figure 19.3

Notes

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SECTION 20: SUBSIDY SERVICES

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Adoption Subsidy Services
- g Guardianship Subsidy Services



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Practice Overview

Subsidy services are given to a "child with special needs" through payments received from District funds to meet verified, exceptional expenses when no other resources are available or adequate. The Child and Family Services Agency (CFSA) determines the amount of such payments, based on the specific needs of the child, or on a case-by-case basis. Subsidies are generally one-time or isolated expenditures, depending on the facts of the individual case. Parents must enter into a written agreement with CFSA prior to incurring any such expenditures or seeking to be reimbursed through subsidies.

Requests for subsidies are evaluated based on:

- documented needs of the child;
- documentation that the service is available through no other means;
- the financial circumstances of the prospective adopters; and
- an amount determined through a joint decision of the Adopter's and authorized CFSA staff and set forth in the Subsidy Agreement among other factors.



FACES.NET Guide

In the previous section, we focused on agency practice regarding how to split a case following the adoption purposes. In this section we will review the screens used to enter Adoption Subsidy services for the newly created adoption case and the process involved when entering guardianship subsidy services for a guardianship case in FACES.NET.

Enter Adoption Subsidy Services

Following discussion with the family, the Adoption Subsidy worker prepares the subsidy agreement, for permissible services appropriate for the child.

Role: You are an Adoption Subsidy worker.

Steps Include:

Step 1: Place the cursor over to Case, then Search. Enter the new Case ID and click Search. The newly created adoption case is put in focus.

Step 2: Place the cursor over to Case, then Service and finally click Service Log.

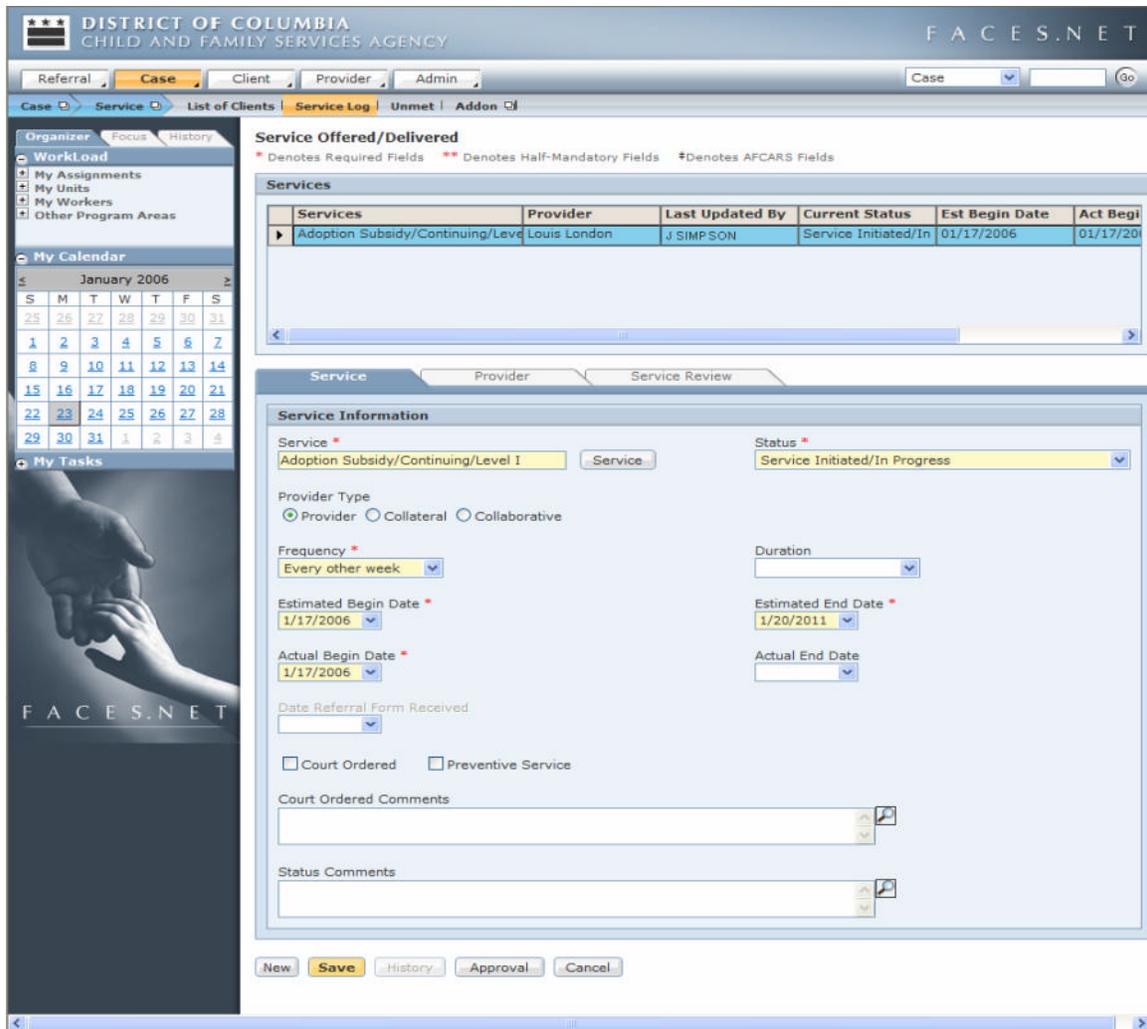


Figure 20.1

- Step 4: Click on the Service select button and enter the service as Adoption Subsidy/Continuing/Level 1.
- Step 5: Enter the Frequency and Status information.
- Step 6: Enter the Estimated Begin and End Date along with the Actual Begin Date.
- Step 7: Click the Provider tab to select the Adoptive Parent.
- Step 8: Click Find.

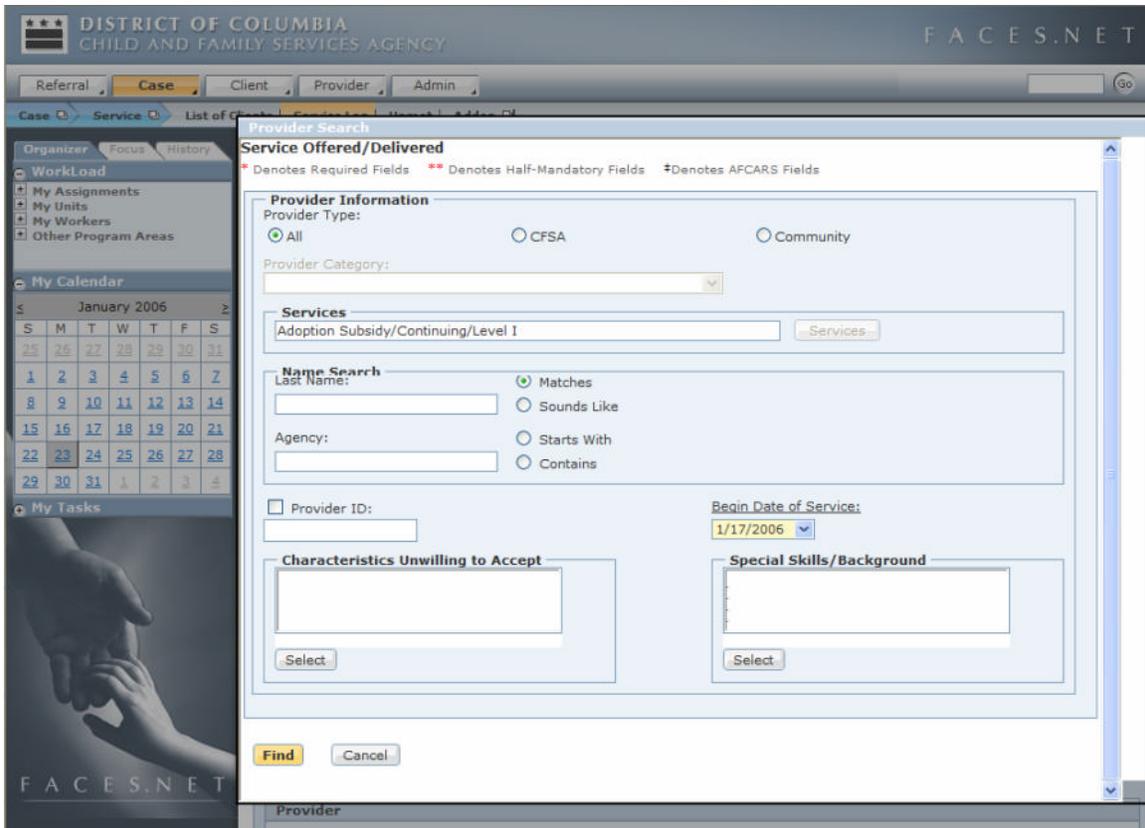


Figure 20.2

Step 9: Click Ok to select Louis London.

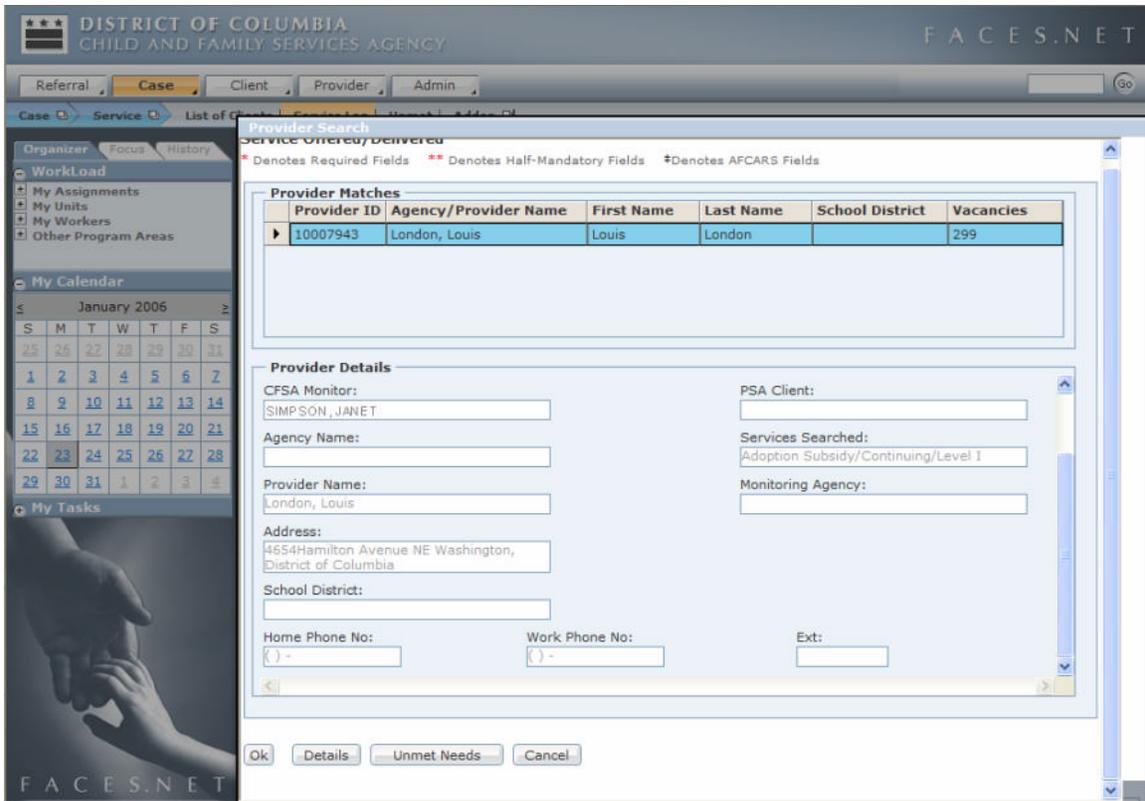


Figure 20.3

Step 10: Click the Approval button to request supervisory approval for the newly created Adoption Subsidy service

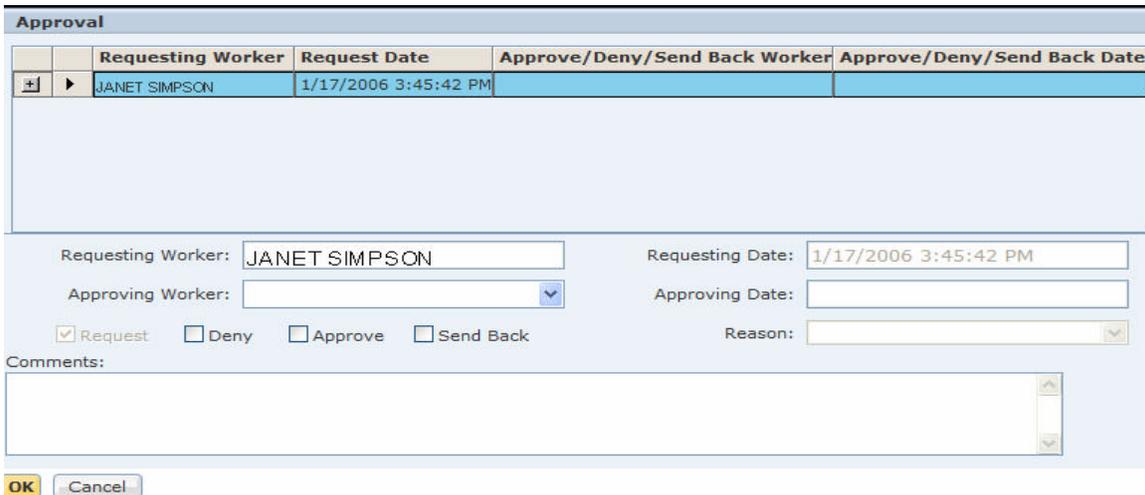


Figure 20.4

Step 11: Click the Request check box and finally click Ok.

Step 12: Repeat steps 1 through 11 for Luke London.

Enter Guardianship Subsidy Services

Following discussion with the family, the Guardianship Subsidy worker prepares the subsidy agreement, for permissible services appropriate for the child.

Role: You are a Guardianship Subsidy worker.

Steps Include:

Step 1: Place the cursor over Case, then Search. Enter the Case ID and click Search. The newly created guardianship case is put in focus.

Step 2: Place the cursor over Case, then Service and finally click Service Log.

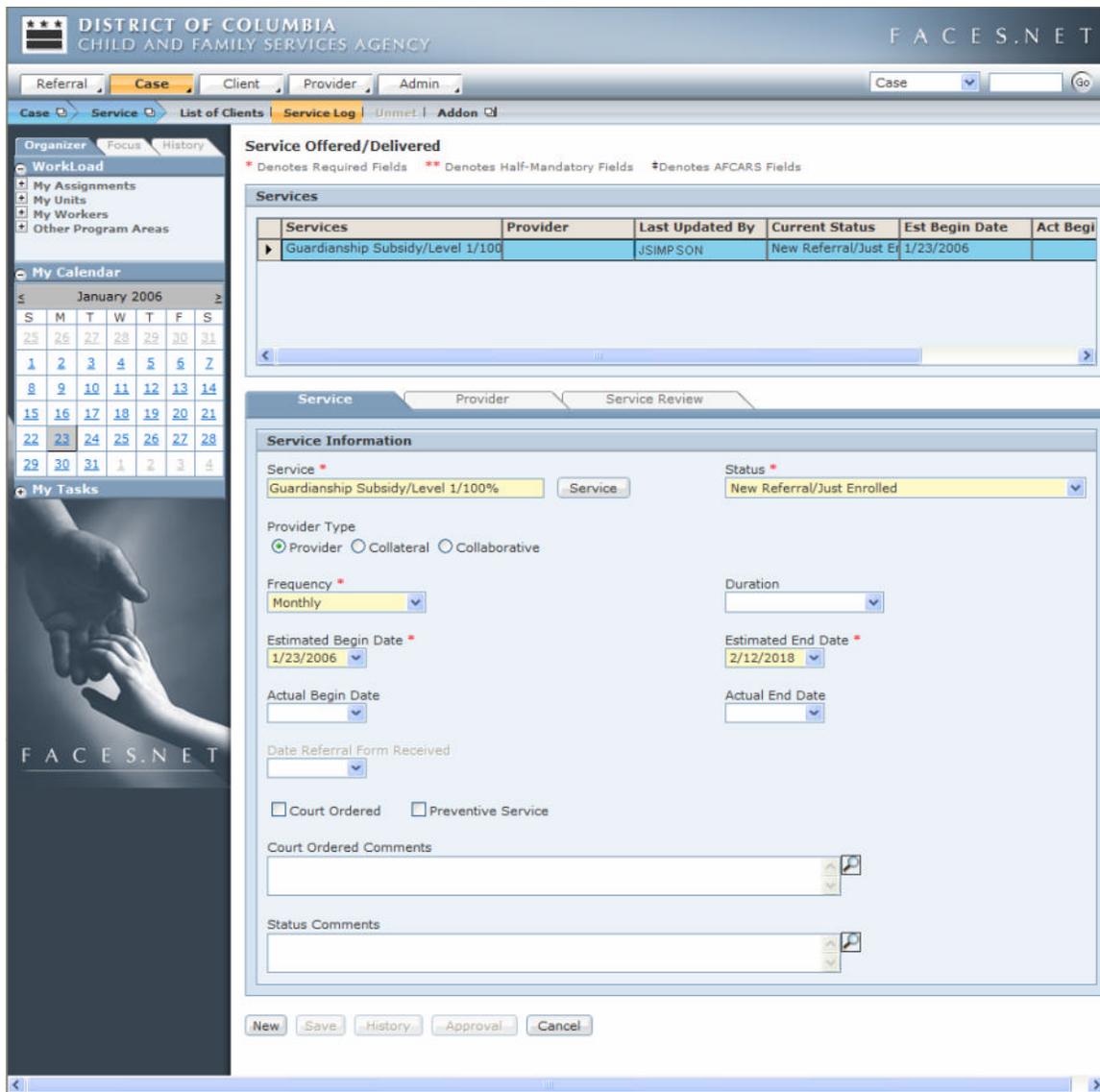


Figure 20.5

- Step 3: Click on the Service select button and enter the service as Adoption Subsidy/ Level 1/100%.
- Step 4: Enter the Frequency and Status information.
- Step 5: Enter the Estimated Begin and End Date along with the Actual Begin Date.
- Step 6: Click the Provider tab to select the guardian.
- Step 7: Click Find.

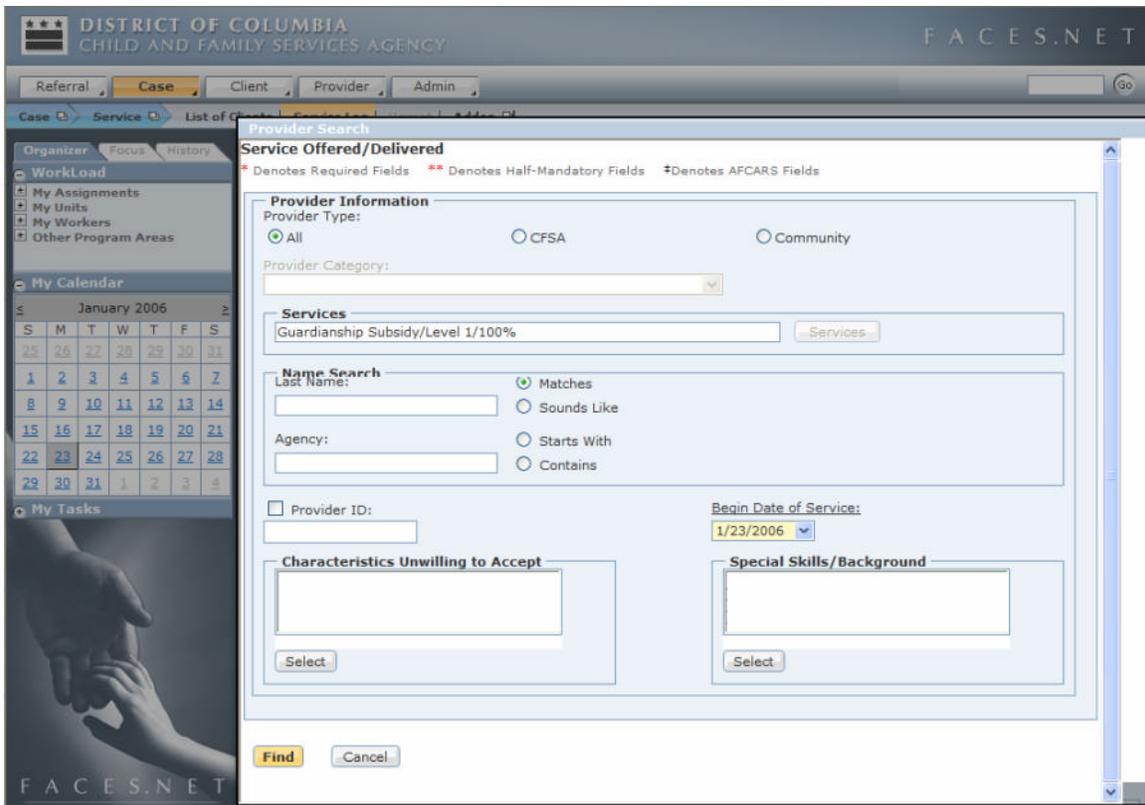


Figure 20.6

Step 8: Click Ok to select the guardian.

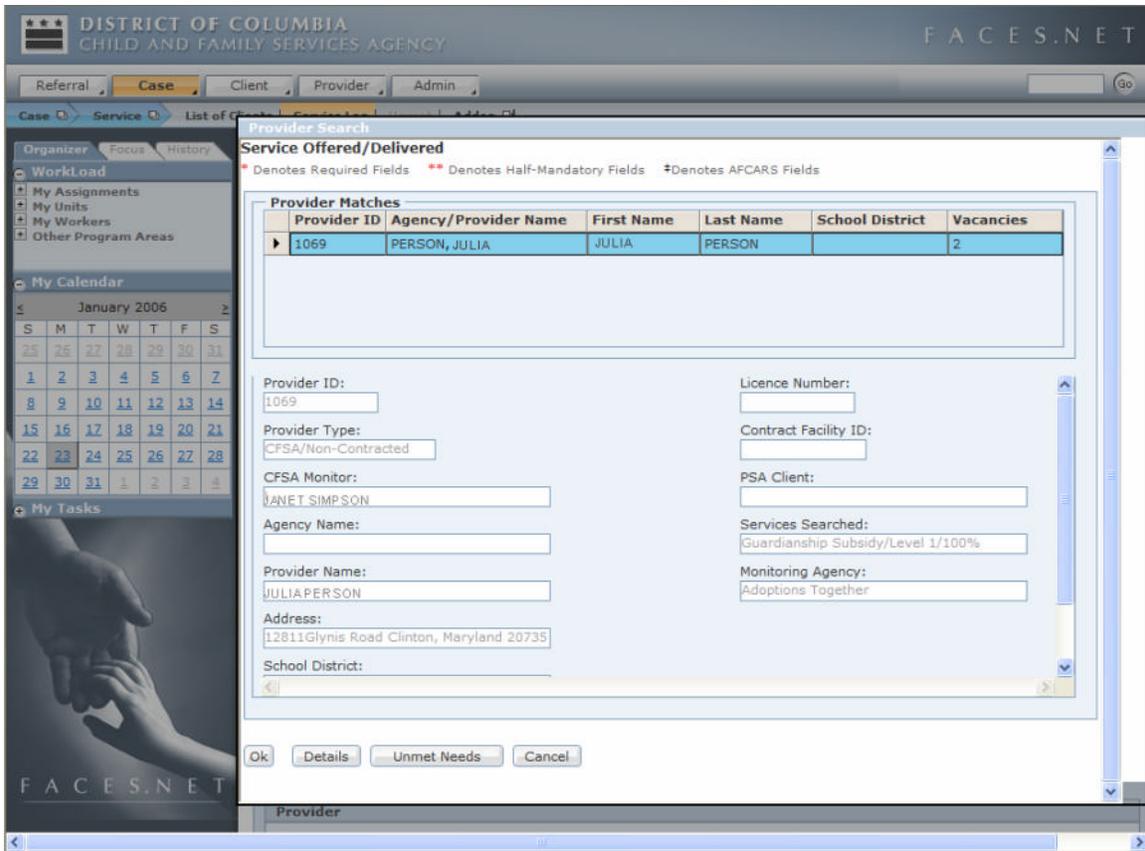


Figure 20.7

Step 9: Click the Approval button to request supervisory approval for the newly created Adoption Subsidy service.



Figure 20.8

Step 10: Click the Request check box and finally click Ok.

Notes

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SECTION 21: AFCARS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g AFCARS definition
- g AFCARS compliance



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Practice Overview

The Adoption and Foster Care Analysis and Reporting System (AFCARS) allows for the collection of case level information on children who are adopted under the auspices of CFSA.



FACES.NET Guide

In the previous section, we focused on adoption finalization. In this section we will review the screens used to verify AFCARS compliance in FACES.NET.

Role: You are an Adoption Unit worker.

Steps Include:

- Step 1: Place the cursor over Case then Search. Enter the new client's Case ID and click Search.
- Step 2: Click Show to put the case in focus.
- Step 3: Place the cursor over Case then Adoption and finally click AFCARS.
- Step 4: Review the Client Information tab, the Adoptive Parents tab and the Adoption Info tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case [Go]

Case Adoption List of Clients Adoption General Info Recruitment Adoptive Family Affidavit Adoption Subsidy Seal More

Organizer Focus History
WorkLoad
My Assignments
My Units
My Workers
Other Program Areas

My Calendar
January 2005
S M T W T F S
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

My Tasks

Adoption AFCARS - JACKSON

*Denotes required Fields #Denotes AFCARS Fields

Child Info Adoptive Parents Adoption Info

Name
LUKE LONDON

Client Number (Element #3)
845558

Case ID
192598

Disabilities
Diagnosed
 Yes
 No
 Not Yet Determined

Mental Retardation (Element #11)
 Visually/Hearing Impaired (Element #12)
 Physically Disabled (Element #13)
 Emotionally Disturbed (Element #14)
 Other Medical Condition (Element #15)

Demographics
Date of Birth (Element #5)
1/20/1993

Gender (Element #6)
Male

Race
Primary (Element #7)
Secondary (Element #7)

Hispanic/Latino Origin (Element #8)

Special Needs
Has the state determined that the child has special needs? (Element #9)
Yes

Primary basis for special needs (Element #10)
Receiving SSI

Missing information Cancel

Figure 21.1

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin Case [Go]

Case Adoption List of Clients Adoption General Info Recruitment Adoptive Family Affidavit Adoption Subsidy Seal More

Organizer Focus History
WorkLoad
My Assignments
My Units
My Workers
Other Program Areas

My Calendar
January 2005
S M T W T F S
25 26 27 28 29 30 31
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

My Tasks

Adoption AFCARS - JACKSON

*Denotes required Fields #Denotes AFCARS Fields

Child Info Adoptive Parents Adoption Info

Adoptive Family Structure (Element #22)

Relationship of Adoptive Family
 Step Parent (Element 29)
 Other Relative by Birth or Marriage (Element 30)
 Foster Parent (Element 31)
 Other Non-Relative (Element 32)

Adoptive Mother Information
Date of Birth (Element #23)
Hispanic (Element #26)
Race
Primary (Element #25)
Secondary (Element #25)

Adoptive Father Information
Date of Birth (Element #24)
Hispanic (Element #28)
Race
Primary (Element #27)
Secondary (Element #27)

Missing information Cancel

Figure 21.2

Step 5: Click the Missing Info button to view any out of compliance AFCARS information.

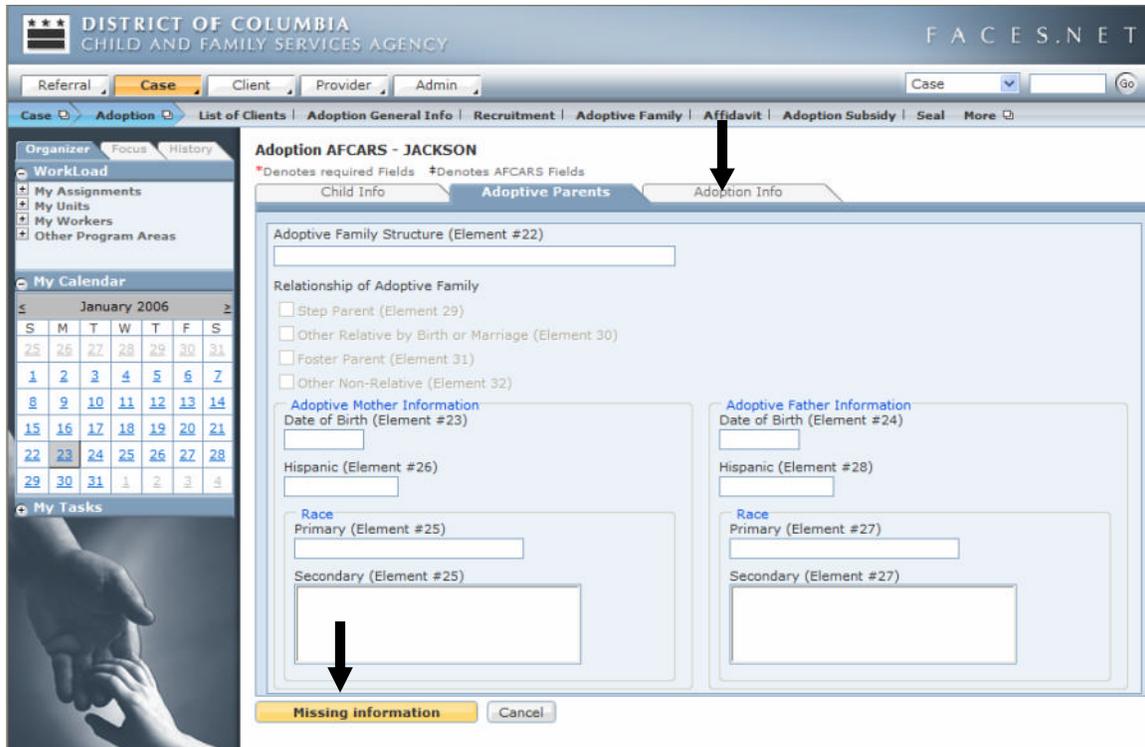


Figure 21.3

Step 7: Complete all missing AFCARS information in the appropriate screens.

Notes

SECTION 22: SUPPORT TOOLS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enroll in Training
- g Access the Help Functionalities in FACES.NET
- g Create and view FACES.NET Alerts
- g Access Reports and File Cabinet



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Practice Overview



FACES.NET Guide

Training

The Training Section will teach you how to use the various Training screens in FACES.NET. Most of the screens within training will be used only by the training unit; however, social workers will be able to enroll in classes and view workshop information. New workers must complete at least one FACES.NET training to gain security access to the training module. The training module also allows workers to enroll in courses at South Eastern University as well as FACES.NET courses. The schedule of FACES.NET training courses is available monthly from the FACES.NET office via email.

Access the Training screens through Admin – Training – Enroll in the drop down menu.

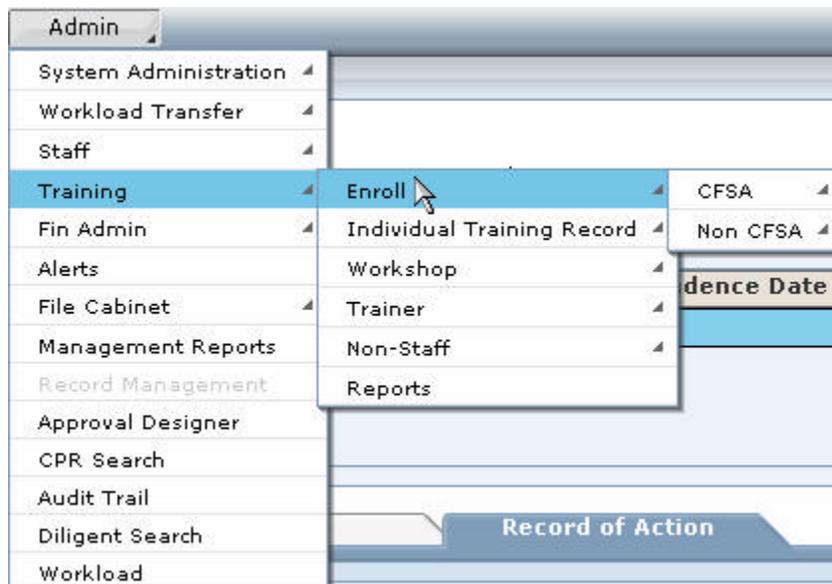


Figure 22.1

FACES.NET Scenario

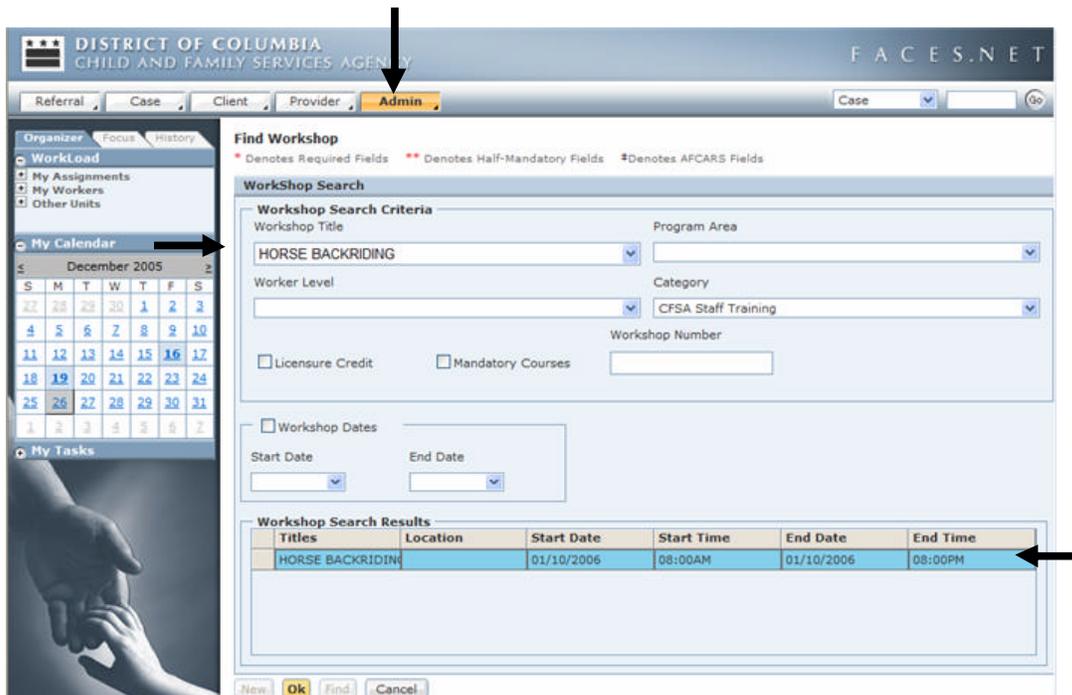
Role: You are an Adoption Unit worker who wants to enroll in the FACES.NET Overview training class.

Enrollment

The Enrollment screen is used to enroll individuals in training workshops. There are two types of workshops to enroll in, CFSA and non-CFSA. Either type of workshop requires a supervisory approval.

Steps Include:

- Step 1: Place the cursor over Admin, then Training, then Enroll, then CFSA, and finally click Find Workshop.
The Workshop search screen displays
- Step 2: Enter the workshop date range in the search criteria to specify the Start Date and the End Date.
- Step 3: Click the Find button to display the Workshop Search Results window.



The screenshot shows the 'Find Workshop' screen in the FACES.NET system. The 'Workshop Search Criteria' section includes a dropdown for 'Workshop Title' set to 'HORSE BACKRIDING', a 'Program Area' dropdown, a 'Worker Level' dropdown, and a 'Category' dropdown set to 'CFSA Staff Training'. There are checkboxes for 'Licensure Credit' and 'Mandatory Courses', and a 'Workshop Number' input field. Below this is a 'Workshop Dates' section with 'Start Date' and 'End Date' dropdowns. At the bottom, the 'Workshop Search Results' table is shown with one entry: 'HORSE BACKRIDING' at 'Location', starting on '01/10/2006' at '08:00AM' and ending on '01/10/2006' at '08:00PM'. A black arrow points to the 'End Time' cell in the table. Another black arrow points to the 'Admin' button in the top navigation bar.

Titles	Location	Start Date	Start Time	End Date	End Time
HORSE BACKRIDING		01/10/2006	08:00AM	01/10/2006	08:00PM

Figure 22.2

- Step 4: Enter the Workshop Title from the drop-down list.
- Step 5: Click the Find button to display the Workshop Search Results list in the inset grid.
- Step 6: Select the workshop from the inset grid.
- Step 7: Click the OK button.
- Step 8: Click the Save button to send the request for approval to the supervisor.

Viewing Workshops

The Workshop screens allow staff to view descriptions of available workshops and to enter evaluations for workshops attended. Access the Workshops screens through the Training lower level toolbar.

Find a Workshop

Steps Include:

- Step 1: Place the cursor over the Admin menu.
- Step 2: Click on the Training selection, then workshop and finally Search Workshop.
- Step 3: The Find Workshop screen will display.
- Step 4: Enter the search criteria for a workshop and click the Mandatory Courses checkbox or click the Workshop Dates checkbox and enter Start and End dates. Do not fill out all fields – only fill out those necessary to find the workshop.
- Step 5: Click the Find button to display the Workshops Search Results inset grid.
- Step 6: Highlight a workshop from the search results.
- Step 7: Click the OK button.
- Step 8: View the workshop.

View workshop information

Steps Include:

- Step 1: Click the Description button and view the detailed information on each tab, including the workshop description, title, type of training, category, and location information.
- Step 2: Click the Evals button. This is where a worker can complete an evaluation for a specific workshop.
- Step 3: Click the Eval Summ button. A worker can view the average results of all the evaluations submitted for the workshop in focus.



Note: Social workers do not have the security to view a list of individuals who are registered for a workshop.

Alerts

Alerts are built-in FACES.NET reminders of scheduled events. This helps you to remember case related tasks and appointments. Alerts are automatically or manually generated reminders to workers to complete a task by a certain date. This segment will allow you to view Alerts and determine their priority and create alerts for new upcoming tasks.



Figure 22.3

FACES.NET Scenario

As a social worker, you want to generate an Alert to remind you of an upcoming event.

Viewing Alerts

To view the Alerts associated with a particular case, you must have that case open in FACES.NET. In the following exercises, you will check existing alert status, create a new alert, and display the court calendar.

Accessing the Alert screen

- Step 1: To check the status of alerts in a case, first click the My Alerts link in the left pane which is located under My Tasks.
- Step 2: Search for the alert or enter the case/referral ID for the alerts for a specific case.

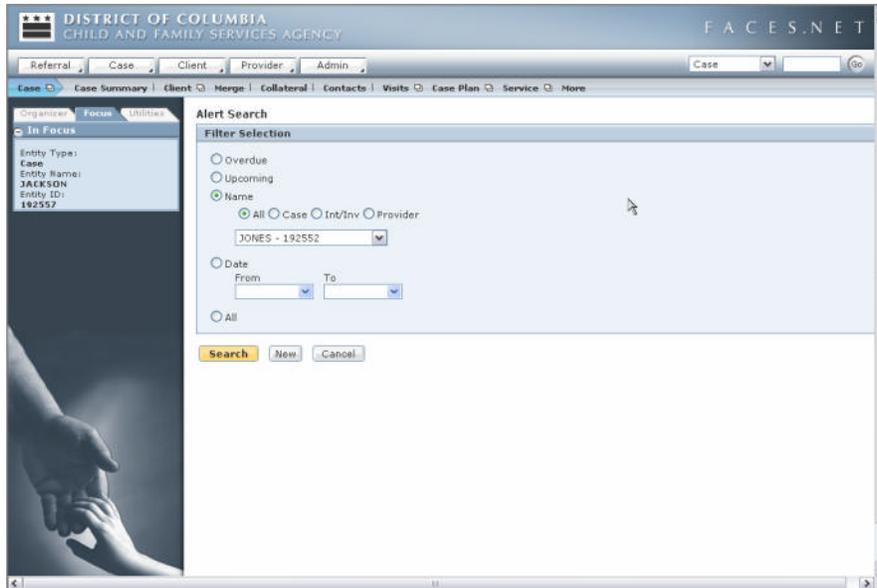


Figure 22.4

View Existing Alerts

Steps Include:

Step 1: To find out what alerts currently exist for the open case, first click the My Alerts button on the left pane

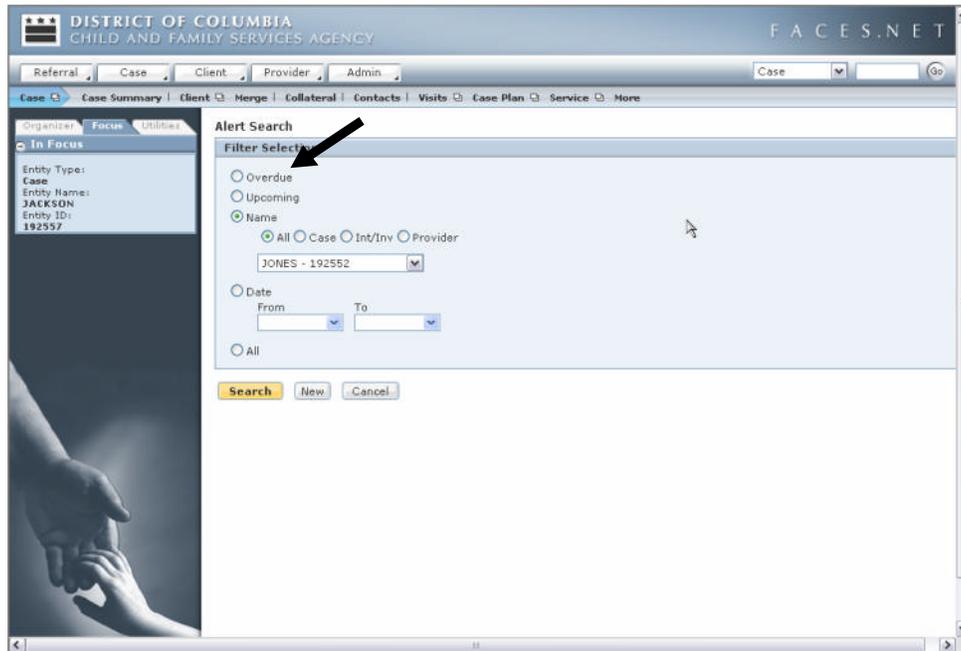


Figure 22.5

Step 2: Click the All radio button to display all alerts, or click the radio button corresponding to the desired filter criteria. Fill out the required fields to filter the displayed alerts. Click Search to start searching.

Step 3: The Alert Search screen displays all filtered alerts.

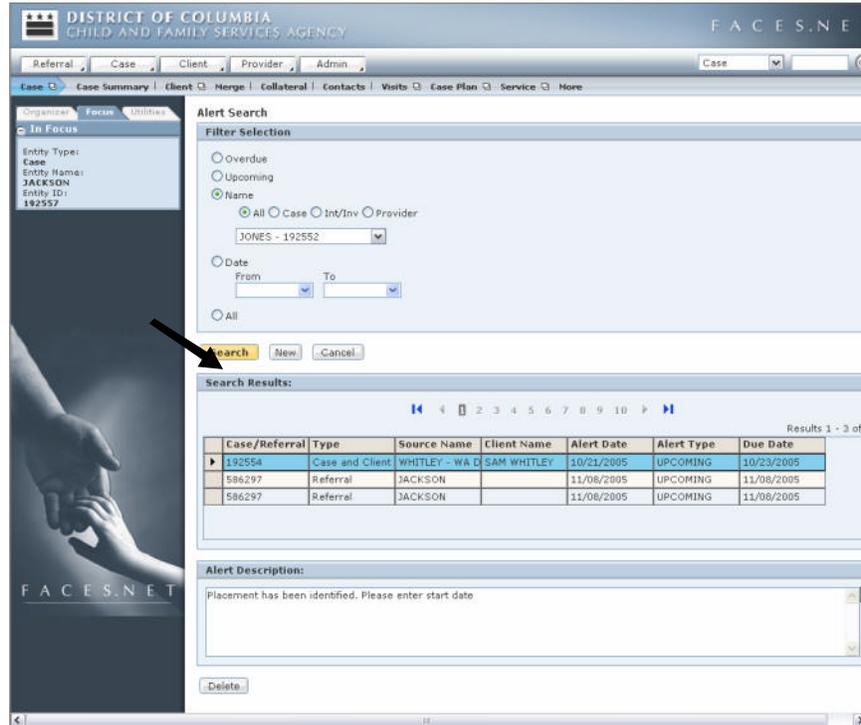


Figure 22.6

Create a New Alert

Alerts can also be created to remind you of any upcoming event in a case or other record in FACES.NET.

Steps Include:

- Step 1: Click the My Assignments from the left pane.
- Step 2: To create a new Alert, first click the New button on the Alert Search window.
- Step 3: Choose the radio button corresponding to the type of record the new Alert will be associated with. Then, choose the desired information in the Name, Client, and Due Date fields. Enter a description and click Save.

Notes:

- Due Date and Description are required fields.
- The Name automatically comes up. If that is not the name, then you use the drop down box and select the name you want.

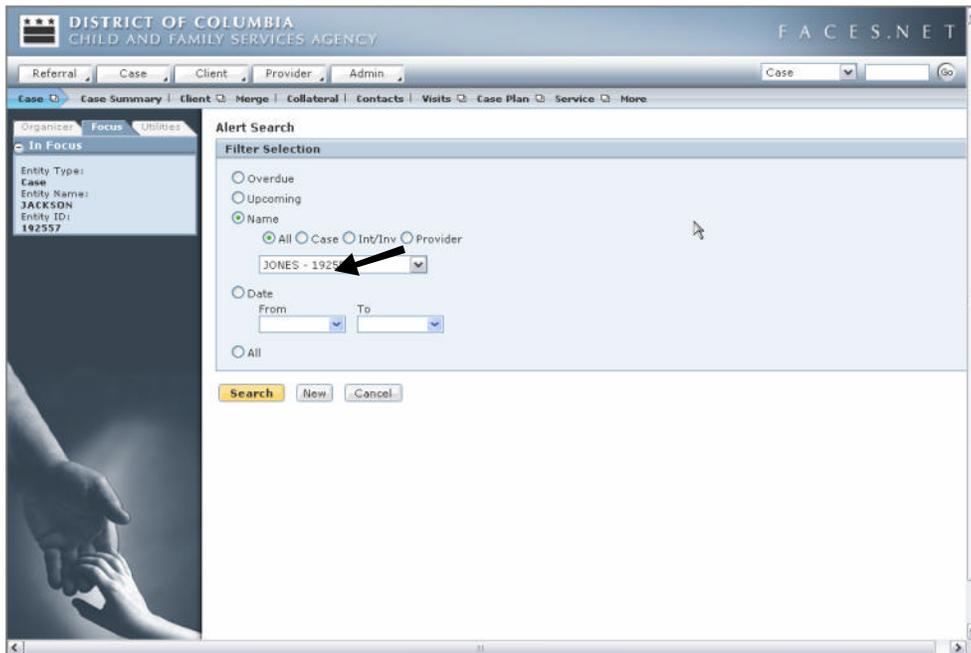


Figure 22.7

Reports and File Cabinet

This segment clarifies how to retrieve, view and print reports from FACES.NET. FACES.NET generates several types of reports: On-line, Dynamic Data Exchange (DDE) and Template. In addition, Management reports are generated from FACES.NET data.

In order for the information in the reports to be meaningful, information in the system must be accurate and up-to-date. It is the worker's responsibility to enter detailed, up-to-date, and complete information into the FACES.NET system. Most functions in FACES.NET, Intake/Investigation, Case, Provider/Directory, Training, and Personnel, involve entering data that can be summarized in reports.

The File Cabinet is a storage bin for documents that relate to FACES.NET case, referral, assessment, and resource or staff person. The File Cabinet can contain FACES.NET-generated documents as well as Microsoft Word documents. By linking documents electronically, all users who have access to the File Cabinet have access to documents that relate to cases, referrals, assessments, etc. without sending electronic copies or checking out the physical case file.

In this segment, you will learn how to navigate in the File Cabinet, to place files appropriately in the File Cabinet and to move files among File Cabinet folders. The File Cabinet is accessed through the File Cabinet button on the main level toolbar. However, it is necessary to begin by bringing cases into focus in order to access File Cabinets for a specific case.

In the Jackson case, we will view a contact report, listing all of the contacts made in the case, or how to use the file cabinet to store additional case notes, letters, or other documents relating to the case. In the example FACES.NET Scenario below, we will examine a copy of the Court Report.

On-line Reports

On-line reports are generated in FACES.NET and cannot be edited by workers. Staff should always “preview” an on-line report to review the report for accuracy before printing.

Steps Include:

Step 1: Open your Case.

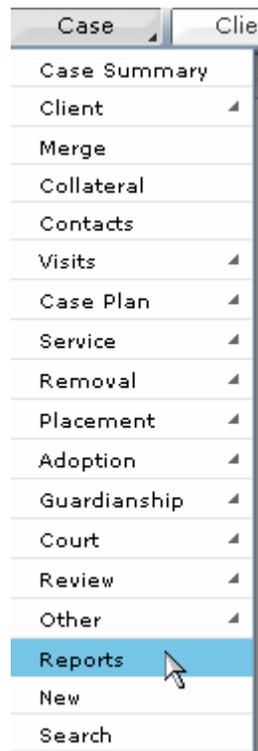


Figure 22.8

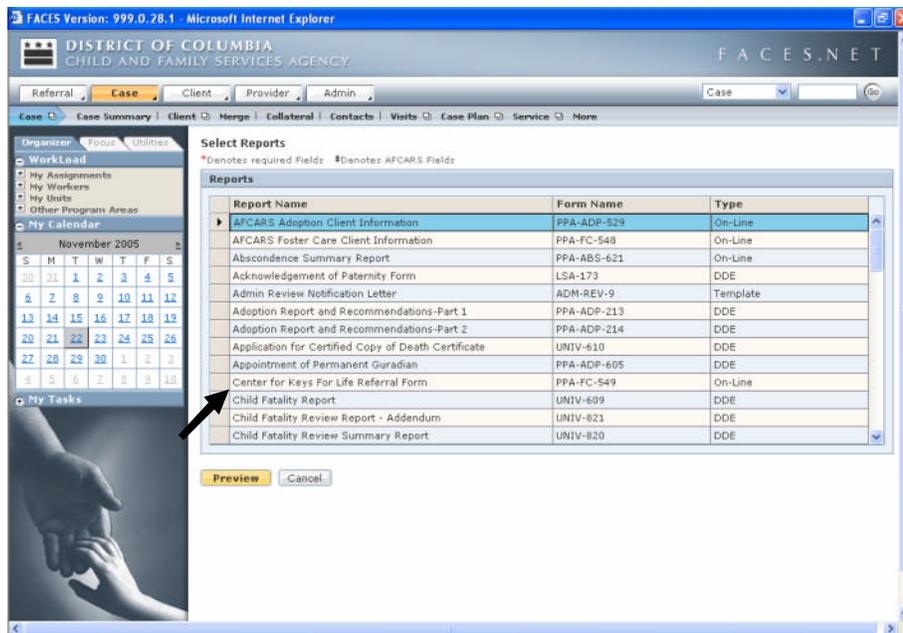


Figure 22.9

- Step 2: Click the Reports button.
- Step 3: Select the Contact On-line report. This report displays all contacts made between social workers and clients in the case that have been recorded in FACES.NET.
- Step 4: Click the Preview button to display a preview of the report.
- Step 5: Enter the date range, clients involved in the contact, staff members who performed the contact, or choose All.

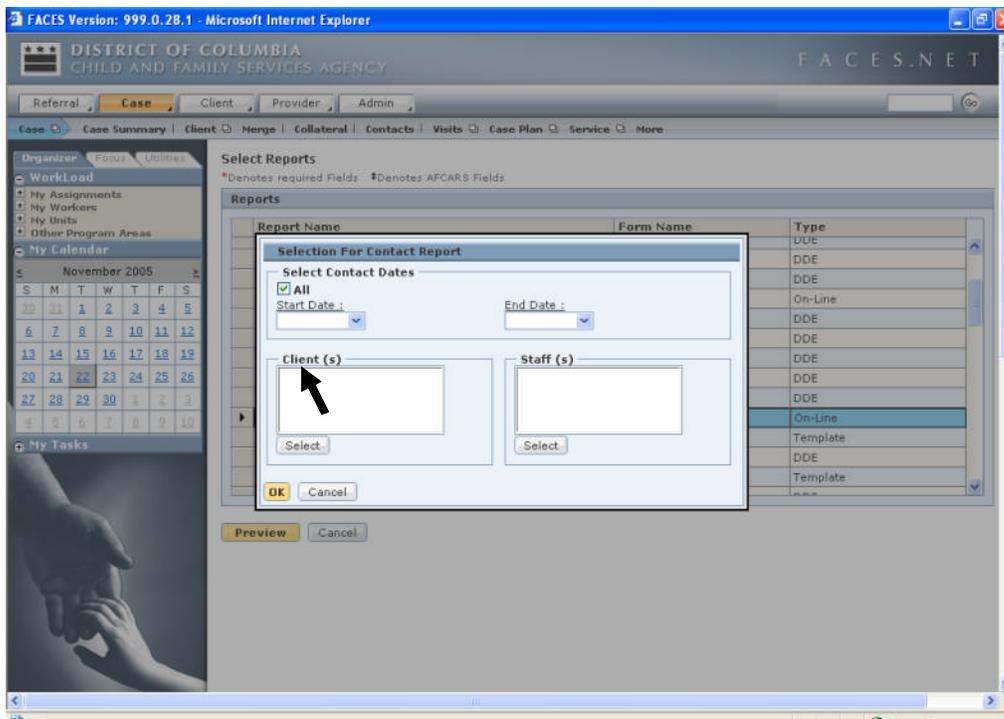


Figure 22.10

Step 6: Click OK.

Step 7: Review the report.



Note:

§ As you page through the report, you see information that you entered in FACES.NET. Please do not print the report at this time.

DDE Reports

Dynamic Date Exchange (DDE) Reports are generated in FACES.NET, but are reviewed, saved, and printed from Microsoft Word. The report can be edited in Word. However, only when the worker returns to FACES.NET and corrects the information on FACES.NET screens and re-generates the report is the report truly accurate. Examples of DDE reports include transfer summaries and ICPC requests. In the example below, we will view the Medical Assistance form 30-A.

Steps Include:

Step 1: Click on the Reports button from the drop down menu or Bread Crumbs.

Step 2: Highlight the Medical Assistance (FORM – 30A) report and click Preview.

Step 3: Select one or more clients from the list, and click Preview.

Step 4: The report will be exported to Microsoft Word. If the Microsoft Word window does not appear, click the Word icon on the taskbar to display the window.

Step 5: A copy of the report can be saved or printed. To save the report in Adobe Acrobat:

§ Click the File button.

§ Click Save As.

§ In the appropriate field on the Save As pop-up window, enter a meaningful file name.

§ Click OK.



Note:

§ Review the report for accuracy. CAUTION: Do not correct information just on the report. Correct inaccuracies in FACES.NET screens and re-run the report. Only then is the information on the report and in FACES.NET the same.

Template Reports

A Template Report is very different from the other two reports just viewed. These are not reports generated with FACES.NET information. Rather, they are forms available to print and complete as necessary.

Steps Include:

- Step 1: Click the Reports from the drop down menu.
- Step 2: Select a Template report (choose Unusual Incident report).
- Step 3: Click the Preview button to display a preview of the report.
- Step 4: Wait until the report is completely generated.
- Step 5: The report will be exported to Microsoft Word. If the Microsoft Word window does not appear, click the Word icon on the taskbar to display the window.
- Step 6: Save the report in Microsoft Word.



Note:

- § After saving the report in Word, you are able to retrieve it again to review or print the report. You can also enter information directly into the Template report. You can save the completed Template (form) so that you can place it into the Case's File Cabinet. Please do not print the report at this time.

Management Reports

Management reports allow supervisors, program managers and now social workers to track various statistics and measures of case management performance. For example, a management report can be generated that tracks which cases have current case plans. Management Reports are accessed through an icon on the Bread Crumbs tool bar that will only appear if you have the appropriate security level. Management reports are now available for social workers via the Internet. They are non-modifiable but may be printed.

The most common Adoption reports include:

- ADP012MS - Timeliness of Legal Action Initiated to Free Children with Goal of Adoption as of...
- ADP018AS - Foster Care and Independent Finalized Adoptions for Current Fiscal Year to Date as of
- AFC005MS - AFCARS - Adoptions ACF Compliance Data for Case Management
- AFC006MS - AFCARS (AD_AFCARS_RUN) - Adoptions Missing Data.
- OR007MS - Goal of Adoption for More Than 30 Days - No Legal Activity Initiated to Free the Child for Adoption - Corrective

Step 1: Place the cursor over Admin, then click Report Management.

Step 2: Select the report category.

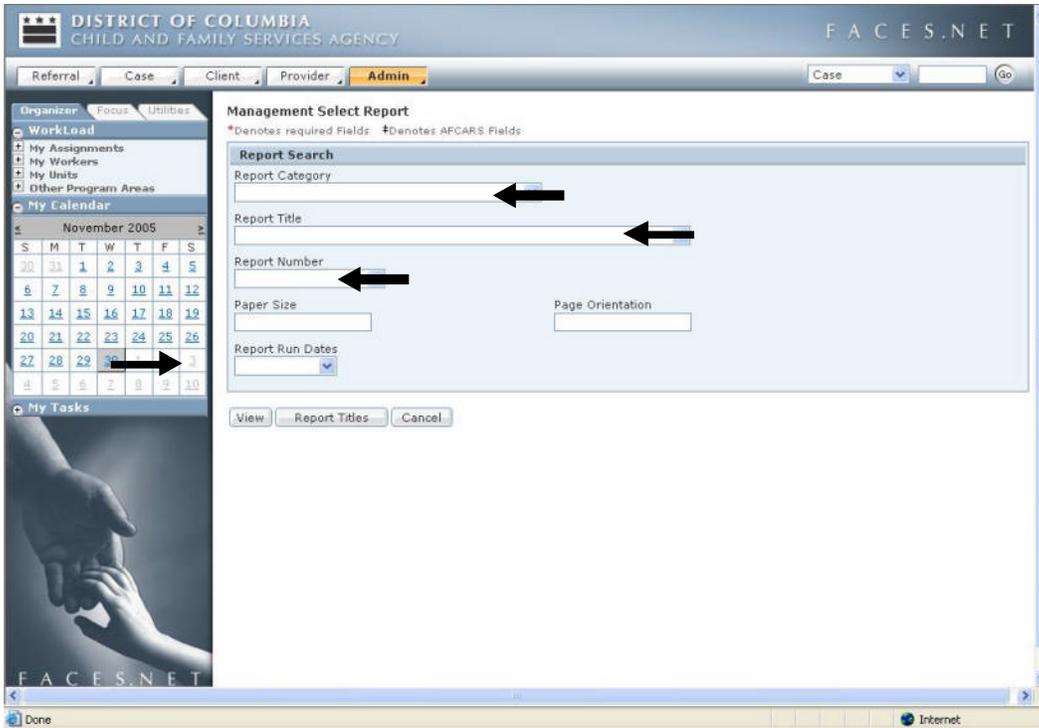


Figure 22.11

- Step 3: Select the Report Title.
- Step 4: Select the Report Run Date.
- Step 5: Click View.

File Cabinet

There is also a file cabinet that stores reports that are not to be amended. For example, transfer summaries are automatically stored in this file cabinet upon approval.

Steps Include:

Step 1: Place the cursor over Admin, then File Cabinet, and finally click File Cabinet.

Step 2: File Cabinet is setup in a tree formatted layout. Click on the plus signs to the left of the folders to navigate to a particular document.

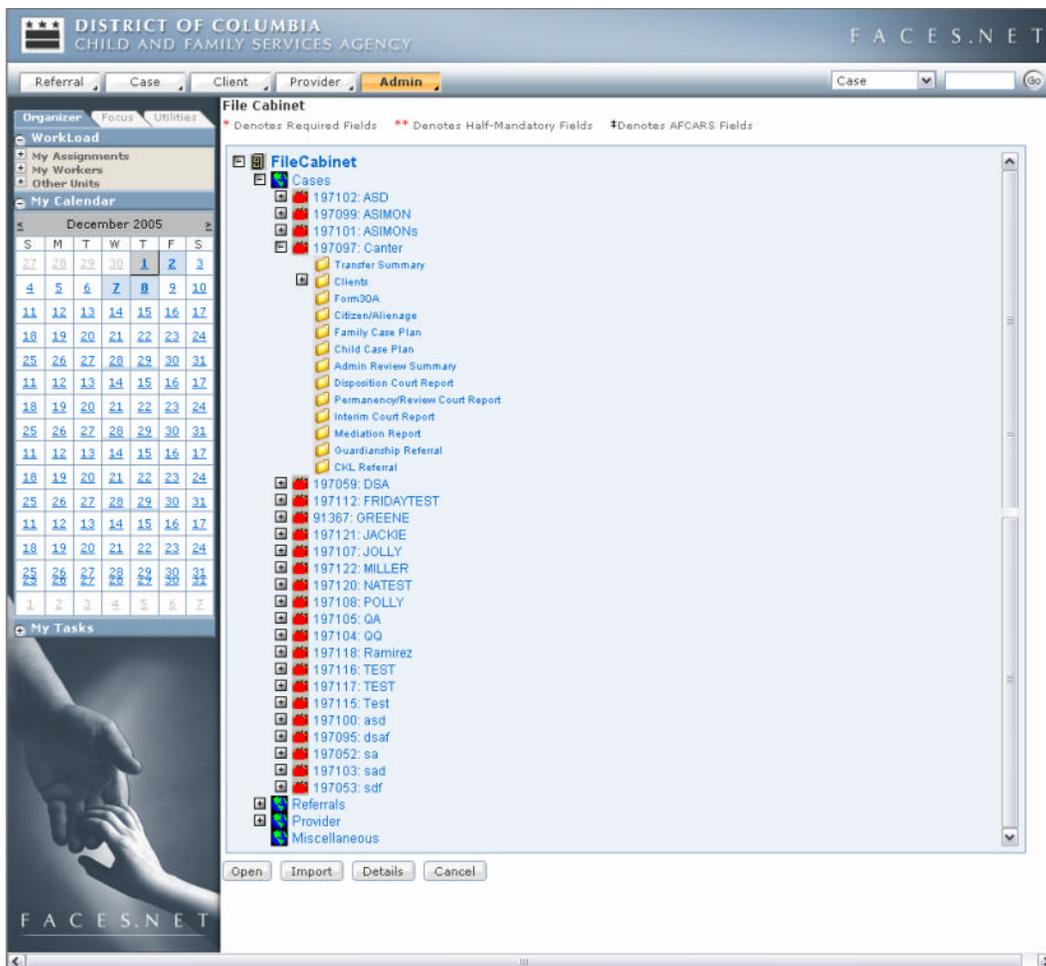


Figure 22.12

Step 3: Highlight the document and click Open.



Notes:

- The Open command button opens the document that is highlighted.
- The Import command button imports documents from your hard drive.
- The Details command button shows who imported the document and when.
- The plus signs on the left expand the topic. The minus signs on the left condense the topic.

Notes

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SECTION 23: APPENDIX



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Glossary of Terms

This Glossary of Terms contains basic information pertaining to the laws, regulations and practice principles which guide the operation of the Child and Family Services Agency (CFSA) of the District of Columbia.

The primary sources for materials in the Glossary are:

1. D.C. and federal law and regulation including definitions in use in the Adoption and Foster Care Analysis and Reporting System (AFCARS);
2. Program Instruction ACYF-PI-CB-96-01 entitled Amendments; Public Law 103-432;
3. Definitions established under the federal National Child Abuse and Neglect Data System (NCANDS);
4. CFSA staff experienced in child welfare practice; and
5. The LaShawn Revised Implementation Plan, August 1, 1994.

Abandoned Child: A child who is neglected in that:

1. the child is a foundling whose parents have made no effort to maintain a parental relationship with the child and reasonable efforts have been made to identify the child and to locate the parents for a period of at least 4 weeks since the child was found;
2. the child's parent gave a false identity at the time of the child's birth, since then has made no effort to maintain a parental relationship with the child and reasonable efforts have been made to locate the parent for a period of at least 4 weeks since his or her disappearance;
3. the child's parent, guardian or custodian is known but has abandoned the child in that he or she has made no reasonable effort to maintain a parental relationship with the child for a period of at least 4 months; or
4. the child has resided in a D.C. hospital for at least 10 calendar days following birth of the child, despite a medical determination that the child was ready for discharge from the hospital, and the parent, guardian or custodian of the child did not undertake any action or make any effort to maintain a parental, guardianship, or custodial relationship or contact with the child. (D.C. Code § 16-2316(d)).

Abandonment: when a child is left alone or with others and the child's caretaker did not return or make his or her whereabouts known. (AFCARS, 45 CFR § 1355 App. A).

Abuse: When a parent, guardian or custodian inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon a child, including excessive corporal punishment, an act of sexual abuse, molestation or exploitation, or an injury that results from exposure to drug-related activity in the child's home environment. (D.C. Code § 16-2301 (23)).

Active: Status of a case in which an investigation is being conducted or services are being provided by Child and Family Services Agency (CFSA) and/or a contractual agency. See also, open

Adjudication: See fact-finding hearing

Administrative Review: One of two types of periodic review that meet federal requirements pertaining to cases of children in foster care. The system of case reviews established by P.L. 96- 272 is intended to: 1) assure that the child has a case plan which meets federal requirements; 2) review the status of the child; and 3) assure that certain procedural safeguards are applied in the case with respect to the legal rights of the child and the parents. Federal law requires that an administrative review be open to the participation of the parents of the child and conducted by a panel of appropriate persons at least one of whom is not responsible for the case management of, or the delivery of services to, either the child or the parents who are the subject of the review. See also, periodic review and P.L. 96-272. (P.L. 96-272, the "Adoption Assistance and Child Welfare Act of 1980" section 475(5)(B)).

Adoption: The method provided by State law which establishes the legal relationship of parent and child between persons who are not so related by birth, with the same mutual rights and obligations that exist between children and their birth parents. This relationship can only be termed "adoption" after the legal process is complete. (AFCARS, 45 CFR § 1355 App. A).

Adoption Assistance: a program established by Title IV-E of the Social Security Act ("Title IV-E") and which provides resources for the placement of children, with special needs, in adoptive homes.

Adoption Assistance Agreement: a written document which states the understanding between a child's adoptive parents and CFSA regarding the funding that will be paid to the adopters to meet the child's special needs.

Adoption Decree: Under D.C. law, a final or interlocutory (interim) decree granted when the Court finds that the prospective adoptee is suitable for adoption, the adoptive parent(s) can provide for the adoptee and that the adoption will be in the best interests of the prospective adoptee. A final decree may not be granted until the prospective adoptee has lived with the prospective adoptive parent for at least 6 months. (D.C. Code § 16-309).

Adoption Finalization: The finalizing of the adoption process with the final adoption court decree.

Adoption Plan: The plan for recruiting and matching an adoptive family with the child to be adopted.

Adoption Services: Services or activities provided to assist in bringing about the adoption of a child. (AFCARS, 45 CFR § 1355 App. A).

Adoption Social Worker: Social worker who provides for the services needs of the adoptee and the adoptive family to assist in bringing about the adoption of a child. The adoption social worker is the case manager following placement.

Adoption Subsidy: Payments made on a short- or long- term basis pursuant to an agreement between D.C. and an adoptive family concluded prior to an adoption. The payments are made on behalf of a child with special needs when it appears that adoption could not take place without financial aid. Eligibility for a subsidy pertains to the child and continues until the child reaches 18 years of age, with reviews of continuing need annually. Subsidized adoptions may be funded under Title IV-E of the Social Security Act, by D.C. or through other public or private resources. (D.C. Code § 3-115) .See also, special needs.

Adoptive Home (Pre-finalization): The District of Columbia, in its regulations, includes families waiting to adopt when it defines an adoptive family as "a household, which has been approved by a child-placing agency to accept a child for adoption, which may be awaiting placement of a child or may have a child in the home" (29 DCMR § 1645.1). Federal law, on the other hand, distinguishes families waiting to adopt from those who have adopted a child by defining the former as "pre-adoptive" homes and the latter as "adoptive" homes (AFCARS, 45 CFR 1355, Apps. A and B) .See Pre-Adoptive Home.

Adoptive Home: A home in which a child is living following finalization of Court adoption proceedings which make the child legally a member of the family residing in the household. The family may not be receiving an adoption subsidy on behalf of the child.

Adoptive Parent: A person with the legal relation of parent to a child not related by birth, with the same mutual rights and obligations that exist between children and their birth parents. (AFCARS, 45 CFR § 1355 App. A) .In Defining "adoptive parent", D.C. regulations include not only an individual "who has adopted a child", but also "a single or married person with whom a child has been placed for adoption" (29 DCMR 1645.1). Under D.C. law, "the term 'adoptive family' includes single persons". (D.C. Code § 3-115).

AFCARS: The Adoption and Foster Care -Analysis and Reporting System established under a federal mandate to provide for effective tracking, managing and reporting of information pertaining to children and families served by public foster care and adoption agencies in the United States. (In general, 45 CFR §§ 1355.40, 1355.53 and 1355 App. A-E).

AFCARS ID: This is the Record Number field value used in the AFCARS data submission or the value which would be assigned.

AFDC Relatedness: With the passage of TANF, the Title IV-E financial eligibility criteria was established as the former Aid to Families with Dependent Children (AFDC) financial eligibility criteria in place as of 7/14/96.

Affidavit of paternity: a document where a birth mother identifies who the birth father of the named child is, their last contact with the birth father and his last known whereabouts. This form need to be notarized.

Aftercare: A brief (typically, 90 days) period of time immediately following a child's return to his or her own home from out-of-home care during which services are provided to the child and family to promote reintegration.

Agency: District of Columbia, Child and Family Services Agency.

Aid to Families with Dependent Children (AFDC): A program, also known as welfare, established under Title IV-A of the Social Security Act to provide financial support for poor children and their families. An individual who cares for a closely related child who is conditionally released from shelter care, committed to the Agency, or in the home as the result of a third-party placement may apply to the Income Maintenance Administration (IMA) to receive AFDC benefits and Medical Assistance (MA) for the child. AFDC and MA benefits may continue after the relative has assumed guardianship of the child.

Alcohol: Alcohol is the most commonly used and widely abused drug in the country. It is found in beers, wines and hard liquors.

Allegation: See report.

Alleged Victim: A child about whom a report regarding maltreatment has been made to a CPS agency.

American Indian or Alaska Native: Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Annual Goal: Statement describing the anticipated growth of a student's skill and knowledge written into a student's yearly Individualized Education Program.

Anonymous Report Source: An individual who reports a suspected incident of child maltreatment without identifying himself or herself.

Annual Review: A meeting held at least once a year to look at, talk about, and study a student's Individualized Education Program (IEP). The purpose of the review is to make decisions about changes in the IEP, review the placement, and develop a new IEP for the year ahead.

Applicant: The person applying for a criminal records check or a person seeking application as a foster parent with the Child and Family Services Agency.

ARP: Adoption Resource Program.

Asian: Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Assessment: Review of the facts by workers and social workers to determine the appropriateness of a foster parent or foster home.

Assessment/Investigation: A process by which CFSA is to gather sufficient information to determine the following:

1. if child maltreatment occurred;
2. if there is a risk of future maltreatment and the level of that risk;
3. if the child is safe in the home, and if not, what interventions will ensure the child's protection and maintain the family unit if at all possible; and
4. if continuing agency or community services are needed to reduce the risk of maltreatment occurring in the future.

Assistive Technology: Any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of children with disabilities; e.g., augmentative communication boards, computer input devices, special switches.

At-Risk: Condition whereby a child is, by virtue of his or her vulnerability, in danger or jeopardy of abuse or neglect.

Background Conference: a meeting where all parties involved with the child(ren) are invited to share information collectively. This conference is for the benefit of all parties to ensure that everyone is working from the same framework. This information is shared to assist the foster parent(s)/pre-adoptive parents in making an informed decision to adopt the child(ren).

Backlog: See [Intake Backlog](#).

Basic Services: the level of out-of-home care provided to children who need routine attention, require the professional intervention no more than once a week, and have a good prognosis for adaptive functioning. A child in this care level does not need intensive supervision or technical skills from his/her caregiver. Further, these children have no major mental health/emotional problems or medical needs.

Behavior Problem-Child: Behavior in the school or community that adversely affects socialization, learning, growth, and moral development. May include adjudicated or non-adjudicated behavior problems. Includes running away from home or a placement.

Biological Parent: The birth mother or father of the child rather than the adoptive or foster parent or the stepparent.

Black or African-American: Having origins in any of the black racial groups of Africa.

Birth Parents: The natural parent of the child(ren).

Board and Child Care Rate: is a rate paid for the care required by a child who is placed in foster care from a neglecting and/or abusing family. The board rate is based on the service needs of the child; therefore, the general policy is that a foster parent will be expected to provide transportation for medical or therapeutic appointments up to one per week within a normal board rate. There are four categories of board rates as follows:

1. Normal Rate
2. Special Board Rate
3. Handicapped Board Rate
4. Multiple-Handicapped Rate

Boarder Baby: Under D.C. law, a child who has resided in a hospital in D.C. for at least 10 calendar days following the birth of the child, despite a medical determination that the child is ready for discharge from the hospital, and the parent, guardian or custodian of the child has not taken any action or made any effort to maintain a parental, guardianship or custodial relationship or contact with the child. (D.C. Code § 16-2301 (9) (G)).

Business Day: Monday through Friday, excluding legal holidays.

Caretaker: Under D.C. law, an adult person in whose care a minor has been entrusted by written authorization of the child's parent, guardian or legal custodian. (D.C. Code § 16-2301 (27)).

Case: A documented instance of Agency activity or series of activities undertaken on behalf of a parent, family or individual child occurring in response to a report of abuse or neglect, a relinquishment or a request for voluntary care. Agency activities undertaken on behalf of a parent or family may include an investigation (generally at intake), family preservation services, child protective services, foster care services or adoption services. Agency activities undertaken on behalf of an individual child may include foster care services or adoption services. See also, child's case and family case.

Caseload: The total number of family and/or child cases serviced by a social worker.

Case Management: Case Management is the coordination of the multiplicity of services required by a child abuse and neglect client. Some of these services may be purchased from an agency other than the mandated agency. In general, the role of the case manager is not primarily the provision of direct services but the monitoring of those services to assure that they are relevant to the client, delivered in a useful way, and appropriately used by the client. To do this, a case manager assumes the following responsibilities:

1. ascertains that all mandated reports have been properly filed;
2. informs all professionals involved with the family that reports of suspected child abuse or neglect have been made;
3. keeps all involved social workers apprised of new information;
4. calls and chairs the initial and ongoing case conferences for assessment, disposition and treatment plans;

5. coordinates interagency follow-up; and
6. calls further case conferences as needed.

Case Management Services: Services or activities for the arrangement, coordination and monitoring of services to meet the needs of children and their families. (AFCARS, 45 CFR § 1355 App. A).

Case Plan: A written document that serves to guide the provision of services to a family and/or to a specific child. The case plan, developed with members of the family and/or the child, clearly identifies goals and objectives to be achieved and spells out tasks to be performed by the worker, adult family members and/or child. Time frames for completion of tasks must be included in a case plan, which is signed by those directly involved as well as by a CFSA or Consortium agency supervisor responsible for approving the plan. For the case plan of a child in foster care, P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" requires at least:

1. a description of the type of home or institution in which the child is, or will be, placed;
2. a discussion of the appropriateness of the child's placement;
3. a discussion of how the Agency plans to carry out the court's determination that continuation in the home would be contrary to the child's welfare and that, where not precluded, reasonable efforts have been made to prevent removal of the child from the home and/or to facilitate the return of the child to the home;
4. a plan for assuring that the child receives proper care and that services are provided to the parents, child and foster parents in order to improve the conditions in the parents' home, facilitate the return of the child to his own home or to a permanent placement and for addressing the needs of the child while in foster care, including a discussion of the appropriateness of the services that have been provided to the child under the plan.

P.L. 96-272 also requires that each foster child's case plan be "designed to achieve placement in the least restrictive (most family like) and most appropriate setting available and in close proximity to the parents' home consistent with the best interest: and special needs of the child." Furthermore, the case plan of any child placed in a foster family home or child-care institution a substantial distance from the home of the parents, or in a different State, must "set forth the reasons why the placement is in the best interests of the child".

In addition to addressing the issue of distance from the home of the parents in the child's case plan, when a child is placed outside of the State in which the child's parents are located, an Agency social worker or a social worker from the State where the child is placed must visit at least every 12 months. A report on the visit must be submitted to the State agency where the parents reside. (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(1) and (5) (A)).

Case Record: The physical folder in which case information is maintained and electronic data pertaining to individuals in reference to the case, including information in the Child Protection Register (CPR). D.C. regulations pertaining to child- placing agencies define "record" as "the individual file(s) kept by an agency concerning a child who has been

accepted for care or adoptive placement, the child's family, adoptive applicant or family, foster family and agency employees" (29 DCMR 1645.1).

CFSA: District of Columbia, Child and Family Services Agency.

CFSA Temporary Hold: a means of placing a child in the temporary custody of CFSA when a child has been left alone or with inadequate supervision, this is the means by which a social worker may place the child in the temporary care of CFSA. A neglect petition must be filed within five (5) days, if the parent has not claimed the child. The social worker is to notify the Office of the Attorney General immediately upon placing this child in this temporary hold status, so that the process of drafting the petition can begin.

Change in Placement: Any change in the placement of a child who is in the legal/physical custody of the Child and Family Services Agency is considered to be a formal change in placement. This term refers specifically to situations in which the child's removal from the home is not immediately necessary. Such placements should occur, whenever possible, with the involvement of the parent, as a part of the overall service agreement and case planning process for the family. A change of placement should be made only after a home evaluation and assessment of the potential kinship caregiver has been completed.

Child: The D.C. statute pertaining to children who come before the court defines "child" as a person under 18 years of age except for the purposes of criminal justice cases in which those 16 or over are charged with certain crimes and/or offenses). (D.C. Code § 16-2301(3)). The federal AFCARS definition of the term "child" includes both a person under 18 years of age and also a person under 21 years of age considered under State law to be a minor (AFCARS, 45 CFR § 1355 App. A) .A minor under applicable D.C. law is a person 21 years of age or younger. See also, minor.

Child Abuse and Neglect Prevention Children's Trust Fund: A prevention program in the District of Columbia, including a community-based program, that focuses on child abuse and neglect, public awareness and issues including prenatal care, parental bonding, child development, basic child care, care of children with special needs or coping with family stress.

Under this program, child abuse is defined as "harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through the intentional infliction of physical or emotional injury or an act of sexual abuse which includes a violation of any provision of the Prevention of Child Abuse and Neglect Act of 1977 (D.C. Law 2-22) ". Child neglect is defined as "harm to a child's health or welfare, which occurs through the failure to provide adequate food, clothing, shelter, education, or medical care".

The Child Abuse and Neglect Prevention Children's Trust Fund program provides counseling, support groups and early identification services for at-risk parents and children and supports prevention programs in the D.C. public schools. (D.C. Code § 6-2131).

Child Age At Report: Age, calculated in years, as of the date of the report of alleged maltreatment.

Child Custodian: means a person or agency, other than a parent or legal guardian, to whom the legal custody of a child has been granted by the order of a court or who is acting loco parentis.

Child Date of Birth: The month, day and year of the child's birth.

Child Daycare Provider: A person with a temporary caregiver responsibility for the child who is not related to the child, such as a daycare center staff member, a family daycare provider, or a baby-sitter. Does not include persons with legal custody or guardianship of the child.

Child Demographics: Statistical characteristics of the child, such as age and race.

Child Ethnicity: See Hispanic or Latino.

Child Fatality Review: A formal review by an interdisciplinary, interagency committee of any child fatality known to CFSA with the past ten years.

Child File: The data file submitted to NCANDS on a periodic basis that contains detailed case data about children who are the subject of an investigation or assessment.

Child ID: See Child Identifier.

Child Identifier: A unique identification assigned to each child. This identification is not the State child identification but is an encrypted identification assigned by the State for the purposes of the NCANDS data collection.

Child Maltreatment: Harm or risk of harm to a child's physical or mental health or welfare. As defined, provides a basis for State intervention on behalf of the child.

Child-Placing Agency: Under D.C. law, any person, firm, corporation, association, or public agency that receives or accepts children under 16 years of age and places or offers to place them for temporary or permanent care in a family home other than that of a relative within the third degree of kinship. (29 DCMR 1645.1)

Child Protection Register (CPR): A confidential index of case information concerning reports of abused and neglected children maintained by the Agency. (D.C. Code § 6-2111).

Child Protection Register Clearance: Means obtaining a clearance from the Agency's Child Protection Register, which is a confidential index of case information concerning reports/referrals of, abused and neglected children. The Child Protection Register is maintained by the Intake Administration, and clearances can only be obtained by submitting a request from an agency employee who is authorized to obtain such information.

Child Protective Services (CPS): An official agency of a State having the responsibility for child protective services and activities.

Child Protective Services (CPS) Supervisor: The supervisor of the social worker assigned to a report of child maltreatment at the time of the report disposition.

Child Protective Services (CPS) Worker: The worker assigned to a report of child maltreatment at the time of the report disposition.

Child Protective Services (CPS) Workforce: The CPS supervisors and workers assigned to handle a child maltreatment report. May include other administrative staff as defined by the State Agency table of organization.

Child Record: A case-level record in the Child File containing the data associated with one child in one given report.

Child Risk Factor: A child's characteristic, disability, problem, or environment, which would tend to increase the risk of his becoming a maltreatment victim.

Child Sex: The gender of the child.

Child-Specific Recruitment: is the practice of finding a foster or adoptive family for a particular child, as opposed to recruiting families in general and later matching the family and child. This approach focuses on individual waiting children, both to attract specific families as placement resources, and to provide more detailed and specific insights about the types of children needing placement.

Child Victim: A child for whom an incident of abuse or neglect has been substantiated or indicated by an investigation or assessment. A State may include children with alternative dispositions as victims.

Client: A person requesting or receiving services.

Closed: Status of a case when:

1. an investigation or delivery of services has been completed;
2. CFSA and/or a contractual agency have terminated contact with a client or family; and
3. appropriate closing paperwork has been prepared and processed.

Cocaine: Cocaine is a white powder that is derived from the south American coca plant Crack is a chemically altered smokeable form of cocaine in the form of pellets or crystalline rocks.

Collaboratives: The Collaboratives in the District of Columbia are comprised of non-profit service providers, schools, faith communities, civic and resident associations, community leaders and neighborhood residents. These individuals and organizations have come together in each neighborhood to form a coordinated network of services and supports for

children and families. CFSA staff work in partnership with the Collaboratives and other community partners to provide a wide range of community-based services designed to insure the safety of children and their families to include short-term and long-term case management. The CFSA Ferebee Hope Community Service Center and the Collaboratives offer an array of supportive services to children and their families within their own communities. Such services can include mentoring, tutoring, educational/job training, housing assistance, advocacy and legal assistance and emergency funds.

Commitment: is a legal status based on a court order following an adjudication of neglect, which places a child into the ongoing custody of CFSA. The commitment orders are for a term not to exceed two (2) years.

Committed Child: A child adjudicated neglected and placed by, the Court in the legal custody or under the guardianship of the Agency. Under D.C. law, a child who is adjudicated neglected may be either an abused and/or a neglected child.

Community-Based Group Homes: are facilities that house up to (8) children or youth in a community setting. They offer the full range of community resource, including employment, health care, educational, and recreational opportunities. They are staffed on a rotating shift basis by live-in house persons, a teaching family, or some combination of the two. No child under age twelve (12) shall be placed in a group care setting, unless the child has special treatment needs that cannot be met in a home-like setting and the selected group home has a program to treat the child's specific needs. Adolescent mothers are an example of this category.

Community-Based Services: An approach to service delivery which seeks to create partnerships among public and private child and family serving agencies, clients, neighborhood groups and local institutions for the provision of culturally appropriate services within communities.

Complaint: See [report](#).

Concurrent Case: A process that promotes the child's health and safety by developing family reunification plans and assessing the availability of extended family resources while simultaneously assessing and facilitating the identification of the family who will commit to the child's legal permanency.

Conditional Release: Court-ordered diversion or release of a child from shelter care pending a fact finding or dispositional hearing when a judge determines that the child may be adequately safeguarded by placement with a parent, relative or other person or agency able to provide supervision or care for the child. The judge may impose upon the placement whatever conditions he or she considers necessary to protect the child from harm and to ensure the child's appearance at the fact-finding hearing. (D.C. Code § 16-2312 (d)).

Confidential Information: Information acquired by a CFSA or contract agency staff member pertaining to a child reported or found to be abused or neglected, the child's family or other individuals associated with the case. Confidential information may be disclosed only for purposes relating to investigating abuse or neglect or obtaining services for the child or

family (D.C. Code § 6-2126). Unauthorized disclosure of confidential information is a misdemeanor with a fine not to exceed \$1000. (D.C. Code § 6-2127).

Consent to Adoption: A written statement agreeing to a proposed adoption of a child. A consent to the specific adoption of the child must be filed along with an adoption petition unless a judge has determined that consent has been withheld contrary to the best interest of the child. To be valid, such a consent must be signed and acknowledged in the presence of:

1. a person authorized by law to accept acknowledgements, for example, a notary public;
2. a representative of a child-placing agency, for example, a CFSA social worker; or
3. The Mayor.

A consent to adoption must be voluntarily given and can only be rescinded or revoked if it can be shown that the consent was improperly obtained, or involuntary.

Consent to an adoption of a child must be obtained from:

The child, if the child is 14 years of age or older; and

1. both parents, if they are both alive, or the living parent if one is dead; or
2. the court-appointed guardian of the child; or
3. a licensed child-placing agency or the Mayor when there has been termination of parental rights (TPR) or a relinquishment to the agency or the Mayor; or
4. the Mayor in all other situations.

A minor parent may consent to the adoption of his or her child. Consent is not required from a parent who, after notice, cannot be located or one who has abandoned the child and voluntarily failed to contribute to the child's support for a period of at least six months prior to the filing of the adoption petition. (D.C. Code § 16-304) .

Contact: Any type of communication that comes through the Hotline. The types of communication is as follows:

1. Report or Compliant-document call and refer for Intake assessment/investigation.
2. Information and Referral-document call and refer to a community resource for services.
3. Receive Services-Caller is inquiring about a service and not a complaint or report-document call and refer to appropriate service.
4. Provider of Services Request-Caller wants to provide a service to agency-document name, telephone number, and type of services to be provided for persons wanting to provide services and refer to the appropriate resource component in CFSA for further assessment.
5. Out of Town Inquiries(OTI)-Caller wants assessment or monitoring of out of state children who are not in CFSA care-document receipt of request and send to appropriate CFSA service unit for assignment.

6. Interstate Compact- Caller wants Interstate Compact service provided by CFSA- document the call and forwarded to CFSA Interstate Coordinator.
7. Court Social Services-Caller is referring a Court Social Service case for placement services in CFSA-document call, create or re-open case, receive packet of information, request placement and forward to the appropriate CFSA service unit for assignment when related to reporting or investigating alleged child abuse or neglect, a child means a person under 18 years of age.

Conviction: Means a plea or verdict of guilty or plea of *noto contendere*.

Counseling Services: Services or activities that apply therapeutic processes to personal, family, situational or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. (NCANDS) .

Court: Family Division of the District of Columbia Superior Court.

Court-Appointed Representative: A person appointed by the court to represent or advocate for a child in a neglect or abuse proceeding. May be an attorney or a Court-appointed Special Advocate (or both) and is often referred to as a Guardian ad Litem. Makes recommendations to the court concerning the best interests of the child.

Court Review: One of two types of periodic review that meet federal requirements pertaining to cases of children in foster care. The system of case reviews established by P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" is intended to: 1) assure that the child has a case plan which meets federal requirements; 2) review the status of the child; and 3) assure that certain procedural safeguards are applied in the case with respect to the legal rights of the child and the parents. P.L. 96-272 requires that a dispositional hearing be held to determine the future status of each foster child within 18 months of placement. Amendments to the Social Security Act passed in 1994 specify that a review or "subsequent dispositional hearing" be held "not less frequently than every 12 months". (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" section 475(5) (C)) .In D.C., the case of any committed child under the age of 6 or not committed longer than 2 years must, by law, be reviewed every 6 months. The cases of all other children under the Court's jurisdiction must be reviewed at least every year. (D.C. Code §§ 16-2323) .See also, dispositional hearing, periodic review and P.L. 96-272. (P.L. 96-272, the "Adoption Assistance and Child Welfare Act of 1980" section 475(5) (C)) .

Criminal Records Check: A search of criminal records (local MPD and federal FBI) to determine whether an individual has a criminal conviction. The Federal Bureau of Investigation, the Metropolitan Police Department, or the state's law enforcement agency if the individual resides outside of the District of Columbia performs the search.

Criminal Records Check Offense: Means a conviction of one of the following offenses by the kinship caregiver applicant and any adult age 18 or older residing in the caregiver's home.

1. Child Abuse;

2. Child Neglect;
3. Spousal Abuse;
4. A crime against children, including child pornography; or
5. A crime involving violence, including, but not limited to,
6. Rape, sexual assault, homicide, assault or battery.

This definition also pertains to an individual who has a felony conviction for any of the following offenses or their equivalents committed within the past 5 years:

1. Fraud; or
2. A drug-related offense.

Custodian: Under D.C. law, a person or agency, other than a parent or legal guardian, to whom the legal custody of a child has been granted by the order of a court, who is acting in loco parentis (in place of a parent) , or who is a day care provider or an employee of a residential facility, in the case of the placement of an abused or neglected child. (D.C. Code § 16-2301 (12) .

Custody: A legal status pertaining to the day-to-day, ordinary care of a child. See also, legal custody.

D.C. Kids: The integrated health care system operated by CFSA to provide medical services to foster children.

Daycare Services: Activities provided to a child or children in a setting that meets applicable standards of State and local law, in a center or in a home, for a portion of a 24-hour day.

Denial of paternity: a document where the alleged (putative) birth father, denies that he is the birth father of the named child. This form needs to be notarized.

Diligent Search: a search done by investigators to locate a person. This is done at the Agency primarily to locate a birth mother and/or father to progress with the goal of adoption and to ascertain there intentions with regards to there child(ren).

Disability: Physical or mental impairment that may decrease a person's ability to do certain actions.

Disposition: A finding based upon credible evidence gathered in an investigation that a child reported to be abused or neglected is or has been an abused or neglected child.

Dispositional Hearing: In D.C. law, a hearing, after a finding of fact, in which the Court determines what disposition should be made in the case of an abused or neglected child

(D.C. Code § 16-2301 (17)) .A predisposition study and report is furnished to the Court by the Agency or Court Social Services addressing the following issues:

1. harm that has occurred to the child and how it will be alleviated;
2. plans and timeframes for intervention, parental activities and specific services recommended, as well as criteria for determining when intervention may no longer be needed; and
3. when it is recommended that the child be removed from his or her home, the reasons that the child cannot be protected in the home, the type of placement that is recommended, the steps that will be taken to address any identified harm that is likely to occur to the child as a result of removal and plans for visitation, consistent with the child's well- being. (D.C. Code § 16-2319)

A dispositional order vesting legal custody of an abused or neglected child in a department, agency or institution or in an individual other than a parent is limited in duration to 2 years; however, such an order may be extended for additional periods of one year when a judge determines that it is necessary to do so in order to safeguard the well-being of the child or to protect the child's interest. (D.C. Code § 16-2322) .

Federal law currently requires that when a child is placed out- of-state, the initial and all subsequent dispositional (review) hearings specifically address the issue of whether an out-of- state placement is, at the time of the hearing, appropriate and in the best interests of the child. (P.L. 96-272, section 475(5)) .

Under federal law, when a child is in foster care, a dispositional hearing to address the future status of the child must be held within 18 months of the original foster care placement and not less frequently than every 12 months thereafter except when the child is residing with a specific caregiver in a permanent foster care placement. (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(5) (C)) .

Domestic Violence: Incidents of inter-spousal physical or emotional abuse perpetrated by one of the spouses or parent figures upon the other spouse or parent figure in the child's home environment.

Due Process Hearing: A formal session conducted by an impartial hearing officer to resolve special education disagreements between parents and school systems.

Early Intervention: Providing services and programs to infants and toddlers (under age three) with disabilities in order to minimize or eliminate the disability as they mature.

Ecstasy: Ecstasy is derived from speed and Methamphetamine. It can be found in capsule, tablet, powder or liquid forms.

Educational Advocate: An individual who speaks or acts knowledgeably for the educational needs of another.

Educational Diagnostician: A professional who is certified to conduct educational assessments and to design instructional programs for students.

Education and Training Services: Activities provided to improve knowledge of daily living skills and to enhance cultural opportunities.

Emergency Care: a short-term, urgent need for an initial placement in, or a replacement from, one family home, group home, or other facility to another. Emergency care is designed to be for thirty (30) days or less and to allow the social worker an opportunity to assess a child's newly identified needs as well as the propriety of continued placement.

Emergency Care Foster Homes: a short term, urgent need for an initial placement in, or a replacement from, one family home, group home or other facility to another. Emergency care is designed to be for thirty (30) days or less and to allow the social worker an opportunity to assess a child's newly-identified needs as well as the propriety of continued placement.

Emergency Placement: A placement precipitated by an imminent danger to the child (ren) or by abandonment. The placement may only be made after appropriate Child Protection Register and criminal background checks have been obtained for the potential relative/kinship caregiver; and, the worker has completed an on site interview and home assessment all of which must meet agency requirements for approval. The placement may be made prior to the completion of the full caregiver assessment and home evaluation, provided the conclusion of a preliminary assessment meets required safety standards. Emergency placements are designed to be for a period of thirty (30) days or less, this is to allow the social worker time to assess the child as well as to determine the needs of the triad (child, birth parent(s), and kinship caregiver) while determining the appropriateness of continued out-of-home placement. The decision to make any emergency placement must be made by the worker in conjunction with consultation and approval from his or her supervisor.

Emotionally Disturbed: A clinically diagnosed condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: an inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The diagnosis is based on the Diagnostic and Statistical Manual of Mental Disorders (the most recent edition of DSM). The term includes schizophrenia and autism.

Employment Services: Activities provided to assist individuals in securing employment or the acquiring of skills that promote opportunities for employment.

Ethnicity: See Hispanic or Latino.

Expungement: The process by which the Agency erases all identifying information in a report from the Child Protection Register (CPR) .Information is expunged either upon the 18th birthday of a child found to have been abused or neglected (unless there is a younger sibling in the home who is known or suspected to be abused or neglected) ; 5 years after services provided to the family as a result of the abuse or neglect have been terminated, whichever occurs first; or when CPR material is successfully challenged. (D.C. Code § 6-2117) .

Extended School Year: Special education provided during summer months to students found to require year-round services to receive an appropriate education.

FACES.NET: FACES.NET is a child welfare information system use to collect information about clients and providers. It is also used as a tool to organize that information to enhance CFSA operations and service to families in the community.

Facility: a foster home where children reside 24 hours a day. Facilities specifically include those on contract, those in which the court has ordered children placed, those operated by the city or another government entity and those where CFSA has family or child care responsibility.

Fact-finding Hearing: A hearing to determine whether the allegations in a neglect petition are true, also known as adjudication, adjudicatory hearing or trial. (D.C. Code 16-2301(16)).

Families Together: is a family preservation program that provides intensive three-month home-based services to families, for whom the removal of a child is imminent due to risk of abuse or neglect. This program is operated by CFSA.

Family: Means one or more parents and children related by blood, marriage, or adoption residing in the same household; or a parent substitute, such as a related caregiver or legal guardian who has responsibility for the 24-hour care and supervision of a child.

Family Case: A documented instance of Agency activity or series of activities undertaken on behalf of a parent or family occurring in response to a report of abuse or neglect or a request for voluntary care. A family case is opened during an investigation and during the delivery of family preservation services, child protective services, foster care services or adoption services.

Family-Centered Services: An approach to working with families and children that focuses upon the families rather than upon individuals. Services are based upon an assessment of the entire family and a negotiated family plan designed to strengthen and maintain the family while protecting children and promoting their healthy, positive development.

Family Counseling: Under D.C. law, any psychological or psychiatric or other social service offered by a provider to the parent and one or more members of the extended family of a child who has been adjudicated neglected or to the child's guardian or other caretaker. (D.C. Code § 16-2301 (27)).

Family Planning Services: Educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. (NCANDS)

Family Preservation Services: Typically, strengths-based interventions designed to help families alleviate crises that might lead to out of home placement of children, maintain the safety of children in their own homes, support families reunifying or adopting, and assist families in obtaining skills, services, including respite care, and other supports necessary to address their multiple needs in a culturally sensitive manner. Family preservation services are not appropriate when a child cannot be protected from harm without placement or when a family has insufficient strengths upon which to build. (Title IV-B, Social Security Act, Subpart 2 and NCANDS) .

Family Responsibility: The duty of the CFSA worker assigned to the family case to provide coordination when two or more CFSA and/or Consortium agency social workers are providing services to members of a family.

Family Services: The general term use to refer to those CFSA intervention services that are offered to stabilize intact birth, foster, or adoptive families.

Family Support Services: Primarily community-based preventative activities designed to increase the strength and stability of families, alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children. Family support services are available to all families to facilitate use of resources and opportunities available in the community, promote healthy child development and create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families" (Title IV-B, Social Security Act, Subpart 2 and NCANDS) .Family support services should be offered in a manner which is sensitive to the culture of the individuals served.

Fatality: See Maltreatment Death

Fatality Review: Formal review by an interdisciplinary, interagency committee of cases in which child abuse or neglect may have caused or be related to the death of a child.

Final Decree: establishes the legal parent-child relationship between the adopters and the child. This legal relationship assures that there are mutual rights of inheritance and succession, as if the child had been born to the adopters.

Final Report: This report includes a follow up of all recommendations from the internal and citywide Child Fatality Review Team meeting, and in these instances the required follow up shall be reported as an addendum to the initial report by the social worker. This information should be completed in accordance with the time frame set up by the CFSA Internal CFRT Coordinator, between one (1) to three (3) months. The supervisor will insure that two (2) copies of the final Child Fatality Review report are forwarded to the CFSA Internal Child Fatality Coordinator.

Financial Problem: A risk factor related to the family's inability to provide sufficient financial resources to meet minimum needs.

Formal Kinship Care: Refers to situations where the Child and Family Services Agency and/or the Superior Court of the District of Columbia make or are directly involved in the decision to remove a child from his or her parent(s) or other legal guardian and place him or her with a family member.

Foster Care: 24 hour substitute care for all children placed away from their parents or guardians and for whom the Agency has placement and care responsibility. (45 CFR § 1355.20).

The term "foster care" specifically refers to the status of a child who:

1. is in shelter care (pre-trial); or
2. has been committed to the Agency by the court and placed outside his or her own home (Post-trial) ;
3. is under the permanent care and guardianship of the Agency which may consent to the child's adoption following relinquishment of parental rights;
4. is removed from his or her home pursuant to a voluntary placement agreement; or
5. is on conditional release from shelter care or has run way or absconded from care or is at home on a trial basis while in care.

A child is not in foster care:

1. when the child residing at home is not under the jurisdiction of the court and his or her family is receiving family preservation or continuing child protective services;
2. when a judge has ordered protective supervision of the child;
3. when the child is in a third-party placement, whether or not the placement has been ordered by the court; or
4. when a child has been relinquished by his or her parent(s) and is under the jurisdiction of the D.C. Superior Court but is not committed to the Agency.

Foster Care Drift: The languishing of children in foster care due to the lack of permanency planning.

Foster Care Family: is a planned, goal-oriented care of a child in the home of a family, which is licensed to provide 24 our temporary, substitute care by the District's Department of Public Health, or the comparable authority in another jurisdiction. Foster families are committed, prepared, and trained to provide a welcoming, nurturing, and supportive home for a child who is undergoing the trauma of separation from her/his biological family. Foster families also help maintain bonds between the children and their birth parents. If the family foster home is located in a jurisdiction outside of the District, the child's placement must be approved by the Interstate Compact Office of that jurisdiction.

Foster Family Home (Relative): See relative foster care.

Foster Parent: An individual who is licensed or approved to provide a home for one or more related or non-related children who are orphaned, abused, neglected, delinquent, or disabled.

Foster Care Social Worker: Social worker who provides for the services needs of the child in the foster home and participates in the transitioning of the child to the adoptive home if different from the foster home. The foster care social worker is the case manager prior to placement.

Foster Care Treatment: is the service also known as "specialized" or "therapeutic foster care". It is temporary out-of-home care offered to a child with "special needs", by foster parents who are trained to provide specific treatment and who are both supervised and supported by agency staff as they do so.

Foster Parent Services Unit: The unit within CFSA that has responsibility for reassessing the foster parents on-going ability to continue in the role of a foster parent.

Foster Parent Services Worker: Workers who have responsibility for assessing and reassessing foster parent's ability to continue as a foster parent; and ensure the foster home is in compliance with regulations and guidelines established by the Department of Health.

Free Appropriate Public Education (FAPE): The words used in the federal law, the Individuals with Disabilities Education Act (IDEA), to describe a student's right to a special education program that will meet his or her individual special learning needs, at no cost to the family.

General Assistance for Children (GC): A program under the Income Maintenance Administration (IMA) in the District of Columbia which provides benefits that are the same as those a child would receive under Aid to Families with Dependent Children (AFDC) . Benefits may be provided when a child is residing with a caretaker who is not a close relative of the child as defined in federal AFDC regulations or who cannot prove close relationship. (D.C. Code § 3-205.5a.)

Generic recruitment: involves presenting to the public general information about the needs of waiting children.

Goals: See permanency goals.

Group Homes (Community Based): are facilities that house up to eight (8) children in a community setting. They offer the full range of community resources, including employment, health care, educational, and recreational opportunities. They are staffed on a rotating shift basis by live-in house persons, a teaching family, or some combination of the two. No child under age twelve (12) shall be placed in a group care setting, unless the child has special treatment needs that cannot be met in a home-like setting and the selected group home has a program to treat the child's specific needs.

Guardian Ad Litem (GAL) : An attorney appointed by the Superior Court of the District of Columbia Family Division to represent an abused or neglected child in Court proceedings, including termination of parental rights. It is the responsibility of the guardian ad litem to represent the child's best interests. (D.C. Code §§ 6--2101 (4) and 16-2304 (a).

Guardianship: "Guardianship of the person of a minor" involves concern with the general welfare of the minor and the right to make important decisions in matters having a permanent effect on the minor's life and development. It includes, but is not limited to:

1. the authority to consent to marriage, enlistment in the armed forces and major medical, surgical or psychiatric treatment;
2. the authority to represent the minor in legal actions and to make decisions of substantive legal significance concerning the minor;
3. the authority and duty of reasonable visitation (except as limited by court order);
4. the rights and responsibilities of legal custody when guardianship of the person is exercised by the child's birth or adoptive parent (except when legal custody has been vested in another person, agency or institution) ; and
5. the authority to exercise residual parental rights and responsibilities when the rights of the child's parents or only living parent have been judicially terminated or when both parents are dead. (D.C. Code § 16-2301 (20)) .

Handicapped Board Rate: is a rate paid for a child who needs foster parent intervention because he/she can not accomplish normal age appropriate life processes i.e.: eating, bathing, toileting, dressing, ambulating, emotional and or social control without adult intervention. Children who require foster parents who have special training to participate in the treatment plan and daily care of the child are classified as handicapped.

A request for the handicapped board rate must be accompanied by a professional diagnosis and a service plan, which will elaborate, on the need and type of required intervention.

Health-Related and Home Health Services: Activities provided to attain and maintain a favorable condition of health.

Hispanic Or Latino: A person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Home-Based Services: In general, services provided to families in their homes, rather than in the Agency or other institutional settings. A narrower standard is found in the federal AFCARS definitions which state that home-based services include "services or activities provided to individuals or families to assist with household or personal care in order to improve or maintain adequate family well-being including homemaker services, chore services, home maintenance services and household management services". (AFCARS,45 CFR § 1355 App. A) .

Homestudy: a counseling and assessment process with the primary goal of providing secure nurturing and permanent families for children. The home study involves completion of MAPP training and extensive background checks on the applicants and their household members.

Household: A home and all individuals residing within the home.

Housing Services: Activities designed to assist individuals or families in locating, obtaining or retaining suitable housing.

Heroin: Heroin, a white-to-brownish tar-like substance or powder is a highly addictive drug derived from morphine.

Impartial Hearing Officer: Individual presiding over a due process hearing, appointed by the state education agency, and not connected in any way with either party in a dispute.

Inactive: Status of an open case in which no services are being provided. An inactive case is most likely to be a family case in which services are not being provided although a related child's case is being actively served. For example, when a foster child has a permanency plan of Independent Living and the child's parent is not receiving any services, the family case is considered to be inactive.

Inadequate Housing: A risk factor related to substandard, overcrowded, or unsafe housing conditions, including homelessness.

Incident Date: The month, day, and year of the most recent known incident of alleged child maltreatment.

Independent And Transitional Living Services: Activities designed to help older youth in foster care or homeless youth make the transition to independent living.

Indicated Or Reason To Suspect: An investigation disposition that concludes that maltreatment cannot be substantiated under State law or policy, but there is reason to suspect that the child may have been maltreated or was at risk of maltreatment. This is applicable only to States that distinguish between substantiated and indicated dispositions

Income Maintenance Administration: (IMA)- a DHS office, charged with the determination of eligibility under the Medicaid, TANF, and General Public Assistance for Children (GC).

Individual and Institutional Reports: If the mandated reporter is a staff member of a hospital, school, agency or similar institution, they must immediately notify the person in charge of the institution or that person's designated agent who shall then be required to make the report. The fact this notification does not relieve the person who was originally required to report of the responsibility to report.

Individualized Education Program (IEP): A written plan for each student in special education describing the student's present levels of performance, annual goals including short-term objectives, specific special education and related services, dates for beginning and duration of services, and how the IEP will be evaluated.

Individualized Family Service Plan (IFSP): A written statement for each infant or toddler receiving early intervention services that includes goals and outcomes for the child and family. It also includes a plan for making the transition to services for children over age 2.

Individuals with Disabilities Education Act (IDEA): The authorizing federal legislation, which mandates a free, appropriate public education for all children with disabilities. Formerly known as the Education for All Handicapped Children Act. Part B one. Part H refers to the early intervention program for infants and toddlers with disabilities from birth through age two and their families.

Information and Referral Services: Services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not a diagnosis and evaluation) to facilitate an appropriate referral to these community resources. (NCANDS) .

Inhalants: Inhalants include, typewriter correction fluid, felt tip markers, spray paint, air freshener, butane and cooking spray (there over 1,000 products).

Initial Child Fatality Review Summary Report: This summary includes a discussion of all information available regarding the circumstances of the child's death, a thorough report of the history of and reasons for CFSA involvement with the deceased child and his/her family and a description of service delivery and safety plans for the children remaining in the deceased child's home or foster care placement. The supervisor will ensure that two copies of the Initial Child Fatality Review Summary Report are forwarded to the CFSA Internal Child Fatality Review Team Coordinator.

Initial Investigation: A mandated process in which CFSA and/or the police gather, evaluate and act upon information received in a report of alleged child abuse or neglect. The purpose of an investigation is to determine, to the extent possible:

1. The nature, extent, and cause of any reported abuse or neglect;
2. The identify of the person responsible for the abuse or neglect;
3. The name, age, sex and condition of the abused or neglected child and of all other children in the home;
4. The conditions in the some at the time of the investigation;

5. Whether there is any child in the home whose health, safety or welfare is in jeopardy because of his or her treatment in the home or his or her home environment; and
6. Whether any child who is in jeopardy because of treatment in the home or his or her home environment should be removed from the home or can be protected by the provision of resources or services available in the community.

Institution: A child care facility operated by a public or private agency which provides 24-hour-care and/or treatment for children who require separation from their own homes and group living experience. These facilities may include: child care institutions, residential treatment facilities, maternity homes, etc. (AFCARS, 45 CFR § 1355 App. A) D.C. law specifies that private institutions are those which provide care and maintenance for neglected and/or dependent children on a contractual basis with the City (D.C. Code § 3-203.1(3)) .D.C. children may be placed in child care institutions outside of the City so long as they are licensed or approved by the state in which they are located. (D.C. Code § 3-217.2)

Intake: A 24-hour, 7-day-a-week system to receive and screen information from the public about suspected child abuse and neglect. The function, located in CFSA's Child protective Services Administration, is the agency's single point of entry to receive all inquiries and request for services from the public.

By calling 202-671-SAFE, anyone can reach trained social workers to report suspected child abuse or neglect.

Intake Backlog: An Agency term describing a group of cases in which an intake investigation has not been completed more than 30 days after the receipt of a report. Any case that has not been investigated within the 30-day timeframe is described as "backlogged" or "in the backlog". This backlog is to be eliminated under the LaShawn Implementation Plan. (LaShawn Revised Implementation Plan, Section A., August 1, 1994) .The 30 day timeframe begins at the time the report is received and ends when the supervisor of the worker conducting the investigation signs off on the completed investigative report and any accompanying casework materials.

Intensive Family Services: also known as Families Together, provides intensive counseling, education, and supportive services to families (including extended, foster, and adoptive families) in serious crisis, with the goal of protecting the child, strengthening and preserving the family, and preventing what would be an unnecessary out-of-home placement of children; or promoting the return home of children.

Intensive Services: is the level of out-of-home care provided to children who have mental health/emotional problems or medical conditions. This level of care requires professional intervention, behavior management skills, and close supervision from the caregiver.

Interlocutory Decree: an interim decree of adoption. It has the same legal effect as a final decree while it is in effect. An interlocutory decree is generally entered when the Court or a party has some reservations about the adoption and wishes to give the pre-adoptive placement more time before a final decree is entered. An interlocutory decree will state that the adoption is to become a final decree on a specific date, usually between six months and one year from that date unless the decree is set aside for cause in the interim.

Interstate Compact on the Placement of Children (ICPC): A uniform law, which permits states to cooperate in the placement of children across jurisdictional lines. D.C. is a party to the Interstate Compact and all children placed in foster care and/or for adoption in another jurisdiction must be processed through the Agency Office of the Compact Administrator. (D.C. Code, Chapter 10A.) . As a party to the ICPC, the District and its employees are responsible for full compliance with its terms. The purpose of the ICPC is to ensure that:

1. each child who requires placement will receive the maximum opportunity to be placed in a suitable environment with qualified individual or institutional caregiver;
2. the appropriate authority, in a state where a child is to be placed, will have full opportunity to ascertain the circumstances of the proposed placement in order to promote full compliance with applicable child protection requirements;
3. the appropriate authority in the original state has access to the most complete information to evaluate a projected placement before it is made; and
4. appropriate jurisdictional arrangements for the care of the child are promoted.

Investigation: A mandated process in which CFSA and/or the police gather, evaluate and act upon information received in a report of alleged' child abuse or neglect. The purpose of an investigation is to determine, to the extent possible:

1. the nature, extent and cause of any reported abuse or neglect;
2. the identity of the person responsible for the abuse or neglect;
3. the name, age, sex and condition of the abused or neglected child and of all other children in the home;
4. the conditions in the home at the time of the investigation;
5. whether there is any child in the home whose health, safety or welfare is in jeopardy because of his or her treatment in the home or his or her home environment; and
6. whether any child-who is in jeopardy because of treatment in the home or his or her home environment should be removed from the home or can be protected by the provision of resources or services available in the community (D.C. Code § 6-2104 (b) (1)-(6)) .Such services include, but are not limited to:
 - a. emergency financial aid;
 - b. temporary third-party placement with responsible neighbors or relatives;
 - c. emergency in-home caretaker(s); .homemaker services;
 - d. daycare for any abused or neglected child and his or her siblings;
 - e. counseling services, and

- f. medical evaluation and or treatment of any abused or neglected child by a physician.

(D .C .Code § 6 -2124 (a) (1) -(8)) .

Investigation Date: See Investigation Start Date.

Investigation Disposition: See Maltreatment Disposition Level

Investigation Disposition Date: See Maltreatment Disposition Date

Investigation Start Date: The date when CPS first had face-to-face contact with the alleged victim of child maltreatment or attempted to have face-to-face contact.

Juvenile Court Petition: A legal document requesting that the court take action regarding the child's status as a result of the CPS response; usually a petition requesting the child be declared a dependent and placed in an out-of-home setting.

Kin: Means an individual who is related by blood, marriage or adoption.

Kinship Adoption: an adoption where the petitioner is a relative and /or long-time family friend of a child.

Kinship Care: is full time parenting and protection by a person related by blood, marriage or adoption. For a person to be considered a kinship caregiver, he/she must be related within the 5th degree to the dependent child (i.e. the equivalent of a great-great-great grandmother or a first cousin once removed). Kinship is to be the first placement option considered when a child must be separated from his/her parents due to abuse, neglect, or special needs. Kinship care may be an option when the child's legal custody remains with the family or when it has been transferred to CFSA. See also, Third Party Placement and Relative Foster Care.

Kinship Caregiver: is an individual who meets the following criteria:

1. is approved by CFSA to provide kinship care services;
2. is at least 21 years of age;
3. is providing or willing to provide for the day-to-day care of a child; and
4. is a relative of the child by blood, marriage, or adoption.

Kinship Care Foster Home: is a relative family home licensed by the District of Columbia or a state to provide 24 hour substitute care for a child in foster care status. Relative foster care setting includes:

1. Licensed Relative Foster Family Home
2. Emergency Care Foster Homes

Kinship Foster Care: Means a situation in which a kin provides full time care to any child(ren) who is committed to CFSA custody as a result of an abuse or neglect procedure, voluntary placement, police hold, or the relinquishment of parental rights. Kinship foster homes shall be licensed in accordance with the requirements outlined in the Section of the Policy entitled Assessment Process of Kinship Foster Homes.

Kinship Foster Home Study: A kinship foster home study is a process that takes place following the placement of the child (ren) in the care of a potential kinship caregiver who has elected to become a kinship foster care provider for their kin and agrees to undergo the licensing requirements of a non-relative foster care provider.

Kinship Home Approval Process: The assessment process which takes place once a child(ren) has been placed with the kinship caregiver in order to determine the potential caregiver's ongoing appropriateness to care for their kin placed in their home by CFSA. This approval process applies to all kinship caregivers regardless of the source of financial support received for the child (ren) placed with the caregiver.

Kinship Triad: The kinship triad refers to those parties involved in the kinship care process/planning including the child, the child's birth parent, and the kinship caregiver(s).

Learning Disability: A disorder in one or more of the individual's basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or use mathematical calculations. The term includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia. (NCANDS).

Least Restrictive Environment (LRE): Placement of a student with disabilities in a setting that allows maximum contact with students who do not have disabilities, while appropriately meeting the student's special education needs.

Left-Alone: A colloquial Agency term describing a child found unaccompanied or in the care of someone unable or unwilling to supervise- the child properly. An Agency social worker encountering a left alone child is authorized to make a third- party placement. If a third-party placement cannot be made, the worker may temporarily take the child into custody and place the child. (D.C. code § 6-2124(b)). See also, temporary custodial placement.

Legal Custody: A court-ordered legal status pertaining to the day-to-day, ordinary care, discipline and protection of a child. An order of legal custody entitles the custodian to determine: " where and with whom the child lives .The legal custodian is responsible for providing the child with food, clothing, shelter, education and routine medical care. When legal custody has been granted to the Agency or to an individual who is not the child's parent, the child's parents retain guardianship rights and the right to make major decisions affecting their child. Such rights include determination of the child's religious affiliation, the right to consent to adoption and the right to visit the child. The parents remain obligated to provide financial support for the child even when the child is in the legal custody of another person or institution. (D.C. Code § 16-2301 (21) and (22)).

Legal Father: a man who is married to the birth mother at the time of conception, regardless of whether he actually fathered the child.

Legal Guardianship: A court-ordered legal status in which a relative or relative custodian is responsible for the general welfare a minor child placed in his/here care. The Guardian has the right to make important decisions in matters having a permanent effect on the minor's life and development. It includes, but is not limited to:

1. The authority to consent to marriage, enlistment in the armed forces and major medical, surgical or psychiatric treatment;
2. The authority to represent the minor in legal actions and to make decisions of substantive legal significance concerning the minor;
3. The authority and duty of reasonable visitation (except as limited by court order);
4. The rights and responsibilities of legal custody when Guardianship of the person is exercised by the child's birth or adoptive parent (except when legal custody has been vested in another person, agency or institution); and
5. The authority to exercise residual parental rights and responsibilities when the rights of the child's parents or only living parent have been judicially terminated or when both parents are dead.

Legal, Law Enforcement, Or Criminal Justice Personnel: People employed by a local, State, tribal, or Federal justice agency including law enforcement, courts, district attorney's office, probation or other community corrections agency, and correctional facilities.

Legal Services: Activities provided by a lawyer, or other person(s) under the supervision of a lawyer, to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.

License: Issued by the Department of Health to foster home located in the District of Columbia who have met the licensing standards for foster homes.

License Approval: Issued by CFSA to foster homes in Maryland who have met the licensing requirements governing the District of Columbia and the residing jurisdiction to operate foster homes.

Licensed Relative Foster Family Home: A home licensed or approved by D.C. or a state in which a relative of a child in foster care status is authorized to provide 24 hour substitute care for the child. In general, foster care maintenance payments are available for the support of foster children residing in currently licensed or approved relative foster family homes.

Living Arrangement: The type of home or placement situation in which a child resides.

LSD: LSD also called acid. It is a hallucinogen-a potent mood-changing drug, which is found in tablets, capsules or liquid form.

Mainstreaming: The concept that students with disabilities should be educated with nondisabled students to the maximum extent possible.

Maintenance: is a per diem payment that is what the child would have received but not greater than CFSA board and care payments.

Maltreatment: In general usage, this term often refers to any type of child abuse or neglect. Under District of Columbia law, the word "maltreatment" is specifically defined as "failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect, and the deprivation is not due to the lack of financial means of the child's parent, guardian or other custodian". (D.C. Code § 16-2301) (24) .See also, negligent treatment.

Maltreatment Death: The child died as a result of abuse or neglect. The conclusion may be that the abuse or neglect was the cause of the death or that abuse or neglect was a contributing factor to the death.

Maltreatment Disposition Date: The point in time at the end of the CPS response when a worker determines a disposition to a report of child maltreatment.

Maltreatment Disposition Level: The determination resulting from the CPS response to a report of alleged child maltreatment.

Mandated Reporter: A person working in certain occupational categories who learns or suspects that a child known to him or her in his or her professional or official capacity has been, or is in danger of being, abused or neglected must report to CFSA or the police. Those who must report are:

1. physicians
2. psychologists
3. medical examiners
4. dentists
5. chiropractors
6. registered and licensed practical nurses
7. healthcare workers
8. law-enforcement officers
9. teachers and school officials
10. social service workers
11. day care workers
12. mental health professionals

When an individual is required as an employee of an agency or institution to make a report, he or she must immediately notify the person in charge of the agency or institution (or his or her designee). The person in charge is then required to make the report; however, the fact that the mandated reporter has notified the person in charge of the agency or institution does not relieve the mandated reporter of his or her responsibility to report. (D.C. Code §§ 2-1352, 2-1353) .

Mandated Reports: In the District of Columbia, mandated reporters of suspected child abuse and neglect include any person who knows or has reasonable cause to suspect that a child known to them in their professional or official capacity has been or is in immediate danger of being a physically or mentally abused or neglected child. According to the law, they must immediately report or have a report made of their knowledge or suspicions either to the Metropolitan Police Department (MPD) for abuse reports or the Child and Family Services Agency of the District of Columbia for neglect reports.

Marijuana: Marijuana is the most frequently used illegal drug in the United States. Marijuana is a green, brown or grayish mixture of dried, shredded leaves, stems, seeds and flowers of the hemp plant.

Mediation: A formal intervention between parents and personnel of early intervention or school systems to achieve reconciliation, settlement, or compromise.

Medicaid: a program established by Title XIX of the Social Security Act ("Title XIX") and which provides medical services to needy persons, including families with children, the elderly, or the disabled; applicants must meet certain eligibility requirements.

Medical: is a continuation of Medicaid eligibility

Medical Neglect: A type of maltreatment caused by failure by the caregiver to provide for the appropriate health care of the child although financially able to do so, or offered financial or other means to do so.

Medical Personnel: People employed by a medical facility or practice, including physicians, physician assistants, nurses, emergency medical technicians, dentists, dental assistants and technicians, chiropractors and coroners.

Mental Health Personnel: People employed by a mental health facility or practice, including psychologists, psychiatrists, therapists, etc.

Mental Health Services: Activities which aim to overcome issues involving emotional disturbance or maladaptive behavior adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.

Mental Injury: A conduct, cognitive, affective or other mental disorder caused by the acts or omissions of a parent, guardian or custodian. (NCANDS)

Mental Retardation: As clinically diagnosed, significantly sub-average general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during

the developmental period that adversely affect socialization and learning. (AFCARS, CFR 45 § 1355 Apps.)

Methamphetamine: Methamphetamine, also known as “meth,” “speed” or “crank” is a stimulant drug that affects the central nervous system.

Military Family Member: A legal dependent of a person on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard.

Military Member: A person on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard.

Minor: An individual under the age of 21 (D.C. Code § 16- 2301(4)).

Multidisciplinary Evaluation: The testing of a child by a group of professionals, including psychologists, teachers, social workers, speech therapists, nurses, etc.

Multiple-Handicapped Rate: is the rate paid for children who require adult intervention in more than one age appropriate daily living process i.e. Eating, bathing, toileting, dressing, ambulating, emotional and/or social control. The multiple-handicapped rate is reserved for the most severely handicapped children. Extensive training may be needed for a foster parent to provide an adequate level of care for the multiple-handicapped child.

A request for a multiple-handicapped rate must be accompanied by a professional diagnosis and treatment plan. There will be a complete discussion of the intervention to be provided by the foster parent.

Native Hawaiian or Other Pacific Islander: Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

NCANDS: National Child Abuse and Neglect Data System. NCANDS is a national, voluntary system for collecting and analyzing data about child abuse and neglect established by the National Center for Child Abuse and Neglect (NCCAN) under the Child Abuse Prevention, Adoption and Family Services Act of 1988.

NCANDS Mapping Forms: The functional specification of transferring State data to NCANDS fields and values. This process is used for both Child and Agency data.

Neglect: Under D.C. law, a neglected child is one who:

1. has been abandoned or abused by his or her parent, guardian, or other custodian;
2. is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental or emotional health, and

the deprivation is not due to the lack of financial means of his or her parent, guardian or other custodian;

3. has a parent, guardian or other custodian who is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization or other physical or mental incapacity;
4. has a parent, guardian or custodian who refuses or is unable to assume responsibility for the child's care, control or subsistence and the person or institution which is providing for the child states an intention to discontinue such care ;
5. is in imminent danger of being abused and whose sibling has been abused;
6. has received negligent treatment or maltreatment from his or her parent, guardian or other custodian; or
7. has resided in a hospital located in the District of Columbia for at least 10 calendar days following birth, despite a medical determination that he or she is ready for discharge, and the parent, guardian or custodian of the child has not taken any action or made any effort to maintain a relationship with the child or to contact him or her. (D. C. Code § 16-2301 (9) (A) -(G) .

In federal regulation, neglect is defined as "alleged or substantiated negligent treatment or maltreatment, including failure to provide adequate food, clothing, shelter or care". (AFCARS 45 CFR § 1355 App. A) .

Neglect Petition: A legal document based upon a neglect complaint filed with the Superior Court of the District of Columbia Family Division by the Office of the Corporation Counsel (OCC) .The petition alleges that a child is an (abused or) neglected child. (D.C. Code § 16-2305).

Negligent Treatment: Failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect, and the deprivation, is not due to the lack of financial means of the child's parent, guardian or other custodian. (D.C. Code §16- 2301(24). See also, maltreatment and neglect.

Neighbor: A person living in close geographical proximity to the child or family.

Non-Caregiver: A person who is not responsible for the care and supervision of the child, including school personnel, friends, neighbors, etc.

Non-Recurring Cost: legal fees as dictated by policy and other one time costs related to a child's special need which is not funded by other eligibility programs, e.g. van conversion.

Normal Rate: is paid for the basic and routine care required by a child who comes from a neglecting or abusing family. It is expected that basic care will include bringing the child into the regular, daily life of the foster family, providing 24 hour/day adult supervision, and facilitating weekly visits with the natural parents by providing transportation to the agency or by permitting parental visitation in the foster parents are expected to participate in parent-teacher conferences and other school related activities; they are to provide routine recreational opportunities.

Not Substantiated: See Unsubstantiated.

Notifications: Mandated or courtesy contacting of other agencies with overlapping or potentially overlapping jurisdiction concerning a report of child maltreatment.

Objective: An objective is a short-term step taken to reach an annual goal. IEP objectives are the steps between a student's present level of performance and an annual goal.

Office of the Corporation Counsel (OCC): The Office which represents the interests of the City in legal matters pertaining to cases of abused and neglected children before the Superior Court of the District of Columbia. A staff attorney in the OCC is known as an Assistant Corporation Counsel (ACC).

One-Time Rental Assistance: financial assistance provided in order to assist families with payment of back rent due or current rent due but which families are not financially able to provide.

Open: Status of a case when an investigation is being conducted or services are being provided by CFSA and/or a contractual agency to a family or to any individual in a family. When an investigation or delivery of services has been concluded, a case remains in an open status) until appropriate closing paperwork has been prepared and processed.

Order of Reference: an order from the Court directing the Agency to make a report and recommendation regarding the petition to adopt a child.

Other Medical Condition: A medical condition other than mental retardation, visual or hearing impairment, physical disability, or being emotionally disturbed that significantly affects functioning or development or requires special medical care such as chronic illnesses. Included are children or caregivers diagnosed as HIV positive or with AIDS.

Other Services: Activities that have been provided to the child and/or family, but which are not included in the services listed in the Child File record layout.

Out-Of-Court Contact: Contact, which is not part of the actual judicial hearing, between the court-appointed representative and the child victim. Such contacts enable the court-appointed representative to obtain a first-hand understanding of the situation and needs of

the child victim, and to make recommendations to the court concerning the best interests of the child.

Papering a Case: a colloquial term denoting the collaborative process which occurs between CFSA staff and staff of the Office of the Corporation Council (OCC) and between Metropolitan Police Department Staff and The OCC in determining whether to file a neglect petition in a case and drafting the petition.

Parent: The birth mother/father, adoptive mother/father or step mother/father of a child. (NCANDS).

Periodic Review: The administrative or court review of a foster care case required by P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980". P.L. 96-272 set up a case review system for assuring that the status of each child is reviewed periodically but no less frequently than once every six months by either a court or by administrative review in order to:

1. determine the continuing necessity for and appropriateness of the placement;
2. determine the extent of compliance with the case-plan;
3. determine the extent of progress made toward alleviating or mitigating the causes necessitating placement in foster care; and
4. project a likely date by which the child may be returned home or placed for adoption or legal guardianship.

(P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(5)(B)) .

Permanent Freeze: A foster home where a determination has been made not to place additional children in the home. The foster children currently residing in the home are not in any kind of danger and it would be in their best interest to remain in the home, once the last child is removed the foster home is officially closed.

Permanency Goals: Permanency goals for children in foster care in D.C. are based upon federal requirements found in P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980". They are:

1. Reunification with a parent (or legal guardian) ;
2. Reunification with a relative;
3. Adoption;
4. Long-Term Foster Care; and
5. Independent Living.

(P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" § 475(5) (C). See also, permanency planning.

Permanency Planning: The process established under P..L. 96-272, the "Child Welfare and Adoption Assistance Act of 1980", through which a child in foster care benefits from case

planning, periodic reviews and other procedural safeguards to ensure that the child enters care only when necessary and is appropriately placed and is returned home or to a permanent living situation in a timely fashion.

Perpetrator: An individual who is determined to have abused or neglected a child. Under the child abuse and neglect definitions in D.C. law, a parent, guardian or custodian are those who may be found to have abused or neglected a child. (D.C. Code § 2301 (9) and (23)) .

Petition/Petitioner: a petitioner is one who had decided to request through the legal system permanent care of a child(ren) through adoption. This request is known as the petition.

Petition Date: The month, day, and year that a juvenile court petition was filed.

Physical Abuse: Type of maltreatment that refers to physical acts that caused or could have caused physical injury to the child.

Physically Disabled: A clinically diagnosed physical condition that adversely affects day-to-day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities.

P.L. 96-272: The "Adoption Assistance and Child Welfare Act of 1980" which established current standards for federal financial participation in the maintenance of children in foster care and adoptive placements in the United States.

Placement Conference: a meeting to discuss the transition plan of a child(ren) into a home of a foster/adoptive parent.

Police or Prosecutor: Police refers to the department of government charged with prevention, detection, and prosecution of public nuisances and crimes such as child maltreatment. Prosecutor refers to a legally trained person with responsibility to represent the State in court proceedings.

Post-Adoptive Services: Services provided to meet the ongoing needs of the family once an adoption has been finalized. (29 DCMR 1645.1) .

Pre-Adoptive Home: A home in which the family intends to adopt a child residing in the household. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child. (AFCARS, 45 CFR § 1355 App. A).

Pregnancy and Parenting Services for Young Parents: Activities for married or unmarried adolescent parents and their families to assist them in coping with social, emotional, and economic problems related to pregnancy and to plan for the future.

Prevention Services/Services to Families with Children: are services designed to support and improve the functioning of the family. Such services can include mentoring, tutoring, educational/job training, housing assistance, advocacy and legal assistance. The law requires the agency to either provide for, or contract for, any of several child abuse and

neglect prevention services. Prevention services shall be provided and funded through the use of local and federal funds. Preventive services are provided directly to children and their families through a network of public and private partnerships including community-based services.

Primary Prevention: Provision of information and/or services designed to reduce the likelihood that abuse or neglect of children will occur.

Prior Abuser: A person with a previous determination of substantiated, indicated, or alternative response – victim in the State information system.

Prior Victim: A child with a previous determination of substantiated, indicated, or alternative response – victim in the State information system.

Promoting Safe And Stable Families Program: Program that provides grants to the States under Section 430, Title IV-B, subpart 2 of the Social Security Act, as amended, to develop and expand four types of services: 1) community-based family support services; 2) Innovative child welfare services, including family preservation services; 3) time-limited reunification services; and 4) adoption promotion and support services.

Private Kinship Care Provider: A relative providing full time care for a child (ren) when custody remains within the family. For purposes of this policy, this includes only those formal kinship care arrangements that require protective services involvement.

Private Placement: See Third-Party Placement and Private Kinship Care Provider.

Protective Supervision: A legal status in which a judge orders that a child who has been adjudicated neglected by the Superior Court of the District of Columbia Family Division remain in his or her home. (D.C. Code § 16-2320) .Such an order may remain in effect for up to one year; however, the Agency may terminate supervision earlier if it appears that the purpose of the order has been achieved. An order of protective supervision can be extended by the court for additional periods of one year. (D.C. Code §§ 16-2301(19) and 16-2322) .

During a period of protective supervision, parents retain all legal rights and responsibilities including guardianship, legal-custody and physical custody. When protective supervision is ordered, the Agency must continue to assess the safety of the child and provide services as appropriate to reduce or eliminate risk of future harm. A judge may require that the child return to court at any time during the period of protective supervision, which may only be terminated by a rescindment order.

Public Assistance: Participation in any of the following social service programs such as TANF, General Assistance, Medicaid, SSI, Food Stamps, etc.

Public Law: Public Law 96-272 (The Adoption Assistance and Child Welfare Act of 1980) which established current standards for federal financial participation in the maintenance of children in foster care and adoptive placements in the United States.

Putative Father: a man who is assumed to be a child's biological father. A man that was not married to the birth mother at the time of conception is considered to be the putative father until a

paternity test confirms or disputes his paternity or until he signs an affidavit of paternity or a denial of paternity.

Quality Assurance: The process for identifying gaps in services, evaluating and tracking the completeness and accuracy of service delivery based on compliance with statutory and regulatory requirements, and examining and monitoring the performance of staff.

Race: The primary racial group with which an individual identifies or is identified by others. In the case of a young child, parents determine the child's race. (AFCARS 45 CF'R § 1355 Apps.

RACE - Unable To Determine: See Unable To Determine (Race).

Reasonable Accommodation: The modification of programs in ways that permit students with disabilities to participate in educational programs that receive federal funding. The concept also applies to the modification of job requirements and equipment for workers with disabilities.

Reasonable Efforts: P.L. 96-272 "The Adoption Assistance and Child Welfare Act of 1980" requires that "reasonable efforts" be made to prevent the placement of children in foster care and/or to reunify them with their families. To meet this requirement, services must be available to children and families, which may include:

1. 24-hour emergency caretaker;
2. homemaker services;
3. day care;
4. crisis counseling;
5. counseling, including mental health and substance abuse counseling, vocational counseling or vocational rehabilitation;
6. emergency shelters;
7. emergency financial assistance;
8. respite care;
9. home-based family services;
10. self-help groups;
11. services to unmarried parents; and
12. post-adoption services.

When a child is in foster care, the child's case plan must describe reasonable efforts made to prevent placement and/or to reunify the child with his or her family. (45 CFR §§ 1356 .21 (d) (4) and 1357 .15 (e) (2)) .

Receipt Of Report: The log-in of a call to the agency from a reporter alleging child maltreatment.

Referral: The direction of a person by a CFSA staff member or other professional to aid, information or services.

Related Services: Those services a student must receive to benefit from special education; for example, transportation, counseling, speech therapy, crisis intervention, etc.

Relative: A person connected to the child by blood, such as parents, siblings, grandparents, etc.

Relative Foster Care: 24 hour substitute care by a relative for a child in foster care status. Third-party placement of a child with a relative does not constitute relative foster care. Relative shelter care settings includes :

1. Licensed or Approved Relative Foster Family Home: A home licensed or approved by D.C. or a state in which a relative of a child in foster care status is authorized to provide 24 hour substitute care for the child. (AFCARS, 45 CFR § 1355 App. A) .In general, foster care maintenance payments are available for the support of foster children residing in currently licensed or approved relative foster family homes. See also, Foster Care.
2. Unlicensed Relative Foster Family Home: A home in which a closely related caregiver not licensed or approved as a foster parent by D.C. or a state is providing 24 hour substitute care for a child in foster care status. See also, foster care. (AFCARS, 45 CFR § 1355 App. A) .In general, AFDC payments are available for the support of foster children residing in unlicensed relative foster family homes.

Relative Placement: Any placement of a child within the child's extended; family system rather than with a parent. See also, Third-Party Placement and Relative Foster Care.

Religious Exemption: According to current D.C. law, "no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall for that reason alone be considered a neglected child". (D.C. Code § 16-2301) .

Relinquishment: When a child's parent, executes a written document assigning physical and legal custody of the child to the Agency for the purpose of having the child adopted. (AFCARS, 45 CFR § 1355 App. A).

Under D.C. law, parental rights may be not be relinquished for 72 hours following the birth of a child. Prior to accepting a relinquishment, the Agency must provide counseling by a professional social worker to the parent regarding alternative services available and, to both the parent and, if appropriate, the child, regarding psychological and emotional issues. A relinquishment is executed voluntarily in writing by the parent in the presence of an Agency representative and a witness. A parent may automatically revoke a relinquishment in writing within 10 days of executing it. If the 10th day falls on a week- end or holiday, the time allowed for revocation is extended to the next working day. After exercising an automatic

revocation, a parent may not execute a second relinquishment until 30 days have elapsed. A second relinquishment is irrevocable unless a court finds that it was not voluntary. (D.C. Code § 32-1007).

Removal Date: The month, day, and year that the child was removed from the care and supervision of his or her parents or parental substitutes, during or as a result of the CPS response. If a child has been removed more than once, the removal date is the first removal resulting from the CPS response.

Removal from the Home: An action taken when an investigation indicates that a child is abused or neglected and cannot be adequately protected by services offered in the home, or pursuant to a voluntary placement agreement, or when a child is relinquished. CFSA may remove a child only in the case of a boarder baby or with consent of the child's parent, guardian or custodian. Under D.C. law, in all other situations, a court order must be obtained or the removal must be effected by a law enforcement officer when the officer believes that removal is necessary because:

1. the officer has reasonable grounds to believe that the child is in immediate danger from his or her surroundings; or
2. after consultation with an authorized individual at CFSA, he or she has reasonable grounds to believe that the child is suffering from illness or injury; or
3. is otherwise endangered and cannot be protected by the provision of services or resources.

When a child removed from the home is placed in shelter care, a shelter care hearing must be held in the Superior Court of the District of Columbia no later than the next day, excluding Sundays, after the child has been taken into custody. (D.C. Code §§ 6-2105, 6-2124, 16-2310 and 16-2312).

Report: An allegation that a child is known or suspected to have been abused or neglected and/or is in immediate danger of abuse or neglect. A report is investigated in order to determine whether it is supported or unsupported by credible evidence. Any individual may report child abuse or neglect to the police or to CFSA (generally via the Intake Hotline at (202) 223-2255). Those employed in certain occupations are mandated to make an immediate report, which should include the following information:

1. the name, age, sex and address of the child who is the subject of the report and each of the child's siblings, parents or other persons responsible for the care of the child;
2. the nature and extent of any current and/or, if known, past abuse or neglect;
3. all other information, which the reporter believes, may be helpful in establishing the cause of any abuse or neglect and the identity of the perpetrator(s) .
4. name, occupation and means of contacting the report as well as information regarding any actions the reporter has taken with respect to the child.

Anyone making a report in good faith is immune from civil or criminal liability pertaining to the report (D.C. Code §§ 2-1352,2-1353,2-1354,6-2101(6)-(9)). See also, mandated reporter.

Report Date: The month, day, and year that the responsible agency was notified of the suspected child maltreatment.

Report Disposition: The determination that results from the CPS response pertaining to a report of child maltreatment.

Report Disposition Date: The month, day, and year that a decision was made by CPS or by a court regarding the disposition of a CPS response.

Report ID: See Report Identifier.

Report Identifier: A unique identification assigned to each report of child maltreatment.

Report Source: The category or role of the person who makes a report of alleged maltreatment.

Residential Facility Staff: Employees of a public or private group residential facility, including emergency shelters, group homes, and institutions.

Respite Care: Temporary care of a child to provide relief to the caretaker. May involve care of the child outside of his or her own home for a brief period of time, such as overnight or for a weekend. Respite care is not considered to be foster care or other type of placement. (AFCARS, 45 CFR § 1355 App. A).

Response Time With Respect To The Initial CPS Response: The time between the log-in of a call to the State Agency from a reporter alleging child maltreatment and the face-to-face contact with the alleged victim, where this is appropriate, or to contact with another person who can provide information.

Response Time With Respect To The Provision Of Services: The time from the log-in of a call to the agency from a reporter alleging child maltreatment to the provision of post-investigative services, often requiring the opening of a case for ongoing services.

RFP: Request for Proposal

SACWIS: See Statewide Automated Child Welfare Information Systems.

Scope of Services: This policy is intended for all CFSA and contract agency staff with responsibility for children who have been removed from their home due to abuse or neglect.

Screened-In Referrals: Reports of child maltreatment that met the State's standards for acceptance and were referred for CPS investigation or assessment.

Screened-Out Referrals: Reports of child maltreatment that did not meet the State's standards for acceptance and were screened out prior to CPS investigation or assessment.

Screening: is the preliminary evaluation process for prospective caregivers.

Self-Sufficiency: the family is no longer in need of financial assistance from CFSA.

Service Date: The date activities began as a result of needs discovered during the CPS response.

Services: Non-investigative public or private non-profit activities provided or continued as a result of a CPS response. In general, only activities that occur within 90 days of the report are included in NCANDS.

Services, Opened: Services for which an individual or family has been formally enrolled.

Services, Planned: Services for which an individual or family is intended to be enrolled.

Sexual Abuse: A type of maltreatment that refers to the involvement of the child in sexual activity to provide sexual gratification or financial benefit to the perpetrator, including contacts for sexual purposes, molestation, statutory rape, prostitution, pornography, exposure, incest, or other sexually exploitative activities.

Sexual Exploitation: When a parent, guardian or other custodian allows a child to engage in prostitution as defined by law, or allows a child to engage in obscene or pornographic photography, filming or other forms of illustrating or promoting sexual conduct as defined by law. (D.C. Code § 16-2301 (25)) .

Shelter Care: Temporary care of a child in physically unrestricting facilities, designated by the Court, pending a final disposition of a neglect petition. (D.C. Code § 16- 2301(14)).

Short-Term Rental Subsidy: short-term, up to one year, financial assistance from CFSA.

Social Services Block Grant: Funds provided by title XX of the Social Security Act that are used for services to the States that may include child care, child protection, child and foster care services, and daycare.

Social Services Personnel: Employees of a public or private social service or social welfare agency, or other social worker or counselor who provides similar services.

Social Worker: Worker assigned to the child(ren) and who has responsibility for the safety and well being of a child.

Special Board Rate: is paid for a child who has a regularly reoccurring special need that requires extra ordinary time or expense on the part of a foster parent. A special need would be a reoccurring or ongoing professionally diagnosed medical, psychiatric, educational or social need, which can not be met by normal levels of parent involvement.

A request for a special board rate must be accompanied by a diagnosis and treatment plan. The foster parent must be able to provide a verifiable account of that need for expenditure of time and money.

Special Needs: A categorization which pertains to the eligibility of a child for an adoption subsidy under Title IV-E of the Social Security Act as specifically defined under State law. D.C. law defines a child with special needs as "any child who is difficult to place in adoption because of age, race, or ethnic background, physical or mental condition, or membership in a sibling group which should be placed together. A child for whom an adoptive placement has not been made within 6 months after he [or she] is legally available for adoptive placement shall be considered a child with special needs within the meaning of [the statute] ". (AFCARS, 45 CFR § 1355 App. A and D.C. Code § 3-115 (2) (A)).

Special services: are specific, time-limited services based on a child's specific special needs.

Special Services-Disabled: Activities for persons with developmental, physical, emotional, visual or auditory impairments that are intended to help maximize their potential, alleviate the effects of their disabilities, and to enable these persons to live in the least restrictive environment possible.

Special Services-Juvenile Delinquent: Activities for youth (and their families) who are, or who may become, involved with the juvenile justice system.

Standardized Tests: In a vocational assessment, standardized tests are used to predict how a student is likely to perform in jobs calling for certain interests and skills.

State Agency: The agency in a State that is responsible for child protection and child welfare.

State Child Welfare Programmatic Staff: Personnel whose focus is the definition and operation of the State's child welfare program.

State Data System: Any number of State computer systems which are focused on supporting the child welfare efforts of the State.

State/Territory: The primary geopolitical unit from which child maltreatment data are collected. Washington, DC and U.S. territories have the same status as States.

Statewide Automated Child Welfare Information Systems (SACWIS): Any of a variety of automated systems designed to process child welfare information on a state-wide basis.

Stepparent: The husband or wife, by a subsequent marriage, of the child's mother or father.

Steroids: Steroids are synthetic compounds related to the male sex hormone testosterone. They come in tablets or liquid forms.

Subsidy: See [Adoption Subsidy](#).

Substance Abuse Services: Activities designed to deter, reduce, or eliminate substance abuse or chemical dependency.

Substantiated: Disposition of reported child abuse or neglect which concludes by a preponderance of credible evidence gathered that the report is supported, founded or validated according to the law of the District of Columbia. See also, Supported Report.

Supervisor: Staff person assigned to supervise a social worker at the time of the report disposition.

Supervisor ID: See Supervisor Identifier.

Supervisor Identifier: A unique identification of a supervisor who is assigned to the child at the time of the report disposition.

Supplemental Security Income (SSI): A program established by Title XVI of the Social Security Act (Title XVI) that provides federal assistance to the elderly, the disabled, children, and the poor who meet certain eligibility requirements; these payments are supplemental to any funding received from the District and are calculated on that basis.

Supported: Defined in statute as a report made by a mandated reporter which is supported by credible evidence (D. C. Code § 6-2101(8)) .See substantiated.

Temporary Assistance to Needy Families (TANF): The Block Grant program that replaced Aid to Families with Dependent Children (AFDC) in providing financial assistance to families to meet the needs of the child, living with a parent or relative, and meeting certain eligibility standards.

Temporary Custodial Placement: Under D.C. law, placement by CFSA in an Agency facility for a period up to 5 days when a child has been left alone or with inadequate supervision and a third-party placement cannot be made, provided that :

1. notice is left for the child's parent or custodian explaining the procedure for reclaiming the child;
2. efforts continue to locate the child's parent;
3. the child is returned forthwith upon the request of the parent or custodian, unless there is additional evidence of immediate danger to the child.

If CFSA finds that a child would be in immediate danger if returned to the home, the Agency contacts the police who may legally "remove" the child. A complaint is filed with the Superior Court of the District of Columbia if the' police remove the child or if, at the end of 5 days, the parent or custodian fails to claim the child. (D.C. Code § 6-2124).

Termination of Parental Rights (TPR): Under D.C. law, a judicial proceeding in which a motion is filed by the Office of the Corporation Counsel (OCC) or by the guardian ad litem (GAL) for the child. This motion seeks to have the parent's parental rights terminated, so that the child is free for adoption. If the child has been adjudicated neglected due" to, abandonment (D.C. Code 16-2301(9) (A)) or as a boarder baby (16-2301(9) (G)), the TPR motion may be filed immediately after the adjudication. If the child was adjudicated

neglected under any of the other provisions of 16-2301(9), such as abuse, lack of care, etc., the TPR may not be filed until 6 months after the adjudication of neglect. A TPR motion must contain at least the following information, if it is known, or a statement declaring that it is not known, if that is the case:

1. identifying information about the child and his or her current placement;
2. name and title of the petitioner;
3. name and address of the child's parent;
4. a plain and concise statement of the facts and opinions on which the termination is sought;
5. a specification as to the health of the child;
6. a statement as to the general prospects for, or barriers, if any, to the adoption of the child; and
7. a statement pertaining to efforts to locate any absent parent of the child.

An order terminating parental rights divests the parent and the child of all legal rights, powers, privileges, immunities, duties and obligations with respect to each other, except the right of the child to inherit from his or her parent. The child's right of inheritance is only terminated by a final order of adoption. (D.C. Code §§ 16-2354 and 16-2361).

Title IV-E: a reference to Title IV- E of the Social Security Act and the program established thereunder that provides a mechanism for the jurisdiction to receive federal funding for foster care maintenance costs, traditional independent living programs, and adoption assistance for children within the foster care system who meet certain eligibility requirements.

Tobacco: Tobacco can be found in cigarettes, cigars, pipes tobacco and smokeless tobacco.

Third-Party Placement: A term which describes temporary or long term placement of a child with responsible neighbors, relatives or another individual who is found to be qualified to receive and care for the child. This type of placement may occur with or without involvement of the Court. For example, CFSA may effect a third-party placement as a service when an investigation indicates that an abused or neglected child is in need of services, or the Court may place a child with a third-party when it finds that the child cannot be protected in his or her own home and the placement selected is likely to be less damaging to the child than the child's own home. (D.C. Code §§ 6-2124(a) (2) and 16-2320(a) (3) (c)). When in a third-party placement, a child is not in foster care.

Three-Seventy-Nine (379): The complaint form used by the Metropolitan Police Department to initiate court proceedings in cases of abused or neglected children.

Time-limited Family Reunification Services: Services and activities for a child and the child's parent(s), guardian or custodian in order to facilitate the safe, appropriate, reunification within 12 months of a child out-of-home placement.

Transition Plan: Plan of action detailing individualized procedures to facilitate and expedite placing a child in an adoptive home placement. Steps include pre-placement visits and consultation and incorporation of the foster family in the transitioning planning. The foster care and adoption social workers jointly develop this plan.

Transition Services: A coordinated set of activities for a student that promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living, or community participation.

Transportation Services: Activities that provide or arrange for travel, including travel costs of individuals, in order to access services, or obtain medical care or employment.

Three-Seventy-Nine (379): The complaint form used by the Metropolitan Police Department to initiate court proceedings in cases of abused or neglected children.

Title IV-A: The federal program under which Aid to Families with Dependent Children (AFDC), also known as welfare, is provided to certain needy families. AFDC is available for the support of children living with closely related family members as well as with parents.

Title IV-D: The federal program under which a parent receiving child support assigns those benefits to the Agency when a child is residing in foster care. Title IV-D also regulates the establishment and enforcement of child support orders in cases where the custodial parent is receiving AFDC and where there is no foster care involvement.

Title IV-E: The federal program under which maintenance payments may be made on behalf of low income, eligible and reimbursable children placed in foster care or with adoption subsidies.

Title XIX: The federal program under which medical assistance is provided for eligible low income children in foster care or adoptive placements.

Trial: see, [fact-finding hearing](#).

Triennial Review: Every three years, a student in special education must be given a completely new evaluation/assessment to determine the student's progress and to make a new determination of eligibility for continued special education services.

Unable to Determine (Race): The inability to determine race because a child is very young or severely disabled and no one is available to identify the child's race.

Unborn: The child abuse victim was not yet born.

Under One Year: The child abuse victim was under one year old.

Uniform Crime Report: A descriptive summary of crimes committed in the United States compiled by the Federal Bureau of Investigation.

Unknown: The State collects data on this variable, but the data for this particular report or child were not captured or are missing.

Unknown Father: either the birth mother has indicated that she does not know the identity of the birth father or she refuses to name the father. The father is also unknown if the birth mother's whereabouts are unknown or if the birth mother is deceased and she never named a father.

Unsubstantiated: Disposition of reported child abuse or neglect which concludes by a preponderance of evidence gathered that the report is not supported, founded or validated according to the law of the District of Columbia. See also, unsupported report.

Unsupported Report: Defined in statute as a report made by a mandated reporter which is not supported by credible evidence. (D.C. Code § 6-2101). See unsubstantiated.

Unusual Incident Report: These reports refer to incidents that occur that require special attention, such as accidents or physical or mental health problems that result in the child needing medical attention, reports of abuse and/or neglect, abscondance, etc.

Victim: A child having a maltreatment disposition of "substantiated," "indicated," or "alternative response victim."

Visitation: In general, visits between a child in placement and a family member or other individual close to the child. Under D.C. law, when a child is in shelter care, weekly visitation with the child's parent, guardian or custodian occur unless a Judge prescribes a schedule of visitation or orders that visitation not be allowed. (D.C. Code § 16-2310(d)).

Visually Or Hearing Impaired: A clinically diagnosed condition related to a visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.

Voluntary Placement Agreement: A written agreement between a child's caretaker and the agency under which the child is removed from his or her home and placed in foster care for a limited time. Under LaShawn, a voluntary placement may not exceed 21 days unless it is extended to 42 days with appropriate, official permission. (LaShawn Revised Implementation Plan Section A. August 1, 1994) .

In order to receive federal funds for a voluntary placement, P.L. 96-272 protections must be provided to the child. If the placement lasts more than 180 days, a court must make a determination that continued voluntary placement is in the best interests of the child. The placement is still considered voluntary even if a subsequent court order is issued to keep the child in care. (AFCARS, 45 CFR § 1356.30) .

Ward: See [committed child](#).

Waiver of Parental Rights: The power that the Court can exercise to waive the rights of the birth parents when all efforts to locate the birth parents have been exhausted.

White: Having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Worker: The worker assigned to the foster parent and has responsibility for assessing the on-going ability of the foster parent to provide a safe, loving and nurturing home environment for foster children.

Worker ID: See Worker Identifier.

Worker Identifier: A unique identification of the worker who is assigned to the child at the time of the report disposition.