

February 23, 2024

## GENERAL LETTER NO. 18-AP-57

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Family Well Being and Protection

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 9-11, 367-434, revised; 435, new, forms revised and new.

### Summary

This chapter is revised to

- Update form 470-3725 to reflect the correct email contact information
- Add Comm. 610 and 610(S), Tribal Customary Adoption (TCA), and informational document regarding the TCA permanency option

### Effective Date

Upon receipt.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18 Appendix, and destroy them:

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367-434	January 5, 2024
470-3725	12/23

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Refer questions about this general letter to your area service administrator.

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**Comm. 610 or Comm. 610(S), Tribal Customary Adoption (TCA)**

Purpose	<i>Tribal Customary Adoption (TCA)</i> provides information regarding TCA for families interested in completing a TCA with an eligible child placed in their home.
Source	Print supplies of the English or Spanish version of this booklet from the manual or SharePoint under Employee Manual/Forms.
Distribution	The booklet has been designed for internal and external use. Direct people requesting this document to the Policy Manual section of the HHS website.

**Comm. 645, Worker Safety Brochure**

Purpose	Comm. 645, <i>Worker Safety Brochure</i> , informs workers on tips to keep themselves safe while working in the field: <ul style="list-style-type: none"><li>▪ Before you go</li><li>▪ Outside the Home</li><li>▪ Inside the Home</li><li>▪ De-escalation Tips</li></ul>
Source	Print supplies of Comm. 645 from the manual or SharePoint as needed.

**Comm. 649, Family Interaction Planning Tool**

Purpose	The <i>Family Interaction Planning Tool</i> is used to help determine the Department's recommendation for the Family Interaction Plan which includes supervision level, interaction location, and interaction frequency and length.
Source	Print supplies of Comm. 649 from <a href="#">SharePoint Metadata List</a> or the manual as needed.

### [Comm. 650, Reunification Staffing Guide](#)

Purpose	<p>Comm. 650, <i>Reunification Staffing Guide</i>, provides a template for the Reunification Staffing which is to be held prior to children being returned home.</p> <ul style="list-style-type: none"><li>▪ Discuss/document the readiness of the parents and children to be reunified.</li><li>▪ Identify supports</li><li>▪ Discuss/document the transition plan</li><li>▪ Discuss school/daycare/services/appointments</li><li>▪ Discuss parent's and children's needs</li><li>▪ Identify any barriers and HHS/FCS expectations</li></ul>
Source	<p>Print supplies of Comm. 650 from the manual or SharePoint as needed.</p>



### [Comm. 651, Reunification Follow-Up Staffing Guide](#)

Purpose	<p>Comm. 651, <i>Reunification Follow-Up Staffing Guide</i> provides a template for the post reunification staffing which is to be held within 30-45 days after reunification.</p> <ul style="list-style-type: none"><li>▪ Identify all parts of the original plan that are working well</li><li>▪ Identify any obstacles and problem solve to come up with solutions to these issues and barriers</li><li>▪ Give time for the parent's and child's voice</li><li>▪ Discuss next steps including timelines, reduction of services and safe case closure.</li></ul>
Source	<p>Print supplies of Comm. 651 from the manual or SharePoint as needed.</p>

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**Comm. 653, Process to Successfully Effectuate a Subsidized Guardianship**

Purpose	Comm. 653, <i>Process to Successfully Effectuate a Subsidized Guardianship</i> provides clarification on the subsidized guardianship process.
Source	Print supplies of Comm. 653 from the manual or SharePoint as needed.

**Comm 654, ESSA Best Interest Determination**

Purpose	Comm. 654, <i>ESSA Best Interest Determination</i> is used as guidance when determining whether a child should remain in the current school setting (school of origin) or move to a new school.
Source	Print supplies of Comm. 654 from the manual or SharePoint as needed.

**Comm 655, ESSA Checklist: Things DHS Workers Should Do**

Purpose	Comm. 655, <i>ESSA Checklist: Things DHS Workers Should Do</i> is a checklist which provides HHS workers with information on what their responsibility is regarding the “Every Student Succeeds Act” (ESSA).
Source	Print supplies of Comm. 655 from the manual or SharePoint as needed.

**Comm 656, ESSA Flowchart**

Purpose	Comm. 656, <i>ESSA Flowchart</i> is a chart which provides HHS workers with information on the “Every Student Succeeds Act (ESSA) process.
Source	Print supplies of Comm. 656 from the manual or SharePoint as needed.

**Comm 657, ESSA School Transportation Decision Matrix**

Purpose	Comm. 657, <i>ESSA School Transportation Decision Matrix</i> provides information on who is responsible for transportation costs under the “Every Student Succeeds Act” (ESSA).
Source	Print supplies of Comm. 657 from the manual or SharePoint as needed.

**Comm 658, What DHS Workers Need to Know About ESSA**

Purpose	Comm. 658, <i>What DHS Workers Need to Know About ESSA</i> provides DHS Workers with information regarding the “Every Student Succeeds Act (ESSA) including what they are responsible for in the process.
Source	Print supplies of Comm. 658 from the manual or SharePoint as needed.

**[Comm. 660, Practice Standards for Family Centered Services Contractors](#)**

Purpose	<i>Practice Standards for Family Centered Services Contractors</i> is a manual designed to provide guidance for consistent, high quality, statewide best practices within the Family Centered Services contract.
Source	Print or download supplies of this manual from Chapter 18-Appendix.
Distribution	This manual has been designed for internal and external use. Direct people requesting this manual to the Policy Manual section of the HHS website.



**Comm 664, Contractor Expectations for Provision of Family Centered Services**

Purpose	Comm. 664, <i>Contractor Expectations for Provision of Family Centered Services</i> provides HHS staff with a list of the essential contract components of the Family Centered Services program.
Source	Print supplies of Comm. 664 from the Employees' Manual or SharePoint.

**Comm. 675, Preventing Sex Trafficking in Foster Care**

Purpose	This is a guidance document for HHS to understand signs and risks of trafficking for children in foster care, as well as what to do if a child is believed to have been trafficked.
Source	SharePoint guidance
Completion	Staff should read and understand the information contained in the Comm.
Distribution	Keep in SharePoint and the Employee Manual and with other resources for HHS staff.

**Comm. 676, Human Trafficking: Safety of Children in Foster Care**

Purpose	<i>Human Trafficking: Safety of Children in Foster care</i> is used to educate social work case managers, providers, and others to the obligation to understand what human trafficking is, what the risks are to children in foster care, and what to do if human trafficking is believed to have occurred.
Source	Print supplies of Comm. 676 from SharePoint Metadata List or the manual as needed.
Distribution	The social work case manager may share the form with parents in the courts, provider community, the child's family or others as appropriate.
Data	This communication document is available at SharePoint under Employee Manual/Forms. Additional guidance can be found in Employee Manual Chapter <a href="#">18-C(2)</a> .

**Comm. 680, Family Centered Services Provider Roles & Responsibilities**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Family Centered Services Provider (FCS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**Comm. 681, Parent Roles & Responsibilities**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**[Comm. 682, Peer Support Resource Parents](#)**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the role of Therapeutic Foster Care Peer Support.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**Comm. 683, Pre-Placement Coordination Plan**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, the Pre-Placement Coordination Plan gives a description of the steps taken prior to placement of the child.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**[Comm. 684, Recruitment, Retention, Training and Support Worker Roles & Responsibilities](#)**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Recruitment, Retention, Training and Support Worker (RRTS).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.



**Comm. 685, Social Work Case Managers Roles & Responsibilities**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Social Work Case Manager (SWCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**[Comm. 686, Therapeutic Case Manager Roles & Responsibilities](#)**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Case Manager (TCM).
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**[Comm. 687, Therapeutic Foster Care Resource Parent Roles & Responsibilities](#)**

Purpose	For the Therapeutic Foster Care (TFC) Pilot Program, describes the roles and responsibilities of the Therapeutic Foster Care Resource Parent.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**Comm. 688, MCO Care Coordinator Roles & Responsibilities**

Purpose	For the Therapeutic Foster Care Pilot Program, describes the roles and responsibilities of the MCO Care Coordinator.
Source	Maintain in SharePoint Therapeutic Foster Care staff resources.
Distribution	The Department caseworker shares this form with the team around a child in Therapeutic Foster Care.

**RC-0003, Child Abuse Registry Report Code Card**

Purpose	The code card provides a list of all coded responses necessary to interpret computerized records of child abuse investigations on the Automated Child Abuse and Neglect (ACAN) system.
Source	Print supplies of the <i>Child Abuse Registry Report Code Card</i> from the manual or SharePoint as needed.

**RC-0045, Interstate Compact Requirements for Placing Children Out of Iowa**

Purpose	Checklist RC-0045 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0045 from the manual or SharePoint as needed.
Use	Follow this checklist when preparing a referral packet to place an Iowa child out of state through the Interstate Compact on the Placement of Children (ICPC).

**[RC-0046, Interstate Compact Requirements for Receiving Children Into Iowa](#)**

Purpose	Checklist RC-0046 is a guide to follow in evaluating, supervising, and terminating the placement of a child from one state to another.
Source	Print supplies of RC-0046 from the manual or SharePoint as needed.
Use	Follow this checklist when you receive a referral packet from another state seeking to place a child in Iowa through the Interstate Compact on the Placement of Children (ICPC).

### RC-0049, Dissemination Desk Aid

Purpose	<p>RC-0049 is used to identify:</p> <ul style="list-style-type: none"><li>▪ The type of information that can be released to specific persons upon request.</li><li>▪ The form on which the request is to be submitted.</li></ul>
Source	<p>Print supplies of the <i>Dissemination Desk Aid</i> from the manual or SharePoint as needed.</p>
Data	<p>The first column lists the people or entities that have access to child abuse information. The remaining columns list the information to be released and the forms to be submitted by the requester, according to the status of the report finding.</p> <p><b>Founded</b></p> <ul style="list-style-type: none"><li>▪ Form 470-3243, <i>Notice of Child Abuse Assessment: Founded</i>, is the notice sent upon completion of a founded child abuse assessment.</li></ul> <p>The written summary is provided with the notification to the subjects. Other persons receiving the notification may request the written summary using this form.</p> <ul style="list-style-type: none"><li>▪ Form 470-0643, <i>Request for Child and Dependent Adult Abuse Information</i>, is used to request and respond to inquiries on child abuse records. Release founded child abuse information using this form.</li></ul> <p>All local offices are authorized to release founded, confirmed, and not confirmed information to the subjects of a report or their legal representatives. The Central Abuse Registry staff or the designated field office staff determine authorized access and necessary information to be released.</p> <p><b>Confirmed Not Registered</b></p> <p>Only the field offices can release information or written summaries to authorized persons or entities on reports that are confirmed but not registered, because this information is not on the Registry.</p> <ul style="list-style-type: none"><li>▪ Form 470-3575, <i>Notice of Child Abuse Assessment: Confirmed Not Registered</i>, is the notice sent upon completion of a child abuse assessment where abuse is confirmed but not registered.</li></ul> <p>The written summary is provided to the subjects with the notification.</p> <ul style="list-style-type: none"><li>▪ Form 470-0429, <i>Consent to Obtain and Release Information</i>, is required for release to people other than the subjects or their legal representatives, Department staff for official duties, the juvenile court, and the county attorney.</li></ul>



### Not Confirmed

Only the field offices can release information or written summaries to authorized individuals or entities on reports that are not confirmed, because this information is not on the Registry.

- Form 470-3242, *Notice of Child Abuse Assessment: Not Confirmed*, is the notice sent upon completion of a child abuse assessment where abuse is not confirmed.

The **written** summary is provided with the notification to the subjects.

- Form 470-0429, *Consent to Obtain and Release Information*, is required for release to persons other than Department staff for official duties, subjects or their legal representative, the juvenile court, and the county attorney.

### All Findings: Family Risk Assessment, Safety Assessment and Plan, and CPS Family Assessment Summary

Only the field offices can release information or written summaries to authorized individuals or entities because this information is not on the Registry.

**NOTE:** As of September 2005, *Child Abuse Assessment Summary Part B* was no longer required.

Form 470-0429, *Consent to Obtain and Release Information*, is required for release to people other than Department staff for official duties, the juvenile court, and the county attorney. Refer to [I-C](#) for substance abuse information.

Policy requires that all subjects of a report be sent a copy of the assessment upon completion.

**RC-0053, Home Study Update Guide: Transition to Adoption**

Purpose	RC-0053 is used as a guide for completion of the home study update when a foster family adopts a child in their care.
Source	Print supplies of RC-0053 from the manual or SharePoint as needed.
Completion	The home study worker should complete a home study update when a foster family is interested in adopting a child in their care and the family has not been previously approved for adoption. At least two face-to-face visits are recommended.
Distribution	Keep the completed home study update in the family's HHS file. Also provide the family with a copy of the update. If the update is purchased, the private agency may keep a copy for its file.
Data	<p>The guide includes a list of recommended areas to explore with the foster parent during the interviews, including:</p> <ul style="list-style-type: none"><li>▪ Legal responsibilities</li><li>▪ Decision making</li><li>▪ Emotional and psychological impact</li><li>▪ Financial obligation</li><li>▪ Anticipated adjustments</li><li>▪ Support system</li></ul>

**RC-0076, CPS and CINA Intake Decision Tree**

Purpose	The <i>CPS and CINA Intake Decision Tree</i> , RC-0076, is a desk aid used at intake.
Source	Print the <i>CPS and CINA Intake Decision Tree</i> from the manual or SharePoint as needed.
Use	<p>Intake workers may use the <i>CPS and CINA Intake Decision Tree</i> to determine if a child protective services assessment should be accepted and the response time that must be met based on the report.</p> <p>The <i>CPS and CINA Intake Decision Tree</i> also indicates CINA criteria for a referral to be accepted for a CINA assessment or if only an information or referral is appropriate.</p>

**RC-0077, CINA Guidance Tool**

**Purpose** The *CINA Guidance Tool* lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.

**Source** Print supplies of the *CINA Guidance Tool* from the manual or SharePoint as needed.

Use The *CINA Guidance Tool* is an internal desk aid only.

**Data** The *CINA Guidance Tool* provides a directive as to when a child abuse assessment or CINA assessment is required.

**RC-0078, Relative Home Study Outline**

Purpose	RC-0078 provides an outline for formatting the narrative evaluation of a relative for the placement of a child.
Source	Print supplies of RC-0078 from the manual or SharePoint as needed.
Completion	<p>Before the recommendation to approve or deny placement of a child in a relative home, Department staff complete a home study or request the recruitment and retention contractor to do the study.</p> <p>The home study worker uses the <i>Relative Home Study Outline</i> as a guide to arrange the information gathered for the study.</p>
Distribution	Keep a copy of the completed home study in the child's file with the <i>Relative Home Study Face Sheet</i> . If the recruitment and retention contractor does the home study, the contractor also keeps a copy in its file.
Data	When completing the home study, refer to the attached interview questions for suggestions on completing each item. Address all the elements in the <i>Relative Home Study Face Sheet</i> in the narrative.

**RC-0082, How-Do-I? Guide: Case Planning**

Purpose	RC-0082 is a desk aid for departmental staff regarding general procedural steps in case planning.
Source	Print supplies of the <i>How-Do-I? Guide: Case Planning</i> , RC-0082, from the manual or SharePoint as needed.
Data	<p>The information is divided into the areas of policy, procedure, and practice guidance, and covers:</p> <ul style="list-style-type: none"><li>▪ Preparation for case planning,</li><li>▪ Engaging the family,</li><li>▪ Developing the initial <i>Family Case Plan</i>,</li><li>▪ Establishing the permanency goal,</li><li>▪ Concurrent planning,</li><li>▪ Review of the case plan,</li><li>▪ Transition planning, and</li><li>▪ Safe case closure.</li></ul>

**RC-0083, How-Do-I? Guide: Case Management**

Purpose	RC-0083 is a desk aid for departmental staff regarding general guidelines for case management.
Source	Print supplies of the <i>How-Do-I? Guide: Case Management</i> , RC-0083, from the manual or SharePoint as needed.
Data	The information is separated according to policy, procedure, and practice guidance. Topic areas include: <ul style="list-style-type: none"><li>▪ Reviewing the family plan and family profile,</li><li>▪ Determining and accessing RTSS and non-RTSS services,</li><li>▪ Coordinating and monitoring provision of services,</li><li>▪ Reassuring safety and risk,</li><li>▪ Providing case management, and</li><li>▪ Closing the case.</li></ul>

**RC-0084, How-Do-I? Guide: In-Home Case Management**

Purpose	RC-0084 is a desk aid for departmental staff regarding general guidelines for in-home case management.
Source	Print supplies of the <i>How-Do-I? Guide: In-Home Case Management</i> , RC-0084, from the manual or SharePoint as needed.
Data	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none"><li>▪ Requirements for reasonable efforts,</li><li>▪ Assessing service needs,</li><li>▪ Types of available services,</li><li>▪ Service application and approval process, and</li><li>▪ Monitoring and follow-up of services.</li></ul>



**RC-0086, How-Do-I? Guide: CPS Assessment**

Purpose	RC-0086 is a desk aid for departmental staff regarding general procedural steps during a CPS assessment.
Source	Print supplies of the <i>How-Do-I? Guide: CPS Assessment</i> , RC-0086, from the manual or SharePoint as needed..
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the assessment intake process.

**RC-0087, How-Do-I? Guide: CINA Assessment**

Purpose	RC-0087 is a desk aid for departmental staff regarding general procedural steps during a CINA assessment.
Source	Print supplies of the <i>How-Do-I? Guide: CINA Assessment</i> , RC-0087, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA assessment process.

**RC-0088, How-Do-I? Guide: CINA Intake**

Purpose	RC-0088 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of a CINA referral.
Source	Print supplies of the <i>How-Do-I? Guide: CINA Intake</i> , RC-0088, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the CINA intake process.

**RC-0089, How-Do-I? Guide: CPS Intake**

Purpose	RC-0089 is a desk aid for departmental staff regarding general procedural steps in acceptance or rejection of child abuse reports for assessment.
Source	Print supplies of the <i>How-Do-I? Guide: CPS Intake</i> , RC-0089, from the manual or SharePoint as needed.
Data	The information is divided into the areas of policy, procedure, and practice guidance as it relates to the intake process.

**RC-0090, Drug Testing Guidelines**

Purpose	The <i>Drug Testing Guidelines</i> is a desk aid to be used as a decision making tool for determining the particular method to use for drug testing.
Source	Print supplies of the <i>Drug Testing Guidelines</i> from the manual or SharePoint as needed.
Data	The <i>Drug Testing Guidelines</i> lists the types of drug tests available and indications for use. The pros and cons of each type of drug test are listed, as is a time of detection window for each.

**RC-0093, CPS Assessment – Case Disposition Decision Tree**

Purpose	The <i>CPS Assessment – Case Disposition Decision Tree</i> is for use by departmental staff as a desk aid regarding general procedural steps in determining case disposition.
Source	Print supplies of the <i>CPS Assessment – Case Disposition Decision Tree</i> from the manual or SharePoint as needed..
Use	CPS staff may use the desk aid in determining case disposition based on the age, finding, and risk of a child abuse assessment.

**RC-0095, Criminal Record Case Codes**

Purpose	RC-0095 is a desk aid for departmental staff that lists the criminal record case codes.
Source	Print supplies of the <i>Criminal Record Case Codes</i> , RC-0095, from the manual or SharePoint as needed.
Use	The codes are used when criminal record checks are completed online regarding allegations that include a criminal act or indications of possible child or worker safety concerns.

**RC-0096, How-Do-I? Guide: Out-of-Home Case Management**

Purpose	RC-0096 is a desk aid for departmental staff regarding general guidelines for out-of-home case management.
Source	Print supplies of the <i>How-Do-I? Guide: Out-of-Home Case Management</i> , RC-0096, from the manual or SharePoint as needed.
Data	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none"><li>▪ Determining placement type,</li><li>▪ Services to the child in foster care,</li><li>▪ Parental rights and responsibilities,</li><li>▪ Unauthorized absence of a child from placement,</li><li>▪ Foster care payment,</li><li>▪ Foster care recovery,</li><li>▪ Medical coverage for children,</li><li>▪ Review of the foster care placement,</li><li>▪ Providing out-of-home case management,</li><li>▪ Closing the case, and</li><li>▪ Transition services.</li></ul>



**RC-0099, How-Do-I? Guide: Adoption**

Purpose	RC-0099 is a desk aid for departmental staff regarding general guidelines for adoption.
Source	Print RC-0099, <i>How-Do-I? Guide: Adoption</i> , from the manual or SharePoint.
Data	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none"><li>▪ Transitioning from foster care to adoption,</li><li>▪ Adoptive family application process,</li><li>▪ Adoptive services,</li><li>▪ Finalizing the adoption,</li><li>▪ Eligibility determinations</li><li>▪ Adoption subsidies, and</li><li>▪ Ongoing case responsibilities.</li></ul>

**RC-0101, Case Closure**

Purpose	The <i>Case Closure</i> document is a summary of considerations made when closing a case.
Source	Print RC-0101, <i>Case Closure</i> , from the manual or SharePoint.
Use	Use the <i>Case Closure</i> document as a desk aid for workers or a training tool.

**RC-0102, How-Do-I? Guide: Case Closure**

Purpose	RC-0102 is a desk aid for departmental staff regarding general guidelines for closing a case.
Source	Print RC-0102, <i>How-Do-I? Guide: Case Closure</i> , from the manual or SharePoint.  Use Workers use this desk aid as a guide as they consider case planning or case closure and when supervisors review and discuss conditions for safe case closure for individual cases.
Data	The information is separated according to policy, procedure, and practice guidance.

**RC-0104, Safety Assessment Guidance**

Purpose	RC-0104 is used as guidance to assist the worker in assessment and identification of current danger indicators. The guide is intended to assist staff in articulating safety concerns consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the <i>Safety Assessment Guidance</i> from the manual or SharePoint.

**[RC-0122, Factoring Child Abuse Desk Aid](#)**

Purpose	RC-0122 is used as guidance to assist the worker and supervisor in evaluating if all the factors necessary for a determination of abuse are evidenced.
Source	Print the <i>Factoring Child Abuse Desk Aid</i> from the manual or SharePoint.

**RC-0123, Family Risk Assessment Guidance**

Purpose	RC-0123 is used as guidance to assist the worker in assessment and identification of contributing factors that may affect the risk of harm to the child. The guide is intended to assist staff in articulating risk factors consistently throughout the life of the case to the family and to internal and external partners in child protection.
Source	Print the <i>Family Risk Assessment Guidance</i> from the manual or SharePoint.

**RC-0124, Family Risk Reassessment Guidance**

Purpose	The <i>Family Risk Reassessment Guidance</i> provides a directive as to how to complete form 470-4134, <i>Family Risk Reassessment</i> .
Source	Print supplies of the <i>Family Risk Reassessment Guidance</i> from the manual or SharePoint.
Distribution	The <i>Family Risk Reassessment Guidance</i> is an internal desk aid.

**[RC-0126, Factoring Dependent Adult Abuse Desk Aid](#)**

**Purpose** RC-0126 is a shortened version of factors necessary to determine if dependent adult abuse occurred. Additional information on determining factors can be found in [18-B\(3\)](#). The purpose is to provide a document that is condensed and more accessible than the Handbook.

**Source** Print supplies of the desk aid from the manual or SharePoint.



**RC-0131, Multidisciplinary Team Practice Guidance**

Purpose	The <i>Multidisciplinary Team Practice Guidance</i> provides a directive as to how to complete form 470-2328, <i>Multidisciplinary Team (MDT) Agreement</i> .
Source	Print supplies of the <i>Multidisciplinary Team Practice Guidance</i> from the manual or SharePoint.
Distribution	The <i>Multidisciplinary Team Practice Guidance</i> is an internal desk aid.

**RC-0135, Dependent Adult Abuse Dissemination Desk Aid**

Purpose	The <i>Dependent Adult Abuse Dissemination Desk Aid</i> , RC-0135, is used to identify: <ul style="list-style-type: none"><li>▪ The type of information that can be released to specific persons upon request.</li><li>▪ The form on which the request is to be submitted.</li></ul>
Source	Print supplies of the <i>Dependent Adult Abuse Dissemination Desk Aid</i> from the manual or SharePoint.
Distribution	The <i>Dependent Adult Abuse Dissemination Desk Aid</i> is an internal desk aid.

**RC-0139, Safety, Dependency, and Risk Assessment Practice Guidance**

Purpose	The dependent adult assessment tool, <i>Safety, Dependency, and Risk Assessment Practice Guidance</i> , RC-0139, is a guidance tool to assist workers in completing form 470-4841, <i>Dependent Adult Assessment Tool</i> .
Source	Print supplies of the guide from the manual or SharePoint.
Distribution	The <i>Safety, Dependency, and Risk Assessment Practice Guidance</i> is an internal desk aid.

**RC-0140, CPW to SWCM Transfer Packet Face Sheet Guidance**

Purpose	The <i>CPW to SWCM Transfer Packet Face Sheet Guidance</i> provides a directive on how to complete form 470-5562, <i>CPW to SWCM Transfer Packet Face Sheet</i> .
Source	Print supplies of the <i>CPW to SWCM Transfer Packet Face Sheet Guidance</i> from the manual or SharePoint.
Distribution	The <i>CPW to SWCM Transfer Packet Face Sheet Guidance</i> is an internal desk aid.

**RC-0141, Child Trafficking Indicators**

Purpose	The <i>Child Trafficking Indicators</i> , RC-0141, is a guidance tool used at intake and during an assessment.
Source	Reference or print the <i>Child Trafficking Indicators</i> from the manual or SharePoint as needed.
Use	<p>Intake workers may use the <i>Child Trafficking Indicators</i> to guide questioning of reporters of suspected child abuse who may have information of potential human trafficking of a child.</p> <p>Assessment workers may also use the <i>Child Trafficking Indicators</i> during the course of an assessment to evaluate whether a child is a potential victim of human trafficking.</p>

**RC-0142, Intake Screening Tool – Determining the Assessment Type**

Purpose	The <i>Intake Screening Tool – Determining the Assessment Type</i> , RC-0142, is a screening tool used at intake and during an assessment.
Source	<p>The <i>Intake Screening Tool – Determining the Assessment Type</i> is available on the STAR Intake module in JARVIS after an intake has been accepted for assessment.</p> <p>Department staff may also reference or print the <i>Intake Screening Tool – Determining the Assessment Type</i> from the manual or SharePoint as needed.</p>
Use	<p>Intake workers must use the <i>Intake Screening Tool – Determining the Assessment Type</i> to determine whether the accepted intake is required to be assigned as a family assessment or child abuse assessment.</p> <p>Assessment workers must also use the <i>Intake Screening Tool – Determining the Assessment Type</i> during the course of a family assessment to determine if any criteria is met that requires the family assessment to be reassigned as a child abuse assessment.</p>

**RC-0143, JARVIS Reference**

Purpose	The <i>JARVIS Reference</i> , RC-0143, is a resource document used at intake and during an assessment.
Source	Department staff may reference or print the <i>JARVIS Reference</i> from the manual or SharePoint as needed.
Use	<p>Intake workers may use the <i>JARVIS Reference</i> to assist in completing the documentation of an intake on the STAR intake module of JARVIS.</p> <p>Assessment workers may use the <i>JARVIS Reference</i> to assist in completing the documentation of an assessment on the STAR assessment module of JARVIS.</p>

**RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid**

Purpose	The <i>Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid</i> , RC-0144, is a resource document used at intake.
Source	Department staff may reference or print the <i>JARVIS Reference</i> from the manual or SharePoint as needed.
Use	Intake workers may use the <i>Reports of Child Abuse Involving Other States – Jurisdiction Desk Aid</i> to assist in determining Iowa’s role in assessing allegations of child abuse that involve other states.



**RC-0145, Structured Interview**

Purpose	The <i>Structured Interview</i> , RC-0145, is a resource document used at intake.
Source	Department staff may reference or print the <i>Structured Interview</i> from the manual or SharePoint as needed.
Use	Intake workers are encouraged to use the <i>Structured Interview</i> as a standardized means to provide information to and obtain information from a reporter of suspected child abuse.

**RC-0146, System Checks for Child Abuse and Dependent Adult Abuse Intakes**

Purpose	The <i>System Checks for Child Abuse and Dependent Adult Abuse Intakes</i> , RC-0146, is a resource document used at intake.
Source	Department staff may reference or print the <i>System Checks for Child Abuse and Dependent Adult Abuse Intakes</i> from the manual or SharePoint as needed.
Use	Intake workers may use the <i>System Checks for Child Abuse and Dependent Adult Abuse Intakes</i> to assist in completing the required system checks for intakes of suspected child or dependent adult abuse.

**RC-0147, System Checks Guidance for Intake**

Purpose	The <i>System Checks Guidance for Intake</i> , RC-0147, is a resource document used at intake.
Source	Department staff may reference or print the <i>System Checks Guidance for Intake</i> from the manual or SharePoint as needed.
Use	Intake workers may use the <i>System Checks Guidance for Intake</i> as a detailed guide to each of the systems used to complete the required checks for intake of suspected child or dependent adult abuse.

**RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation**

Purpose	The <i>Unlicensed Kin and Fictive Kin Caregiver Evaluation</i> is a guidance tool for field workers to determine the financial support options available to different types of caregivers.
Source	Print supplies of the guide from the manual or SharePoint.

Revised February 23, 2024

**[RC-0149, Field Guide for Assessing and Planning for the Safety of Children](#)**

Purpose	<p>The <i>Field Guide for Assessing and Planning for the Safety of Children</i> is a resource for field workers to use as a quick reference to the following policy information:</p> <ul style="list-style-type: none"><li>▪ Key Decision Points To Assess Safety</li><li>▪ Safety Assessment Outcomes</li><li>▪ Which Household To Assess</li><li>▪ Child Protective Assessments – Initial Assessment of Safety</li><li>▪ Child Protective Assessments – Subsequent Assessments of Safety</li><li>▪ Child Welfare Services – Assessments of Safety</li><li>▪ When A Safety Assessment is Not Required</li></ul>
Source	<p>Print the <i>Field Guide for Assessing and Planning for the Safety of Children</i> from the manual or SharePoint as needed.</p>

**[RC-0150, Field Guide for the Observation of Children and the Delay of Observation Timeframes](#)**

Purpose	<p>The <i>Field Guide for the Observation of Children and the Delay of Observation Timeframes</i> is a resource for field workers to use as a quick reference to the following policy information:</p> <ul style="list-style-type: none"><li>▪ Reasonable Efforts Defined</li><li>▪ Reasonable Efforts to Observe the Child Timely</li><li>▪ Delaying the Observation Timeframe</li><li>▪ Waiving the Observation Timeframe</li><li>▪ Documenting Work in the CPA Summary of Contacts Section</li><li>▪ Documenting Additional Entries in the JARVIS – STAR Assessment Module</li></ul>
Source	<p>Print the <i>Field Guide for the Observation of Children and the Delay of Observation Timeframes</i> from the manual or SharePoint as needed.</p>

**RC-0159, Court Appearance Quick Reference Card**

Purpose	<p>RC-0159, <i>Court Appearance Quick Reference Card</i>, provides protocol for addressing situations in which there is a disagreement between the Department and County Attorneys regarding appropriate action during court hearings.</p> <ul style="list-style-type: none"><li>▪ Consulting with a supervisor</li><li>▪ Requesting a recess to consult legal counsel</li><li>▪ Responding to requests regarding your personal opinion</li><li>▪ Responding to requests for confidential information</li></ul>
Source	<p>Print supplies of RC-0159 from the manual or SharePoint as needed.</p>

**RC-0168, New Adoption Legal Requirements**

Purpose	<p>RC-0168, <i>New Adoption Legal Requirements</i> provides information about the DHHS legal interpretation of changes to Iowa Code Chapter 600 related to HF2252 and the basis for that interpretation. Guidance includes:</p> <ul style="list-style-type: none"><li>▪ Changes to the Adoption Petition Content</li><li>▪ Changes to the Adoption Petition Attachments</li><li>▪ Changes to the Preplacement Investigation</li><li>▪ Changes to the Notice Requirement</li><li>▪ Changes to Allow Access to the Adoption File</li></ul>
Source	<p>Print supplies of RC-0168 from the manual or SharePoint under Employee Manual/Forms.</p>



February 23, 2024

**RC-0172, Dependent Adult Abuse Multidisciplinary Team Practice Guidance**

Purpose	The Dependent Adult Multidisciplinary Team Practice Guidance provides specific requirements outlined in Iowa Code and Administrative Rules when constructing a MDT, foundational elements and functions of a MDT, departmental expectations once an MDT is constructed and how to appropriately complete form 470-5737, Dependent Adult Multidisciplinary Team (MDT) Agreement.
Source	Print supplies of the Dependent Adult Multidisciplinary Team Practice Guidance from the manual or SharePoint.
Distribution	The Dependent Adult Multidisciplinary Team Practice Guidance is an internal desk aid.