

August 15, 2025

GENERAL LETTER NO. 18-AP-63

ISSUED BY: Bureau of Child Protective Services
Bureau of Adult Protective Services
Bureau of Prevention and Adult Protective Services
Division of Family Well-Being and Protection
Division of Aging and Disability Services

SUBJECT: Employees' Manual, Title 18 Appendix, **Family Services Appendix**, Contents 1-16, 110-113, 390-477, revised; 478 and 479, new, and forms revised.

Summary

This chapter is revised to update content, formatting, and/or Iowa Code citations on the following forms:

- 470-0643, Request for Child and Dependent Adult Abuse Information
- 470-0657, Dependent Adult Protective Services Intake
- 470-3615, Social History
- 470-3615(S), Social History (Spanish Version)
- 470-4063, Preplacement Screening for Supervised Apartment Living Foster Care
- 470-5371, Family Assessment Summary
- 470-5696, Dependent Adult Financial Information Request
- 470-5698, Dependent Adult Medical Information Request
- Comm. 118, Dependent Adult Abuse: A Guide for Mandatory Reporters
- Comm. 118(S), Dependent Adult Abuse: A Guide for Mandatory Reporters (Spanish Version)
- Comm. 604, Kinship Caregiver Payment Program
- Comm. 604(S), Kinship Caregiver Payment Program (Spanish Version)
- RC-0123, Family Risk Assessment Guidance
- RC-0126, Factoring Dependent Adult Abuse Desk Aid
- RC-0135, Dependent Adult Abuse Dissemination Desk Aid
- RC-0144, Reports of Child Abuse Involving Other States - Jurisdiction Desk Aid

Effective Date

Immediately.

Material Superseded

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

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[Dependent Adult Protective Services Intake, Form 470-0657](#)

Purpose	Form 470-0657 documents information provided in a report of suspected dependent adult abuse and the Department's response to the report.
Source	Intake workers can complete this form using the: <ul style="list-style-type: none">▪ DARES module, or▪ Printable template is located in SharePoint Forms. Transferring the data to the DARES module later.
Completion	The intake worker who receives the initial report of suspected dependent adult abuse completes this form on each referral whether the referral is accepted or rejected for assessment or evaluation.
Distribution	Upon completion of the intake, the form is electronically auto-distributed to the appropriate identified recipients.
Data	<p>Date and Time: The date and time the intake supervisor accepts or rejects the report of dependent adult abuse will auto-populate in the DARES intake module.</p> <p>County Name/County #: Enter the county name and number.</p> <p>Intake Person: The DARES intake module will auto-populate the name of the intake worker conducting the intake.</p> <p>Assigned Worker: If accepted, the APW assigned to complete the evaluation or assessment will be assigned by the APW Supervisor and will auto-populate in DARES.</p> <p>Incident (Registry) Number: The DARES system assigns this number.</p> <p>Household Name and Address: Enter the address of the primary residence of the adult subject, even if the adult subject is currently in an alternative temporary setting such as the hospital. Enter the zip code and county, if known. If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered.</p> <p>Directions to Home: If the location of the household is unknown or unavailable at intake, enter "unknown." Out-of-state addresses may be entered. Otherwise, enter directions to the residence when possible.</p>

Telephones: Enter the household telephone number, including the area code, and any other contact telephone numbers.

Current Location of Adult Subject: If the adult subject is living outside the home, enter the name and address of the location where the adult subject is residing at the time of intake. If you gave the adult's placement address as the household address, you do not need to reenter it.

Address of Abuse Incident: Enter the address where the alleged abuse occurred.

Household Composition: Enter the name of each person residing in the household with the adult subject. Complete this section as fully as possible, using the codes provided. If the adult subject is residing in a congregate care setting, only the adult subject may be listed in the household composition.

NOTE: The column labelled "Med", representing 'Active Medicaid Member', will only show a value for the adult subject within the household composition.

Narrative Description/Adult Subject Safety Concern: Enter the reported information in this section. Whenever possible, use the words of the reporter. Summarize all allegations and other information needed to determine whether the referral provides information sufficient to determine abuse or neglect did not occur. Check the box whether the alleged person responsible has, or does not have, access to the adult subject (victim).

Reporter or Referral Source: Enter the name, including title, agency, address, and phone number of the reporter or referral source, if known. Check the box that indicates the reporter notification and date of notice.

Person Reported as Responsible for Alleged Abuse: Enter the Name, Date of Birth, Role, Perpetrator Relationship, and Substitute Decision Maker to Adult Subject, Social Security Number, FACS ID (if applicable), Address, and Phone Number. DARES will generate personal ID Number, or the intake worker can select the correct person if the person already exists in the system.

Use the "comments" section to indicate the person's workplace or any other information determined to be pertinent to the intake.

Collateral Sources: Enter the name, phone number, relationship of the collateral sources to the adult subject, and the address of the collateral sources identified by the reporter or the intake worker.

Use the comments section labeled “In-Depth Intake Information” to document information from mandatory reporters gathered during an in-depth intake.

Name of Guardian, Conservator or Other Person Responsible for Dependent Adult: If there is a legal guardian or conservator or other person responsible for the dependent adult, such as a power of attorney, enter the contact information here.

Allegations Abuse Type: This information is carried over by the “Alleged Abuse Type” screen in DARES.

System Checks Completed: DARES, STAR, IoWANS, FACS, IMPA, Criminal, SOR, and WISE. Enter the information from these data sources. Mark the box for each database checked, regardless of whether it had information on the adult subject or the person alleged responsible. Enter criminal history check results. Possible rejection reasons which populate from DARES into form **470-3944, Dependent Adult Abuse Notice of Intake Decision** are as follows:

- A reasonable belief does not exist that the adult subject is a dependent adult
- Alleged perpetrator is not a caretaker
- Not in HHS jurisdiction OR not in state’s jurisdiction. A reasonable belief does not exist to suspect abuse or neglect occurred
- Duplicate to prior report. [Incident number that addressed current allegations]
- Addendum/Additional information to prior report. [Incident number to be reassigned]

Additional populated Actions Taken in DARES for accepted and rejected intakes are as follows:

- Referral to DIAL
- Referral to Law Enforcement
- Referral to community services
- Referred Addendum/Additional info to Prior Report to Local Office
- Referred to HHS Home and Community Based Services Regulatory Authority
- Referred to APW with current open assessment
- Referred to APW with open periodic visits
- Referred to Iowa Medicaid Urgent Member Unit

- Referred to HHS Services Worker (open services)
- Referred to HHS CPW with Open Assessment

Additional Information: Include information learned from the results of checks of the databases in this section. Also include any other additional information that may be relevant to the evaluation or assessment including information obtained during an in-depth intake.

Include any worker safety information about dangerous persons, animals, or conditions likely to be encountered during the assessment or evaluation process. Indicate if the safety concerns involve others in addition to the adult protective worker.

Intake Screening Tool – Determining Dependency Status: Use questions 1 through 7 to gather information from the caller. Use questions 8 through 11 if they apply. All questions are to assist in determining a reasonable belief of the adult subject's dependency status.

Supervisory Decision:

For a rejected dependent adult abuse intake, document the following:

- Indicate the reasons for the rejection
- Rejecting supervisor's name
- The date and time of rejection.

For an accepted dependent adult abuse intake, document the following:

- Accepting supervisor's name
- The date and time of acceptance.
- Accepted, or
- Accept to Current Assessment [Linked Incident Number]
- Assigned worker [select worker]
- Timeframe for assuring adult safety [Check one]:
 - 24 hours [Alleged Perp has access to adult subject]
 - 72 hours [Alleged Perp does not have access to adult subject]

Comm. 173, Suspending Family Interactions

Purpose	The <i>Suspending Family Interactions</i> document provides information regarding necessary steps when it is necessary to suspend Family Interactions due to a serious risk of physical or emotional harm to the child.
Source	Comm. 173 is available from the manual as needed.

Comm. 174, Standalone SafeCare Decision Guidance

Purpose	The Standalone SafeCare Decision Guidance is available for the Department worker to make referrals to the appropriate services to meet families' needs.
Source	This document is available from manual as needed.

Comm. 177 or Comm. 190, How Can I Help This Child?

Purpose	Comm. 177, <i>How Can I Help This Child?</i> , and its Spanish translation, Comm. 190, inform relative caregivers about their responsibilities when a child is placed with them instead of entering foster care.
Source	Print supplies of the English or Spanish booklet from the manual or SharePoint as needed.
Distribution	Give or mail this booklet to relatives or guardians before or when a child is placed with them.
Data	The booklet addresses reasons for removal of a child, legal procedures involved in placement, and case permanency planning.

Comm. 265 or Comm. 265(S), Solution Focused Meetings (SFMs)

Purpose	Comm. 265 or Comm. 265(S), <i>Family Team Decision-Making Meetings</i> , informs families on: <ul style="list-style-type: none">▪ Family team decision-making meetings,▪ Who is invited to these meetings,▪ What happens before these meetings,▪ What happens at these meetings, and▪ Who to contact should they have any questions.
Source	Print supplies of Comm. 265 or Comm. 265(S) from the manual or SharePoint as needed. Comm. 265 and Comm. 265(S) are also available on the Department's website.
Distribution	Give or mail Comm. 265 or Comm. 265(S) to families.

Comm. 283, Youth Transition Decision-Making Standards

Purpose	The <i>Youth Transition Decision-Making Standards</i> provides a set of standards and practice guidance to achieve positive results associated with the Family Team Decision-Making (FTDM) and Youth Transition Decision-Making (YTDM) process. These standards were developed to ensure that every family is offered the opportunity to participate in the FTDM and YTDM process unless the family is unwilling or doing so would place a family member in danger.
Source	Print supplies of Comm. 283 from the manual or SharePoint as needed. Comm. 283 is also available on the Department's website.
Completion	HHS workers and others may access this set of standards and practice guidance to aid in understanding the family team decision-making and youth transition decision-making process.

Comm. 315 or Comm. 315(S), Medication Management

Purpose	The <i>Medication Management</i> booklet has been developed to provide foster and adoptive parents with basic information on how to manage the medication needs of children in their care.
Source	Families may print the booklet from the manual. (Access the booklet by clicking on the “Comm.” number above.) The recruitment and retention contractor can give a copy of the booklet to families who do not have Internet access.
Completion	The booklet has a test at the end. Completion of this test is mandatory and must be completed in the initial training cycle.
Distribution	The test answer sheet must be completed and returned to the recruitment and retention contractor.
Data	The booklet addresses: <ul style="list-style-type: none">▪ Responsibilities when a child enters care▪ Types and names of medication▪ Preparation forms▪ Routes of administration▪ Who should administer medication▪ Guidelines for administration▪ Recording administration▪ Dispensing oral medications▪ Medication errors▪ Refusal to take medication▪ Administering medication away from home▪ Storage and disposal of medication▪ Psychiatric medications

Comm. 385, Overview of Iowa's Adoption Subsidy Program

Purpose	Comm. 385 explains eligibility for the adoption subsidy program and the supports available.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department.
Data	The pamphlet addresses: <ul style="list-style-type: none">▪ How to decide if special needs adoption is right for a family,▪ The purpose of the subsidy program,▪ Eligibility for subsidy, and▪ The agreement to future adoption subsidy.

Comm. 386, Financial Assistance for Relative Caretakers

Purpose	Comm. 386 outlines the financial resources available to relatives when a child is placed in their care.
Source	Print supplies of this brochure from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this brochure to families when a child is placed in their care through the Department.
Data	<p>The brochure provides a brief description of:</p> <ul style="list-style-type: none">▪ The Family Investment Program,▪ Licensed foster care,▪ Medicaid,▪ Child Care Assistance, and▪ Food Assistance. <p>The descriptions include basic eligibility factors and how to apply for the program.</p>

Comm. 435, Family Interaction Standards

Purpose	The <i>Family Interaction Standards</i> , Comm. 435, provides a set of standards and practice guidance to achieve positive results associated with family interaction. These standards were developed to ensure family interaction maintains the parent-child relationship and other family attachments and reduces the sense of abandonment, which children experience at placement.
Source	Print supplies of Comm. 435 from the manual or SharePoint as needed. Comm. 435 is also available on the Department's website.
Completion	Department workers may access this set of standards and practice guidance to aid in understanding family interaction philosophy.

Comm. 437, Iowa Foster Child and Youth Bill of Rights

Purpose	Comm. 437, <i>Iowa Foster Child and Youth Bill of Rights</i> is used to inform the child, parents, and caretakers about the rights and responsibilities of a child in foster care. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.
Source	Print supplies of this flier from the manual or SharePoint under Employee Manual/Forms.
Distribution	Discuss the flier and give it to the child, the parent, and caretaker at the time a child enters foster care, as appropriate.
Data	The flier provides a tool to start a discussion with a child, the parent, or caretaker that will promote respectful and engaging care of the child.

Comm. 450 or Comm. 450(S), Differential Response System: Family Assessment

Purpose	Comm. 450, <i>Differential Response System: Family Assessment</i> , and its Spanish version, Comm. 450(S), informs the family of their eligibility for a family assessment and provides the family general information about the family assessment.
Source	Per service area protocol, print supplies of the <i>Differential Response System: Family Assessment</i> : <ul style="list-style-type: none">▪ From the manual as needed or▪ Order supplies from the Department of Administrative Services (DAS) through your service area.
Distribution	Give Comm. 450 or Comm. 450(S) to the family when engaging the family in a family assessment.

Comm. 462, Parents Rights & Responsibilities

Purpose	<i>Parents Rights & Responsibilities</i> , Comm. 462, summarizes some of the most important rights and responsibilities for parents when their children have been removed from their care.
Source	Print supplies of Comm. 462 from the manual or SharePoint as needed.
Distribution	Give or mail Comm. 462 to parents or guardians before or when a child is placed in foster care or relative care.

Comm. 482, Dependent Adult Protection

Purpose	Comm. 482, <i>Dependent Adult Protection</i> , informs the adult, caretakers, and household of their eligibility for a dependent adult assessment and provides general information about the assessment or evaluation process.
Source	Print supplies of Comm. 482, <i>Dependent Adult Protection</i> , from the manual or SharePoint under Employee Manual/Forms.
Distribution	Give Comm. 482 to the adult subject and caretaker or any other household members when engaging in a dependent adult assessment or evaluation.

Comm. 581 or Comm. 581(S), Family Guide to Adoption Selection Interview Process

Purpose	Comm. 581 explains to families participating in adoption selection interviews what to expect from the process.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Provide this pamphlet to families who are considering adopting a child through the Department and are participating in the adoption selection process.
Data	The pamphlet addresses: <ul style="list-style-type: none">▪ The purpose of the adoption selection process and interview▪ Possible questions which may be asked during the interview process▪ Expectations for the family Post Adoption Selection Interview

Comm. 593, Iowa Adoption Selection Staffing Process

Purpose	Comm. 593 explains to HHS staff, stakeholders, and the general public the process used in the State of Iowa to select adoptive families for children available for adoption in the State of Iowa.
Source	Print supplies of this pamphlet from the manual or SharePoint under Employee Manual/Forms.
Distribution	Reference this pamphlet to ensure compliance the Iowa's adoption selection process.
Data	The pamphlet addresses steps for HHS adoption staff to complete the adoption selection process.

Comm. 603 or Comm. 603(S), Licensed Family Foster Care Provider Benefits

Purpose	Comm. 603, <i>Licensed Family Foster Care Provider Benefits</i> informs kinship caregivers about the benefits of becoming a licensed foster parent when a child has been placed in their care.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed with them.
Data	This document addresses the benefits for relative caregivers to become a licensed foster parent. RRTS caseworkers, Kinship Specialists, and HHS caseworkers may share this form.

Comm. 604 or Comm 604(S), Kinship Caregiver Program Overview

Purpose	Comm. 604, Kinship Caregiver Program Overview informs kinship caregivers about the Kinship Caregiver Payment Program that financially supports kinship caregivers.
Source	Print supplies from the manual or SharePoint as needed.
Distribution	Give or mail this document to kinship caregivers before or when a child is placed in their court-ordered care.
Data	This document explains the Kinship Caregiver Payment Program. RRTS caseworkers, Kinship Specialists, HHS caseworkers, and shelter, QRTP, and SAL staff may share this form.

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.
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">▪ Before you go▪ Outside the Home▪ Inside the Home▪ De-escalation Tips
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 SharePoint Metadata List 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">▪ Discuss/document the readiness of the parents and children to be reunified.▪ Identify supports▪ Discuss/document the transition plan▪ Discuss school/daycare/services/appointments▪ Discuss parent’s and children’s needs▪ Identify any barriers and HHS/FCS expectations
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">▪ Identify all parts of the original plan that are working well▪ Identify any obstacles and problem solve to come up with solutions to these issues and barriers▪ Give time for the parent's and child's voice▪ Discuss next steps including timelines, reduction of services and safe case closure.
Source	<p>Print supplies of Comm. 651 from the manual or SharePoint as needed.</p>

[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 HHS 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 18-C(2) .

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.

Parent Roles & Responsibilities

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.

Pre-Placement Coordination Plan

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.

Revised August 15, 2025

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.

Comm. 706, Concurrent Planning Brochure

Purpose	<i>Concurrent Planning Brochure</i> is used as a resource to provide to families, kin/fictive kin, foster families, and youth to educate them on what Concurrent Planning means and what the process is.
Source	Print supplies of Comm. 706 from SharePoint.
Distribution	The social work case manager may share the brochure with families, kin/fictive kin, foster families, youth, or others as appropriate.

Comm. 713, Concurrent Planning Infographic

Purpose	The <i>Concurrent Planning Infographic</i> gives a high-level overview of the Concurrent Planning Process. It includes when each staffing must occur, who is required to attend, and who the optional attendees are.
Source	Print supplies of Comm. 713 from SharePoint.

Comm. 714, Concurrent Planning Talking Points

Purpose	<i>Concurrent Planning Talking Points</i> is a resource that provides case managers with questions to ask families, youth, and caretakers to facilitate conversations around Concurrent Planning.
Source	Print supplies of Comm. 714 from SharePoint.

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-0006, Tribal Customary Adoption Definition and Process

Purpose	<i>Tribal Customary Adoption Definition and Process</i> provides information regarding TCA for HHS workers completing a TCA with an identified eligible child on their case load as an appropriate permanency option.
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 use. Direct people requesting this booklet to the Policy Manual section of the HHS website.

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	RC-0049 is used to identify: <ul style="list-style-type: none">▪ The type of information that can be released to specific persons upon request.▪ The form on which the request is to be submitted.
Source	Print supplies of the <i>Dissemination Desk Aid</i> from the manual or SharePoint as needed.
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>Founded</p> <ul style="list-style-type: none">▪ Form 470-3243, <i>Notice of Child Abuse Assessment: Founded</i>, is the notice sent upon completion of a founded child abuse assessment. <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">▪ 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. <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>Confirmed Not Registered</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">▪ 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.

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

- Form 470-0429, *Consent to Obtain and Release Information*, 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.

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 [1-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">▪ Legal responsibilities▪ Decision making▪ Emotional and psychological impact▪ Financial obligation▪ Anticipated adjustments▪ Support system

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 <i>CINA Guidance Tool</i> lists the child in need of assistance definitions as they appear in Iowa Code 232.96A.
Source	Print supplies of the <i>CINA Guidance Tool</i> from the manual or SharePoint as needed.
Use	The <i>CINA Guidance Tool</i> is an internal desk aid only.
Data	The <i>CINA Guidance Tool</i> 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">▪ Preparation for case planning,▪ Engaging the family,▪ Developing the initial <i>Family Case Plan</i>,▪ Establishing the permanency goal,▪ Concurrent planning,▪ Review of the case plan,▪ Transition planning, and▪ Safe case closure.

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	<p>The information is separated according to policy, procedure, and practice guidance. Topic areas include:</p> <ul style="list-style-type: none">▪ Reviewing the family plan and family profile,▪ Determining and accessing RTSS and non-RTSS services,▪ Coordinating and monitoring provision of services,▪ Reassuring safety and risk,▪ Providing case management, and▪ Closing the case.

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">▪ Requirements for reasonable efforts,▪ Assessing service needs,▪ Types of available services,▪ Service application and approval process, and▪ Monitoring and follow-up of services.

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">▪ Determining placement type,▪ Services to the child in foster care,▪ Parental rights and responsibilities,▪ Unauthorized absence of a child from placement,▪ Foster care payment,▪ Foster care recovery,▪ Medical coverage for children,▪ Review of the foster care placement,▪ Providing out-of-home case management,▪ Closing the case, and▪ Transition services.

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">▪ Transitioning from foster care to adoption,▪ Adoptive family application process,▪ Adoptive services,▪ Finalizing the adoption,▪ Eligibility determinations▪ Adoption subsidies, and▪ Ongoing case responsibilities.

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">▪ The type of information that can be released to specific persons upon request.▪ The form on which the request is to be submitted.
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	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. 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.

[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.

[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">▪ Key Decision Points To Assess Safety▪ Safety Assessment Outcomes▪ Which Household To Assess▪ Child Protective Assessments – Initial Assessment of Safety▪ Child Protective Assessments – Subsequent Assessments of Safety▪ Child Welfare Services – Assessments of Safety▪ When A Safety Assessment is Not Required
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>

Revised August 15, 2025

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

Purpose

The *Field Guide for the Observation of Children and the Delay of Observation Timeframes* is a resource for field workers to use as a quick reference to the following policy information:

- Reasonable Efforts Defined
- Reasonable Efforts to Observe the Child Timely
- Delaying the Observation Timeframe
- Waiving the Observation Timeframe
- Documenting Work in the CPA Summary of Contacts Section
- Documenting Additional Entries in the JARVIS – STAR Assessment Module

Source

Print the *Field Guide for the Observation of Children and the Delay of Observation Timeframes* from the manual or SharePoint as needed.

RC-0159, Court Appearance Quick Reference Card

Purpose	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. <ul style="list-style-type: none">▪ Consulting with a supervisor▪ Requesting a recess to consult legal counsel▪ Responding to requests regarding your personal opinion▪ Responding to requests for confidential information
Source	Print supplies of RC-0159 from the manual or SharePoint as needed.

RC-0168, New Adoption Legal Requirements

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

August 15, 2025

[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.