

June 26, 2020

**GENERAL LETTER NO. 18-C(1)-1**

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter C(1), **Handoff to Case Management**, Title page, new; Contents page 1, new; and pages 1 through 9, new.

**Summary**

This general letter issues a new chapter developed to support the redesign of the child welfare manual. Portions of the Employees' Manual Chapter 17-D, **Case Management Policy**; Chapter 17-D(1), **Case Management Procedures**; Chapter 17-D(2), **Case Management Practice Guidance**; and Chapter 17-D(3), **Additional Case Management Information** have been moved to 18-C(1), **Handoff to Case Management**, which outlines policy, procedures, and practice guidance for the handoff of a case from the Child Protective Worker to the Social Work Case Manager.

**Effective Date**

Immediately.

**Material Superseded**

None.

**Additional Information**

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

June 11, 2021

**GENERAL LETTER NO. 18-C1-2**

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 18, Chapter C(1), **Handoff to Case Management**, Contents page 1, page 1 and 2, 9, revised.

**Summary**

This general letter reflects the transition from Family Team Decision-Making (FTDM) Meetings to Solution Focused Meetings (SFM).

**Effective Date**

July 1, 2021

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter C(1), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1	June 26, 2020
1, 2, 9	June 26, 2020

**Additional Information**

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