

## How-Do-I? Guide: CINA Assessment

Outcomes	Decisions	Criteria
<ul style="list-style-type: none"> <li>■ Accurate finding regarding the CINA recommendation</li> <li>■ Appropriate type, level, and intensity of HHS intervention and services</li> </ul>	<ul style="list-style-type: none"> <li>■ Determination if CINA criteria met</li> <li>■ Determination of referral to CPS</li> <li>■ Determination if referral to informal or formal community resources</li> <li>■ Court involvement</li> </ul>	<ul style="list-style-type: none"> <li>■ Adjudication and court order</li> </ul>

### Receiving the Intake

Policy	Procedure	Practice Guidance
<p><b>Prepare for the CINA Assessment</b></p>	<p>Review intake information and history:</p> <ul style="list-style-type: none"> <li>■ Review <i>Child Protective Services Intake</i>, form 470-0607.</li> <li>■ Review information from systems checks (STAR, FACS, IABC, ACAN) and the criminal records check via online, local law enforcement or Division of Criminal Investigation (DCI).</li> <li>■ Recontact reporter if appropriate.</li> <li>■ Obtain a release of information from the parent or guardian prior to making collateral contacts.</li> </ul> <p><b>Note:</b> There is no authority for seeing child without parental permission.</p>	<p>If the child's safety is in question and the parent refuses to allow access to the child, request the juvenile court to order access to the child. If the court declines to issue an order, consult with supervisory staff. Supervisory staff may contact program staff or legal staff to determine a course of action.</p>

Policy	Procedure	Practice Guidance
<b>Worker Safety</b>	<p>Consider the risk of the situation before making the initial contact with the family:</p> <ul style="list-style-type: none"> <li>■ History of domestic violence?</li> <li>■ Location extremely isolated or dangerous?</li> <li>■ Indication of mental illness, drug abuse or volatile behavior?</li> <li>■ Firearms or other weapons in the home?</li> <li>■ Indications to suggest the manufacturing of illegal drugs in the home?</li> </ul>	<p>Careful evaluation of the <i>Child Protective Services Intake</i> should be made to address the immediate safety needs of all children and the social worker.</p> <p>Consult with your supervisor on the involvement of law enforcement when any element of risk to worker safety is identified.</p>
<b>Child Safety</b>	<p>Respond immediately if there is an immediate threat or high risk to the child or children:</p> <ul style="list-style-type: none"> <li>■ Contact law enforcement when the child is in immediate danger or presents a danger to themselves or others.</li> <li>■ If the parent refuses to take steps to address immediate safety, refer the situation to juvenile court for possible removal. If parental failure to act constitutes an allegation of abuse, make a Child Protective Services referral.</li> <li>■ If the family refuses to allow access to the child and the child's safety is in question, request juvenile court to issue an order to allow access to the child.</li> </ul>	<p>If the court declines to issue an order for removal of the child or to allow access to the child, consult with supervisory staff on safety concerns.</p> <p>Supervisory staff may contact program staff or legal staff to determine a course of action.</p>

## Assessing Child and Family Needs

Policy	Procedure	Practice Guidance
<p><b>Make Family and Collateral Contacts</b> Iowa Code sections 232.68, subsection 3, and 232.71B</p>	<p>Complete observation and interviews:</p> <ul style="list-style-type: none"> <li>■ Make a contact with the family <b>within five business days</b> of receiving the CINA intake.</li> <li>■ Interview the parents or caregivers.</li> <li>■ Interview contacts identified by the family.</li> <li>■ Secure a signed release of information prior to making any collateral contacts during a CINA assessment.</li> <li>■ Interview contacts identified by the CINA assessment worker:               <ul style="list-style-type: none"> <li>• Neighbors</li> <li>• Teachers/day care staff</li> <li>• Physicians and other medical professionals</li> <li>• Other service providers</li> </ul> </li> <li>■ Offer the <i>Application for All Social Services</i>, form 470-0615, to the parent or guardian of the child.</li> <li>■ Document contacts in the Summary of Contacts section of the <i>CINA Services Assessment Summary</i>, form 470-4135.</li> <li>■ If the parent refuses the offer of a CINA services assessment and the child is not at risk of abuse or neglect, end your involvement.</li> <li>■ If the parent accepts the CINA services assessment, issue a <i>Notice of Decision: Services</i>, form 470-0602, and proceed with the assessment.</li> </ul>	<p>Effective selection and interviewing of collateral contacts is critical to accurate and timely decision-making.</p> <p>While family-identified collateral contacts must be made, the worker should consider additional credible sources of information regarding family functioning, child well being, and historical events as they pertain to child safety.</p>

Policy	Procedure	Practice Guidance
<p><b>Make a CINA Recommendation</b></p>	<p>Complete the <i>CINA Services Assessment Summary</i> <b>within twenty business days</b> of receiving the CINA intake:</p> <ul style="list-style-type: none"> <li>■ Document your analysis of the information gathered during the assessment.</li> <li>■ Summarize the family’s strengths and needs.</li> <li>■ Review the <i>CINA Guidance Tool</i>, RC-0077, to ensure that the case is appropriate for CINA assessment as opposed to CPS assessment.</li> <li>■ Document your determination of whether the child meets the criteria for filing a CINA petition.</li> <li>■ Complete the family functioning domain section on the <i>CINA Services Assessment Summary</i>, form 470-4135, only if you are recommending the CINA action.</li> </ul>	

## Determining Services to Be Provided

Policy	Procedure	Practice Guidance
<p><b>Determining Services to be Provided</b></p>	<p>Once the court has set a date for a pre-hearing conference or adjudication hearing, determine whether to provide one or more of the following voluntary family-centered services:</p> <ul style="list-style-type: none"> <li>■ Supervision (also known as “eyes and ears” services) (A5)</li> <li>■ Family team meeting facilitation (A75X)</li> <li>■ Relative home study services (A770 or A780)</li> <li>■ Community resource procurement (A470)</li> <li>■ Flexible Family Support Fund (FFSF)</li> </ul> <p>After the child has been adjudicated as a Child in Need of Assistance, determine service needs:</p> <ul style="list-style-type: none"> <li>■ Therapy and counseling (A1), rehabilitative or nonrehabilitative</li> <li>■ Skill development (A2), rehabilitative or nonrehabilitative</li> <li>■ Psychosocial evaluation (A3)</li> <li>■ Supervision (A5)</li> <li>■ Parental counseling and education (P410, individual or P420, group)</li> <li>■ Family team meeting facilitation (A75X)</li> <li>■ Relative home study services (A770 and A780)</li> <li>■ Community resource procurement (A740)</li> <li>■ Flexible Family Support Fund (FFSF)</li> </ul> <p>Complete the transfer referral packet to be provided to the SWCM. Include:</p> <ul style="list-style-type: none"> <li>■ <i>CINA Services Assessment Summary</i>, form 470-4135</li> <li>■ Life of the Case – Case History</li> <li>■ <i>Application for All Social Services</i>, 470-0615</li> <li>■ Refer for supervisory review for assignment</li> </ul>	<p>Children for whom a CINA petition has been filed are eligible for limited services after the court has either set a date for the pre-hearing conference or an adjudication hearing.</p> <p>If an affidavit seeking a CINA petition has been filed, options do exist for the child to be placed on a voluntary basis or for the court to issue an ex parte removal order.</p> <p>HHS services are available without regard to the income of the parent or guardian.</p> <p>If consistent with local procedure, consult with your supervisor to involve a SWCM on a consultant basis to arrange for services.</p>

Policy	Procedure	Practice Guidance
<p><b>Juvenile Court Action</b> Iowa Code section 232.71C</p>	<p>When the assessment decision indicates juvenile court action is required to seek CINA adjudication or remove the child, make referral to juvenile court according to local protocol:</p> <ul style="list-style-type: none"> <li>■ Initiate a CINA petition if child meets the criteria for a CINA.</li> <li>■ Attach <i>CINA Services Assessment Summary</i>, form 470-4135, to petition if consistent with local protocol.</li> <li>■ Initiate a CINA petition within 72 hours if emergency protective custody was required.</li> </ul>	<p>The juvenile court's role is to:</p> <ul style="list-style-type: none"> <li>■ Determine evidence for need to grant a court order adjudicating a child a need of assistance.</li> <li>■ Determine evidence for need to grant a court order for the emergency protective removal of a child.</li> </ul>