



CPW to SWCM Transfer Packet Face Sheet Guidance

Case must be transferred from CPW to SWCM by the fifth business day.

<p>Incident #: <input type="text"/></p> <p>Current CPW Assessment – If more than one incident, the first incident listed should be the one in which the documents will be filed in JARVIS.</p> <p>Do not print the protective assessment. SWCM will read the report from JARVIS.</p> <p>County #: <input type="text"/></p> <p>List County # of financial responsibility for the case.</p> <p>FACS ID: <input type="text"/> <input type="text"/></p> <p>Enter only the FACS ID numbers of the child or children that will need transferred from the CPW's caseload to the SWCM's caseload in FACS.</p> <p>If it is a non-court involved case, you will only list the FACS ID of the youngest child victim.</p>	<p>Report Date: Report Date is the date the report was approved by the supervisor.</p> <p>INAL Alert Date: INAL Due Date is the date as listed on JARVIS work plan/alert. Statewide this is how we will record this on the transfer face sheet.</p> <p>INAL Completed: Enter the date the CPW completes the truncated INAL. INAL completed date is the date the CPW completes and submits the truncated INAL in JARVIS.</p> <p>Child(ren) Name(s): <input type="text"/> <input type="text"/></p> <p>Enter the child or children names that correspond with the FACS ID.</p>	<p>F2F Handoff with the family present:</p> <p>Internal Transfer Date:</p> <p>Best case practice is for the CPW and SWCM to meet the family and the identified FCS contractor to do the handoff face-to-face.</p> <p>If the face-to-face handoff is not possible, consult with your supervisor.</p> <p>If supervisor(s) agree the face to face is not possible, the CPW and SWCM should have a discussion regarding the case specifics. This will be known as the internal transfer.</p> <p>Truncated INAL will be completed by the CPW if Family Preservation Services or the child is placed out of home via a court order prior to case transfer to SWCM.</p> <p>Please note that PLACEMENT means placement by Court Order or VPA only. Safety planning children out of home or with kin/fictive kin is NOT considered PLACEMENT.</p>	<p>Date of Last Child Visit:</p> <p><input type="checkbox"/> Worker Child Visit Entered in JARVIS</p> <p>The child visit date must be on or after the SERL start date for every child open in FACS within the month of transfer.</p> <p>If case transfer occurs after the 20th of the month, there needs to be a conversation between CPW, SWCM, and their respective supervisors regarding who completes the visit and enters it into JARVIS. If the transfer happens on or after the 25th of the month, it is the responsibility of the CPW.</p> <p>Date of Services Opened in FACS:</p> <p>Enter the START DATE located on the FCSD screen in FACS.</p> <p>To locate the FCSD after services have been entered, go to the SERL screen, select inquire/modify on the service line. This will bring you the FCSD screen. Note the date located on this screen where it states START DATE.</p>
<p>CPW: <input type="text"/></p> <p>CPW name</p>	<p>SWCM: <input type="text"/></p> <p>SWCM name</p>	<p>Contractor: Identify the assigned contractor for FCS.</p>	<p><input type="checkbox"/> Uploaded Docs in File Manager</p> <p>Check the box to verify you have uploaded all required documents into File Manager in JARVIS.</p>
Adult Caretaker(s) Information Only if Different Than in Assessment Info			
Identifier	Name	Address & Email	Phone
		<p>You only have to add information to this section if the information has changed or is different from what is documented in the assessment.</p>	

Required Documents to be Completed Prior to Handoff on All Cases

Everything under this heading MUST be completed for ALL cases. It does not matter if they are non-court involved, CINA, foster care or kin/fictive kin care cases.

- [CPA Report](#) Do NOT need to print. SWCM to review in Jarvis.
- [Safety Plan](#) Do NOT need to print. SWCM to review in File Manager.
- [FACS Entries](#) CPW or supervisor designee to enter FACS. For each child open in FACS the following screens must be completed: PERD, ADDL, REFL, APPL, CLTD, SCHD, SPND, FINS, RELL, SERL. (Non-court involved Cases-youngest child victim) (For Court Cases-all children adjudicated)
- [IV-A Application / Court Order](#) CPW will complete a signed IV-A Application or a Court Order starting DHS services. Do NOT need to print. SWCM to review in File Manager.
- [CINA Referral](#) Make sure you are choosing YES if a CINA will be filed and NO if it will be a non-court involved case. CPW will file a CINA. Upload copies of all paperwork provided to the county attorney for the CINA referral. Do NOT need to print. SWCM to review in File Manager.
- [Child Welfare Services Referral](#) CPW or supervisor designee will refer for services. Each child open in FACS must have an open service either DHS (A510) or FCS services prior to handoff. Do NOT need to print referral forms. SWCM to review in File Manager.
- [470-3055](#) CPW or supervisor designee will issue the 3055 authorizing services. Do NOT need to print. SWCM to review in JARVIS.
- [ICWA Eligible \(Checklist\)](#) Ensure you have documented about ICWA and done what is required if filing CINA.
- [Safe Plan of Care \(If Appropriate\)](#) CPW will complete if appropriate. SWCM to review in File Manager.

Required Documents to be Completed for All Foster Care Placements

- [VPA/Court Order](#) CPW will either get Voluntary Placement Agreements or Court Orders for placements. Do NOT need to print. SWCM to review in File Manager.
- [Foster Family Contract](#) CPW must complete and provide a signed copy of the foster family contract for SWCM. Do NOT need to print. SWCM to review in File Manager.
- [Medicaid Letter to Foster Family](#) CPW will provide a copy of Medicaid Letter given to foster family. Do NOT need to print. SWCM to review in File Manager.
- [Placement Agreement \(Shelter/ RT\)](#) CPW will provide a signed copy of the Placement Agreement. Do NOT need to print. SWCM to review in File Manager.
- [Booklet "What Can I Do"](#) CPW must give to parents at time of removal.
- [Child Support Pamphlet](#) CPW must give to parents at time of removal.
- [Care Match Verification](#) CPW must go into Care Match and verify the foster placement information provided.
- [Placement Confirmation Email to Matching Email](#) CPW must send an email verifying placement of child to the placement worker.
- [Foster Care Referral Form](#) This form is to be used when possible for foster placement. If it is not used, it does not need to be included in transfer packet. If it is completed, email in a word document to the SWCM to use later if the child has to be moved.
- [TOP Completed](#) CPW or supervisor designee must complete the initial TOP for the child or children placed if the child or children are 12 and over. If the child is 12 or under and placed in shelter or RT, the TOP must also be completed.

Required Documents to be Completed for All Foster Care & Kin/Fictive Kin Care Placements

- IV-E Completed** CPW or supervisor designee must complete prior to case transfer.
- Notify IM of placement** CPW will send an email to their local IM regarding children being placed in foster care. Upload a copy of the email in File Manager.
- Physical Form** CPW will provide this form to foster parents. If CPW gets the form returned to them, they will upload in File Manager.
- Notice to Schools** CPW will provide this form to the child’s or children’s schools. Fill the form in with the assigned social worker’s information.
- Family Interaction Plan** CPW will complete if it is not included in any other paperwork. Do NOT need to print. SWCM to review in File Manager.
- Rights of Youth** CPW will provide to children 14 years and older for signature. Do NOT need to print. SWCM to review in File Manager.
- INAL** CPW will complete the truncated INAL if the child is placed out of home via court order/VPA. Do NOT need to print. SWCM will review in JARVIS.
- Family Treatment Court Referral** CPW will complete the referral if appropriate for their area.
- Notice to Relative Worksheet** CPW must complete with family at the time of removal. Do NOT need to print. SWCM to review in File Manager.
- Relative Notices Entered** CPW must enter notices in JARVIS and send out notices. Do NOT need to print. SWCM will review in JARVIS.

Required Documents to be Completed for All Kin/Fictive Kin Placements

- Booklet “How Can I Help This Child”** CPW will provide a copy of this booklet to the kin/fictive kin placement.
- Financial Assistance for Relatives** CPW will provide a copy of this pamphlet to the kin/fictive kin placement.

IV-E Checklist

<input type="checkbox"/> <u>FACS Entries</u> As noted above in the Required Documents to be Completed Prior to Handoff on All Cases section.	<input type="checkbox"/> <u>MEDICAID APPLICATION</u> Uploaded in JARVIS IV-E CPW or supervisor designee will complete with the family at time of removal and then upload in JARVIS IV-E.	<input type="checkbox"/> <u>VPA or Court Order</u> Uploaded in JARVIS IV-E As noted above. Upload all court orders into JARVIS IV-E.	<input type="checkbox"/> <u>IPI OR Change Form</u> Completed in JARVIS IV-E CPW or supervisor designee completes IPI or change forms as necessary throughout the time the CPW is in charge of the case.
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Date to Supervisor: _____

CPW Signature: _____

Date of Supervisor Review: _____

Supervisor Signature: _____

Date to Supervisor: Enter the date the packet was submitted to the CPW supervisor. The CPW supervisor shall review the transfer packet and assure all required documents are uploaded into File Manager and labeled with the child or adult's name, type of document, and the date in accordance with the labeling guide provided to field and supervisors. Transfer the case from the CPW to the SWCM in FACS as soon as possible.

CPW Signature: Print the form and sign or sign electronically. Upload a copy into File Manager. Give the form to your supervisor.

Date of Supervisor Review: Enter the date the packet was reviewed and transferred to the assigned SWCM.

Supervisor's Signature: Print the form and sign or sign electronically. Upload a copy to File Manager. Give the form to your supervisor.

Required for SWCM to Review Within 3 Business Days After Case Transfer

- Read the current protective assessment** SWCM will read all current CPW assessments.
- Read the current court orders in File Manager or [EDMS](#)** SWCM will read all court orders in EDMS.
- Review of all documents in CPA File Manager in JARVIS as it relates to the current case** SWCM will review all documents in CPA File Manager or in JARVIS as it relates to the current case.
- Review all prior DHS reports** SWCM must review all previous reports completed on the family.
- INAL** SWCM will review the truncated INAL.
- Conversation with Supervisor about Document Review** SWCM will have a conversation with supervisor about all documents reviewed and case planning.

SWCM Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

SWCM Signature and Date Print the form and sign or sign electronically. Enter the date all requirements were completed.

Supervisor Signature and Date Print the form and sign or sign electronically. Enter the date all requirements were verified as completed.