

What's New for May 2008

Chapter 4, Child Protection Investigation

Section 4-100 revised to include Alternative Response Family Assessment into the CPI Definition, Objectives and Glossary. The definition of prenatal neglect and the inclusion of registered family child day care home reflect current law. Definitions for mitigating/controlling factor, and protective capacity have been included in the glossary for consistency between CPI and Structured Decision Making policy.

Keyword: Alternative Response Family Assessment, mitigating factor, protective capacity, impending danger

Section 4-300 revised to include the investigation of reports involving registered family child day care homes and the Alternative Response Family Assessment process.

Keyword: registered family child day care homes, Alternative Response Family Assessment

Section 4-403 for the elements of a report of child abuse/neglect was revised to include the current legal definition of prenatal neglect as issued in OCS Memorandum 07-046 of September 12, 2007. The policy for caretaker was revised to include registered family child day care homes as issued in OCS Memorandum 07-032 of July 6, 2007.

Keyword: registered family child day care home, prenatal neglect, drug affected newborn

Section 4-505 revisions incorporate ACCESS procedures into the policy for cooperative investigations.

Keyword: ACCESS

Section 4-610 was revised to include a report involving an alcohol affected newborn who does not appear to have adverse effect from the alcohol exposure as an assessment; also, the TIPS code OIE may be used to correct errors with opening the case in TIPS.

Keyword: alcohol affected newborn, TIPS Code OIE

Section 4-620 was revised to include parental permission for individual interview with children; policy for families that cannot be located; the use of TIPS closure code UTL; and, terminating an assessment when the family circumstances do not meet a report of child abuse/neglect and/or with significant errors in the report information.

Keyword: Unable to Locate, TIPS code UTL, interviewing children, assessment termination

Section 4-1230 revised to incorporate the ACCESS investigation case into the policy for the case documentation with a concurrent foster home and in-home investigation of the foster parent's child.

Keyword: ACCESS, case documentation

[Section 4-1240](#) revised to delete “provisionally certified foster home” and the restriction for information on an investigation with an invalid or inconclusive finding as issued with OCS Policy/Procedure Memoranda 04-01, 04-11, and 04-11, Supplement No. 1. This incorporates into foster care investigation policy Act 347 of the 2004 LA Legislature, and Acts 394 and 580 of the 2006 LA Legislature regarding records for invalid and inclusive final findings. The revisions also to include ACCESS as the agency case record.

Keyword: ACCESS

[Appendix 4-A](#) revised to clarify intake decision making with alcohol and drug affected newborns.

Keyword: alcohol affected newborn, drug affected newborn

[Appendix 4-B](#) was revised to incorporate policy issued with OCS Memorandum 07-046 of September 12, 2007. The alcohol affected newborn allegation was included with the neglect allegations. The definition of drug exposed newborn was revised to drug affected newborn for consistency with the ACCESS allegation. The drug/alcohol abuse allegation was updated to include an infant harmed as a result of alcohol/drug exposure via breastfeeding.

Keyword: alcohol affected newborn, drug affected newborn, breastfeeding

[Appendix 4-C](#) revised to include alcohol affected newborn as a level one investigation level as issued in OCS Memorandum 07-046.

Keyword: alcohol affected newborn

[Appendix 4-F](#) revised to include the risk level for alcohol affected newborns in the report categorization matrix.

Keyword: alcohol affected newborn

Chapter 5A Family Services (Revised)

[Section 5A-405](#), Assessment of Family Functioning has been revised to provide policy regarding assessing families using the Assessment of Family Functioning.

Keyword: Assessment, Social

Chapter 6 Foster Care

[Section 6-1105](#) is revised to comply with Federal Statute 475(1)(C) which requires the child’s health and education records (including child’s medications, record of the child’s medications and any other relevant health and education information concerning the child determined appropriate by the agency) are attached to the case plan at every Family Team Conference.

Keyword: health, education, record

Chapter 6A Foster Care (Revised)

Chapter 6A has been developed to provide policy for the incremental implementation of new procedures within the foster care program relative to the Structured Decision Making and Assessment of Family Functioning. Chapter 6A is applicable to those staff that have completed Focus on Four Training.

[Section 6A-202](#) was developed to provide staff with guidance for completing the Structured Decision Making assessment and reassessment.

Keyword: assessment

[Section 6A-205](#) was developed to provide policy for the Assessment of Family Functioning tool; this will replace the Form 60, Family Social Assessment.

Keyword: assessment, family functioning

Sections [6A-200](#), [6A-735](#), [6A-800](#), [6A-810](#), [6A-815](#), [6A-820](#), and [6A-830](#) were developed to provide staff with guidelines relative to changes in practice for services to children in agency custody and their families. The changes include utilizing Structured Decision Making and Assessment of Family Functioning tools to better assess the needs of the children and families served.

Keyword: Structured Decision Making; assessment, family functioning

Chapter 12 Day Care Services

[Section 12-100](#) updated with a reference to the eligibility criteria for foster children; include the Child Care Block Grant as the funding source for OCS day care services; and, incorporate the agency reorganization of day care licensing to the DSS Child Care Licensing and Regulatory Section.

Keyword: funding, protective services, foster care eligibility

[Section 12-110](#) - adoptive family was removed from policy for day care services. Day care services can not be provided to children once an adoption subsidy is entered or an adoption is finalized.

Keyword: prevention of removal

[Section 12-120](#) revised the word caretaker in the previous policy to caregiver in the current policy. The FC worker is expected to obtain District Manager approval for foster children to receive day care services and to document the eligibility of the foster child and the approval on the Form 7. CPI and FS eligibility for day care services for protective services reasons will continue to be documented using the revised Form 7. The parent/caregiver should be advised that the day care provider should not charge them a registration fee or an amount over the state payment. Section 12-120 B 4. includes the FC worker's responsibilities with center visits when a foster child is attending a Class B center. When OCS funded day care services are terminated the worker is expected to discuss an alternate resource for continuing the services when one may be available;

provide notice of the termination with a Form 18-D when date is different as listed on the current Form 65-D; and, to close the child in the DC Program on the TIPS 102 screen.
Keyword: Class B day care, foster care worker visits, day care eligibility

[Section 12-130](#) revised the word caretaker in the previous policy to caregiver in the current policy and to require workers to provide parent/caregiver with a copy of the Form 65-D when discussing parental responsibilities when a child will receive day care services.
Keyword: Form 65-D

[Section 12-230](#) revised to clarify that OCS does not provide day care services for foster children developmental or socialization purposes and therefore foster children needing such services shall be refer to other resources. The eligibility criteria for foster children is specified, all criteria must be met, the supervisor and District Manager must approve the services; the foster parents' employment//education/training must be verified with written documents; and, there can be no waiver of the eligibility criteria. When a foster child is receiving services from a Class B Center, OCS cannot reimburse foster parents or the center for day care, registration or transportation.

OCS funded day care services may not be provided for children once an adoption subsidy is entered or an adoption is finalized. OCS will continue to be responsible for any day care services that have been approved in a previous adoption subsidy agreement as long as the family continues to meet the eligibility requirements for foster parents.
Keyword: Class B Center; foster care eligibility; adoption subsidy, approval for services

[Section 12-300](#) revised the word caretaker in the previous policy to caregiver in the current policy; include Medicaid as payment source for foster children to obtain medical information needed for admission to a day care center; and, delete a reference to the obsolete Form 94-G.
Keyword: caregiver, Medicaid

[Section 12-310](#) revised the word caretaker in the previous policy to caregiver in the current policy and to incorporate DSS Child Care Licensing and Regulatory Section into the policy.
Keyword: child care licensing

[Section 12-320](#) revised to require an assessment of continued eligibility prior to continuing day care services after the initial six month authorization. Continuance of day care for a foster child requires the completion of a new Form 7. The word caretaker in the previous policy was changed to caregiver in the current policy
Keyword: Form 7, eligibility assessment

Chapter 20 TIPS Procedural Manual

Section 20-100 is revised to provide staff with a new major/minor code 800/889 (Incidental/Substance Abuse) to track special funds: IAT, OFS, and TANF.

Keyword: funds

Section 20-200 is revised to provide staff with a new major/minor code 800/889 (Incidental/Substance Abuse) to track special funds: IAT, OFS, and TANF. Also, major/minor code 800/879 (Parent Mentor Services) has been added; this service, per available funds, is for TANF Eligible FS families only.

Keyword: funds

Section 20-300 is revised to provide staff with a new major/minor code 800/889 (Incidental/Substance Abuse) to track special funds: IAT, OFS, and TANF.

Keyword: funds

Section 20-400 was revised to: correct the amount for Special Board/Foster Home major/minor code 010/011 and 010/015; incorporate major/minor codes for Pre-Adoptive Placement Special/Regular Board and Non-Payable Adoption (010/019, 100/111 and 100/119); redefine Day Care/Special (059/059); remove the term Level of Care from 200/228; include private medical hospitals in 200/250; and include Title XIX psychiatric and private programs in 200/255.

Keyword: special board, adoption, day care

Appendix A (Part Five) Adoption Petition Face Sheet TIPS Form 200 was revised updating code descriptions in line with La. Children's Code Articles 1243 and 1253. Specifically, AP Disposition Code P (Pending) is expanded including private adoption cases court ordered for permanency plan review; AP Disposition Code C (Continued for Cause) is re-defined omitting reference to petitions filed 2 or more years ago; and AP Disposition Code N (No Action, Expired Petition) has been discontinued. Also, Case Closure Reason Code LP, (which formerly stood for Lapsed Petition), is re-named now standing for No Adoption and re-defined to mean cases that have not had any case record activity in the past 2 or more years. Additionally, Code C is deleted from Second Petition Data-Disposition Codes because it is irrelevant and Race Code descriptions are updated in line with AFCARS definitions. Also, Intrafamily Adoption Codes are revised to now include 2nd and 3rd cousin petitioners, per 2007 La. Children's Code Article amendments, and Intrafamily Adoption Relationship Codes are updated including step-grandparent, great grandparent, 2nd cousin, and 3rd cousin relatives. Finally, Agency Adoption Codes are revised including "In Loving Arms"- code "69".

TIPS Form Manual

TIPS 106b was revised to make a correction to major/minor code 010/013.

Keyword: special board

Chapter 25, Forms Manual

Assessment of Family Functioning (AFF) Instructions were developed to provide directions for completing the required assessment. The Assessment of Family Functioning tool is located online at <http://dss-cs99ma56/FATSLive>.

Case Plan Instructions – Family Services were developed to provide a guide to staff for completing the new case plan that will be used in working with families in the Family Services program.

Case Plan Instructions – Foster Care were developed to provide a guide to staff for completing the new case plan that will be used in working with families in the Foster Care program.

CPI-3 Form was revised to add the Report Classification of Accepted for Alternative Response; Report Types of Registered Family Day Care Home and Alternative Response Family Assessment; check boxes for Race Options and Ethnicity Options; and, the Allegation Types of Alcohol Affected Newborn and Drug Affected Newborn.
Keyword: ACESS, allegations

CPI-3 Form Instructions were revised to include the definition for the Reporter Types. These are the identical reporter types listed on the CPI-1 Form and Instructions.
Keyword: reporter types

Form TPR-2 and Instructions were revised to include 2007 Louisiana Children's Code Article 1036.2 legislative amendments which strengthened requirements for incarcerated parents whose children are in OCS foster care custody.
Keyword: incarcerated parents of foster children

Form TPR-2A and Instructions were developed per the recommendation of Office of General Counsel to serve OCS documentation means regarding alternative child care plan required information.
Keyword: incarcerated parent's child care plan

Form 7 and Instructions revised to provide documentation of child day care services eligibility and required approvals for consistency with day care policy revisions for foster children. The instructions were revised to include instructions for completion of the form to document foster care eligibility and approval.
Keyword: protective services day care, foster care eligibility

Form XI-E reformatted for the ACESS communication function and the current agency letterhead. The body of the letter was revised to notify clients in an out of home investigation that information on investigations with inconclusive findings may be released under limited circumstances.
Keyword: inconclusive

[Form XI-E Instructions](#) revised to include the use of the form with family child day care home investigations with inconclusive final findings, completion of the form using ACCESS, and the inclusion of the worker/supervisor credential or position in the form signature.

Keyword: family child day care home, credential, ACCESS

[Form 76, IHBS Closing Summary and Instructions](#) were revised to incorporate information that will improve data collection and service provision.

Keyword: IHBS, Summary, Close

[Form 98-B and Instructions](#) were revised to comply with Federal Statute 475(1) (C) which requires the child's health and education records (including the child's medications, record of the child's medications and any other relevant health and education information concerning the child determined appropriate by the agency) are attached to the case plan at every Family Team Conference.

Keyword: health, education, record

[Form 474](#) reformatted for the ACCESS communication function and the current agency letterhead. The body of the letter was revised to notify clients that information on investigations with inconclusive findings may be released under limited circumstances.

Keyword: inconclusive

[Form 474 Instructions](#) revised to include the use of the form with other caretaker perpetrators and out of home administrators as required in policy for investigations with inconclusive final findings, completion of the form using ACCESS, and the inclusion of the worker/supervisor credential or position in the form signature.

Keyword: other caretaker perpetrator, credential, ACCESS, inconclusive

[Form 480-A](#) – the notification letter to the reporter for a report accepted for an Alternative Response Family Assessment was revised to accommodate the current agency letterhead.

Keyword: Reporter letter

ACCESS

[ACCESS 08-02 ACCESS Changes \(May 2008\)](#) – communication for the ACCESS changes in the May 5, 2008 Build. It includes the following:

1. New Rules/Edits to Correlate Allegations/Involvements/and Member Ages
2. "Not Accepted/Additional Information" Code for CPI Intake Decision Page
3. New Rules/Edits Report and Investigation Type
4. Changes for Parish Worker Transfer
5. Correct Fields After CPI Intake Closure
6. New "Observations" Navigation Link and New screens for CPI In-Home Investigation Cases

7. Changes to Create Allegation/ View Allegation/ and Modify Allegation Screens
8. Allow Supervisors to Revoke CPI Investigation Final Finding approvals
9. Streamline Co-approval of Supervisory Process on Inconclusive Final Findings
10. Allow Regional Administrator or District Manager Approval of Final Finding in lieu of Supervisor
11. Mass Re-assignment of Cases

Keyword: allegations, involvement, additional information, Form 480, transfer, observations, Form 10, alerts, final finding page

Memorandums

[08-006](#) Moratorium on Hope Haven Center (Marrero, LA) (April 24, 2008)

[08-007](#) TIPS 106-B – Client Authorization Form (April 29, 2008)

[08-008](#) Residential LIFTS Update and Regional Permanency Review Committees (April 30, 2008)

[08-009](#) Intellius Search Reports (May 9, 2008)

Training Memos

[TM 08-006](#) Announcement of ACCESS Training (April 9, 2008)

[TM 08-007](#) Announcement for Supervisory Training (April 25, 2008)