

Case Calendar Timeline

1-30 days of custodial episode

- Intake – Intake Paperwork/discuss case with CPS/Court Liaison
- MSW Consult (if not completed by CPS) within 24 hours of custody
- Photo of the child
- Ensure foster parents have a copy of contracts and Initial Intake, Placement and Well-Being Information and History (pages 1- 8) at placement and signed copies scanned to Placement
- Child Welfare Benefits Application forwarded to Regional CWB Counselor if not done by CPS or Court Liaison
- EPD&T (72 hours Health Screening or full physical to be completed/ if only had Health Screening at 72 hours, then must have full physical by 30 days, EPD&T Dental by 30 days
- Attend Preliminary Hearing by day 3/possible Adjudicatory and/or Dispositional Hearings by day 30 or when scheduled by Court
- Request Facilitator for Initial CFTM (if no pre-custodial CFTM)
- Follow up from Kinship Exception Request
- Schedule/hold Initial Custody CFTM by day 7 (if no pre-custodial CFTM) (best practice is to have the Initial Custody CFTM before court hearing), send CFTM Notifications within 10 days (7 days if verbal) of meeting, develop Visitation schedule/Visitation Working Agreement during the meeting
- Schedule family visitation (if no court order) - Visits should occur weekly and last at least one (1) hour in duration. Opportunities for visits between children/youth and their family occur for at least four (4) hours per month. Sibling visitation - should visit with each other at least one (1) time per month.
- Face to face Quality Contact - child/youth - see Visitation Guide
- Face to face Quality Contact - parent - see Visitation Guide
- Face to face Quality Contact - foster parent - see Visitation Guide
- Assessments
 - Review FAST (if applicable to assist in completion of the CANS)
 - CANS – The FSW administers/initiates the initial CANS within the first seven (7) business days of custody. All CANS are reviewed by the TL and submitted to the COE Assessment Consultant within the first ten (10) business days of custody. The COE Assessment Consultant approves/finalizes the CANS within fifteen (15) business days of the child/youth entering custody and before Permanency Plan CFTM
 - Life Skills Assessment - age 14 and older - within 14 days of custody and prior to Permanency Plan CFTM
- Review Genogram and continue to update ongoing

- Conduct Diligent Search (immediately and ongoing quarterly) and send Diligent Search letters**
- Educational Passport and School Notification Letter**
- Records Request:**
 - Criminal Background**
 - Birth/Social Security request**
 - Mental Health**
 - Medical**
 - Education**
- Safe Measures History Pull**
- Child Needs:**
 - Clothing allotment- Complete clothing inventory and complete CSR (Case Service Request)**
 - TEIS referral if under 3 years old**
 - CHANT referral**
 - Day Care referral if needed**
- Ensure Life Book begins at placement and FSW shall review the Life Story Book no less than once every three (3) months thereafter**
- Monthly Documentation in TFACTS within 30 days. Face-to-face contacts are documented in case recordings in TFACTS within ten (10) business days.**
- Schedule/hold Permanency Plan CFTM within 30 days (go over Criteria for TPR and Equal Access), send CFTM Notifications, include Independent Living Plan for youth over 14 and Visitation Plan.**
- Complete Notice of Action if child needs level 2, 3, 4 placement as determined by CFTM**
- If the child is placed in a QRTP placement, ensure the QRTP protocol is being followed for the CANS assessment and CFTM, within the first 30 days. Request Court review to be held by day 60.**
- Enter Permanency Plan into TFACTS within 48 hours of CFTM**
- Submit Permanency Plan to Regional Legal Counsel within 5 days of approval in TFACTS. It is then submitted by DCS to the Court and ratified within 60 calendar days.**
- Schedule ratification hearing if no 30-day hearing scheduled**
- Identify needed services and enter CSR (case service requests) (as applicable)**
- Upload documents into TFACTS, on going**

31-90 days of custodial episode (months 2 and 3)

- Permanency Plan ratification hearing by day 60**
- Foster Care Review Board (if applicable) within first 90 days and every 6 months thereafter**
- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- QRTP court review by day 60 (if applicable)**
- Follow up appointments from the EPSD&T and dental; mental health/medication management appointment as needed/ongoing**
- Case Service Requests - ongoing**
- Referrals for services**
- Monthly documentation**

91-120 days of custodial episode (month 4)

- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- Schedule Progress Review CFTM quarterly, send CFTM Notifications**
- Review and document Life Book check quarterly**
- Diligent Search quarterly**
- Update Genogram quarterly**
- Case Service Requests – ongoing if needed**
- Referrals for services – ongoing if needed**
- Monthly documentation**
- Follow up appointments medical, dental, mental health/medication management appointment as needed/ongoing**

121-180 days of custodial episode (months 5 and 6)

- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- Schedule Permanency Plan Revision CFTM, send CFTM Notifications (go over Criteria for TPR and Equal Access)**
- Review and document Life Book check quarterly**
- Diligent Search quarterly**
- Update Genogram quarterly**
- Court Review of case**
- Case Service Requests - ongoing if needed**
- Referrals for services – ongoing if needed**
- Monthly documentation**
- Follow up appointments medical, dental, mental health/medication management appointment as needed/ongoing**

181 – 270 days of custodial episode (months 7 - 9)

- EPSD&T Dental**
- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- Foster Care Review Board (if applicable) every 6 months**
- Reassessment CANS**
- Schedule Permanency Plan Revision CFTM, send CFTM Notifications, Progress Review CFTM**
- Permanency Plan ratification hearing**
- Review and document Life Book check quarterly**
- Diligent Search quarterly**
- Update Genogram quarterly**
- DCS Legal Review of case due by 9-month**
- Case Service Requests - ongoing if needed**
- Referrals for services – ongoing if needed**
- Monthly documentation**
- Follow up appointments medical, dental, mental health/medication management appointment as needed/ongoing**

271 – 330 days of custodial episode (months 10 and 11)

- Request Annual Permanency Plan Hearing-must be held within year of the date of custody**
- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- Schedule Progress Review CFTM quarterly, send CFTM Notifications**
- Review and Document Life Book check quarterly**
- Diligent Search quarterly**
- Update Genogram quarterly**
- Case Service Requests - ongoing if needed**
- Referrals for services – ongoing if needed**
- Monthly documentation**
- Follow up appointments medical, dental, mental health/medication management appointment as needed/ongoing**

Year mark of custodial episode (month 12)

- EPSD&T physical and dental (physical can be scheduled early; however, dental has to be more than 6 months from last cleaning)**
- Face to face Quality Contact - child/youth - see Visitation Guide**
- Face to face Quality Contact - parent - see Visitation Guide**
- Face to face Quality Contact - foster parent - see Visitation Guide**
- Visitation between child and parent / sibling visitation if applicable**
- Update CANS and Life Skills Assessment (age 14+ and up)**
- Schedule Permanency Plan Revision CFTM, send CFTM Notifications, Progress Review CFTM (go over Criteria for TPR and Equal Access)**
- Review and document Life Book check quarterly**
- Diligent Search quarterly**
- Update Genogram quarterly**
- Case Service Requests - ongoing if needed**
- Referrals for services – ongoing if needed**
- Monthly documentation**
- Follow up appointments medical, dental, mental health/medication management appointment as needed/ongoing**
- Update yearly forms/consents/psychotropic medication consents/signatures**
- Update picture of child**
- Update Educational Passport**
- Annual Permanency Plan hearing**