

CASE FILE ORGANIZATION (Expanded View)

SERVICES

(Section closest to you – on left side - when you open the file)

Section Contents

Service Recordings

- ~Transfer Summary
- ~Closing Summary
- ~Aftercare Plan

Findings & Recommendations links

*FSOS & Social Worker names
Child's Needs
Service Recordings Current
Agree with Placement
Reason/Most Recent Placement Change
Placed with Siblings/Sibling Visitation
Agree with Plan
Case Plan Compliance
Reasonable Efforts Provided/Utilized
Comments/Recommendations to Court*

Services

ONGOING CASE PLANS AND ASSESSMENTS

(Section immediately behind Services and before Administrative)

Section Contents

Case Plan/CQA

- ~Ongoing CQA
- ~Case Plan/Prevention Plan
- ~Visitation Contracts
- ~Contracts
- ~Signature Sheets
- ~Concurrent Planning Forms/Matrix

F & R links

*(Removal Reason)
Status: Case Plan in File
Sibling Visitation
Permanency Plan
Concurrent Planning
(Case Plan Compliance)
Case Planning Conference Date
(Permanency Hearing Date)*

Ongoing Case Plans and Assessments

ADMINISTRATIVE

- | | |
|--|--|
| <ul style="list-style-type: none"> ~ CFCRB Requests ~ Worker Letters (Outgoing) ~ Release of Information ~ Plan of Health Forms ~ DSS 114 Schedule of Payment ~ Level of Care ~ Form 886-PCC & 886A:
A Facility Client Interagency Referral ~ Auchenbach ~ IV-E Preventative Assistance ~ Clothing Letter ~ Other Financial Forms | <ul style="list-style-type: none"> ~ Financial Related Correspondence ~ IV-E Materials ~ 173-Benefits Action Notice ~ 1259-Benefits Action Notice ~ 1260-Child Support Form ~ 1262-Title IV-E: Eligibility/
Reimburseability Summary ~ 1263-Child Support Change of Status ~ 1265-Redetermination Status Report ~ 1272-Adoption Assist. Elig. Determ. 1 ~ 273-Establishing CFC Trustfund ~ 1274-Change in Payee |
|--|--|

Administrative

Face Sheet/Case Summary – usually on top of Right Side

Placement Log(s) – may be on top or 1st item in “Professional”
Find-Current Placement, Number of Placements, (Reason/Placement Change)

PROFESSIONAL

- | | |
|---|---|
| <ul style="list-style-type: none"> ~ Placement Logs (see above) ~ All Medical Information ~ Birth Certificates ~ Social Security Cards ~ Verification of Marriage/Divorce ~ Letters from Therapists, etc.,
Psychological Evaluations ~ Internal/External Referrals ~ Drug Screens | <ul style="list-style-type: none"> ~ External Service Provider
Information ~ Presentation Summary/Attachments ~ Educational/Vocational Related
Information ~ 1293-Rehab Approval Form ~ 1294-Rehab Monthly Services Report ~ Independent Living Information |
|---|---|

LEGAL

Professional

Here you will find: Judge/Court Case Number, G.A.L. & CASA, Removal Reason, Court Finding (if not pre-printed), and Permanency Hearing Date

Section Contents

- | | |
|--|--|
| <ul style="list-style-type: none"> ~ Court Orders, Reports, Calendars ~ Petitions ~ Dispositional Reviews (AOC-JV-57) ~ AOC Forms ~ Court Ordered Home Evaluations ~ EPO and DVO ~ Affidavits ~ 1266-Affidavits of Reasonable Efforts ~ 111a-Foster Home Supplement | <ul style="list-style-type: none"> ~ 215-Consent to Adopt ~ 887-Placement Agreement ~ 158-Petition: Voluntary
Termination of Parental Rights ~ 159-Order and Judgment:
Independent Living Information ~ 161-Request for Involuntary
Termination of Parental Rights ~ 167-Consent to Voluntary Commitment |
|--|--|

Legal

INVESTIGATIONS

Section Contents

F & R links

- | | |
|---|--|
| <ul style="list-style-type: none"> ~ DSS 115-Report of Suspected
Abuse & Report to Law Enforcement ~ 150-Initial Child Abuse/Neglect Investigation ~ Investigative Summaries and Initial
CQA Safety Plan, Attached to Narrative ~ 292-Adult Protective Services Investigation ~ 294-Complaint Report to L & R ~ Any Investigation Photos ~ Intake/Investigation Related Correspondence ~ Certified Letter of Notification to Perpetrators | <ul style="list-style-type: none"> <i>(Initial Removal Reason)</i> <i>Additional Relationships</i> <i>Any Unresolved Issues</i> |
|---|--|

Investigations

NOTE: Each section should be in chronological order, with the most recent dates on top.