

Attachment 2 - Placement Services Requirements

3130	Public Children and Youth Agency – Family Case Records: PLACEMENT
3130.43(a)	Case record needed for each family accepted for service
3130.43(b)(1)	Date of acceptance
3130.43(2)	Name & address of parents
3130.43(3)	Name, race, sex, & DOB for each family member
Act 126	Photographs of all children
ICWA	Is the child a member of recognized tribe (if family identify affiliation with a tribe the agency must contact tribes in an effort to confirm affiliation)
ICWA	If Indian child, agency must notify the tribe of the placement proceeding by registered mail.
ICWA	If Indian child, the agency must notify the tribe when the child enters a pre-adoptive placement.
ICWA	If Indian child, agency must notify the tribe of the TPR adoption proceeding by registered mail.
3130.43(b)(5)(i-iv)	Record of service activity (includes dates of contact w/ family; parties involved in the contact; action taken; results of actions)
3130.43(6)	Correspondence b/t agencies & individuals involved in the case
3130.43(c)	Section in the record for each child in placement
3130.43(1)	Court Order or VPA
3130.43(2)	Date stamped copies of documents filed with the court (petitions, motions, & attachments)
3130.43(3)&(4)	Date stamped copies of (c)(2) sent to each required party/other notifications required by this chapter
3130.43 (5)	Date child was placed
	Date child was returned home
3130.43(6)	Location of the child's placement, includes name and address (only actual address not parent notification letter-different regulation)
3130.43(7)	Emergency # where parents or guardian can be reached
3130.43(8)	Amendments to the service plan as required in § 3130.67 (relating to placement planning) and the results of reviews of children in placement as required in § § 3130.71 and 3130.72 (relating to placement reviews; and dispositional review hearings).
3130.43(c)(9)	Copies of applications for Federal and other benefits.
3130.43(10)	Educational reports and records.
3130.43(11)	Indication if the child is disabled and, if so, the type of physical, mental or emotional disability.
3130.42	Interstate compact requirements
3130.45	Permanent documents, such as birth certificates, immunization and health records, education records and legal documents relating to custody or guardianship, shall be given to the legally responsible person when the child is discharged from service. The county agency shall obtain a signed and dated receipt from the person to whom the documents are given. If the child being discharged is 18 years or older or is emancipated, the documents shall be given to the child.
Family Service Plans	
3130.61(a)	Needed within 60 days
3130.61(b)(2)	Description why case was accepted for service
3130.61(3)	Service objectives for family
3130.61(4)	Services to be provided to achieve the objectives
3130.61(5)	Actions to be taken by all parties & and the by when date

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3130.61(6)	Placement Amendments
3130.61(7)	Results of the FSP and Placement reviews
3130.61(c)	FSP signed by the county worker, parent / legal guardian and the child (if 14 y/o or older)
3130.61(d)	Family, child, representatives and service providers are provided the opportunity to participate in the development and amendment of the plan
3130.61(e)	Copies of the plan provided family, child if 14+, legal counsel, & others providing services to the family (includes amendments/reviews when they would change the previous plan)
3130.31(3)(iv)	Filing petitions, motions, family service plans, and notice of hearings shall be mailed at least 15 days in advance of case reviews & dispositional hearings
3130.62(a)(1-2)	(a) The county agency shall provide to the parents, along with a copy of the family service plan and, if applicable, placement amendment, a written notice of their right to appeal the following to the Department's Office of Hearings and Appeals: (1) A determination which results in a denial, reduction, discontinuance, suspension or termination of service. (2) The county agency's failure to act upon a request for service with reasonable promptness.
3130.62(b)	The notice shall include a statement of the parents' right to be represented by an attorney or other representative and the name and address of the local legal services agency.
3130.62(c)	In addition to the written notice, the county agency shall notify the parents of children who are under the jurisdiction of the court in writing of their right to petition the court regarding an action of the county agency affecting their children
3130.62(e)	Upon receipt of the parent's appeal , the county agency shall date-stamp the appeal and submit it, along with the proposed family service plan and placement amendment and court orders involving the parents and the child, to the Department's Office of Hearings and Appeals, within 5 working days. The Office of Hearings and Appeals has the exclusive authority to grant or dismiss the appeal for failure to file in a timely manner.
3130.64(a)(1)	If the county agency finds placement essential to protect the health and safety of a child, it may place the child if authorized by a court order
3130.64(2)	If the county agency finds placement essential to protect the health and safety of a child, it may place the child if the agency obtains a VPA (good for no more than 30 days)
3130.64(3)	If the county agency finds placement essential to protect the health and safety of a child, it may place the child if the child has been taken into custody under 42 Pa. C.S. Section 6301-6365
3130.64 (b-c)	The county agency is responsible for seeking a court order which authorizes placement if it appears that placement is necessary; the agency shall comply with 42 Pa. C.S. section 6301-6365 as it relates to the taking of custody, filing petitions, presenting the child for hearings, giving testimony and obtaining court orders
3130.66(a)	If a child has been placed in emergency placement, the county shall complete a FSP within 30 days from the date the child enters emergency placement
3130.63(a)(1-4)	Review of FSP at least every six months (includes assessment of progress; whether planned actions have occurred & services were provided; whether children continue to be safe in the home; any amendments to the plan)
3130.65	Voluntary Placement Agreement
3130.65(a)	Custody of a child may be temporarily transferred to the county agency for no more than 30 days if the child's parents or other person legally responsible for the child freely enter into a written agreement with the county agency.
3130.65(1-4)	The agreement may not be renewed beyond the 30 days and shall contain: A statement of the parents' or legal guardian's rights to be represented by legal counsel or other spokesperson during conferences with the county agency about voluntary placement; A statement of the parent's or legal guardian's right to refuse to place the child A statement of the parent's or legal guardian's right to visit the child, to obtain information about the child, and to be consulted about and approve medical and educational decisions concerning the child while the child is in voluntary placement A statement of the parents' or legal guardian's right to the immediate return of the child upon request of the parent or guardian, unless the court orders the legal custody of the child to be transferred to the county agency.
3130.65(b)	Placement of a child may not exceed beyond 30 days unless a court order has been entered under 42 Pa. C.S. section 6341 and 6351 which authorizes continued placement

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3130.67	Placement Planning
3130.67(a)	Except for emergency placement, the county shall prepare an amendment to the service plan prior to placing a child
3130.67(b)(1)	SHALL INCLUDE: a description of circumstances
3130.67(b)(2)(i-viii)	<p>Health & Educational info</p> <ul style="list-style-type: none"> • names & address of health and educational providers; grade level performance; • school record; • proximity of new school; • record of immunizations; • known medical problems; • id of known physical, mental or emotional issues of child)
3130.67(3)	Updated health and educational status each time a child in foster care changes residence; info shall be given to foster parents
3130.67(5)	For children being served through a private agency, the county agency shall notify the private agency of its responsibility to provide the foster caregiver with reviewed and updated health and educational information on children for whom they are providing care.
3130.67(6)	Efforts made to prevent placement (only at initial placement)
3130.67(b)(7)	Identification of the home or facility the child will be placed & a discussion of the appropriateness of the placement
3130.67(i)	How placement is least restrictive, most family-like setting available for the child, consistent with the best interest and special needs of the child.
3130.67(ii)	How location takes into account the visiting distance between parents
3130.67(8)	Anticipated duration of stay (in months)
3130.67(9)	Identification of child's goal (return home, placement in the home of relative, adopt, SPLC, APPLA.)
3130.67(10)	Description of the service objectives the child or parents shall achieve prior to reunification
3130.67(11)	For every child 16 years of age and older, the county agency shall consider the appropriateness of providing programs and services to help the child prepare for transition from foster care to independent living. When appropriate, a written description of the program and service shall be provided. When independent living services are deemed inappropriate, the basis for the choice not to offer independent living services shall be described.
3130.67(12)	An identification of services to be provided to the family, the child and, if applicable, the foster family by the county agency and other service providers to achieve the goal for the child in placement and to ensure that the child receives proper care as required under § § 3130.31(3)(ii) and 3130.39 (relating to responsibilities of the county agency; and services and facilities which may be used).
3130.67(13)	ID of the steps the county shall take to ensure the service plan is implemented (ie. Reviews of the plan)
.67	Placement Planning (cont.)
3130.67(14)	The schedule for visits between the child and parents, including frequency, location and participants as required by § 3130.68(a) (relating to visiting and communication policies).
3130.67(15)	Description of services provided to the family & any changes to the plan (updated every 6 months or prior to submitting the plan to the court)
3130.67(16)	The results of the reviews as required by 3130.71
3130.67(c)	County shall send a copy of FSP to court prior to initial dispositional hearing unless directed by a court
.68	Visiting & Communication Policy
3130.68(a)(1-3)	The county agency shall provide opportunity for visits between the child and parents as frequently as possible but no less frequently than once every 2 weeks at a time and place convenient to the parties and in a location that will permit natural interaction, unless visiting is: unless not in placement goal; refused in writing by parents; not in child's best interest and is limited or prohibited by court order
3130.68(b)	Except in a circumstance in which the county agency has reason to suspect that a child is at risk of abuse as defined in Chapter 3490 (relating to protective services), the county agency may not reduce the opportunity for visitation between parents and their child in placement to less than once every 2 weeks without prior court approval of the reduction If suspected abuse county may reduce visitations(but must file a petition or motion with the court requesting a hearing w/in 24 hours)

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3130.68(c) (1)	Schedule a make-up visit if the cancellation results in less than two visits per month. The county agency is not required to but may schedule make-up visits if the reason for the cancellation was the parent's decision not to attend an agreed upon visit unless a valid excuse was provided at least 48 hours in advance.
3130.68(2)	Schedule either a make-up visit or reasonable additional visitation if the parents receive more than two visits per month. The county agency is not required to but may schedule make up visits or additional visitation time if the reason for the cancellation was the parent's decision not to attend an agreed upon visit unless a valid excuse was provided at least 48 hours in advance.
3130.68(d)(1-2)	The county agency shall provide for the minimum required visits in all cases in which the child's initial placement location has been changed and the change in location makes visitation a hardship on the parent. For this purpose, one of the following circumstances shall be deemed to create a hardship. (1) The parent is a recipient of any form of public assistance, unless the new placement is closer to the parent's home. (2) The parent is not a public assistance recipient and the new placement is 150 miles or more away from the county boundaries.
3130.68(e) (1-3)	Agency shall assist in visitation by: Transporting child to agency Transporting child to parents home Providing transportation for the parent.
3130.68(f) (1-2)	Within 24 hours of placement provide the parent with written visitation as stated in .68(a) 24 hour agency number
3130.68(g)(1)(2)(i-ii)	Within 15 days provide the parent with: Address of the child Name of the person, agency or facility responsible for the child's care unless: the release of info threatens the health and well-being of the child or the provider of care documents its basis for the refusal or there is a court order limiting or prohibiting the release of information)
3130.68(i) (1-2)	Except for emergency shelter placements or when the county agency has reason to suspect that a child is at risk of abuse as defined by Chapter 3490, the county agency shall notify the parent and child at least 15 calendar days prior to a change in the physical location of the placement or the visiting arrangements. The notification shall be provided in accordance with section 3130.62 (b) and (c). The basis for the county agency's decision to refuse disclosure shall be documented in the case record (1) in cases in which the placement location or visiting arrangement proposed to be changed was originally ordered by the court, the county agency shall obtain court approval prior to making the change (2) if the county agency changes the physical location of the child, it shall within 15 days of the change, provide the parents of the child in placement with the address of the physical location of child and the name of the person or agency responsible for the child care. This requirement does not apply if the county agency determines that the disclosure of the information is a threat to the health and well-being of the child or person providing care to the child or the disclosure of information is limited or prohibited by court order.
Act 115	Act 115 of 2010 Regarding Placement and Visitation with Siblings 3130-12-01
Act 115	At the time of disposition and at each permanency hearing the agency must determine whether reasonable efforts were made to place the child and siblings together, or whether placing the child and the sibling together is contrary to the safety or well-being of the child or the sibling.
Act 115	During the disposition hearing an order must be entered to ensure visitation between the child and the sibling, when they are not placed together, no less than twice a month, unless there is a finding that visitation is contrary to the safety or well-being of the child or the sibling.
Act 115	If the agency is unable to place the child and sibling together, due to safety or well being concerns, the following information must be documented in the child's record, the court report: the agency's reasonable efforts to ensure frequent visitation and contact between the siblings; the agency's active and continual efforts to place the siblings together, including the agency's plan for reuniting the child and his/her siblings.
Act 115	When sibling visitation is contraindicated, agencies must actively continue to assess these cases at least every six months to determine whether visitation should occur. If after 6 months the agency is not able to place the child and the sibling together or to allow visitation, the agency must obtain a court order to this effect. Additionally, the record must reflect the specific safety and well-being concerns that prevent joint placement and/or visitation; the agency's assessment, at least every six months, of whether safety or well-being concerns continue to exist and sibling placement or visitation should occur; if the agency's assessment indicates that sibling placement or visitation should occur, because safety or well-being concerns no longer exist, the agency must document its efforts to bring this recommendation to the attention of the court.
Act 115	At each permanency hearing, a determination must be made to ascertain whether visitation has occurred

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	consistent with the court order or if the child and sibling were not visiting, whether previous safety or well-being concerns have been addressed and visitation can now begin.
3130.71	Placement Reviews
3130.71(1)(i)	County shall petition the court for a placement review at least once every 6 months
3130.71 (iii)(A-D)	Petition shall include copy of FSP & placement amendment & request court to Determine continuing placement Determine extent of compliance with plan (C) Determine extent of progress (D) Project likely date for goal achievement)
3130.71(2)(i)	Establish a panel of at least three persons, one of whom is a staff person employed by the county agency and one of whom is not employed by or providing service for the county agency
3130.71(ii)(A-B)	Require the administrative review panel to: make the determinations listed in paragraph (1) (iii); make changes in the service plan that if finds appropriate including petitioning the court for a hearing under 42 Pa. C.S. section 6301 and 6365, except that nothing in this paragraph may be construed to authorize the administrative review panel to change a goal ordered by the Juvenile Court
3130.71 (iii)	Give a copy of the most recent information about the child, including the FSP and reports from service providers, to each member of the administrative review panel at least 10 days prior to the review.
3130.71 (iv)	Ensure that family members- including the child, if 14 years of age or older-and their representatives have the opportunity to be present at and participate in any administrative review of the child's placement.
3130.71(2)(v)	At least 15 calendar days prior to the review, give the child if age appropriate, the child's attorney and the child's parents or legal guardians and their counsel written notice of the date location and purpose of the review, including the agency's recommendation, if any of their right to be represented.
3130.72	Dispositional Review Hearings
3130.72(a)	County shall petition the court for a dispositional review hearing (can done same time as the petition for a placement review is done)
3130.72(b)	Petition shall request court to determine whether child should be: Returned home; Continued in foster care; Placed for adoption; Continued in foster care on a permanent or long-term basis because of the child's special needs and circumstances or IL (not needed if child in the home with specified caregiver under court order or child is free for adoption and is in adoptive home)
3130.72(c)	The county agency may petition the court for a dispositional review prior to the regularly scheduled review
3130.72(d)	The county agency is not required to petition the court for dis. Review if the ch. is in a perm. Foster home under a court order or child is legally free for adopt and is in adopt home pending finalization
3130.72(e)	If a child in placement under the case management responsibility of the county agency has not received a disp. Review hearing within 18 months of the child's date of placement, the county agency shall notify the Depart. in writing within 10 calendar days from the date the hearing was due.
3130.73	Recording Results of Reviews & Hearings
3130.73(a)	Results shall be recorded in service plan
3130.73(b)	Service plan shall be amended by review & hearing determination
	Petitions or motions for court approval filed with the court
3130.73(a)	The county agency shall file a petition or motion for court approval prior to a change in a court-ordered goal, placement, visitation, or service
3130.73(b)	Petitions or motions, including petitions for placement reviews and dispositional review hearings, shall clearly state the agency's recommendation about each issued before the court and the factual allegations supporting each recommendation.
3130.73(c)	A petition or motion filed with the court shall be mailed to all parties and their counsel at least 15 days in advance of a hearing. The county agency will not be sanctioned by the Depart. For noncompliance with the 15-day requirement of this section in instances when the scheduling of the hearing is beyond the control of the agency, and the agency has given as much notice as possible under the circumstances
ASFA 3130-01	If 15 out of 22 months the child is in placement, County must file a TPR petition or an exception (this can be done at the 12 month review or prior to the 15 th month of placement)
ASFA 3130-01	Exception petition must be requested and approved at every permanency hearing that the child is in out-of-home care.
ASFA 3130-01	If Court has goal of adoption, then the County must file a TPR within 60 days unless otherwise specified by the Court.
ASFA 3130-01	Active case AC (must file a petition within 21 days for a permanency hearing for the Court to make a determination.

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ASFA 3130-01	Intake Aggravated Circumstances (AC) (at intake, the County must include in the dependency petition a Court finding if AC exists).
ASFA 3130-01	<ol style="list-style-type: none"> 1. Child has been abandoned – identify/whereabouts unknown parent does not claim child within 3 months or are known however they failed to maintain substantial and continuing contact with the child for 6 months; 2. Child has been subject to serious bodily injury, sexual violence or aggravated physical neglect; 3. Parent of the child has been convicted of certain crimes (criminal homicide, a felony related to aggravated assault/involuntary deviate sexual intercourse/rape/statutory sexual assault/sexual assault/ aggravated indecent assault; a misdemeanor indecent assault; an equivalent crime in another jurisdiction) 4. The parent of the child has been convicted of attempting, soliciting, or conspiring to commit certain crimes (listed above). 5. The parental rights of another child were involuntarily terminated.
ASFA 3130-01	Active case AC (must file a petition within 21 days for a permanency hearing for the court to make a determination)
3700	Fostering Connections to Success and Increasing Adopt. Act of 2008 (special transmittal)
FC of 2008	Due diligence used to identify relatives within 30 days of placement (interviews with all household members, including school aged children) to locate kin Due diligence used to identify relatives within 30 days of placement (interviews with all household members, including school aged children) to locate kin Special Transmittal-expands the definition to the 5 th degree of consanguinity or affinity (i.e. blood relationship; a close connection)
FC of 2008	Agency using revised Attachment A (written notification to relatives must occur within 30 days)
FC of 2008	Is the agency using the waiver process when appropriate to utilize kin homes?
FC of 2008	Is the agency making every effort to place siblings together, must attempt to find home which will accommodate all siblings, efforts must be documented in the record.
FC of 2008	<ul style="list-style-type: none"> • The agency is working in partnership with local school districts to allow child to remain in home school when doing so is in the child’s best interest (including reimbursement for reasonable travel, etc.) • When the agency develops the CPP, it must include documentation of efforts to keep the child in his/her previous school and efforts to arrange transportation. The case plan should include how visits and appts. Will be made during non-school hours whenever possible.
FC of 2008	<ul style="list-style-type: none"> • As part of the CPP, the agency must develop a youth driven transition plan designed to meet the specific needs of any child in agency custody for whom there is a case plan to discharge the child from agency custody at age 18 or older. • Plan must be done 90 days prior to the anticipated discharge date and must include elements of ongoing or planned permanence connections, as well as plans to meet the child’s housing, education , service, financial, physical, and behavioral health needs and any other needs identified by the youth. • The plan must include notification to the youth of the option to request the court to allow the youth to remain in care, provided the youth is engaged in a secondary or post secondary educational or vocational program or alternate course of instructions or treatment.
FC of 2008	Children in foster care are tracked through EPSDT?
3490.321	Risk Assessment
3490.321(a)	The standards established for the risk assessment shall include <ol style="list-style-type: none"> (1) a statement of the purpose for the process (2) cores set of factors against which risk will be assess (3) the application of the process, including points when the process and periodicity are applied (4) record keeping requirements (5) process for state approval
3490.321(f)	The county agency shall rate each factor in subsection (e) and provide documentation in the record to support the identified level of risk and to assure the child’s safety
3490.321(g)	At the time of the report of suspected abuse or GPS allegations, the county agency shall make an initial determination of risk. The county agency need not complete a risk assessment if after one contact with the family the report is determined to be without merit.
3490.321(i)	The agency shall assess risk as often as necessary to assure the child’s safety
3490.321(j)	The agency shall assess safety and risk of the child when circumstances change in the child’s environment at times other than required in this section
3490.321(h)	Periodic assessments of risk shall be completed by the county as follows: <ol style="list-style-type: none"> (1) at the conclusion of the intake investigation which may not exceed 60 calendar days (2) Every 6 months OR with the FSP or judicial review unless one of the following applies: <ol style="list-style-type: none"> (i) Risk remains low or no risk (ii) Child placed out of the home more than 6 months; no other children in the home

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	<p>(3) Thirty days before and after the child is returned home unless:</p> <ul style="list-style-type: none"> - risk remains low or no risk - child's return home was not anticipated (must be completed within 2 weeks of return home) <p>(4) Thirty days prior to case closure</p>
	Frequency and Tracking of Caseworker Visits of Ch in Fed Defined Foster Care Bulletin 3490-08-04
Visits	Qualified worker (child's county C&Y caseworker, JPO, private provider/foster care case manager whose contracted responsibility includes visitation management), visits child. If agency contracts with provider, county caseworker visits child once every 6 months (may be any county caseworker if children placed <50 miles, several child from county at placement, child are placed at the same home/facility)
Visits	Out of state placement-(one visit between 10/1-3/31, 2nd between 4/1-9/30 by qualified Caseworker which may include a counterpart of the qualified workers listed above.
Visits	Visits are well planned and focused on issues pertinent to case planning and service delivery to ensure safety, perm., and well-being of child
Visits	Quality visits should follow an agenda purposed to further the goals of the CPP, and should allow time for individual interviews with the child and caretaker or staff. Visits should provide an opportunity to evaluate the child's safety and environment, his/her outlook and concerns about visitation with family and significant others, educational and IL preparation challenges and info about such service delivery.
3130.88	Children's Grievances (Agency Resource homes and Agency Residential ONLY)
3130.66(c)	Explanation as soon as child is placed
3130.66(d)(e)	Notation made that the policy was explained to the child (unless agency determines child is not able to understand it) (see below)
Act 119 of 2010)	Children in Foster Care Act (Act 119 of 2010)
Act 119 of 2010)	The agency must explain the protections for children in foster care set forth in the bulletin under section 3, as well s the agency's grievance policy and procedure.
Act 119 of 2010)	A copy of the protections and the grievance policy and procedure must be provided to the child
Act 119 of 2010)	If the child can not comprehend an explanation despite reasonable accommodations, the explanation of these rights may be given, on behalf of the child to the parent. If a parent is not available, documentation must be made that another interested individual, such as a relative or kin, guardian at item, or CASA, has been made aware
Act 119 of 2010)	A child's birth parents must be provided a copy of the protections for children in foster care under section 3 of the bulletin within 30 days of the child entering foster care.
Act 119 of 2010)	Resource families must be provided a copy of the protections for child in foster care under section 3 of the bulletin upon approval.
3130.86	The County agency shall provide an opportunity for a child placed in a foster home or child care facility which it administers to participate in religious activities, services and counseling, based on choice specified by parents/guardian or the child.
3130.91	Consent to Treatment (Agency Resource homes and Agency Residential ONLY)
3130.91(1)(i-iii)	Agency complies with the following relating to medical and dental treatment if child is placed through voluntary place agree: prior written consent for treatment from parents, obtain spec consent for non-routine treatment, if parents refuse consent a court order is obtained
3130.91(2)(i-iii)	Agency complies with the following related to medical / dental treatment if child is in legal custody of agency: authorizes routine treatment, obtain specific consent from parents for non-routine treatment if parents refuse consent a court order is obtained
3130.91(3)	If child requires emergency treatment child is immediately taken to a physician for treatment.
3130.91(4)	Minors may consent to treatment for conditions relating to drug and alcohol use, pregnancy and venereal disease without parental or court consent
3130.91(5)	A child 14 or older must consent to MH treatment including use of psychotropic medication. If child refuses, a court order must be obtained. Parental consent is <u>not</u> valid in these instances.
.91(63130)	Minors who seek consent for doctor to perform an abortion shall comply with applicable law
3130.51	Health Care Requirements (Agency Resource homes and Agency Residential ONLY)
3130.51(a)	Initial Medical Appraisal (w/in 60 days, unless one done w/in 90 days of placement) (must include a review of the child's health history, physical examination of the child, laboratory or diagnostic tests as indicated by the examining physician including those to detect communicable diseases
3130.51(b)	The FFCA shall arrange for immediate medical attention when a medical problem is recognized at the time of referral
3130.51(c)	Updated Medical Appraisals (birth – 6 months: 1x//6week; 7 – 23 months: 1x/3 months; 23 months+: 1x/year)
3130.51(d)	Initial Dental Appraisal for child 3 years+ (w/in 60 days, unless one done w/in 6 months of placement)
3130.51(e)	Updated Dental Appraisals (every 9 months)
3130.51(f)	Immunization Record (confirmed w/in 60 days of placement)
3130.51(g)	The FFCA shall ensure that children receive necessary medical care when they are ill.

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3130.51(h)	Parents encouraged to participate in child's medical and dental care
3130.51(i)	The FFCA shall ensure that a continuing medical record is maintained for each child by assisting with the retrieval of past medical records and transfer of current records to the child's ongoing source of child care.
3490.235 (g)	Face to face contact with parent and child (needed weekly if high risk; 1x/month for 6 months or case closure when not high risk)
3490.61/.235	Child(ren) seen once a month for 6 months or case closure when the child is placed out of the home or setting in which the abuse occurred/the need for general protective services was established.
Act 111 of 2011 and Act 91 of 2012	Juvenile offenders under the court's jurisdiction on or after December 20, 2012 must appear at an approved registration site to provide or verify information required at § 9799.16(b) and to be photographed every quarter. The period of registration for a juvenile offender commences upon release from out of home care (institution or facility) or disposition (if on probation or community supervision).
Act 111 of 2011 and Act 91 of 2012	A juvenile offender under the court's jurisdiction on December 20, 2012 who is on probation or is otherwise being supervised in the community, including "placement in a foster family home or other residential setting which provides the individual with less than 24-hour-per-day supervision and care", is mandated by law to provide the chief juvenile probation officer with the information required in § 9799.16(b) of Megan's Law within 30 days.
Interstate	
.41(2)(i-ii)	Under the provisions of the Interstate Compact on the placement of children, the Agency through the DPW Interstate office, applies for and receives approval from receiving State prior to sending a child to a placement in another state
.42(b)	The county agency shall perform adoptive home studies and reviews of proposed placements for noncompact states upon written request of the Interstate Office of the Department.
Youth IL Services Guidelines Bulletin 3130-11-04	
IL Bulletin	Does the agency have a formal method for identifying children most likely to remain in care until age 18? (Should include a formal referral policy for referring children for services)
IL Bulletin	Has the agency identified a IL Services Coordinator?
IL Bulletin	Does the agency have a formal aftercare program? (aftercare services are mandatory regardless of the count county or state where services were previously provided)
3700	Public Children and Youth Agency - Placement Resource Homes / Formal Kinship Care (cont.)
Child Placements with Emergency Caregivers Bulletin 3140-04-05/3490-04-01	
EC Bulletin	Documentation an attempt was made to place child with a relative or why this was not possible
EC Bulletin	Documentation attachment A provided to caregiver
EC Bulletin	Documentation attachment B provided to caregiver (within 10 days of child's placement or denial of placement)
EC Bulletin	Documentation of on-site visit
EC Bulletin	Documentation of caregiver assessment
EC Bulletin	Documentation of ChildLine clearance
EC Bulletin	Documentation of PSP criminal history
Kinship Care Policy Bulletin 00-03-03	
Informal	(1) Assessment completed to determine a need for services The agency must assess informal kinship caregiver situations the same as those situations in which children reside with their parents as required by Kinship Care Bulletin #00-03-03
Informal	(2) Identified services were provided The agency must make available the same in-home services to informal kinship caregivers that are available to children who reside with their parents as required by the bulletin
Search for Relatives	(3) Search for relatives as defined by Act 25 of 2003 The agency must document that a search was conducted for relatives of the 3 rd degree of the child's parents prior to placement under the Kinship Care Program (outdated-not consistent with Act 80 of 2012)
Search for Relatives	(4) Child placed with relative Was the child placed with a caregiver? If the child was placed with a relative, place N/A in the next 4 boxes and proceed to # 9
Search for Relatives	(5) Child not placed with relatives If the child is not placed with a relative, the agency must document why such a placement did not occur
Search for Relatives	(6) Search for kin The agency must document that a search was conducted for kin as defined by the bulletin
Search for Relatives	(7) Kin identified and contacted If kin were identified, were they contacted by the agency to determine their interest for caring for the child?
Search for Relatives	(8) Interested kin assessed as a placement resource. Did the agency conduct an assessment of identified and interested kin?

Attachment 2 - Placement Services Requirements

Search for Relatives	(9) Child placed with kin If the child was placed with kin, place N/A in the next box and proceed to the next section
Search for Relatives	(10) Child not placed with kin; reason documented. If the child is not placed with kin, the agency documented why placement did not occur.
Notification	(11) Documentation Kinship Caregiver Summary (Attachment A) provided to caregiver. The agency must document that Attachment A (Summary Letter) was provided to the caregiver at or before the child was placed with the relative or other kinship caregiver.
Notification	(12) Kinship care options reviewed and documented; the agency must review the caregiver's options relating to kinship care and allow the caregiver to ask questions. The agency must document that this review was conducted with the caregiver.
Notification	(13) Attachment B (Confirmation of Intent) provided and signed by caregiver. The agency must document that Attachment B (Confirmation of Intent) was provided to the caregiver and have the caregiver sign the notice. The agency must document each time this notice is given to the caregiver.
Notification	(14) Attachment C (approval and FCMP) provided and includes amount of FCMP. The agency must document that Attachment C was provided to the caregiver and states approval status. This notice must include the amount of the FCMP available and the agency's approval requirements. This notice must be approved within 10 days of the onset of the foster family home assessment.
Notification	(15) FCMP is not less than FCMP received by similarly situated foster parents. The FCMP offered to the caregiver must be the same per diem rate that other similarly situated approved foster parents providing the same level of care within that agency; i.e. traditional, specialized, etc.
Notification	(16) Notice of appeal rights provided. The agency must provide the caregiver notice of their right to appeal the agency's decision to approve or disapprove them as a foster parent. The notice must include the requirement that appeals must be written and postmarked no later than 15 calendar days from the date of the written notice.
Notification	(17) The agency has maintained a date stamped copy of any appeal filed by the caregiver.
Notification	(18) Appeal forwarded to BHA of the Department. The agency must document that an appeal filed by the caregiver has been forwarded to BHA,
ICPC	(19) ICPC Procedures followed and documented. The agency must document that it has followed all necessary procedures relating to the Interstate Compact on the Placement of Children when seeking placement with a kinship caregiver who resides in another state
ICPC	(20) ICPC forms completed within required time frames. The agency must maintain copies of all ICPC forms completed within the required ICPC time frames relating to the case, in the case record.
Support and Training	(21) Levels of supports to kinship caregiver documented. The agency must document that the level of support services to the caregiver to assist them in successfully parenting the child are based on the needs of the child and parents and the resources of the caregiver.
Support and Training	(22) Training accommodations offered and documented. The agency must document any training accommodations offered to the caregiver to accommodate their need for individualized training to address the specific issues of the child and to assist them in successfully parenting the child.
Support and Training	(23) Training accommodations offered and documented. The agency must document any training accommodations provided to the caregiver.

Safety Plan and Assessment Bulletin

Assessment Codes:

P=Preliminary R=Reunification NI=New Information
 C=Conclusion of assess/Invest RF=Reunification/follow-up
 CC=Case Closure CPP or FSP=Review NW=New Worker

	Assessment Code:
SP Overall	Worksheet Completed:
SP Section I	Child(ren)'s name documented
SP Section I	Caregiver(s)' name documented
SP Section II	"yes" or "no" checked for every safety threat
SP Section II	Justification/explanation provided for every child and every safety threat
SP Section III	Each safety threat is identified with protective capacities
SP Section	Each caregiver's protective capacities are assessed if safety threat(s) are present

Attachment 2 - Placement Services Requirements

III	
SP Section III	The diminished and/or absent protective capacities are included in the FSP
SP Section IV	All questions are answered
SP Section IV	The answers to the questions support the responses in the previous sections(i.e., the answers to the analysis questions are consistent with what is indicated as a safety threat
SP Section V	Completed if there are children <u>not</u> listed in Section I
SP Section VI	Safety decision determined for each child
SP Section VIII	Signatures of caseworker and supervisor are present and dated as per policy
Safety Plan	The safety actions are clear
Safety Plan	The safety actions are immediately able to alleviate/control the threat
Safety Plan	It is clear who is responsible for safety monitoring
Safety Plan	The plan is able to be monitored
Safety Plan	All parties responsible for safety and monitoring signed the plan and received a copy (Sup. Must sign plan within 1 day)