

Service Worker/ Case Transfer Request (CD-175)

PURPOSE:

Form CD-175 is initiated by a county to request a case transfer or a service case worker (child, parent, or FCS). By completing this form, the case manager is ensuring that all relevant documentation pertinent to the case is updated in FACES for the receiving county. This will ensure that the receiving county can provide adequate and appropriate services.

NUMBER OF COPIES AND DISTRIBUTION:

This form is completed electronically. It is then emailed to the receiving circuit's courtesy request email inbox.

INSTRUCTIONS FOR COMPLETION:

Sending Date: Enter the date the form is emailed to the receiving circuit

To/From: Enter the name of the sending and receiving circuits/counties (both).

Case Information: Enter the names and information of the persons whom the receiving county will be working with. For example, if the receiving county will be working with a child sibling group placed in their county, enter each child's information.

Case Type: Choose from the dropdown list the appropriate case type.

- **Alternative Care – parent:** Choose this if the request is regarding a parenting of a child that is in the custody of the Division
- **Alternative Care – child(ren):** Choose this if the request is regarding a child or children in the custody of the Division
- **Family Centered Services:** Choose this option if the request is to transfer a FCS case to another circuit/county
- **Other:** Use this option if your request does not fit the above situations. If this option is chosen, fill out the next section to explain the circumstances

Sending Worker's Name: Enter the Children's Service Worker requesting the service or family assessment. The Worker is also to provide their e-mail address and direct phone number in the allotted space.

Supervisor's Name: Enter the sending Children's Service Worker's supervisor, e-mail address and direct phone number in the allotted space.

Reason for Transfer/Request: Include all other details about the request in this space. Include any specific and immediate needs of the client and case. The receiving circuit may not accept the request without detailed information and may contact the sending circuit for more information.

Instruction for Retention:

This form is administrative in nature and does not have to be retained in the family case record. However, it may be scanned and uploaded to document imaging as indicated below.

- Alternative Care – Parent: Other Documents of the AC case
- Alternative Care – Child(ren): Other Documents of the AC case
- Family Centered Services: Other Documents of the FCS case
- Other: Supervisory discretion base on the type of case