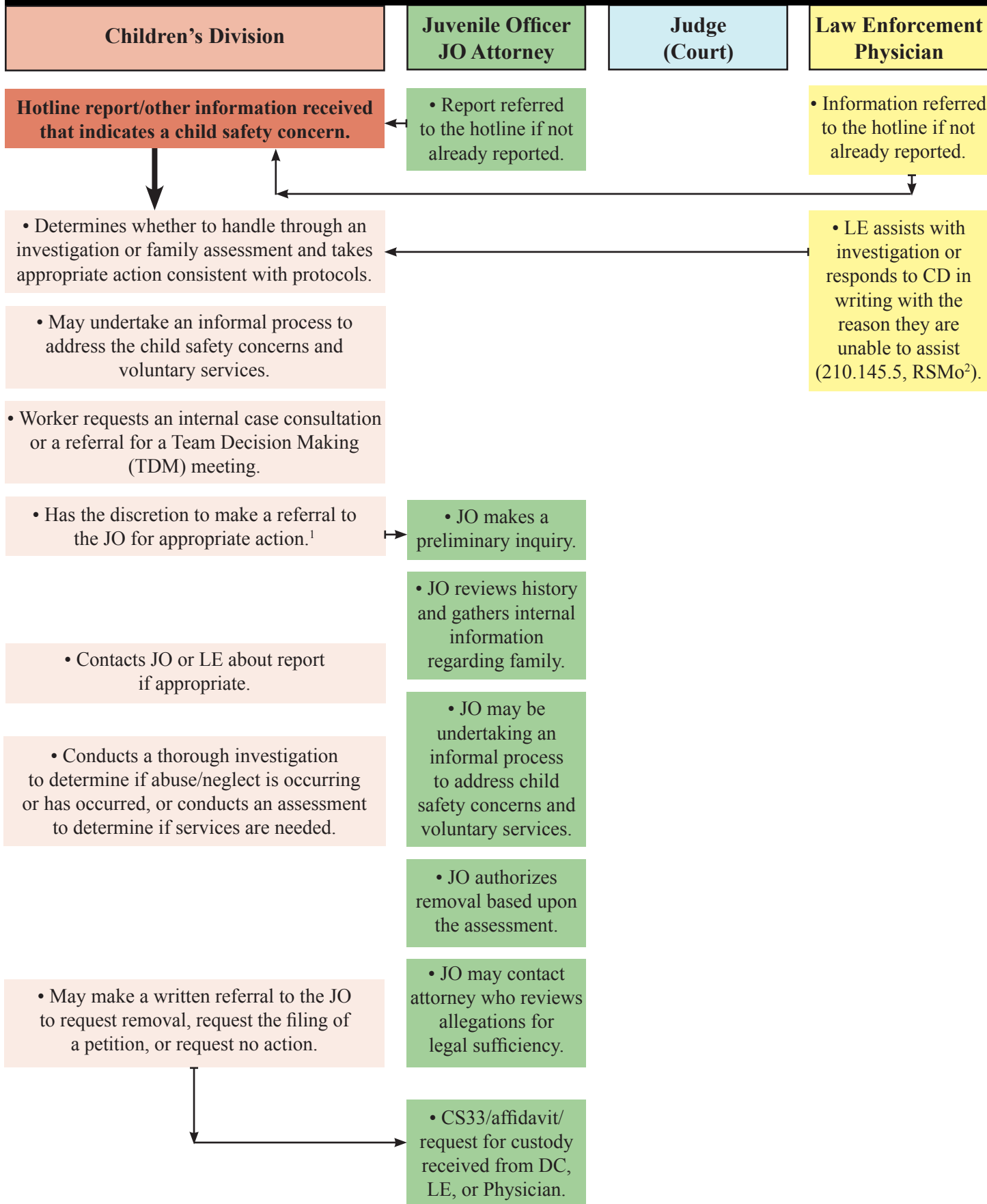


Initial Case Assessment Activities



¹ Training in this area for all is necessary.

² There is a profound need for training for law enforcement in this area.

Initial Case Assessment Activities

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> Attempts to locate appropriate relative placement. 	<ul style="list-style-type: none"> JO will respond in writing to the referral within the time standards outlined in the Juvenile Officer Performance Standards. 	<p><u>Judge</u></p> <ul style="list-style-type: none"> Verifies that a petition or motion is filed by the JO, reviews supporting documentation to determine if probable cause is established, signs the order of protective custody if appropriate and makes the requisite findings. Guardians ad litem and parent attorneys appointed. 	<ul style="list-style-type: none"> Takes child into protective custody and completes CS33 for CD and immediately notifies JO.³ Within 12 hours LE or physician submits written report to JO.
<ul style="list-style-type: none"> Arranges for placement of children with an appropriate resource provider. 	<ul style="list-style-type: none"> Initiating case in JIS. 	<p><u>Clerk</u></p> <ul style="list-style-type: none"> Clerk to accept the case open in JIS. Clerk organizes and prepares file. Filing: Schedule hearing; create court file; docket entries Summons (sent to JO for local service, Sheriff's Dept. for out-of-county notice) 	
<ul style="list-style-type: none"> Provides every school age child and his or her resource provider with an age-appropriate orientation and explanation of the Foster Care Bill of Rights. <p>Notifies the JO of the name and contact information of the current resource providers, and any subsequent changes.</p>	<ul style="list-style-type: none"> Petition or motion filed on behalf of the JO. 		
<ul style="list-style-type: none"> Arranges for the transportation of the child to the placement. 	<ul style="list-style-type: none"> JO may present exparte request for protective custody, or schedule a preliminary child welfare proceeding, or set for protective custody hearing, or hearing on the pleading to judge. 		
<ul style="list-style-type: none"> Discusses child's immediate needs with the placement provider and provides initial information. 	<ul style="list-style-type: none"> JO provides notice of the hearings to all parties and resource parents/placement providers. 		
<ul style="list-style-type: none"> Arranges and supports sibling, parent, and relative communication and visitation, unless otherwise prohibited, and maintain throughout custody JO of name and contact information of placement provider. 	<ul style="list-style-type: none"> JO shall assist in the identification of relative and kinship resources at the time the child is placed into protective custody. 		
<ul style="list-style-type: none"> Completes data entry regarding the child and family in FACES. 	<ul style="list-style-type: none"> JO shall serve or cause to be served a copy of the summons, petition and PC order on CD in all cases where CD is granted PC, or directed to provide services. 		
<ul style="list-style-type: none"> Meets with the family. If available, GAL and JO attend as appropriate. 			

³ Multi-disciplinary training is needed including law enforcement in this area.

Initial Case Assessment Activities

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> Provides necessary information to parents, including CD's role; and gathers information regarding family such as location of absent parent(s), potential relative/kinship placements, the Indian Child Welfare Act, and authorizations to release information. 	<ul style="list-style-type: none"> JO advises the parent of the right to legal counsel and the process for requesting. 		
	<ul style="list-style-type: none"> JO may also consult with parents as may be necessary. 		
	<ul style="list-style-type: none"> JO shall assist in the identification and engagement of relative and kinship resources. 		
<ul style="list-style-type: none"> Provides information and collaborates with the JO in providing information and testimony for hearings when appropriate. 	<ul style="list-style-type: none"> JO provides discovery consistent with court rule. 		
	<ul style="list-style-type: none"> JO to discuss the case with parents' attorney. 		
<ul style="list-style-type: none"> Makes a 24 hour visit with the child in the placement. 	<ul style="list-style-type: none"> Case set for protective custody hearing. 		
<ul style="list-style-type: none"> Continues data entry and completion of required forms. 	<ul style="list-style-type: none"> Continue documentation in data entry system. 		
	<ul style="list-style-type: none"> JO attorney may meet with CD and other witnesses to prep before hearing. 		

Three Day Activities/PC Hearing

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> • Arranges for a team meeting prior to PCW/PC hearing if practicable. 	<ul style="list-style-type: none"> • JO participates in the team meeting if available. 		
<ul style="list-style-type: none"> • Contact parents and placement provider in regards to meeting date and time. 	<ul style="list-style-type: none"> • Absent parent information collected. 		
<ul style="list-style-type: none"> • Initial identification of Service and Treatment needs. 	<ul style="list-style-type: none"> • Obtain financial information and application for attorney as needed. 		
<ul style="list-style-type: none"> • Continue to explore relative/kinship options if not yet identified. 	<ul style="list-style-type: none"> • Continue to explore relative/kinship options if not identified. 		
<ul style="list-style-type: none"> • Discuss permanency planning with the family. 	<ul style="list-style-type: none"> • Summons served on all parties, including CD. 		
<ul style="list-style-type: none"> • Schedule next meeting (30-day meeting). 			
<ul style="list-style-type: none"> • Visitation arrangements. 	<ul style="list-style-type: none"> • Waivers of counsel prepared if necessary. 		
<ul style="list-style-type: none"> • Begin or continue to gather preliminary assessment information with the family and other stakeholders. 	<ul style="list-style-type: none"> • JO consults with the parties or their counsel as needed. 		
<ul style="list-style-type: none"> • Begin to develop proposed permanency goal and concurrent plan. 			
<ul style="list-style-type: none"> • Continue to acquire absent parent information. 			
<ul style="list-style-type: none"> • Complete CD Form 236. 			
<ul style="list-style-type: none"> • Arrange for youth 12 and over to attend the PC hearing and any subsequent hearings. 			

Three Day Activities/PC Hearing

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> Participate in PC hearing. 	<ul style="list-style-type: none"> Participate in PC hearing. 	<u>Judge</u> <ul style="list-style-type: none"> PC Hearing Make inquiries as defined in Rule 123.05. Necessary findings made Execute order, including date and adjudication and HIPAA compliance. 	
<ul style="list-style-type: none"> If paternity has not been established, request the court order paternity testing. 	<ul style="list-style-type: none"> If paternity has not been established, request the court order paternity testing. 		
<ul style="list-style-type: none"> CD assures that the appropriate protective orders are in place prior to HIPAA protected information being released. 	<ul style="list-style-type: none"> JO, GAL, parents, counsel, CD discuss issues, if any, regarding issues with placement. 	<u>Clerk</u> <ul style="list-style-type: none"> Docket entries Record and archive Distribute orders Return of summons All parties provided opportunity to present evidence. Alternative care provider's opportunity to be heard. Copies of order distributed to all parties. 	
<ul style="list-style-type: none"> Continue activities in accordance with the requirements of the Indian Child Welfare Act. 	<ul style="list-style-type: none"> JO provides notice as required to the appropriate foreign consulate/embassy/tribe. 		
<ul style="list-style-type: none"> CD shall determine citizenship/immigration status. 			
<ul style="list-style-type: none"> Continue to locate relative/kinship placement if not yet identified. 	<ul style="list-style-type: none"> JO informs the court of accessibility, language barriers and/or the need for special accommodations. 		
<ul style="list-style-type: none"> Initial family assessment begun completed within 30 days. 			
<ul style="list-style-type: none"> Submit order for Protective Custody to eligibility specialist along with Title IV-E paperwork. 			

Adjudication/Disposition Activities

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> • Continue with development of case plan. 	<ul style="list-style-type: none"> • Request and service of subpoenas/obtain records. 	<p><u>Judge</u></p> <ul style="list-style-type: none"> • Check attorney status. • Determine if contested or not. • Set next action date. • Enter findings of fact, conclusions of law. • Enter an order of adjudication: (1) finding non-proven, or (2) finding proven but no need for care and treatment, or (3) finding proven and need of care and treatment and proceed with disposition. • Review CD court report regarding disposition. • Enter order and judgment of disposition. Judgment may need to include notification to the clerk to send a certified copy of the petition or motion and judgment to CD and the prosecuting attorney pursuant to 210.118, RSMo. 	
<ul style="list-style-type: none"> • Continue family assessment. 	<ul style="list-style-type: none"> • Prepare for hearing and prepare witnesses as needed. 		
<ul style="list-style-type: none"> • Prepare for hearing and prepare witnesses as needed. 	<ul style="list-style-type: none"> • Notices of next hearing sent to all parties and the placement provider. 		
<ul style="list-style-type: none"> • In the event of a contested hearing, CD may testify as needed and bring records as needed/required. 	<ul style="list-style-type: none"> • Prepares and distributes recommendations. 		
	<ul style="list-style-type: none"> • JIS entry as needed. • Tracking ongoing timeframes. • Provides notice of next scheduled hearing to parties and placement providers. 		

Adjudication/Disposition Activities

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
---------------------	---------------------------------	------------------	------------------------------

- Clerk
- Docket entries
 - Provide subpoenas
 - Filings
 - Record hearings
 - Mark exhibits
 - Schedule dispositional review hearing
 - Record and archive

- FOLLOWING ADJUDICATION HEARING:
- JIS entries
 - Order filed/entered
 - Record and file report
 - Provides notice of entry of judgment and copies of order to all parties. Send a certified copy of the petition or motion and judgment to CD and the prosecuting attorney pursuant to 210.118, RSMo.

• 30-day meeting arranged.

• Case plan developed with the family and parties.

• 60-day meeting is arranged/held review of progress in regards to the case goals that have been set.

• CD continues to identify service needs, provide services and re-evaluate new services as needed.

• CD continues to look for possible relative placements/conduct home studies as applicable.

• Team meeting participation.

• Ongoing case management performed as needed.

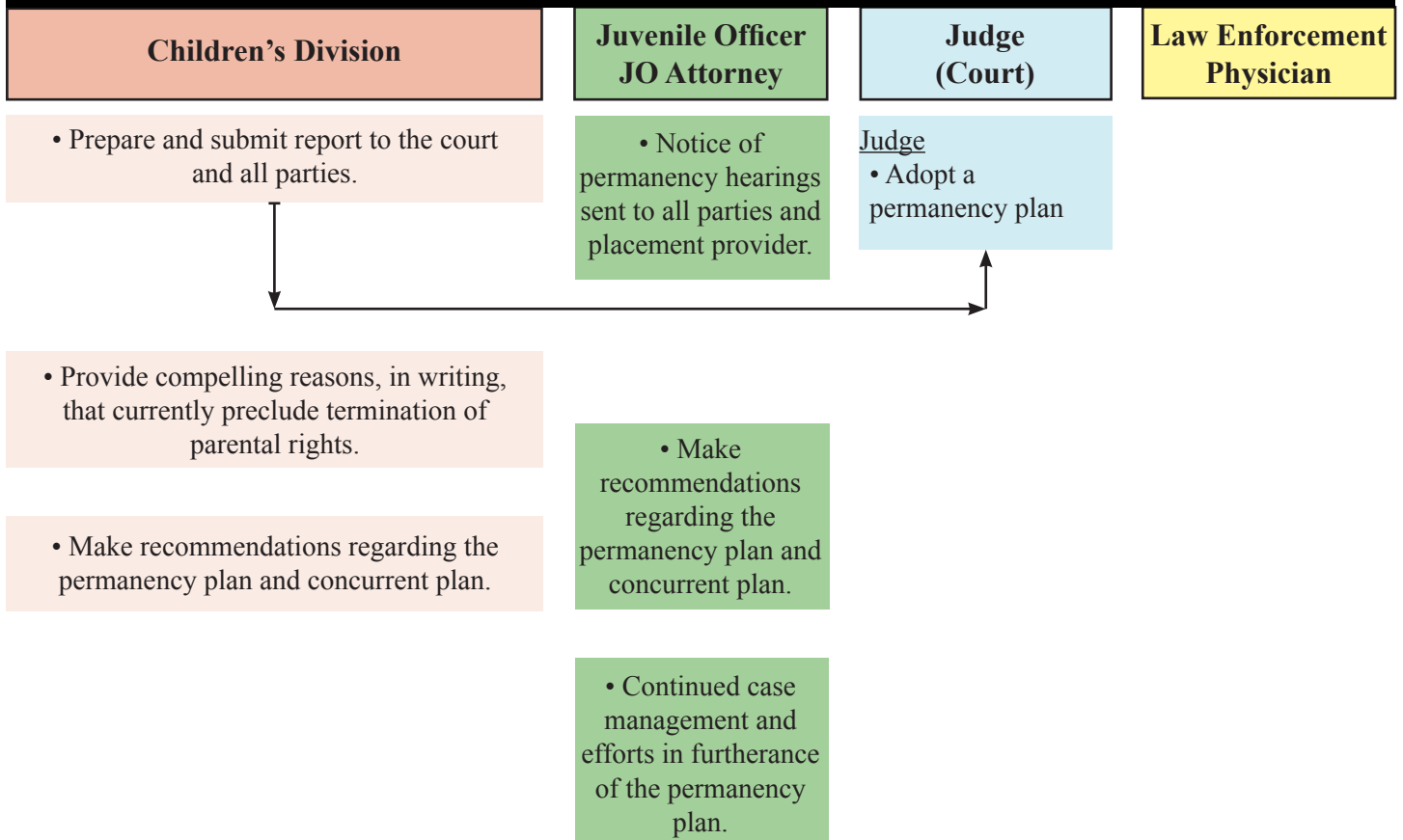
Adjudication/Disposition Activities

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> • Ongoing case management and adjustments to case plans as needed. 			
<ul style="list-style-type: none"> • Pursuant to 210.118, RSM0, CD Central Office receives certified copy of the petition or motion and judgment and may list the individual as a perpetrator of child abuse or neglect in the Central Registry. 			
<ul style="list-style-type: none"> • Parental home visit conducted to review case plan and services. 			
<ul style="list-style-type: none"> • Visits made with the children in their placements to ensure safety. 			
<ul style="list-style-type: none"> • Provide eligibility information to specialist. 			
<ul style="list-style-type: none"> • Obtain records regarding the child as needed (education, medical, etc.) 			
<ul style="list-style-type: none"> • Continue paternity determinations as needed. 			
<ul style="list-style-type: none"> • Continue to ensure visitation schedule between children and parents is maintained. 			
<ul style="list-style-type: none"> • Children 14+ are referred to the OYP program. 			
<ul style="list-style-type: none"> • Arrange next team meeting as required. 			
<ul style="list-style-type: none"> • Case consultation with supervisor. 			

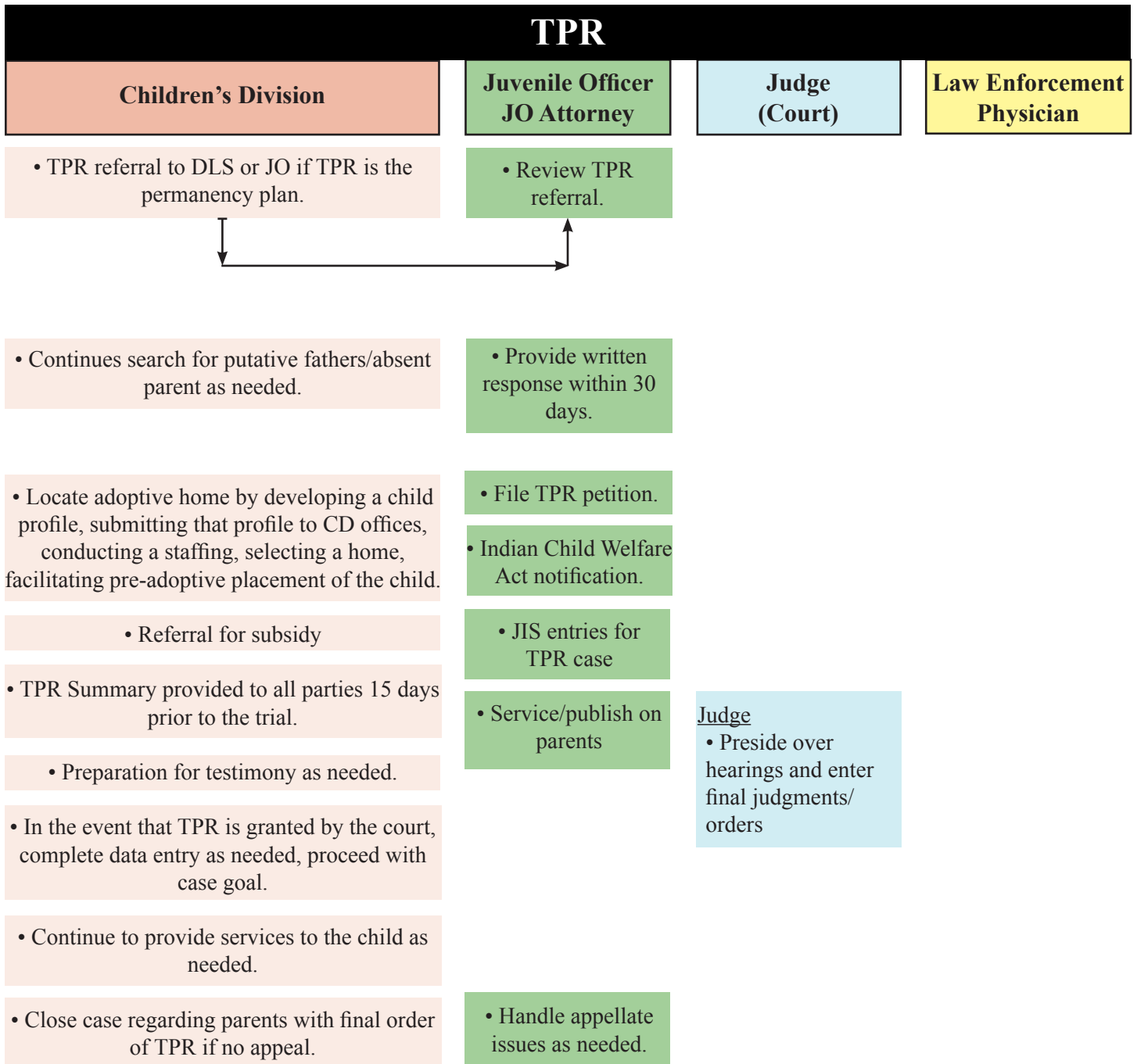
Dispositional Review Hearings

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> • Arrange for the provision of services consistent with the case plan and orders of the court. 	<ul style="list-style-type: none"> • Notice of dispositional review hearings is sent to all parties and current placement providers. 	<u>Judge</u> <ul style="list-style-type: none"> • Reviews reports • Conduct hearing • Make the required findings 	
<ul style="list-style-type: none"> • Prepare court reports that provide an update about the status of the case and identify barriers to reunification/permanency. 	<ul style="list-style-type: none"> • Ensure compliance with standards for timely hearings. 		
<ul style="list-style-type: none"> • CD continues the assessment of the family; strengths and needs are continually identified, addressed and evaluated. 	<ul style="list-style-type: none"> • JO continues the assessment of the family, relative resources and concurrent planning. 	<u>Clerk</u> <ul style="list-style-type: none"> • Docket entries • Monitor milestones • Copies of all orders served upon parties (including CD) 	
<ul style="list-style-type: none"> • Maximize utilization of relative and community resources. 			
<ul style="list-style-type: none"> • CD continues to visit children, parents and foster parents as required. 	<ul style="list-style-type: none"> • Team meeting participation. 		
<ul style="list-style-type: none"> • Monitor progress. 	<ul style="list-style-type: none"> • Continued case management efforts. 		
<ul style="list-style-type: none"> • Older Youth Program referred as appropriate for youth 13 years and older/assess as needed. 			
<ul style="list-style-type: none"> • 90-day meeting arranged and held. 			
<ul style="list-style-type: none"> • 6 month PPRT required by federal review (every 6 months, address permanency plan, progress, and ensure third party-community representative attends). 			
<ul style="list-style-type: none"> • If child is in residential placement, continue to assess the need and authorization for such placement. 			
<ul style="list-style-type: none"> • Continue case management as indicated previously. 			
<ul style="list-style-type: none"> • Discuss permanency options. 			

Permanency Hearing (210.720, RSMo)



TPR



Guardianship/Adoption Plan

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
<ul style="list-style-type: none"> • Obtain team meeting consensus in regards to adoption/guardianship as case goal. 	<ul style="list-style-type: none"> • Prepare termination of jurisdiction petition/order to be ordered following adoption/guardianship order as required. 	<ul style="list-style-type: none"> • If party seeks permission to adopt, make determination of whether to allow filing of petition under 453.010.3. 	
<ul style="list-style-type: none"> • Complete subsidy as appropriate and submit to state office. 			
<ul style="list-style-type: none"> • Complete social summary and recommendation letter to the court. 			
<ul style="list-style-type: none"> • With approved subsidy, continue with prospective guardians obtaining counsel and filing with the court. 			
<ul style="list-style-type: none"> • Attend the adoption/guardianship. 			
<ul style="list-style-type: none"> • Ensure payment is made for legal fees. 			
<ul style="list-style-type: none"> • Transfer the case to subsidy worker. 			

APPLA

Children's Division	Juvenile Officer JO Attorney	Judge (Court)	Law Enforcement Physician
• Monitor services provided to the youth.	• Confirm youth is 16 or older.	• Confirm youth is 16 or older.	
• Communicate with contracted service providers.		• Make requisite findings.	
• Visit youth as required.			
• Assist with education needs in regards to obtaining post-secondary education (FASFA, ETV, etc.).			
• Youth needing further services through DMH will need referral to DMH services.			
• Court report provided to the JO for Permanency Review.			



Reentry

Children's Division

**Juvenile Officer
JO Attorney**

**Judge
(Court)**

**Law Enforcement
Physician**

Trial Home Visits

Children's Division

Juvenile Officer JO Attorney

Judge

Trial home visits will be monitored as required by policy (or practice standards).

The Juvenile Officer will provide notice to the parties for the scheduled hearings and participate in FSTs as needed.

The court will review the need for continuation of the trial home visit at each scheduled hearing and set more frequent hearings as needed to assess the status of the visit and need for continued court involvement.

Upon successful completion of the trial home visit and required services – the CD worker will provide verification of completion of the services to the parties and present a request for release or return of custody to the parent(s) during the FST, by motion of the court through counsel, or at the next scheduled court hearing if the hearing is scheduled at or close to the time of the recommendation.

In the event a trial home visit disrupts within the first six months, the CD worker after having made reasonable attempts to stabilize the placement and prevent the disruption - will secure appropriate placement, notify the parties and request modification of the order through counsel.

If the event a trial home visit disrupts after a period of six months or if the disruption involves new allegations of child abuse or neglect, the CD worker, after having made reasonable attempts to stabilize the placement and prevent the disruption – will submit a request for removal to the Juvenile Officer inclusive of the reasonable efforts to prevent the removal.

The juvenile officer will review the request for removal consistent with the requirements of the Juvenile Officer Performance Standards and act accordingly.

The court will review the filing and requests and make appropriate findings related to reasonable efforts.

Reentry

Children's Division

CD will assess the child for services and file a motion with the juvenile court and effect service on the parties as required if CD believes re-entry is required.

CD will develop and implement a case plan.

Juvenile Officer JO Attorney

JO may assess the child for services and file a motion with the juvenile court and effect service on the parties as required if JO believes re-entry is required.

JO will schedule subsequent hearings as required.

Judge

Upon filing of Petition appoint GAL if appropriate and if requested by youth.

Hold evidentiary hearing on petition for reentry and make required findings/orders.

Hold review hearings every 6 months until court terminates jurisdiction.

Terminate jurisdiction on or before youth's 21st birthday.