

Rural Region Removal Checklist:

1. At time of Removal

- Provide a copy of *A Parent's Guide to Child Protective Services* to each parent.
- Take a picture of each child that is being removed and placed into custody
 - Label picture with child's name and date picture was taken
 - Place picture in hard copy file
- Take pictures of any injuries, environmental safety hazards, etc.
 - Label pictures with information regarding picture (i.e. child's name, location of injury, location in home with safety hazard) and include date picture taken
 - Place pictures in hard copy file in envelope

2. Obtain from Parents – If possible obtain the following from parents at the time of removal:

- Children's medications and explanation of why prescribed (if applicable)
- Copy of Birth Certificates for the Child/ren (if not obtained will need to request)
- Copy of Social Security Cards for the Child/ren (if not obtained will need to request)
 - Research welfare/school etc. prior to making the request directly through SSA
- Insurance Cards (if applicable)
- Immunization Records for child/ren (if not obtained will need to request)
- Complete Removal Health History Form for each child
- List of all family members, obtain their address, city, state, and phone number (if possible)
- List of places family has lived for the past five years
- Complete the ICWA Form regarding Native American Heritage

3. Foster Parent's/Relative Placement (at time of placement):

- Provide placement letter – This is a form letter on letterhead that is given to placement resource. Maintain copy for the hard file.
- Discuss with placement resource child's medical/emotional/physical needs known at the time
- Discuss with placement resource arranging the EPSDT appointment within 7 days of placement (appointment must be held within 30 days of child entering care)

4. Call DA's Office to schedule the 72 Hour Hearing – They will want important case detail information such as demographics and reasons for removal.

5. Notify Parents regarding the 72 Hour Hearing

Using the *Notice of Protective Custody Hearing (Form 1567)* notify both parents/caregivers of the date, time and location of hearing. If the parent "cannot be located after a reasonable effort", post the notice on the door of the last known residence. If parent is orally notified or if the notice is posted on the residence door, written notice must be sent within 24 hours of the removal. Diligent efforts must be made to notice both parents of the hearing.

6. 72 Hour Letter and Court Order—Complete the 72 Hour Letter and provide the letter to the following:

- Court (also provide court order, if applicable)
- District Attorney (also provide court order, if applicable)
- Parents
- Other Court Personnel (i.e. child's attorney, CASA-check with your local jurisdiction)

7. Contact with Child and Placement Resource—worker should contact placement resource and the child the following day of placement. Best practice would be for the worker to conduct a home visit with placement resource and child within three days of the placement to ensure child has adjusted to placement and to discuss any concerns or needs of the placement resource or child. The worker should attempt to have face-to-face contact at least weekly during the first month of placement (policy #0205A).

8. **School Contact**—Contact child’s school teacher by phone within 72 hours of removal advising the school who the child has been placed with, any medical circumstances, and requirements regarding parent contact.
9. **Visitation between Parent and Child**—schedule visit between parent, child and any siblings to occur as soon as possible following the removal. Ensure visits occur regularly thereafter.
10. **Complete the following UNITY windows (must be completed for eligibility within 24 hours):**
 - Enter report
 - Enter Removal Status, Legal Status and Placement Information using the Remove Child (CFS090) window (Case Directory→Remove Child)
 - will pre-populate data on the Removal Status (CFS029), Legal Status (CFS100)
 - Placement Information using the Remove Child (CFS029) window
 - Unpaid Placement—select the appropriate type of unpaid placement in Placement Type and select location. If relative placement is selected caregiver and relationship to child will need to be added.
 - Paid Placement—select Paid in Placement Type and save. Service Authorization Request (CFS193) window will open automatically.
 - Service Authorization Request (CFS193)/Service Authorization Provider Match(CFS198)
 - FF+ESC—authorization is for 13 days
 - Combo FFREG—authorization for 6 months
 - GRPEMGNCYSHLT (Austin’s House only)—authorization for 1 month max
 - Emergency Clothing—use the date of removal
 - Emergency Clothing GH—(Austin’s House)—use date of removal

11. The following Needs to be sent to Eligibility:

Within 24 hours of Removal:

- Common Application
- Eligibility Reporting Form for each child

When Received:

- Copy of 72 Hour Court Letter
- Protective Custody Order (72-Hour Hearing Order)
- DCFS Custody Order with Eligibility Language
 - Reasonable Efforts to Prevent Removal or Reasonable Efforts Are Not Required Order
- Petition
- Initial/Disposition Court Report
- Child Support Forms
- Child Support Addendum
- Copies of Birth Certificates (if obtained from parent)
- Copies of Social Security Card (if obtained from parent)
- If Relative Placement – Send Home Safety Checklist

12. Ten Calendar (Not Business) Days after the Protective Custody Hearing a Petition needs to be filed. You need to ensure that the local District Attorney’s Office does this if necessary. The Petition will need to be signed by the Social Worker.

- Petition must include a nomination of a Person Legally Responsible (PLR) if child is prescribed psychotropic medication or in the event that the child will be prescribed psychotropic medication
- When you receive filed copy of petition complete the Petition Detail (CFS409) window in UNITY
- E-mail, scan, or fax a copy of the Petition to Eligibility

13. Complete Investigative and Other Windows in UNITY ---

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| <ul style="list-style-type: none"> ▪ Investigation Detail (CFS044) ▪ Report Detail (CFS031) ▪ Present Danger Assessment (CFS702) ▪ Nevada Initial Assessment (CFS704) | <ul style="list-style-type: none"> ▪ Safety Assessment History for appropriate milestones (CFS042) ▪ Risk Assessment (CFS343) ▪ Investigation Allegation Findings (CFS048) |
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- Family Relationships (CFS024)
- Family Strengths and Risks (CFS061)
- Case Notes (CFS085)
- Determination of Investigation/Assessment Status (CFS045)
- Investigation Update, if applicable (CFS050)
- Investigation Tracking Characteristics, if applicable (CFS049)
- Health information, if applicable (CFS070)
- Hearing Documentation (DFS097)
- Update Notifications on the Create Case/Add Participant window (CFS036)
- Court Case Numbers (CFS093)
- Health Information (CFS070) (medical passport should be provided to placement resource once completed)

14. 30 Day Notification Letter to Fictive Kin/Relatives—within 30 days of removal send a Notification letter to all known fictive kin/relatives of child being placed to inquire if they would be a placement resource for child (form letter located as attachment in the 1006 Out of Home Placement Process Policy (located in the Rural Region Shared Folder)

For the Initial Court Report you will need to have requested the following documentation and completed the following:

- Request any CPS History from places parents have lived other than Nevada in the last five years.
- Request law enforcement records from City and County Law Enforcement from all areas the family has lived.
- If law enforcement history is known with conviction, request court documents.
- Request education records (attendance records, grades and IEP, if applicable) on all children from all schools attended. This would include Head Start or if the child has worked with Nevada Early Intervention.
- Request all previous mental health records, assessments and/or evaluations of parents and/or children.
- Request all medical records for the child from hospitals, clinics and private providers they have been seen by in the past and current. This would include requesting birth records for each of the children. (Dentist and Optometry if applicable)
- Conduct a diligent search for relatives who may be possible resource for child/ren. Contact family members discuss their ability to be a resource for child/ren to include possible placement. Document answers in case notes.

Set up a Case Plan Meeting – Case plan must be established within 45 days of Removal

- After the case plan meeting complete the Case Plan Directory (CFS074)
- Make sure that you place the completed case plan document in pending approval and let your supervisor know that this has been completed for review

Other Items:

- Complete referral to NEIS (Nevada Early Intervention Services) – this should be done on all removals...This is to be completed on all children under the age of three if the case is substantiated, per CAPTA Policy
- Ensure that EPSDT is completed within 30 days of removal and information documented on Health Information window (CFS070)
- If parents are receiving services through Nevada Supportive Services - contact local agency and notify that the children have been removed from the home. Invite assigned welfare worker to CFT.