

Out-of-Home Placement Timelines: Investigation & Case

Activity - Investigation	Forms	Location	Time Frames	Policy	✓
"Case Connect" between investigation and case.		CHRIS -See Opening a Case in CHRIS Desk Guide	Within first working day following removal		
Notify OCC of 72 Hour Hold/Complete Affidavit	CFS - 0411	CHRISNet Template	Immediately when 72 hour hold is taken	II-D11	
Emergency Order by OCC			Completed before the end of the 72 hour hold		
Probable Cause Hearing (AKA Emergency Hearing)			5 Working Days from emergency order Case worker may also need to be present		

Activity - Case: Week 1	Forms	Location	Time Frames	Policy	✓
Initiate Medical Passport	CFS - 362	CHRIS -See Opening a Case in CHRIS Desk Guide	Week 1/ Within 24 hours of date of removal because it must be given to the resource parent at time of placement	VI-D1 VI-D4	
Receipt for Medical Passport	CFS - 365	CHRISNet Template	Immediately when 72 hour hold is taken	VI-D4	
Initial Resource Home Agreement Addendum	CFS-462A	CHRIS Net	Given to resource parent at time of placement	Appendix 4	
Initial Health Screening	CFS-366-A CFS-366-B		Week 1/ Within 24 hours of date of removal if severe maltreatment - or if child looks ill or injured (72 hours in all other cases)	VI-D1	
Complete removal screen		CHRIS - See Removal and Placement Screen in CHRIS Desk Guide	Week 1/First Working day	III-A2	

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Activity - Case: Week 1	Forms	Location	Time Frames	Policy	✓
Complete Placement Screens	CFS - 0486 SSI Screening	CHRIS - See Removal and Placement Screen in CHRIS Desk Guide CHRISNet for the SSI Screening Questionnaire	Week 1/First Working day The Placement Screen will let you change the date of the case connect to show the actual date the child was removed. When the supervisor approves the placement, the application for Medicaid is automatically generated. The Eligibility Unit may contact you for additional information. This information must be provided to them within the time frame the EU specifies. There is also a prompt to update the living arrangements.	III-A2	
Coordinate with OCSE Office of Child Support Enforcement			Check "yes" to refer to OCSE on Relationship Screens in CHRIS	III-C III-C1	
Provide information about child to Health Unit to schedule Comprehensive Health Exam		Mechanism varies - email is the minimal mechanism	Week1/ First Working Day Health Service Specialist must contact UAMS in 3 working days	VI-D VI-E	
Coordinate with Resource Worker for Kinship Resource Home	CFS- 450	CFS-450	Week 1/First Working Day	VI-B1	
Clothing order	DHS-1914	DHS - Forms Manual	Week 1/ First Working Day	III-A2	

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Take photograph of child in out-of-home care; upload to CHRIS and print copy for the file		CHRIS – see instructions on CHRISNet based on the camera type	Week 1/By 3rd working day after child entered care.	III-A2	
Complete Placement Plan	CFS-6008	CHRIS Reports	Any time a child is placed/moved to new placement.	IV-B1	
Develop Family Time Plan with caregivers	CFS-6010A	CHRISNet Template	Week 1/Prior to 5th working day in care	VI-C1	
Schedule and complete caregiver-child Family Time sessions		CHRIS - See Contact Screen in CHRIS Desk Guide	Week 1/Prior to 5th working day in care	VI-C1	
Change status from 72 hour hold to DHS custody.		CHRIS - Client Screen, Status for child in CHRIS Desk Guide	Week 1/ After Probable Cause Hearing		
Complete home visit: Gather information for assessment and legal documents from caregivers (birth certificates, health history, etc.)		CHRIS - See Contacts in CHRIS Desk Guide	Week 1		
Begin Child and Adolescent Needs (CANS) Assessment and Family Support and Advocacy Tool (FAST) Assessment	CFS-6009	CHRIS - See CANS and FAST in CHRIS Desk Guide		IV-A	
Weekly visit with child(ren) in placement (FSW)		CHRIS - See Contacts in CHRIS Desk Guide	Week 1	VII-I	
Complete Initial Medicaid Application		CHRIS - Client Screens: Finance - Applications	Week1/by 7th day from date of removal	III-A2	

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Activity - Case: Week 2	Forms	Location	Time Frames	Policy	✓
Send out Family Team Meeting notice	CFS-590	CHRISNet Template	Week 2 (2 weeks prior to staffing)	IV-C1	
Weekly Home Visit – Continue CANS & FAST	CFS-6009	CHRIS - Contacts	Week 2	IV-C	
Weekly visit with child(ren) in placement (FSW)		CHRIS - Contacts	Week 2	VII-I	
Weekly Caregiver-Child Family Time – Engage family in activities directed by family case plan		CHRIS - Contact Screen	Week 2	VI-C1	
Family Time with Sibling		CHRIS - Contact Screen	Week 2	VI-C1	

Activity - Case: Week 3	Forms	Location	Time Frames	Policy	✓
Weekly visit with child(ren) in placement (FSW)		CHRIS - Contacts	Week 3	VII-I	
Weekly Caregiver-Child Family Time – Engage family in activities directed by family case plan		CHRIS - Contacts	Week 3	VI-C1	
Weekly Home Visit – Finalize first CANS & FAST	CFS-6009	CHRIS - Contacts	Week 3		

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Activity - Case: Week 4	Forms	Location	Time Frames	Policy	✓
Weekly visit with child(ren) in placement (FSW)		CHRIS - Contacts	Week 4	VII-I	
Weekly Caregiver-Child Family Time – Engage family in activities directed by family case plan		CHRIS - Visit	Week 4	VI-C1	
Family Time with Sibling		CHRIS - Visit	Week 4	VI-C1	
Weekly contact with family – may be at the Family Team Meeting		CHRIS - Contacts	Week 4		
Initial Family Team Meeting		CHRIS - Contacts	Week 4	IV-C1	
Finalize CANS & FAST	CFS-6009	CHRIS - Contacts	Week 4/Must be completed before the 30th day following removal - portions of CANS/FAST populate to case plan	IV-A	
Finalize family case plan. Have family case plan approved & signed by all parties.	CFS 6010 CFS-6009 CFS-6010A CFS- 6008 CFS- 6018 CFS-7010 CFS-6012 CFS-6010B	CHRIS Report Family case plans are required to have attachments in addition to just the CFS- 6010. Attach the CANS/FAST. Attach medical, psychological, and educational information depending on the specifics of the case.	Week 4 prior to 30th Day	IV-A1 IV-B1	

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Distribute family case plan to all parties			Week 4 before 30th Day		
File family case plan with the court			Week 4 – 30 days from the date the child was removed Note: If you wait for the Family Team Meeting until the 30th day, this time frame will be difficult to meet	IV-B1	

Activity - Investigation: Week 4	Forms	Location	Time Frames	Policy	✓
Since Tamela was removed on the day the report was made, the case opened that day.	See Week 3 materials for forms.	See Week 3 materials for CHRIS work	The investigator's part must be complete by the 30th day following the call to the Hotline		
Prepare for Adjudication Hearing			30 days from Probable Cause Hearing		

The first 4 weeks that the child is in care are labor intensive. You must go through several procedures to find all the tasks that must be completed in the first 4 weeks. There is a copy of this handout in your participant resource materials. Make copies of the handout and use it to check off tasks on your foster care cases to be sure you do not leave something