



Community Care Supervisor Checklist

Eligibility Process

The Department of Human Services receives child abuse allegations and an assessment is initiated. **The 45-day timeframe for referring eligible cases to Community Care begins.**

The child protective worker (CPW) begins the process of assessing the case. **The 20-business-day timeframe for completion of assessment begins.**

The following information should be reviewed and completed before approving a *CPS Assessment Summary* report for making a referral to Community Care:

- CPS Assessment Summary* is completed
 - Need Consideration conducted, all three questions answered “Yes”
 - Release of information is signed and in case file
 - CPW documented in the “Recommendation for Service” section that Community Care was discussed with the family, they agreed to services, and signed the release
- Subsequent *Safety Assessment* is completed
- Family Risk Assessment* is completed
- STAR screens (STAT2) completed
 - The correct risk level from the *Family Risk Assessment* is checked
 - The correct Service Eligibility Category (I) is checked
 - There is a “Y” in the RELEASE OBTAINED field

Once the *CPS Assessment Summary* report is approved:

- Referral date is entered on STAT2 (same date as in the STAR system)
- Referral sent via Case Flow the same date as referral date in STAR
- Copy of the release of information is mailed out with *CPS Assessment Summary*