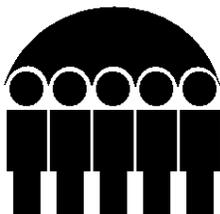


Revised August 17, 2007

Employees' Manual
Title 17
Chapter B(2)

CHILD WELFARE
**CINA ASSESSMENT
PROCEDURES**



Iowa
Department
of
Human Services

	<u>Page</u>
Life of the Case Phase: Assessment	1
Outcomes	1
Decisions	1
Criterion for CINA Assessment	1
Preparing for the CINA Assessment	2
Reviewing the Intake	2
Assess Worker Safety Issues	3
Assessing Child Safety	3
Safety Assessments	4
Safety Plan	6
Making Family Contacts	7
Gathering Information	8
Observing the Child and the Child's Environment	10
Determining Services to Be Provided	10
Safety Plan Services	11
Case Meetings and Case Planning	13
Monitoring Service Delivery	14
CINA Assessment Case Disposition	14
Services After Adjudication	16
Notification, Dissemination, and Case Records	17
Notification	17
Dissemination	17
Case Record Retention and Access	17

Life of the Case Phase: Assessment

This chapter describes state procedures for carrying out the assessment process for child in need of assistance (CINA) services. During a CINA assessment, the worker assesses:

- ◆ Contributing factors that may affect the risk of harm to the child,
- ◆ Factors related to the child's vulnerability, and
- ◆ The family's protective capacities.

The worker makes the process transparent to the family, openly sharing information about the process and tools used. Assessment is an ongoing process and is solution-focused.

Links to "Policy" in this chapter refer to Chapter 17-B, which summarizes the essence of the associated laws, rules, and Department-required practice for the assessment phase of a child welfare case. The organization of the Policy and Procedures chapters are aligned. For some topics in the procedures, there are no associated laws, rules, or Department-required policies.

Link to [Legal Basis](#)

Link to [Definitions](#)

Outcomes

- Child safety: child and family well being
- Appropriate type, level, and intensity of DHS intervention and services

Decisions

- Determination if CINA criteria met
- Determination of referral to informal or formal community resources
- Recommendation for court involvement

Criterion for CINA Assessment

- Adjudication and court order

Preparing for the CINA Assessment

Link to [Policy](#)

Link to [CINA Guidance Tool](#)

Link to [Intake Decision Tree](#)

Link to [How-Do-I? Guide: CINA Assessment](#)

Reviewing the Intake

Prepare for the CINA assessment by performing the following:

1. Review intake information and history:
 - ◆ Review the [Child Protective Services Intake, form 470-0607](#).
 - ◆ Review information from systems checks (STAR, FACS, ABC, ACAN) and the criminal record checks obtained on line or through local law enforcement or the Division of Criminal Investigation (DCI).
2. If record checks were not completed at intake, conduct record checks in the ACAN, ABC, FACS, and STAR systems and other state information systems (i.e., DLIC) as necessary. At a minimum, conduct criminal records checks on all adults.
 - ◆ If you receive information to suspect that the family has moved to Iowa from another state or another Iowa county, check STAR (CABA screen) for protective service alerts.
 - ◆ Conduct criminal records checks on line (www.iowacourts.state.ia.us) for all allegations that include an allegation of a criminal act, or child or worker safety concerns. Click here to access the [codes](#) used in criminal records.

To begin an Iowa Courts Online Search:

 - Select ENTER on the "Start a Case Search Here."
 - Under Trail Court, select "Case Search."
 - Enter the last and first name and select ENTER.
 - ◆ You may contact local law enforcement. If time permits, you may submit a request to the Department of Public Safety, Division of Criminal Investigation.
3. Recontact reporter if appropriate. (NOTE: You need to get a parental signature of authorization on the release of information form.)

Assess Worker Safety Issues

NOTE: The elements of risk to worker safety are inextricably joined with child safety assessment.

1. Determine the risk of the situation before making the initial contact with the family. Consider the following:
 - ◆ Is there a history of domestic violence?
 - ◆ Is the family's geographic location extremely isolated or dangerous?
 - ◆ Does the reporter indicate the possibility of a family member having mental illness, using drugs, or being volatile?
 - ◆ Is the initial contact with the family going to take place after normal working hours?
 - ◆ Are there firearms or other weapons in the home?
 - ◆ Is there any information to suggest the manufacturing of illegal drugs, such as methamphetamines?
2. Consult with your supervisor on the involvement of law enforcement when possible, when any element of risk to worker safety is identified.
 - ◆ Consult with the Iowa Division of Narcotics Enforcement or the local drug enforcement task force when there is any information suggesting that there is a "meth lab" or methamphetamine manufacturing.
 - ◆ Contact law enforcement for assistance in making contact with the family if circumstances exist regarding any worker safety concerns.

Assessing Child Safety

Link to [Policy](#)

1. Complete a [Safety Assessment, form 470-4132](#), whenever circumstances suggest the child may be in an unsafe situation. Respond immediately when there is an immediate threat or high risk to the child or children. If the child's immediate safety is in question, have immediate contact with the child's parents or guardian to address safety. Contact law enforcement if the child is in immediate danger or presents a danger to themselves or others.

2. If the family refuses to allow access to the child and the child's safety is in question, request juvenile court to issue an order to allow access to the child. If the court refuses to issue an order, consult with supervisory staff on safety concerns. Supervisory staff may contact program staff or legal staff to determine a course of action.
3. Make STAR entries to record acceptance or rejection of the offer of CINA assessment services.
4. If the parent refuses to take steps to address immediate safety, refer the situation to juvenile court for possible removal. If parental failure to act constitutes an allegation of abuse, make a child protective services referral.

Safety Assessments

All safety assessments require supervisory consultation. When the safety decision is that the child is conditionally safe, a [Safety Plan, form 470-4461](#), is required.

1. Complete an initial safety assessment with family participation regarding the immediate safety of the child or children within 24 hours of first contact during a child protective assessment and when circumstances suggest the child may be in an unsafe situation for a CINA assessment.
 - ◆ Document this assessment on [Safety Assessment, form 470-4132](#), by indicating the presence or absence of signs of [present danger or impending danger](#). Use [Safety Assessment Guidance, RC-0104](#), to guide the completion of the *Safety Assessment*. Document the date and time *Safety Assessment* was completed.
 - ◆ Describe the [threats of maltreatment](#) that are present at this time (i.e., aggravating factors that combine to produce a potential dangerous situation).
 - ◆ Describe the [child's or children's vulnerability to maltreatment](#) (i.e., the degree that a child cannot on the child's own avoid, negate, or minimize the impact of present or impending danger).
 - ◆ Describe the [caretaker's protective capacities](#) (i.e., the family strengths, or resources that reduce, control or prevent threats of maltreatment from arising as well as factors and deficiencies that have a negative impact on child safety).

2. Consult with your supervisor within 24 hours regarding your assessment of the child's safety and the safety plan. Document the date, time, and manner of consultation on the safety assessment form.
3. Make a safety decision and document it on the *Safety Assessment*. Determine whether the child is:
 - ◆ **Safe:** No signs of present or impending danger are identified, or the protective capacities identified offset the current danger. The child is not likely to be in imminent danger of maltreatment.
 - ◆ **Unsafe:** One or more signs of present or impending danger of maltreatment are identified. Lack of child vulnerability or protective capacities do not offset the impending danger, or the caretaker has refused access to the child.
 - ◆ **Conditionally Safe:** One or more signs of present or impending danger of maltreatment are identified. The situation is not expected to place the child in impending danger, because protective capacities or lack of child vulnerability offset the threat of imminent danger to the child or the identified signs of present or impending danger. Lack of vulnerability or protective capacities do not offset the impending danger of maltreatment.
4. If the child is **unsafe**, removal sanctioned by court order or voluntary agreement for foster care placement are the only controlling safety interventions possible. See [Emergency Removal and Reasonable Efforts](#).

Do a safety assessment for visitation supervision if the child is removed from parental care while the child abuse assessment is open and the case has not yet been transitioned to the social worker case manager.

5. If the child is **conditionally safe**, initiate controlling safety interventions. Based on these safety interventions, the child will remain in the home at this time. Develop safety plan with the primary caretaker responsible for the safety of the child. Consider reasonable efforts to prevent placement. See [Safety Plan](#) and [Emergency Removal and Reasonable Efforts](#).
6. Repeat the safety assessment before completing the CINA assessment when:
 - ◆ The child was determined conditionally safe in the initial assessment, or
 - ◆ The child has been determined to be eligible for DHS services, or
 - ◆ Circumstances suggest the child is in an unsafe situation.

Follow procedures outlined above. Update the *Safety Plan* as needed.

Safety Plan

Link to [Practice Guidance](#)

1. When a safety assessment decision is that the child is conditionally safe, develop a safety plan with the primary caretaker responsible for the safety of the child within **24 hours** of first contact with the child. Document the plan on [Safety Plan, form 470-4461](#).
2. In the safety plan, identify safety concerns. Use the five family functioning domain areas (child behavior, family safety, family interactions, parental capabilities, and home environment) to provide a common lens through which to collect and analyze information.
3. Document the actions taken or services initiated to address each identified sign of present or impending danger. Address how:
 - ◆ Behaviors associated with the sign of present or impending danger will be controlled.
 - ◆ Conditions associated with the sign of present or impending danger will be controlled.
 - ◆ Circumstances associated with the sign of present or impending danger will be controlled.

NOTE: The following services are available to families on a voluntary basis during a CINA assessment before a court order adjudicating the child:

- ◆ Safety plan services (if the child is conditionally safe)
 - ◆ Family team meeting facilitation
 - ◆ Relative home study services
 - ◆ Protective child care
 - ◆ Drug testing
 - ◆ Service area-specific services
4. Determine and document tasks to be performed:
 - ◆ Determine and document services to be provided.
 - ◆ Indicate what tasks will be performed.
 - ◆ Indicate who will perform the task.
 - ◆ Indicate how frequently the task will be performed.
 - ◆ Describe how the task will control each specific sign of present or impending danger.

5. Determine how the plan will be monitored.
6. Identify a back-up plan.
7. Obtain family agreement with the *Safety Plan*. Obtain signatures of:
 - ◆ The primary caretaker responsible for the safety of the child.
 - ◆ Individuals directly involved in implementing or monitoring the safety plan.
8. Obtain supervisory approval of the *Safety Plan* within 24 hours of first contact with the child.
9. Provide the family a copy of the *Safety Plan*.

Making Family Contacts

Link to [Policy](#)

1. An immediate response may be required when the report indicates the child may be imminently likely to be abused. This includes but is not limited to circumstances when:
 - ◆ The court has terminated parental rights to a child in the same family or the parent has relinquished rights to a child due to child abuse and DHS becomes aware that the parent has given birth to another child, or
 - ◆ The court has previously adjudicated a child in the same family to be a child in need of assistance due to abuse and the parent gives birth to another child.
2. When an immediate response is not warranted, initiate contact with the child and family within five business days to engage with the family and offer CINA assessment services.
3. Get parental permission to interview or observe the child. NOTE: There is no legal authority to interview the child without parental permission. Confidential access does not apply in a CINA assessment.
4. Explain that the CINA assessment process will be completed within 20 business days.

5. Offer the child's parent or guardian the *Application for All Social Services*, form 470-0615 or 470-0615(S). A CINA assessment service is a voluntary service.
6. If parent signs the application accepting CINA Assessment Services, issue a *Notice of Decision: Services*, form 470-0602, and proceed with CINA assessment duties.
7. If the parent declines the offer of CINA assessment services, the Department's involvement ends unless:
 - ◆ The child is imminently likely to be abused. Petition the court for a CINA adjudication. Seek an ex parte removal order if it appears that the child's immediate removal is necessary to avoid imminent danger to the child's life or health.
 - ◆ The parent refuses to take steps to address immediate safety for the child. In that case, refer the situation to juvenile court for a removal or a CINA petition.
 - ◆ The parent's failure to act constitutes an allegation of abuse. In that case, refer the situation to the child abuse intake unit.
7. Acquire necessary signature authorization on *Consent to Obtain and Release Information*, form 470-0429, in order to contact collaterals for additional information on the child's condition or behavior that relates to the CINA criteria. NOTE: There is no legal authority to contact any person except the reporter or the parent unless the parent signs a release of information.

Gathering Information

Link to [Policy](#)

1. Interview parents or others who have information on the child's behavior, functioning, mental health, relationships, and school performance. (NOTE: Make collateral contacts only if the child's parent or guardian has signed a release of information.)
2. Interview the child for the child's perception of the concerns and for information on the child's behavior, functioning, mental health, relationships, and school performance. (NOTE: Interview the child only if the child's parent or guardian has signed a release of information.)

3. Contact mental health professionals providing service to the child or family or other people working with the child or the family who can provide additional information. Contacts may include but are not limited to:
 - ◆ Neighbors
 - ◆ Teachers and day care staff
 - ◆ Physicians and other medical professionals
 - ◆ Other service providers

The family may identify these contacts, or the child protection worker or CINA assessment staff may identify them. NOTE: You must have a signed release of information before making any collateral contacts during a CINA assessment.

4. Determine the credibility of subjects, collateral sources, and other documentary evidence gathered during the interviews. Document analysis of this information in the *CINA Services Assessment Summary*, form 470-4135.
5. Document the following information for each interview conducted:
 - ◆ The time, place, and date the statement was taken
 - ◆ Demographic information about the interviewee, including the interviewee's:
 - Name,
 - Address,
 - Age,
 - Employment,
 - Marital status, and
 - Relationship to the child, if applicable.

- ◆ The basis of interviewee's knowledge:
 - Child or children
 - Witness
 - Expert
 - Indirect
 - Third party
 - Hearsay
 - Evidence

- 6. If handwritten statements are taken:
 - ◆ The statement should be written in ink.
 - ◆ The statement should always carry over from one page to the next.
 - ◆ Each page of the statement should have the time, place, page number, and the number of pages.
 - ◆ Each page of the statement should be signed.
 - ◆ Any corrections to the statement should be initialed and witnessed.
 - ◆ The statement should include a declaration that it has been read, that is complete, and that it is true.

- 7. If the interview process is recorded (audio or video), the recording shall include:
 - ◆ Your statement informing the interviewee that the interview is being recorded
 - ◆ The interviewee's statement acknowledging that the interview is being recorded and consenting to the recording
 - ◆ The voice (for an audio recording) or image (for a video recording) should be clearly identified
 - ◆ Recorded statements that occupy more than one tape should have a carryover message

- 8. Verify report data. The following report data is considered critical. Document your efforts to secure this data when it is not available:
 - ◆ Full name
 - ◆ Birth date
 - ◆ Race

- ◆ Social security number
- ◆ Current address
- ◆ FACS number

Observing the Child and the Child's Environment

Follow these procedures when observing the child and the child's environment:

1. Have a witness present for child observation
2. In situations where injury has occurred, but not as the result of child abuse, describe and document all physical injuries:
 - ◆ Exact location
 - ◆ Color
 - ◆ Size
 - ◆ Shape
3. When observing a child over age four, do not:
 - ◆ Touch the child
 - ◆ Remove the child's clothing
 - ◆ Convince the child to remove clothing

NOTE: When observing a child under age four, you may view the child's unclothed body other than genitalia or pubes with parent present or with the parent's permission.

Determining Services to Be Provided

If you believe that services are necessary before the completion of the assessment, and if consistent with local procedure, consult with your supervisor to involve a social work case manager on a consultant basis to arrange for services.

Children for whom a CINA petition has been filed are eligible for [limited services](#) after the court has either set a date for the prehearing conference or set a date for an adjudication hearing.

If an affidavit seeking a CINA petition has been filed, options do exist for the child to be placed on a voluntary basis or for the court to issue an ex parte removal order. At this point in the assessment process, limited services can be provided.

NOTE: The following family-centered services are available to families who meet the criteria for a CINA petition referral:

- ◆ Safety plan services (A350)
- ◆ Family team meeting facilitation
- ◆ Relative home study services
- ◆ Drug testing
- ◆ Service area-specific services

Safety Plan Services

The [Safety Plan, form 470-4461](#), may include safety plan services when:

- ◆ There is an open child abuse or CINA assessment, and
 - ◆ You and your supervisor have determined that:
 - A child is conditionally safe; and
 - The family is in need of services to move them from “conditionally safe” status to “safe” status; and
 - Without the services, the removal of the child from the home or current placement would be necessary.
1. Initiate a referral for safety plan services when the case meets the eligibility criteria and either:
 - ◆ The parent accepts safety plan services by signing form [470-0615 or 470-0615\(S\), Application for All Social Services](#). The caretaker must sign the application for services to begin and signs a release of information to allow communication between DHS and the provider.
 - ◆ A court has ordered safety plan services.

NOTE: If the *Safety Plan* specifies safety plan services are necessary for the child to be safe but the parent refuses to accept services and the child is unsafe without them, notify the court for removal of the child.

2. Telephone the safety plan services contractor whose turn it is to take a case in the area's case assignment rotation. Provide a verbal referral of the family that includes name, address, and household members and dates of birth for household members.

3. Document the date and time of your contractor contact on the *Safety Plan*. The date of referral is considered the beginning date of Safety Plan services. Contractor staff are required to call you within one hour and take the case referral information.
4. Fax the completed and signed *Safety Plan*, form 470-4461, and form [470-3055, *Referral and Authorization for Child Welfare Services*](#), to the provider of safety plan services, approving the delivery of a unit (15 calendar days) of safety plan services. Provide form [470-4132, *Safety Assessment*](#), upon completion.
5. When the contractor calls you, provide referral information, including accurate directions to the family home and highlights of the safety concerns and safety plan.

You should be able to identify a clear connection between the type and level of service interventions and supports you are requesting from the contractor and a specific safety and permanency issue in the case.

If the court has ordered a specific level of service, contact, or parent and child or sibling visitation in the case, that expected level should be clearly communicated to the contractor and becomes an expectation of the contractor's involvement in the case.

6. Once the referral is made, the contractor is responsible for:
 - ◆ Making face-to-face contact with the alleged child victims and the family within 24 hours.
 - ◆ Meeting all required safety plan service delivery and reporting expectations.
7. Contact with DHS is required in one hour after referral. If possible, you should attend the provider's initial face-to-face meeting with the family.
8. Make FACS entries to authorize the service.

The service code for safety plan services is A350. Each service unit is 15 calendar days of services. The first day of the service unit is the date of the Department's referral to the contractor, as recorded on the *Safety Plan*.

Up to two 15-calendar-day units of services can be approved and provided during a CINA assessment. If two units of services are approved, a separate FACS entry is required for each unit.

9. Provide the family with a [Notice of Decision: Services, form 470-0602](#).

Case Meetings and Case Planning

Throughout the period of service delivery by the contractor, do the following:

1. Complete the CINA assessment.
2. Share information and perceptions concerning the case with contractor staff. Make sure that the contractor has the most current information on:
 - ◆ Core concerns and issues that need to be addressed,
 - ◆ Behavioral changes that must occur, and
 - ◆ Any court-ordered expectations.
3. Be sure that the contractor seems to have a clear understanding of the significant issues, safety concerns, and risk factors in the case and that the contractor has communicated these issues to any subcontractors that will be involved with the case.
4. Participate in face-to-face meetings between the family and contractor staff whenever possible. Participation in the first face-to-face meeting with the family will set a positive and coordinated tone for the case and provide you an additional opportunity to share information and expectations with contractor staff.
5. Maintain close communication with the provider to maintaining safety. Revise the *Safety Plan* as needed. Request the provider's input concerning revisions that would make the safety plan more effective.
6. Communicate in the safety plan expectations for the provider to participate in family team meetings and court hearings when requested by the court or as specified in the *Safety Plan*.

Normally the social work case manager initiates family safety, risk, and permanency services after the case has been transferred to the ongoing worker.

However, you may initiate family safety, risk, and permanency services when the family is eligible and has the need for the services after the child abuse assessment. A founded abuse report and either a signed application or a court order required. Follow the same procedures as for initiating safety plan services.

If the child is removed from the home while receiving safety plan services, you may, if necessary, either:

- ◆ Terminate the safety plan services and initiate family safety, risk, and permanency services immediately; or
- ◆ Continue the safety plan services until the end of the 15-day service period and then initiate family safety, risk, and permanency services.

NOTE: If you refer a case for family safety, risk, and permanency services, you retain responsibility for the case until the *Child Protective Assessment Summary* is completed. An ongoing child welfare case manager cannot be assigned until the report is completed, consistent with the Better Results for Kids Redesign case processing protocol.

Monitoring Service Delivery

Throughout the period of contractor service delivery:

1. Continue monitoring of case-specific outcomes achieved by the child and family.
2. Consult with the children and family about their progress.
3. Monitor provider contact summaries to determine if the safety plan is effective for maintaining and improving safety.
4. Review with the assigned contractor care coordinator remaining tasks to be completed and outcomes that need to be achieved before services can be safely closed.

CINA Assessment Case Disposition

Link to [Policy](#)

1. Complete the [CINA Services Assessment Summary, form 470-4135](#), within 20 business days of the date of the intake.
 - ◆ Give a brief description of CINA intake issues.
 - ◆ Document a summary of previous confirmed and founded child abuse assessments.
 - ◆ Document the date and time of contacts in the "Summary of Contacts" section.

- ◆ In the "Summary of Observations, Findings and Determination of CINA Criteria" section, record your analysis of the information gathered during the assessment to determine if the child meets the criteria for filing a CINA petition. Utilize Departmental records in the assessment. Summarize:
 - The family's strengths and needs and
 - Your recommendations on filing a CINA petition and what services are needed.
 - ◆ Complete the family assessment using [Family Functioning Domain Criteria, form 470-4138](#), criteria **only** if you are recommending the CINA action.
 - ◆ Organize the analysis of the family's strengths and needs into the family functioning domains to be used by the social work case manager in the [Family Case Plan, form 470-3453](#), if child is adjudicated and served by Department staff.
2. Record the CINA assessment services case disposition:
- ◆ Referral to juvenile court and to the social work case manager or supervisor: If the CINA criteria are met for one or more grounds, refer for a CINA petition according to local protocols. Refer the case to the social work case manager or supervisor and provide the transfer information.
 - ◆ Child protective assessment: Refer the child for a child protective intake if during the course of the CINA assessment the circumstances constitute an abuse allegation on any child in the household.
 - ◆ Information and referral: Whether or not CINA criteria are met, if service needs are identified and you recommend services to be provided to the family by community agencies:
 - Discuss with the family the identified need for service.
 - Provide information regarding agencies or providers who could provide the needed services.
 - Document the name of the community agency and the service to be provided to address the specific child or family needs. Explain who will make the referral and when the referral will be made.
 - Determine the provider's referral process, including required referral information, and make the referral if the family has signed a release authorizing release of the information to the agency.

- ◆ Information only: If CINA criteria are not met, provide information to the family regarding formal or informal services that may be of assistance to the family.
3. Record the CINA assessment services case disposition in the STAR system.

Services After Adjudication

Link to [Family-Centered Services](#)

1. Identify the service needs and the type of services recommended when a child has been adjudicated as a child in need of assistance. Recommend new or continuing services to the family to be provided by the Department, either directly or through contracted agencies:

- ◆ Family safety, risk, and permanency services
- ◆ Family team meeting facilitation
- ◆ Relative home study services

NOTE: DHS services are available without regard to the income of the parent or guardian.

2. Complete the transfer referral packet to be provided to the social worker case manager or supervisor. Include:

- ◆ *CINA Services Assessment Summary*, form 470-4135
- ◆ *Child Protective Services Intake*, form 470-0607
- ◆ Life of the Case – Case History
- ◆ *Safety Assessment*, form 470-4132
- ◆ *Safety Plan*, form 470-4461 (if applicable)
- ◆ *Family Risk Assessment*, form 470-4133 (if applicable)
- ◆ *Application for All Social Services*, form 470-0615
- ◆ *Notice of Decision: Services*, form 470-0602
- ◆ Court orders, petitions, orders setting hearings
- ◆ Release of information
- ◆ Supervisory review

NOTE: If the court does not adjudicate the child, there is no eligibility for Department services. In this situation, consult with supervisory staff regarding the risk factors for children in the home. If safety of child is in jeopardy, consult with supervisor about seeking assistance from the Attorney General's Office according to Iowa Code section 232.2.

Notification, Dissemination, and Case Records

Link to [Policy](#)

Notification

No notification to the family is required at conclusion of the CINA assessment.

When a family has applied for Department services, issue a [Notice of Decision: Services, form 470-0602](#), to record the Department's decision whether to approve or deny the services.

If a family is denied services, appeal rights apply. An explanation is included on the form.

Dissemination

Disseminate the [CINA Services Assessment Summary, form 470-4135](#), to the county attorney if the report meets a CINA criteria and a CINA petition should be filed.

- ◆ The summary report may be attached to a petition depending upon local protocol.
- ◆ If the child is not eligible to be referred for a CINA petition, the summary report is not further disseminated.

Case Record Retention and Access

The [CINA Services Assessment Summary, form 470-4135](#), is considered a service record, not a child abuse record. It is printed and retained in the case record. It is retained in the file for five years from the date of intake or five years from the date of closure of any service case. It is destroyed at that time.

A parent may request to view the family's service record and may request copies. Applicable reproduction fees apply. A parent may authorize release of the summary with a release of information.

Department staff have access to the record for official duties. The court has access to the record if a referral for court action is determined necessary. No other persons have access to the summary.



November 21, 2006

GENERAL LETTER NO. 17-B(2)-1

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter B(2), **CINA ASSESSMENT PROCEDURES**, Title page, new; Contents (page 1), new; and pages 1 through 11, new.

Summary

Employees' Manual Chapter 16-E, **CHILD PROTECTIVE ASSESSMENTS**, has been redesigned into policy, procedure, and practice guidance subchapters reflecting the phase in the life of the case with assessment. The new assessment chapters are:

- ◆ 17-B, **ASSESSMENT POLICY**, which contains succinct, "high level" statements that summarize the essence of the associated laws, rules, and Department-required practice.
- ◆ 17-B(1), **CPS ASSESSMENT PROCEDURES**, which tells what the child protective services worker should do in the logical order of when and how to do the work.
- ◆ 17-B(2), **CINA ASSESSMENT PROCEDURES**, which tells what the child in need of assistance worker should do in the logical order of when and how to do the work.
- ◆ 17-B(3), **ASSESSMENT PRACTICE GUIDANCE**, which provides background information to support the procedures or policy and the clinical or programmatic rationale for the actions that are required.
- ◆ 17-B(4), **ADDITIONAL ASSESSMENT INFORMATION**, which contains information that is lengthy or used only in specific situations. These topics may be accessed through hypertext links in the policy, procedure, or guidance chapters.

Hypertext links in all of the chapters connect to the other assessment chapters, additional information on a topic, or a specific form or tool.

Cina Assessment Procedures

This chapter reflects procedures implemented for CINA assessments, including contacts with the family, completion of a written summary, and recommendations for filing a CINA petition or referral to community resources.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 17, 2007

GENERAL LETTER NO. 17-B(2)-2

ISSUED BY: Bureau of Protective Services,
Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter B(2), **CINA ASSESSMENT PROCEDURES**, Title page, revised; Contents (page 1), revised; pages 1 through 11, revised; and pages 12 through 17, new.

Summary

This chapter is revised to reflect the new safety assessment and safety plan procedures, and new safety plan services available if warranted during a CINA assessment. The new procedures provide that the Department will complete a formal safety assessment at key decision points during the life of the case:

- ◆ During the assessment: At the worker's initial visit with the child and family and at the completion of the CINA assessment.
- ◆ Throughout the life of the case: Before initiation of unsupervised visitation and before family reunification.
- ◆ Before case closure for a voluntary case or recommending case closure in a court-supervised case.

Previously a formal safety assessment was conducted only at initial child protective assessment.

Effective Date

October 1, 2007

Material Superseded

Remove the entire Chapter B(2), from Employees' Manual, Title 17, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	November 21, 2006
Contents (page 1)	November 21, 2006
1-11	November 21, 2006

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 30, 2008

GENERAL LETTER NO. 17-B(2)-3

ISSUED BY: Bureau of Protective Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter B(2), **CINA ASSESSMENT PROCEDURES**, pages 7 and 8, revised; and page 8a, new.

Summary

CINA assessment procedures are revised to add clarification for assessments when:

- ◆ The court has previously adjudicated a child in the same family to be a child in need of assistance due to abuse and the parent gives birth to another child, or
- ◆ The court has terminated parental rights to a child or the parent has relinquished rights due to child abuse and DHS becomes aware of the birth of another child in the same family.

Effective Date

June 1, 2008

Material Superseded

Remove the following pages from Employees' Manual, Title 17, Chapter B(2), and destroy them:

<u>Page</u>	<u>Date</u>
7, 8	August 17, 2007

Additional Information

Refer questions about this general letter to your service area social work administrator.