

Child and Family Services Policy Manual: Child Protection Services Documenting Case Management Services Without A Removal

Background

The Child and Family Services Division (CFSD) provides case management services to children and families in situations where children have not been removed from the home. In order to document cases of this nature, the service code SOCNR (services Open Client No Removal) and SEIH screen were developed in CAPS.

Service Criteria and Closure

Prior to entering information in the CAPS System, the youth(s) who will receive these services must be recognized as a client in the CAPS System. Instructions for assessing and opening a client in the CAPS System are found in this manual in Section 202-4, Investigation/Assessment Documentation of Investigation/Assessment & Opening a Case.

In order to enter SOCNR on SERL, CFSD must be providing case management services to children/families in which:

1. The parent(s) have signed a Voluntary Protective Services Agreement;

OR

2. CFSD has court ordered placement authority of the child, but it has been determined that it is safe and in the child's best interest to remain in his or her home

This service code is not to be used anytime a child has been removed from his or her home. This includes THV (Trial Home Visit) or when a child is placed with the non-custodial parent. Prior to entering SOCNR, all removals (including corrections) must be closed and any subsequent removal (including corrections) cannot be entered until SOCNR is closed.

After the SOCNR service is entered on SERL, CAPS will automatically go to the SEIH screen. The only information the CPS Specialist/Supervisor will need to enter is the code for intervention authority and the reason for the intervention. Intervention authority is either VS (voluntary services) or CO (court ordered) depending on the facts of the particular case. The reason for intervention will also need to be identified (both the intervention authority and reason codes can be accessed via a F12 lookup)