

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

Purpose	To assure the safety, permanency, and wellbeing of each child in placement regardless of the distance from his or her “home” county to the county or state of placement.
Note:	All requests and arrangements for courtesy supervision must be in compliance with policy set forth in Section 402-5 regarding the DocGen 427.
Courtesy Supervision Foster Care Placement (Including Licensed and Unlicensed Kinship Care)	<p>When a Child Protection Specialist and his or her Supervisor decide it is in the best interests of a child to be placed with a family in another county, the sending (placing) Supervisor starts the process by sending an electronic copy of the completed “CFS Request form” to both Centralized Intake and to the receiving Child Protection Specialist Supervisor. The CFS Request form is located in public folders. The documentation accompanying the “Request” to the receiving Supervisor, or referenced as a CAPS doc gen on the form, should include the following (as appropriate):</p> <ul style="list-style-type: none"> • Case Summary (to be entered on CPS Request form); • CFS 380-Part A, Case Opening Checklist; • all pertinent dictation (list all documents); • parental placement agreement or legal documents; • CFS 427 Case Plan, Part A (if child has been in care for > 30 days); • CFS 427 Case Plan, Part B (if child has been in care > 6 months); • CFS-107 Part A, Child’s Social and Medical History (if available); • CFS-107 Part E, Child’s Assessment by Foster Care Provider (if available); • CFS-206 Information on Child for Placement Purposes, Part A (and Part B if completed); and, • other pertinent information, (list all documents including school reports and psychological evaluations)

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

NOTE: To the extent possible, all relevant documents should be scanned into DocGen.

Courtesy Phone Call	<p>The sending Supervisor should follow up by phone call to the Child Protection Specialist Supervisor of the receiving county to confirm receipt of the “CFS Request form” and accompanying documents and to respond to any immediate questions about the case.</p> <p>In an emergency situation, the child may be placed in a licensed home prior to sending the written information, but only with the approval of both the sending and receiving counties' Supervisors. Information should be sent as soon as it is available.</p> <p>The request for courtesy supervision and/or case transfer should be recorded on ACTD by the sending Child Protection Specialist.</p>
Group Home, Child Care Agency and *Child Placing Agency Placements (*Therapeutic Foster Home	<p>Placement supervision of a child into a group home, child care agency or child placing agency (therapeutic foster home) remains the responsibility of the sending Child Protection Specialist, in coordination with the facility staff and the therapeutic foster parents (if relevant). Specific requests for limited intervention including investigation or ancillary services shall be made to the Child Protection Specialist Supervisor in a receiving county on a case-by-case basis.</p>
Emergency Request To Complete A monthly Visit	<p>Requests from the placing county to the receiving county to complete a monthly visit should be made ONLY under extenuating emergency circumstances and must be made by the placing Supervisor to the receiving Supervisor. All emergency requests must be honored by the receiving county. Should the placement in the group home or child care agency disrupt, the responsibility for case planning remains with the county that placed the child. The placing Child Protection Specialist will retain responsibility for completion of ACTD.</p>
Out of State (OOS) Residential Care	<p>To best utilize limited resources, visits with youth who are placed out of state in residential care should be coordinated through the respective Regional Administrator by the placing worker with any other CFSD Child Protection Specialist/s who have youth placed in the same facility. The designated Child Protection Specialist will complete the monthly on site visit with each CFSD youth placed in the target facility. The placing Child</p>

**Child and Family Services Policy Manual: Substitute Care for Children
Notice of Request for Courtesy Supervision and Case Transfer**

Protection Specialist will retain responsibility for completion of ACTD.

To enable planning for the following month the CFSD Residential Specialist will electronically send an OOS placement list to each Child Protection Specialist Supervisor (with a courtesy copy to the Regional Administrator) by the 15th day of each month. The placement list will include: the name of the facility; name of each CFSD youth placed in the facility; the assigned Child Protection Specialist(s); and, the region of origin.

**Pre-adoptive
Placement**

If placement with a pre-adoptive family is planned, the assigned Family Resource Specialist (FRS) should be contacted and approval sought from the Family Resource Specialist or Family Resource Specialist Supervisor. No child should be placed with a pre-adoptive family without the knowledge and participation of the family's Family Resource Specialist. *(See section 603-5 for details regarding the pre-placement process.)*

The Family Resource Specialist must notify the appropriate Child Protection Specialist Supervisor of the planned placement to alert the Supervisor of any incidentals specific to the family such as whether the home is an existing foster home, if they will continue to take foster care placements, and/or any other issues which may impact the family's status as an active foster family.

Once the child is placed with the pre-adoptive family, responsibility for supervision of the placement transfers to the family's Family Resource Specialist.

CAPS

Within 5 working days of sending the notice of request for Courtesy Supervision, the sending Child Protection Specialist, after having updated all relevant CAPS screens, should share the case with the receiving Child Protection Specialist Supervisor through the AXED screen. The receiving Child Protection Specialist Supervisor will respond to the request within 5 working days and will let the Child Protection Specialist know the name of the worker to whom the case has been assigned.

**Foster Home
Selection**

If the placing Child Protection Specialist has identified a potential placement in the receiving county, information pertinent to placement of the specific child in the home should

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

also be sent to the receiving county. If the potential placement is not in a licensed foster or approved adoptive home, the request from the sending Child Protection Specialist must clearly specify if the request is for approval of an unlicensed kinship placement or if the request is for the home to be licensed for foster care or approved to adopt.

The receiving county Child Protection Specialist Supervisor and Family Resource Specialist Supervisor will determine what action needs to be taken to determine if the prospective home is an appropriate placement for the child. When selecting a foster or kinship home for a child, the child's safety and well being must be of paramount consideration. No child shall be placed in an unlicensed kinship home where there is anyone residing who has received services for substantiated abuse or neglect **unless a written exception is granted by the regional administrator of the region where the kinship family resides**. Placement should be in accordance with section 402-4 Placement in Unlicensed Kinship Care.

No child shall be placed in an unlicensed kinship home where there is anyone residing who has a felony conviction for any of the following:

- child abuse or neglect;
- child sexual abuse;
- partner or family member assault;
- any crime against children (including child pornography);
or,
- for a crime involving violence, including rape, sexual assault, or homicide.

In addition, no child shall be placed in an unlicensed kinship home where there is anyone residing who has a felony convictions for any of the following if the offense for which they were convicted occurred within the past 5 years:

- Physical Assault;
- Battery; or

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

- A drug related offense, including felony alcohol related convictions.

The child may be placed in a foster home that meets the requirements for a provisional license (ARM 37.97.106(2)), **however a provisionally licensed home is ineligible to receive IV-E payments for an otherwise IV-E eligible child.** Prior to placement the Child Protection Specialist Supervisor in both counties must agree to the placement.

Receiving County's Responsibilities CAPS

When the receiving county has received the case information, and the Child Protection Specialist Supervisor and the receiving county Child Protection Specialist have been notified of the child's move, the receiving county becomes the county of service **and the county responsible for supervision of the placement.** The sending county is not to provide "long distance" supervision. An exception to this can only be made if the Regional Administrator(s) for both the sending and receiving counties agree to grant an exception.

If the case has not already been shared with the receiving county Child Protection Specialist on CAPS, the sending worker must share the case. Acknowledged receipt of the case should be recorded on ACTD by the receiving county Child Protection Specialist.

The sending county Child Protection Specialist remains the primary worker for the case. The assigned Child Protection Specialist in the receiving county is responsible for providing services for the child, including **conducting monthly in home visitations with the child** and recording each contact on ACTD, updating CAPS screens, the CFS 107 Birth Family Social and Medical History. Completion of the CFS 427 Part A Case Plan, remains the responsibility of the primary worker for the case, however the assigned Child Protection Specialist will provide updated information needed for the case plan and the Foster Care Review Committee (See section 409-1, Foster Care Review Committee.)

The receiving county Child Protection Specialist must notify the sending county Child Protection Specialist of services that are recommended or requested by the foster parents or needed by the child prior to the services being offered **if the sending county will be responsible for payment for the services.**

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

Acceptance of a case for courtesy supervision is NOT optional. If, however due to questions concerning the appropriateness of a foster or kinship care family, the placement of a child from one county to a second county is not mutually agreed upon by the Child Protection Specialists and their immediate Supervisors, the issue will be referred to the respective Regional Administrators, and then, if needed, to the Division Administrator for resolution.

Courtesy
Supervision
Parents

If the parents of a child(ren) in a foster care placement (or intact family for whom the Department has an open case) move to another county, the sending county Child Protection Specialist Supervisor starts the process by making the request through Centralized Intake and by contacting the Child Protection Specialist Supervisor of the receiving county directly. The Supervisor must send an electronically completed *Notice of CPS Request Form* to the receiving Child Protection Specialist Supervisor in the county to which the parents have moved. The documentation accompanying, or referenced as a CAPS DocGen on the form, should include the following (as appropriate):

- the treatment plan;
- all pertinent dictation;
- parental placement agreement or legal documents;
- CFS 427 Case Plan, Part A (if child has been in care for > 30 days);
- CFS 427 Case Plan, Part B (if child has been in care > 6 months);
- CFS-107 Birth Family Social and Medical History, including a current Part E Child Assessment by Foster Care Provider; and,
- other pertinent information such as psychological or chemical dependency evaluations, etc.

CAPS

Within 5 working days of sending the notice of request for Courtesy Supervision, the sending Child Protection Specialist, after having updated all relevant CAPS screens, should share

Child and Family Services Policy Manual: Substitute Care for Children Notice of Request for Courtesy Supervision and Case Transfer

the case with the receiving Child Protection Specialist Supervisor through the AXED screen. The receiving Child Protection Specialist Supervisor will respond to the request within 5 working days and will let the Child Protection Specialist know the name of the worker to whom the case has been assigned.

The case is shared between the two assigned Child Protection Specialists, but the Child Protection Specialist in the county in which there is court jurisdiction remains the primary worker. The receiving county makes recommendations to the sending county regarding the direction of the case plan. If there is disagreement, the problem resolution procedure will be followed.

An exception to requesting courtesy supervision can only be made if the Regional Administrator for both the county from which the parent(s) have moved and the county to which they have moved agree to grant an exception.

References

Mont. Code Ann. § 1-1-215
Mont. Admin. R. 37.97.106
Mont. Admin. R. 37.51.102

Rev . 10/04
Rev. 10/07
Rev. 10/09
| [Rev. 09/14](#)