INITIAL FAMILY CASE TRANSFER MEETING PRACTICE GUIDE

Initial family case-transfer meeting:

Identified parties should meet within the first three to five days. Ideally, the meeting includes all parties. At minimum, one supervisor must attend.

The local office director or their designee should determine which supervisor will facilitate the meeting and report out throughout the process.

This facilitator should:

- ☐ Run the family case-transfer meeting.
- ☐ Assign all family case-transfer tasks.
  - » Assignments should be based on the needs of the office/skillsets of those involved, not the primary functions of the FCMs. The assessment FCM may complete tasks typically considered a function of the permanency FCM and vice versa. No particular task is automatically assumed to be the responsibility of a certain FCM based on their role. The facilitator should assign tasks in whatever way supports timely permanency for the family.
  - » Tasks may be shared between FCMs.

The permanency FCM should contact the family and serve as their primary point of contact following the transfer meeting.

Roles and responsibilities:

FCMs should collaborate to complete all tasks listed in the 30-day timeline.

Touchpoints:

The facilitator or their designee should touch base with the family case managers and provide updates to all parties on:

- ☐ Day 7
- ☐ Day 14
- ☐ Day 21
- ☐ Day 30

Transfer of the case to the dashboard:

Counties may determine at what point the case is transferred to the permanency family case manager's dashboard, provided this occurs no later than Day 30.

Task timeline:

Day 7, 14, 21 and 30 are touchpoints that correspond with recommended deadlines. Tasks may be completed early, provided each task is completed by the relevant checkpoint and in accordance with DCS policy. By Day 30, all tasks should be completed, and the information should be uploaded/documented in the case-management system

PRACTICE GUIDANCE:

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