



## BY DAY 7:

- Conduct legal sufficiency staffing
- Write PI/court paperwork
- Write IA plan
- Complete advisement of rights
- Identify ICWA/citizenship status, make notifications
- Complete background checks for kinship/informal supports
- Have initial placement conversation
- Build kinship network diagram
- Compile placement packet
- Provide medical passport
- Relative/Kinship? Submit form SF57025 [24 hrs]
- Complete ESSA/school notification [24 Hours]
- Run criminal history checks [LCH, sex offender, IDOC, jail search, MyCase, Doxpop]
- Complete FPS referrals (if needed)
- Hold parental visit within 48 hours
- Have face-to-face contact with child [3 Days]
- Complete 5-day CANS
- Hold sibling visitation (if needed) [5 Days]
- Write visitation plan [5 Days]
- Complete AFCARS removal questionnaire [7 Days]
- Hold CFTR meeting
- Make PPS referrals (if needed)
- Identify permanency FCM
- Permanency FCM contacts family
- Hold initial family case transfer meeting
- Obtain medical consents

## BY DAY 14:

- Obtain consents/releases
- Obtain school records
- Make referrals [10 Days]
- Schedule general health exam/well-child visit [10 days]
- Review older youth policy
- Arrange for legal service/publication

## BY DAY 21:

- Prepare for court
- Upload MaGIK documentation [individual demographics/relationships, household composition]
- Hold monthly face-to-face visit with child
- Schedule/ensure follow-up visit

## BY DAY 30:

- Establish paternity
- Issue relative notices
- Complete risk and needs assessment
- Upload MaGIK documentation [court hearings/ educational/medical-diagnosis, medication, immunizations]
- Submit eligibility
- Facilitate CFTM
- Prepare witness & exhibit list
- Complete CANS
- Write case plan

