

CHANGE NOTICE FOR MANUAL

CHANGE NUMBER 02-2015

DATE: September 15, 2015

MANUALS: 1201 Child Placement Services; Chapter VIII: Protective Services, Section 1426 – Central Registry; Chapter IV: Child Placement and Payment System

TO: Directors of County Social / Human Services and Executive Directors of Child Placing Agencies

ATTENTION: All Child Welfare Staff and Attorneys

RE: Revision of 1201 – Child Placement Services Policy; Revision of Chapter VIII: Protective Services, Section 1426 – Central Registry Policy; Revision of Chapter IV: Child Placement and Payment System (CPPS); Revision of Forms; Posting of Reasonable and Prudent Parent Activities Guide; and Posting of Applying the Reasonable and Prudent Parent Standard Tool.

EFFECTIVE: October 1, 2015 (Automation of the Child Placement and Payment System To Be Effective 1/1/16)

I. BACKGROUND | CHANGE INTENT

Chapter 1201 (Child Placement Services) of the Child Welfare Services Manual provides policy guidance on service provision to children and youth in foster care. The Division has revised this section of policy in response to Federal legislative and State statutory changes, including the Preventing Sex Trafficking and Strengthening Families Act (Public Law 113-183). <http://www.gpo.gov/fdsys/pkg/PLAW-113publ183/pdf/PLAW-113publ183.pdf>. Additional changes to this chapter include language and formatting updates.

Section 1426 of the Child Welfare Services Manual, Chapter VIII: Protective Services provides policy guidance and data entry instruction for the DSS-5104, Report to the Central Registry form. The Division has revised this section of policy to divide the human trafficking maltreatment type reported and type found fields to distinguish between whether a child has been a victim of sex trafficking, labor trafficking, or both, pursuant to the revised statute N.C.G.S. § 7B-101 and as outlined in Administrative Letter CWS-AL-02-2014. This will better capture and report data on the number of children who are trafficked in North Carolina pursuant to P.L. 113-183 (Preventing Sex Trafficking and Strengthening Families Act).

The Child Placement and Payment System (CPPS) collects information about all children who are in the legal custody of county child welfare agencies or who are in foster care pursuant to a Voluntary Placement Agreement. This policy revision is reflective of the system changes that

will be available for direct entry by county child welfare staff by 1/1/2016. CPPS was also revised to comply with requirements of P.L. 113-183.

Please note that historically, changes to policy were denoted by the use of red font. There is no red font in this policy. This notice outlines the major changes as noted below.

II. SPECIFIC CHANGES TO 1201 CHILD PLACEMENT

- I. OVERVIEW OF CHILD PLACEMENT SERVICES – Changes to this section include:
 - B. Revision of title from “Child Placement: Scope of Services and Definitions” to “Child Placement: Scope of Services”
 - C. Removal of original section C. Family Centered Practice and historical information about the Multiple Response System and the System of Care. Section C. is now “Legal Authority for Child Placement Services” (originally section D.)
 - F. Legal Framework for Case Planning and Service Delivery in Children’s Services
 - Addition of adult siblings of the child to those individuals considered to be “close relatives,” and who shall receive notice from the agency within 30 days of a child entering the care and custody of the agency about their options to be resources for the child.
 - G. Key Principles of the Adoption and Safe Families Act of 1997 (Public Law 105-89)
 - Removal of 5. Innovative approaches are needed to achieve the goals of safety, permanency, and well-being, including language regarding demonstration waivers.
- II. THE OUT OF HOME FAMILY SERVICES AGREEMENT – Changes include to this section include:
 - Addition of language regarding reasonable efforts to reunify a child with his/her family if removal has been necessary, including definitions of “reasonable efforts” and “safe home” per statute (N.C.G.S. § 7B-101);
 - A. Overview of the Family Services Agreement Forms
 - 2. The Out of Home Family Services Agreement
 - Addition of language stating that agreements are to be developed in consultation with any youth who has attained 14 years of age (or older), and, at the option of the youth, with no more than two members selected by the youth, who are not a foster parent or social worker for the child. If the agency has good cause to believe that a member selected by the youth would not act in the best interests of the child, it may reject said member.
 - 3. Visitation Plan
 - Addition of language stating that if the visitation plan is not signed, there shall be documentation as to why it was not signed.
 - New Section 6. Plan for Emancipation from Foster Care Custody
 - Fostering Connections Act of 2008 requires that within 90 days prior to a youth aging out of foster care custody at age 18, the agency shall develop a plan with the youth to discuss his or her plans for emancipation from agency custody. This section

provides information regarding the development of personalized Emancipation Plans for youth exiting foster care at age 18.

- III. PLACEMENT PREVENTION - Complete Deletion
- IV. PLACEMENT DECISION MAKING – Changes to this section include:
 - Removal of A. Making the Decision to Remove Children from Home
 - 1. Shared Decision Making
 - Updated language to accurately reflect use of Child and Family Teams.
 - 2. Relative Notification
 - Addition of all parents of a sibling of the child where such parent has legal custody of such a sibling, as well as relatives and other persons with legal custody of a child’s sibling as persons whom the agency shall notify when a child or youth enters the custody of a local child welfare agency in an effort to provide these individuals with the opportunity to be placement resources or participate in the child or youth’s care plan.
 - Definition of sibling (individuals are considered siblings of a child even if termination or disruption of parental rights, such as death, has occurred).
 - 3. Notification Requirements
 - Addition of language regarding P.L. 113-183, which requires agencies to provide documentation at each permanency hearing of the intensive and ongoing, and, as of the date of the hearing, unsuccessful efforts made by the agency to return the child or secure a placement with a fit and willing relative (including adult siblings), a legal guardian, or an adoptive parent, including efforts that utilize search technology (including social media) to find biological family members for children.
 - B. Practice Guidance: Decision Making About Placement, Intervention and Removal, Reunification, and Best Interest of the Child becomes A. Practice Guidance: Decision Making About Placement, Reunification, and Best Interest of the Child
 - Removal of 1. Intervention and Removal
 - 2. Reunification, now becomes 1. Reunification and has been revised to include language regarding when reunification should occur (i.e. when risk has been reduced and the home is safe).
 - 3. Effects of Foster Care Placement on Children, now becomes 2. Effects of Foster Care Placement on Children has been revised to include language regarding the effects of trauma.
 - Removed C. Legal Authority for Placement in Foster Care.
 - D. Choosing the Best Placement Resources becomes B. Choosing the Best Placement Resource
 - Language added to emphasize that finding the right placement resource for a child should focus on matching the child’s strengths and needs with the ability of the potential placement options to meet the child’s needs.
 - 1. Placement with Relatives and Kin (Kinship Care)
 - a. Involvement in Planning becomes a. Child and Family Team Meeting.
- V. OUT OF HOME PLACEMENT SERVICES - Changes to this section include:
 - B. Preparing the Family, the Child and the Foster Care Provider for Placement
 - 3. Preparing the Foster Care Provider for Placement
 - Addition of a. Reasonable and Prudent Parent Standard

- The reasonable and prudent parent standard means the standard characterized by careful and sensible parental decisions that maintain the health, safety, and best interests of the child while at the same time encouraging the emotional and developmental growth of the child, that placement providers shall use when determining whether to allow a child in foster care under the responsibility of the child welfare agency to participate in extracurricular, enrichment, cultural, and social activities. Before a child in foster care is placed with prospective placement providers, including relatives, the prospective placement providers are adequately prepared with the appropriate knowledge and skills to provide for the needs of the child.
- Removal of C. Using One Caseworker or Casework Team
- D. The First Two Weeks of Placement becomes C. The First Two Weeks of Placement
 - Language regarding Community Assessment Teams updated to reflect Child and Family Teams.
- Removal of E. Maintaining One Single, Stable Foster Care Placement
- F. Required Services for Children becomes D. Required Services for Children
 - Addition of language requiring child welfare agencies to review, at least quarterly, the ability to place siblings together if availability of a placement for all is the reason they are separated.
 - Addition of requirement that children who have obtained the age of 14 shall be consulted and allowed to participate in the development of his or her own case plan and, at the option of the child, to include two members of the case planning team who are not the child welfare worker or foster parent(s). This requirement pertains to the initial plan and any revisions thereafter.
 - Addition of requirement that all children in foster care shall be provided opportunities to participate in activities or receive services that are age and/or developmentally-appropriate.
- G. Agency Plan for Abducted or Runaway Foster Children becomes E. Agency Plan for Abducted or Runaway Foster Children
 - Addition of 1. Definitions, including:
 - Abduction of Children
 - High Risk Child
 - Kidnapping
 - Missing Child
 - Missing Foster Child
 - Runaway
 - Addition of 2. Risk Factors and Risk Assessment
 - Addition of 3. Preventing Children and Youth from Running Away
 - Addition of 4. Reporting Requirements for Caregivers, Placement Providers, Workers, and Supervisors
 - This section includes requirements for reporting to law enforcement and the National Center for Missing and Exploited Children (NCMEC)
 - Addition of 5. Searching for Missing Children and Youth

- This section includes guidance on searching for children and youth missing from foster care, including the development of a plan with specific strategies for locating a missing child or youth, regular consultation and staffing with a supervisor, and ongoing contact with law enforcement, NCMEC, and others until the child or youth is located.
 - Addition of 6. Placement Considerations
 - This section includes guidance on placement considerations once a child or youth is located.
- VI. PERMANENCY PLANNING – Changes to this section include:
 - C. Elements of Permanency Planning Casework
 - 2. Concurrent Permanency Planning
 - Added language regarding N.C.G.S. § 906.2, which requires agencies to establish concurrent permanency plans for each child in foster care.
 - 3. Shared Decision Making
 - Historical language about MRS/SOC removed.
 - D. Permanency Planning Hearing
 - Adds that, pursuant to P.L. 113-183, the agency shall document at each permanency planning hearing ongoing and, as of the date of the hearing, unsuccessful efforts made by the agency to return the child or secure a placement for the child with a fit and willing relative (including adult siblings), a legal guardian, or an adoptive parent, including efforts that utilize search technology (including social media) to find biological family members for children.
 - Adds language, pursuant to P.L. 113-183, that children 14 years of age and older, shall be consulted regarding any permanency planning arrangements.
 - E. Permanent Placement Options
 - 5. Reinstatement of Parental Rights
 - Reinstatement of Parental Rights became a permanency option in October, 2011. Information about this permanency option is now incorporated into policy. Circumstances that would allow this permanency option are very narrow and agencies should give careful consideration to law, policy, and the specific conditions of the case when exploring this permanency option.
 - 6. Another Planned Permanent Living Arrangement (APPLA)
 - Pursuant to P.L. 113-183, the age at which APPLA can be instituted as a primary permanency plan or a concurrent permanency plan is for youth age 16 and older.
 - Permanency planning hearings shall be conducted at required intervals and shall review agency recommendations and reports of the placement and document the efforts of the agency to place the child permanently with a parent, relative, or in a guardianship or adoptive placement. Each hearing should also document the steps the agency is taking to ensure that the placement providers follow the reasonable and prudent parent standard and whether the child has regular opportunities to engage in age or developmentally-appropriate activities.

- VII. ADOLESCENT SERVICES: NC LINKS – Changes to this section include:
 - D. PRIORITIES FOR SERVICES DELIVERY
 - 1. Required Services
 - Counties must offer and provide services to youth and young adults ages 13-21 that are in custody of the county child welfare agency and to young adults who aged out of agency custody at age 18 who are not yet 21. Previously the age range was 16-21.
 - Eligible teens and young adults in foster care or on a Contractual Agreement for Residential Services/Voluntary Placement Agreement ages 13-21 must be offered skills training, counseling, education and other appropriate support services to assist their transition to self-sufficiency. Previously the age range was 16-21.
 - Removal of 2. OPTIONAL SERVICES
 - F. Formerly LINKS SERVICES, now YOUTH INVOLVEMENT IN PLANNING FOR SERVICES
 - 1. Assessment Tools for Youth 13-21 (formerly 13-18)
 - Language added regarding the Strengths/Needs Inventory, available through Independent Living Resources, Inc., as a tool to assist the youth and the social worker in sharing their interests and planning based on the youth’s strengths and needs.
 - a. Preferred and Recommended Assessment Tool
 - Updated life skills assessment name to “Casey Life Skills Assessment” from “Ansell-Casey Life Skills Assessment”
 - Updated and provided detailed information about the Casey Life Skills Assessment and the assessment of youth in general
 - 2. Transitional Living Plans for Youth Ages 13-21
 - Addition of language regarding P.L. 113-183 provisions, including that, for youth age 14 and older, agencies are required to document the services needed to assist the youth in making the transition from foster care to successful adulthood and guidance on what the Transitional Living Plan should contain.
 - 3. Emancipation Plan (90 days prior to 18th birthday)
 - This section contains information about the development of Emancipation Plans for youth exiting foster care at age 18. This information was previously provided in an older version of policy, but has been updated to accurately reflect current law, links and form information has been updated as well.
 - Addition of G. CONSUMER CREDIT REPORTS
 - Addition of requirement that each child or youth in foster care age 14 and older receives, without cost, a copy of any consumer credit report every year until they are discharged from foster care and that agencies must

- assist in interpreting the credit report and resolving any inaccuracies in the report
 - H. LINKS SERVICES TO YOUTH formerly SERVICES FOR YOUTH IN FOSTER CARE
 - 1. Youth in Foster Care ages 13-18 formerly 1. Youth in Foster Care ages 13-15 (Encouraged)
 - Addition of language regarding P.L. 113-183 requirement that youth age 14 and older be provided services to assist youth in making the transition from foster care to successful adulthood.
 - 2. Youth in Foster Care ages 16-18 formerly Youth in Foster Care ages 16-18 (Required)
- VIII. CASE REVIEWS – Changes to this section include:
 - C. Participants in Action Team Review
 - Addition of requirement that youth age 14 and older shall be consulted on the case plan, case plan reviews, and given the opportunity to select up to two members as part of the team who are not a foster parent or caseworker of the youth
 - D. Essential Issues to be Discussed during Case Reviews
 - Addition of information regarding the Reasonable and Prudent Parent Standard, including questions to ask during case reviews
- IX. AFTERCARE SERVICES - Changes to this section include:
 - A. Social Work Practice Guidelines for Services after Foster Care Placement Ends
 - 1. Preparing the Child
 - Addition of requirement that youth exiting foster care at age 18 shall be provided certain documents, including: official or certified copy of their U.S. birth certificate, Social Security card, health insurance information, health records, education records, and a driver's license or other form of identification issued by the state
- X. RECORD KEEPING AND DOCUMENTATION – Changes to this section include:
 - Removal of C. Access to County Data
- XI. SHARED PARENTING – Changes to this section include:
 - Revised terminology throughout to be consistent with other 1201 Child Placement Services policy sections
 - Updated web links and form information
- Other changes throughout 1201 – Child Placement Services include updates to ensure consistent use of terminology (ex. family group decision making updated to Child and Family Team process or meeting) and updated links and forms information

III. SPECIFIC CHANGES TO CHAPTER VIII: PROTECTIVE SERVICES, SECTION 1426 – CENTRAL REGISTRY

These changes are available now if entering a type reported or type found victim of human trafficking.

- Revision of Human Trafficking code option for Field 29, Type Reported, and Field 30 Type Found pursuant to CWS-CN-01-2015, CWS-AL-02-2014 and N.C.G.S. § 7B-101 (1g). As of March 15, 2015 there was one human trafficking option for Field 29, Type

Reported, and one for Field 30, Type Found, intended to capture all types of trafficking under one option. From this date forward there will now be two options under Type Reported and Type Found, designed to provide counties the option to select whether a child has been reported to be or found to be a victim of trafficking by type – sex trafficking, labor trafficking, or both.

- Change of code entry in Field 39 Responsible Individuals List Indicator.

IV. CHANGES TO CHAPTER IV: CHILD PLACEMENT AND PAYMENT SYSTEM

The Child Placement and Payment System manual will reflect several changes that will be available for entry for children on **1/1/2016** going forward.

- Field 17 - Is the Client Pregnant
 - This will be a Yes/No field that may only be selected if the child is female. (To prevent it being left as “yes” for the duration of the child’s stay in foster care, at the close of the 10th month after “Yes” is selected, it will default back to “No” and can be manually updated again if the child becomes pregnant a second time).
- Field 20 - Human Trafficking as a Reason for Entry into Foster Care
 - Human Trafficking will be added to the list of reasons that led to the child coming into care. Counties will be able to indicate if the trafficking was sexual, labor, or both.
- Field 67 - Trafficking Victim
 - This will be a new field that indicates if the child has ever been a victim of trafficking; sexual, labor, or both.
- Fields 68-71 - Non-Family Placement Services
 - If the child is in a non-family placement setting, the system will capture the type and frequency of services provided in the residential facility.
 - The start and end date of each service will be included.
 - Services: Specialized Education, Treatment, Counseling, and Other services.
 - Frequency options: Daily, Weekly, Monthly, and As Needed.
- Fields 72-76 - Trafficking Information
 - If the child is indicated to have ever been a victim of trafficking (whether or not the trafficking was a reason for entry into foster care), the system will capture further information on the trafficking episode.
 - The start and end date of the trafficking episode.
 - Whether or not the trafficking was reported to law enforcement.
 - Whether or not the child was in DSS custody when the trafficking occurred.
- Fields 77-90 - Runaway
 - If the child has a living arrangement status of “Runaway”, the system will capture the factors that were believed to contribute to the child running away and the experiences while on runaway status.
 - Runaway Contributory Factors: CPS History (>3 assessments), Separation from Siblings in Foster Care, Multiple Moves (>3 during current foster care episode), Running to Someone, Running from current Foster Care Placement, and Other.
 - Runaway Experiences: Alcohol and/or Illicit Drug Use, Voluntary Sexual Activity, Involuntary Sexual Activity, Lived with Friends, Lived with Family, Lived in Homeless Shelter, Lived on the Street, and Other.

V. CHANGES TO FORMS

Corresponding changes to the following forms have been made and will be available on the forms website 10/1/2015. <http://info.dhhs.state.nc.us/olm/forms/forms.aspx?dc=dss>

- DSS-5295 Monthly Foster Care Contact Record
- DSS-5296 Monthly Foster Care Contact Record – Group Home Version
- DSS-5315 Plan for Emancipation from Foster Care Custody
- DSS-5240 and DSS-5240ins Out of Home Family Services Agreement and Instructions
- DSS-1516 Understanding Foster Care – A Handbook for Youth
- DSS-5311 Model Court Report for Permanency Planning Hearings
- DSS-5104 and DSS-5104c (available now if entering a type reported or type found victim of human trafficking)

VI. POSTING OF NEW BEST PRACTICE GUIDANCE

Applying the Reasonable and Prudent Parenting Standard is a requirement for IV-E agencies per PL 113-183 as well as N.C.G.S. §131D-10.2A (S423 SL 2015-135 effective 10/1/15). The reasonable and prudent parent standard means the standard characterized by careful and sensible parental decisions that maintain the health, safety, and best interests of a child while at the same time encouraging the emotional and developmental growth of the child, that a caregiver shall use when determining whether to allow a child in foster care under the responsibility of North Carolina to participate in extracurricular, enrichment, cultural, and social activities. The Reasonable and Prudent Parenting Activities Guide as well as Applying the Reasonable and Prudent Parent Standard tool will be posted on the NCDSS manual website at the end of Section 1201, Child Placement Services. The guide and corresponding tool are meant to assist in identifying what activities caregivers may have the authority (includes signing permissions/waivers) to give permission for a child or youth's participation without the prior approval of their local child welfare agency or licensing agency and what activities require the child welfare agency or court's approval.

VII. INSTRUCTIONS

Revisions to the above 1201 Child Placement Services, Chapter VIII: Protective Services, Section 1426 – Central Registry, and corresponding forms are available to begin using as of October 1, 2015. The Child Placement and Payment System will be available for entry for children on January 1, 2016 going forward.

If you have any questions regarding these policy changes, contact your Children's Program Representative or the Child Welfare Policy Team at 919-527-6340. Questions related to the CPPS manual should be addressed to the Performance Management Section at 919-527-6260.

OBSOLETE	USE
NORTH CAROLINA DIVISION OF SOCIAL SERVICES	NORTH CAROLINA DIVISION OF SOCIAL SERVICES
CHILD WELFARE SERVICES MANUAL	CHILD WELFARE SERVICES MANUAL
CHAPTER 1201 CHILD PLACEMENT SERVICES (CHANGE 09, 2009)	CHAPTER 1201 CHILD PLACEMENT SERVICES (CHANGE 02, 2015)
CHAPTER VIII: PROTECTIVE SERVICES, SECTION 1426 – CENTRAL REGISTRY (CHANGE 01, 2015)	CHAPTER VIII: PROTECTIVE SERVICES, SECTION 1426 – CENTRAL REGISTRY (CHANGE 02, 2015)
EFFECTIVE 1/1/16: CHAPTER IV: CHILD PLACEMENT AND PAYMENT SERVICES (CHANGE 04, 2014)	EFFECTIVE 1/1/16: CHAPTER IV: CHILD PLACEMENT AND PAYMENT SERVICES (CHANGE 02, 2015)

Sincerely,



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cc: Wayne Black

Kathy Sommese

Child Welfare Team Leaders

CWS-CN-02-2015