

170-1(9) Procedure Cheat Sheet

- 170-1(9) staffings are to be held at the 5th month of pregnancy (if notified prior) **OR** within 5 business days if notified after the 5th month **OR** within 24 hours if the birth/addition of a new child to a case is imminent— This staffing should involve all parents to the new child, AG, GAL, EK Operations, prospective supports, etc.
- Once notified of a new child involved with a case (baby born in, step-daughter now lives with mom, NRCG's son came into the home through a custody shift, etc.), that child must be seen within 24 hours and this visit documented in FSFN as a home visit with face-to-face contact checked.
- An Add Child form must be completed on **all** children, regardless of their presence in FSFN. This should be provided to _C13_New-Child-Staffings@eckerd.org and DataTeam@eckerd.org immediately upon notification of birth or addition to the home. (This is what prevents double work on FSFN documentation!)
 - o The resource section is the current location of the child.
- An Incident Report must be completed within 24 hours of notification and provided to _C13_IncidentReports@eckerd.org
- Modification to the existing safety plan must be completed to address any new child in the home.
- The CMS and/or agency director, OAG, and GAL must be notified immediately when the CM becomes aware of the birth or addition to the home.
- The Family Functioning Assessment (FFA) progress update is required within 30 days of birth or addition to the home for methodology cases. (A new FFA-Ongoing or Family Assessment will be required for any non-methodology cases.)
- A New Child transfer conference call will be held for any case for which there is a new report generated.

If a child is sheltered:

- CM/CMS to commence case with CPI when possible.
- Home studies and BG screens on prospective NRCG/RCGs should be completed prior to birth by case management, and this information provided to CPI/AG/court for placement of the child.
- Placement information must be updated through Cobris with 24 hours.
- An out-of-home safety plan is to be completed.

If in-home non-judicial (IHNJ) case involvement is going to be offered:

- IHNJ agreement to be signed by the parents, which can be completed prior to birth or addition to the home. If not signed prior, it is to be signed within 24 hours of case management becoming aware of the birth or addition to the home.
- IHNJ case plan is to be signed by all applicable parents within 5 business days of the birth of the child or of signing the IHNJ agreement (if an older child added to the case). The signed IHNJ case plan should be provided to _C13_New-Child-Staffings@eckerd.org and uploaded into the FSFN file cabinet with the agreement.
- A home assessment note and updated BG screens are required and can be completed prior to the birth or addition to the home. This note needs to address the following:
 - o Physical home environment
 - o Sleeping arrangements for the child(ren) and safe sleeping protocols
 - o How the family dynamics and conditions are likely to change as a result of the new infant or child
 - o Whether the new infant or new child in household contributes to new danger threats
 - o Whether the new child is vulnerable to new or existing danger threats
 - o Whether the current caregiver protective capacities are sufficient to manage the physical and emotional demands associated with the care and protection of a newborn infant or additional child
- **If the family declines IHNJ services and no investigation is initiated OR signs the IHNJ agreement but does not comply:** This should be discussed with the assigned AG within 2 business days.
 - o If no legal sufficiency exists to move forward with judicial action, this should be documented on the legal sufficiency form. Home environment, case circumstance, safe sleeping, and CMO Director concurrence must be addressed. This must be signed by the CMO director and be provided to _C13_New-Child-Staffings@eckerd.org
 - o If legal sufficiency exists, either an abuse report or non-shelter petition should be initiated. This should be communicated to CMO leadership and EK Operations.
 - Non-shelter petition should be filed with the court within 21 days of acceptance by AG.
 - o Even if we are not providing supervision, ensure the well-being of the child is documented during any face-to-face interaction at which the child is present.