Health & Human Services

FOSTER CARE PROVIDER CASE AND CPS ENTRY INTO FRAME

Prior to adding a New Case, search FRAME for all foster care provider family members. If the foster family is known to the system, even if prior to licensing, and the case includes the current family members, reopen that case. Rename case if necessary. **Do not** add the report to a case specific to a foster care child and their family.

If foster family is not known to FRAME, create a new case.

Enter the family foster care provider name as it displays on their license
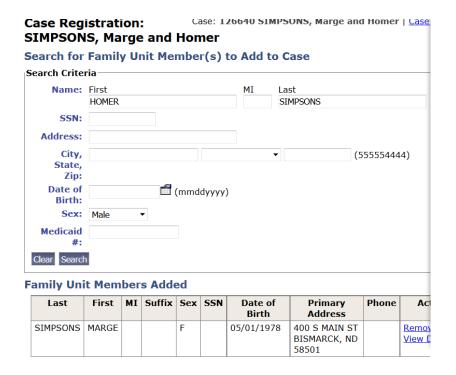
Case Registration

*Case Name: SIMPSONS, Marge and Homer

Cancel Continue

*Required

Click Continue

CASE REGISTRATION

IMPORTANT NOTE: The family unit will consist of the foster care provider(s), their children, and the foster care child(ren) residing in the home at the time of the incident.

Search for Family Unit Member(s) to Add to Case – Case registration is much the same as a regular family case.

Case Registration: SIMPSONS, Marge and Homer

Search for Family Unit Member(s) to Add to Case

Search Criteria

Name:	First HOMER	MI	Last SIMPSONS
SSN:			
Address:			
City, State, Zip:		▼	(555554444)
Date of Birth:	📅 (mmddyyyy)		
Sex:	Male ▼		
Medicaid #:			

[Clear] [Search]

Family Unit Members Added

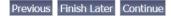| Last	First	MI	Suffix	Sex	SSN	Date of Birth	Primary Address	Phone	Act
SIMPSONS	MARGE			F		05/01/1978	400 S MAIN ST BISMARCK, ND 58501		Remov View D

Note: The foster care provider application in the foster care provider licensing file should contain all of the necessary demographics to register the case.

Reminder: add foster care child into the family unit

Family Unit Members Added

Last	First	MI	Suffix	Sex	SSN	Date of Birth	Primary Address	Phone	Action
SIMPSONS	MARGE			F		05/01/1978	400 S MAIN ST BISMARCK, ND 58501		Remove | View Details
SIMPSONS	HOMER			M		04/01/1978	400 S MAIN ST BISMARCK, ND 58501		Remove | View Details
SIMPSONS	BART			M		06/01/2012	400 S MAIN ST BISMARCK, ND 58501		Remove | View Details
CHILD	FOSTER			M		10/01/2013	400 S MAIN ST BISMARCK, ND 58501		Remove | View Details

[Previous] [Finish Later] [Continue]

Click Continue

Add Relationships for each family member to the other family unit members. The drop down contains relationships of Foster Child and is gender specific and Foster Parent.

NOTE: The relationship type is gender specific. The list displays according to the sex selected in the Member Details Screen.

Family Unit Details

Add Relationships to MARGE SIMPSONS

Name	Relationship
HOMER SIMPSONS	Husband ▼
BART SIMPSONS	Son ▼
FOSTER CHILD	Foster Child-Male ▼

Cancel   Add

Family Unit Details

Add Relationships to FOSTER CHILD

Name	Relationship
MARGE SIMPSONS	Foster Parent - non-relative ▼
HOMER SIMPSONS	Foster Parent - non-relative ▼
BART SIMPSONS	Other (Male) ▼

Cancel   Add

Click Add to update each relationship then click Continue

Add In Household, Family Structure, and select Family Unit Address

Add Family Members

All In Household Statuses must be set before you can continue.

Name	Sex	SSN	Date of Birth	Address	*In Household
MARGE SIMPSONS	Female		05/01/1978	400 S MAIN ST BISMARCK, ND 58501	Yes ▼
HOMER SIMPSONS	Male		04/01/1978	400 S MAIN ST BISMARCK, ND 58501	Yes ▼
BART SIMPSONS	Male		06/01/2012	400 S MAIN ST BISMARCK, ND 58501	Yes ▼
FOSTER CHILD	Male		10/01/2013	400 S MAIN ST BISMARCK, ND 58501	Yes ▼

Add Member

Family Unit Structure

Structure: Non-relative caregiver household (includes non-relative foster care) ▼

Family Unit Address

*Select	Address
⦿	400 S MAIN ST BISMARCK, ND 58501

Family Unit Preferred Telephone

Telephone: [_____] (2223334444) Ext: [_____] (12345)

Previous   Finish Later   Continue

> Enter yes to all living in the household.
>
> If foster care child is a victim and the foster parents are not relatives, enter the Family Unit Structure as a Non-Relative Caregiver Household (includes non-relative foster care). Otherwise, select the best that fits.
>
> Enter Telephone number

Click Continue

Add Role/Child Information screen will display for any child that is under the age of 18. Enter the information for foster family's children only if known.

Do not complete the foster care child's role. Please leave blank.

Add Roles

Child Information

BART SIMPSONS
Date of Birth: 06/01/2012   SSN: Sex: Male
Child Ever Adopted: ▼
Age at Adoption: [   ]
Placing Agency: [▼]
Child adopted from foreign country: ▼
ICWA Applies: ▼
Living on a Reservation: ▼
Tribal Affiliation:
☐ OTHER
☐ SPIRIT LAKE SIOUX
☐ STANDING ROCK SIOUX
☐ THREE AFFILIATED
☐ TURTLE MOUNTAIN BAND OF CHIPPEWA

FOSTER CHILD
Date of Birth: 10/01/2013   SSN: Sex: Male
Child Ever Adopted: ▼
Age at Adoption: [   ]
Placing Agency: [▼]
Child adopted from foreign country: ▼
ICWA Applies: ▼
Living on a Reservation: ▼
Tribal Affiliation:
☐ OTHER
☐ SPIRIT LAKE SIOUX
☐ STANDING ROCK SIOUX
☐ THREE AFFILIATED
☐ TURTLE MOUNTAIN BAND OF CHIPPEWA

Click Continue

Add School Information will also display for youth under age 18. This information can be completed if known, but registration can be completed without it.

Add School Information

Name	Sex	Date of Birth	School Type	School Name	School District	Action
BART SIMPSONS	Male	06/01/2012				Add School Information
FOSTER CHILD	Male	10/01/2013				Add School Information

[Previous] [Finish Later] [Complete Registration]

Click Complete Registration

The entry of the CPS report and assessment are the same as all other family cases.

IMPORTANT:
Please refer to provider licensing policy regarding additional actions required when a CPS report/assessment is specific to a licensed foster care provider.