

An aerial photograph of a rugged, eroded landscape. The terrain is characterized by numerous rounded, layered hills and valleys, creating a complex, undulating topography. The colors range from light tan and beige to dark brown and black, suggesting different geological strata or soil types. The lighting is soft, highlighting the textures and contours of the land. The overall scene is a vast, open natural environment.

# Case Management Checklist

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## CASE MANAGEMENT TIMELINES

### Decision is made that removal is needed.

- If parents will cooperate and family is identified, continue with out of home safety plan without custody.
  - In lieu of removal, agency can utilize a licensed foster home for Shelter Care and/or Safe Bed for no greater than 7 days.
- If family refuses to cooperate request removal by Law Enforcement (LE) or through Juvenile Court Officer. Contact LE to assist with removal if needed.
- Find suitable placement option either with [family](#) or licensed foster home.
  - ND Foster Care Provider List: [Children and Family Services - ND Provider List - All Items \(sharepoint.com\)](#)

### Within 24 hours of Custody

- Write [Affidavit](#) in support of Temporary Custody Order (TCO) and ensure receipt of TCO from Juvenile Court Officer or signed LE Removal Form
- Send TCO or LE Removal Form and Affidavit to:
  - States Attorney, FC Supervisor, [Field Service Specialist](#)
- Notify Parents of [Court Hearing](#); if possible provide a copy of the TCO, along with application for court appointed attorney if needed
- Notify [ICWA](#) if applicable
- Utilize [Present Danger Assessment](#) and [Plan](#)
- Obtain Release of Information ([SFN 1059](#)) past/current providers, relatives, tribal, med. Psych, counseling, etc. for child and parents
- Schedule [Family Centered Engagement Meeting](#)
- Visit child in foster home

### Within 96 hours of Custody

- Participate in Shelter Care Hearing (ask for 60 days), court may grant just a 30 day shelter care order

### Within the First 5 Days of Case Assignment:

- Register case on FRAME
- Add case activity logs in FRAME for Targeted Case Management
- Open program under Case Management Tab in FRAME
- Create a case file according to each zone policies (paper files or scanning into zone drive)
- Create Face sheet for demographics and family information
- Obtain a picture of the child in care

- ❑ Schedule initial [Child and Family Team Meeting \(CFTM\)](#) and case manager may want to prepare by reviewing the CFTM [outline](#).
- ❑ [Case Manager meet with Parents](#)
  - Family Guide to Foster Care
  - Review CPS Concerns, and start the PCFA process
  - Complete [SFN 1973](#)
- ❑ Schedule Supervisor Meeting to Review Case, complete paperwork, prepare for PCFA, and Safety Plan, etc.
- ❑ Discuss [Visitation Schedule and Guidelines](#)
- ❑ If custody
  - Add removal order in FRAME
  - Add Guardian Ad Litem under Legal Tab/Youth Representation in FRAME
  - Send Email to Field Service Specialist and FC Eligibility Team to notify them of new foster youth
  - Complete Initial Paperwork for Eligibility
    - [SFN 630](#) Foster Care Placement Notification (include copy of petition or court order)
    - [SFN 641](#) Title IV-E/Title XIX Application
    - [SFN 38](#) Emergency Assistance Service Application
    - [SFN 1023](#) Foster Care Transportation Reimbursement Budget Sheet
  - Fill out [SFN 1973](#) with all family members/case participants you will be communicating with.
  - Complete School District Notification Online
    - Write the paper copy, Give to School District Liaison
    - <https://www.nd.gov/dpi/sites/www/files/documents/SFN%20Forms/SFN18119.pdf>
- ❑ If unable to locate parent, initiate an [Absent Parent Search](#) the case manager completes the Request for Use of the [Federal Parent Locator Service \(FPLS\)](#) for Child Welfare Services ([SFN 1944](#)) and email it to their designated CM FSS.
  - The results, or status of the search, must be included in FRAME case activity log
  - AND in FRAME under the child's member details, click edit to add absent parent
    - If the location of the absent parent is unknown, efforts to locate and/or contact the absent parent should be made initially within 30 days of removal, prior to key decision points in the life of a case, and no less than once every three months.
    - A search for an absent parent does not have to be conducted in situations where the Child Support (good cause) claim has been determined.
  - Do not send attempt to contact the parent through employer information
  - Complete Relative Search
    - Add [Relative Search](#) in FRAME under placement tab

- Comment: completed referral awaiting results or results found in physical file under parent information
- Initiate a relative search through the [SENECA](#) by completing an Online Form.
  - Case Managers should complete the form with as much information as possible. The “Additional Search Information” box should be used to identify known relatives who may have been disqualified for placements or any other information Case Managers feel would be pertinent to the search. Search results will typically be emailed to the search requestor within 24 hours of the time Seneca receives the request to search.
- The case manager must document the results of the search (relatives considered, dates of contact, results of search, safety concerns, etc.). Also, requests and outcomes need documentation for purposes of determining and reporting on family placements or connections made for the child. Keep in mind the safety and appropriateness of the home, also documenting any issues that may rule out a potential relative home. Documentation in Case Activity Log under “Relative Search-Maternal” or “Relative Search-Paternal”.

#### Within the First 7-10 days:

- ❑ Mail invitations for Initial Child and Family Team Meeting
- ❑ If Custody
  - Complete “[Affidavit in Support of Child in Need of Protective Services](#)”
    - [CHIPS](#) Petition needs to be filed within 30 days or the child goes home.
  - Email to States Attorney so they can write a petition
  - Visit child in the foster home
  - [Complete Medical Consent form and Foster Parent letter](#)

#### Within 30 days:

- ❑ Develop and Complete the [PCFA process](#) and [Case Plan](#) each parent.
  - Send PCFA ([Tool 5](#)) and Case Plan ([Tool 6](#)) to Field Service Specialist
  - Document in Case Activity Log
  - Referral to Parent Aide, if applicable
- ❑ Prep for the [Initial CFTM](#)
  - Gather all information needed to complete [CFTM Outline](#)
- ❑ Hold Initial CFTM
- ❑ If Custody
  - Schedule and complete [Health Tracks](#) screening
  - Complete [clothing inventory](#) and discuss [initial clothing allowance](#) with foster parents and submit the Irregular Foster Care Payments, [SFN 1042](#), to the eligibility unit with receipts.

- Tools will be e-filed on the Court website [Odyssey File & Serve \(tylerhost.net\)](http://tylerhost.net)
- Once the CHIPS Hearing has been scheduled, document Notification to Foster Parent/Placement the date/time/location by email or phone
- Extra Maintenance Payment form ([SFN 1865](#) and [SFN 904](#)). After it is approved by [FSS](#), send copy of 904 to the [cfsfcsaunit@nd.gov](mailto:cfsfcsaunit@nd.gov)
  - Must be evaluated every 6 months and at CFTMs
  - SFN 1865 completed by CM and sent to FSS- Needs to be approved within the month of the requested start date.
  - SFN 904- start date of EMP as 1<sup>st</sup> of the month unless not placed at the home until later in the month

#### Within 60 days

- ❑ If Custody--Complete Birth History Form [SFN 930](#), File in Parent Information, not required, but good practice

#### Monthly Case Management:

- ❑ [Face to face visit with child](#) at minimum twice a month
- ❑ Attempt [contact with parent](#), include all absent parents
  - Contact can be face to face, via phone, email, letter
  - Document in Case Activity Log in FRAME
- ❑ [Review case plan monthly with both custodial and non-custodial parents.](#)
  - Acceptable levels of contact: face-to-face, telephone, or written. Contact should always be at the highest level possible.
- ❑ Upload documents to the share drive
- ❑ Complete TCM billing (time study requirements) and hand into designated zone personnel by the 20<sup>th</sup> of each month
- ❑ Complete all case notes in case activity log
- ❑ If Custody
  - [Face to Face visit with the foster youth at a minimum one time a month](#)
  - Document in FRAME
  - The majority of the visits need to occur in the location in which the child is placed (THV home, foster home, relatives' home, facility)
  - Pictures of Kids, Lifebook activities
    - <https://www.afamilyforeverychild.org/lifebooks/>
  - Review Court Orders in FRAME
- ❑ Enter Permanency Funds/Parent Aide as Family Preservation Services in FRAME

#### Quarterly Case Management:

- ❑ Hold child and family team meeting:
  - Gather all information needed to complete Child and Family Team Meeting Outline and update each area in FRAME.
  - Print PCPA prior to team meeting
  - Discuss the [permanent goal and concurrent goal](#).
  - Complete/Approve in FRAME otherwise [payment](#) will be delayed

- ❑ Complete PCPA (Tools 7) and review Safety Plan (Tool 4)
- ❑ If Custody,
  - Complete updates and e-file on the Court website [Odyssey File & Serve \(tylerhost.net\)](http://tylerhost.net)
  - If needed, complete [Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation](#) (SFN 1865)
  - If needed, complete Agreement to Furnish Specialized Family Foster Care Services (SFN 904)
  - If needed, complete participation [in High Risk Activities](#) at CFTM.
  - If needed, discuss trial home visit
    - A [trial home visit](#) must be a planned, formalized, agency-supervised visit in the reunification home for a specified, limited period of time not to exceed six months unless otherwise authorized by the court. It must be discussed at Foster Care CFTM and entered a child's case plan. No foster care payments are made during the visit period.
    - For DJS specific cases, a THV is only allowed up to 90 days.
- ❑ Update FRAME (goals, changes in GAL, etc.)
- ❑ Request medical records and educational records on children

#### Annual Case Management:

- ❑ Complete affidavit for continued custody (Permanency)
- ❑ [SFN 38](#) Emergency Assistance Service Application (only if they are EA)
- ❑ MA Review Form for Eligibility [SFN 642](#) (only for non-Title IV-E and will receive from eligibility) to [cfsfcsaunit@nd.gov](mailto:cfsfcsaunit@nd.gov)
- ❑ Complete [School District Notification](#) by September 15<sup>th</sup> (at removal, change in placement and case closing)
- ❑ If needed, update [Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation](#) (SFN 1865)
- ❑ If needed, update Agreement to Furnish Specialized Family Foster Care Services (SFN 904)
- ❑ Update Service Provider Spreadsheet
- ❑ [SFN 348](#) Compelling Reasons Form, at 15 months if compelling reasons
- ❑ Discuss PCFA, Safety Plan, Case Plan with supervisor at least monthly
- ❑ Discuss case narratives – must be up to date every 30 days
- ❑ Update the picture of the child in care

#### COURT REMINDERS:

- ❑ Shelter Care/Temporary Custody Order (TCO): Probable Cause of child in need of protective services
  - Court needs to be held within 96 hours of removal
  - Shelter Care Notice/Affidavit file within 24 hours of removal

- Can ask for up to 60 days of temporary custody
- ❑ [Child in Need of Protective Services \(CHINS\)](#)
  - Court would Adjudicate (determine) that the child is in need of protective services
  - Custody for up to a 1 year from removal date
  - The Petition need to be filed within 30 days of the removal or the child will go home
  - Agency case managers must collaborate with local State's Attorney office to verify the amount of time needed to prepare court documentation and service of process on all parties.
  - In most cases, the affidavit in support of the child in need of protection petition must be submitted to State's Attorney office as directed by the local State's Attorney or at least 10 days before the petition is to be filed with Juvenile Court.
- ❑ [Permanency Hearings](#)
  - Held every 12 months from removal date; findings made within the 12 months
  - Case Manager files an affidavit at least 90 days prior to the court order end date and submits to States Attorney, requesting a hearing
- ❑ TPR ([Termination of Parental Rights](#))
  - Forever terminates parental rights and requires a Petition from the States Attorney's office
  - Submit affidavit to States Attorney before the petition is filed
- ❑ Notification to the placement needs to be provided prior any court proceeding (See Share Drive/Child Protection/Juvenile Court/Notification of Foster Parents-Relative Placement)
- ❑ Provide an update to States Attorney 4-6 weeks prior to Trial date, 3-5 days of any court proceeding
- ❑ 18+ hearing, see 18+ section of document

## YOUTH IN FOSTER CARE 14 YEARS AND OLDER

### Independent Living AGE 14+:

- ❑ [DN 402](#) North Dakota Foster Youth Rights
- ❑ [SFN 1613](#) Referral Chafee FC Independence Program
  - [Zone must assess for the transition strengths and needs at age 14 and can utilize this form, but form must be completed and referral made at age 16](#)
- ❑ [SFN 1059](#) Release of Information
- ❑ Youth Representation-document in FRAME
- ❑ [Review Credit report results](#)

### 18+ CONTINUED CARE:

- ❑ Develop [transition plan](#) and [checklist](#) during the 90 day period immediately prior to the date the child will turn 18.
- ❑ If planning to remain in foster care, complete 18+ Continued Foster Care Agreement ([SFN 60](#)) at least 1 day prior to 18<sup>th</sup> birthday.



- ❑ Complete [18+ affidavit](#) and have hearing within 90 days of turning 18. (Refer to [18+ checklist](#))
- ❑ Add Agreement under Legal Tab in FRAME
- ❑ [DN 1174 Brochure](#)
- ❑ [SFN 60](#) Understanding of the Parties for Continued Foster Care Services
- ❑ Complete agreement in FRAME for authorization
- ❑ Secure court order

## TREATMENT LEVEL OF CARE/GROUP HOME APPROVAL REQUEST

### QRTP/PRTF:

- ❑ Complete [SFN 824 \(Universal Application\)](#) and gather any other supporting documentation.
- ❑ **For QRTP** send [SFN 824](#) to desired QRTP for placement and Qualified Individual to begin assessment.
  - If child is placed on emergency basis, SFN 824 should include intake assessment.
- ❑ **For PRTF** send [SFN 824](#) to desired PRTF placement only
- ❑ Start discharge planning
- ❑ Track 90-day approval period timeframes and child's placement maximums
  - [Placement Maximums:](#)
    - 13 and older: 12 consecutive months (365 days) nonconsecutive months (545 days)
    - 12 and younger: 6 consecutive months (180 days)
- ❑ Submit evidence at each court review and permanency hearing.
- ❑ Seek [least restrictive](#) family setting and communicate with child as appropriate about placement and permanency plan.
- ❑ Submit your approved QRTP/PRTF assessment approval to:
  - QRTP/PRTF facility, CFS Field Service Specialist, and Discharge Placement Provider.
  - Submit Group Home Approval in FRAME for FSS and include:
    - *ASCEND approval: (dates)*
    - *Difficulty of care Level:*
    - *Days used towards placement max:*
- ❑ **See [QRTP Placement Policy for additional information 624-05-20-17](#)**

### Nexus PATH Treatment Foster Care:

- ❑ Complete [SFN 824](#) and other necessary documentation for review then submit to local Nexus PATH agency
- ❑ Upon acceptance, discussion of TFC level of care/Regular level of care should be reviewed
- ❑ [Effective July 1, monitor placement maximums of TFC level of care and begin discharge planning at time of placement.](#)
  - Placement Maximums/Age Parameters:
    - Must be 6 and older for ITFC/TFC

- ITFC = 6 consecutive months per foster care episode
- TFC = 9 consecutive or 18 nonconsecutive months per foster care episode.
- ❑ Submit Group Home Approval for each pre-placement stay and at time of placement.
- ❑ More direction to be coming!

#### RELATIVE PLACEMENT:

- ❑ [Kinship Navigator](#)
  - [SFN 408](#) Kinship Navigator Services Application
- ❑ [Kinship](#) -TANF—only if child is in custody and sent to the eligibility unit
  - [SFN 423](#) Kinship Placement
  - [SFN 424](#) Kinship Care Agreement
  - [SFN 426](#) Kinship Care Study
  - [SFN 405](#) Application for Assistance
  - Copy of Court Order
  - Criminal background checks-finger print
- ❑ Child Abuse/Neglect background check
- ❑ [Safe Placement Settings Assessment \(Not required\)](#)

#### CHILD OF NATIVE AMERICAN DESCENT ([ICWA](#)):

- ❑ Search for Native American foster home/relative home (document in court affidavit)
- ❑ Written notification to appropriate Tribe/Reservation of placement (certified mail)
- ❑ Provide Juvenile court information on Tribe
- ❑ [Request verification of enrollment](#)
- ❑ Written documentation to Tribe/Preservation of TPR plans/hearings (certified mail)
- ❑ QEW ([qualified expert witness](#)) at adjudication and TPR hearings

#### CHILD PLACED OUT OF STATE ([Interstate Compact Procedures](#)):

- ❑ [SFN 965](#) (ICPC 100A) Interstate Compact Application Request to Place Child
- ❑ [SFN 395](#) ICPC Financial and Medical plan
- ❑ [SFN 852](#) Sending State Priority Home Study Request, if applicable.
  - Preparation of the form, together with compilation of other ICPC referral materials, is to be completed within three (3) business days of the receipt of a court order which indicates the court has determined that a Priority Placement situation exists.
- ❑ [SFN 885](#) Statement of Case Manager
- ❑ Request Out of State Language in court orders/document if affidavit
- ❑ [SFN 966](#) ICPC Report of Child's Placement Status- ICPC 100B (at placement or if placement is terminated)
- ❑ [SFN 387](#) ICPC Supervision Report
  - To be completed by Case Managers who are responsible for supervising ICPC cases. At least every 90 days (unless requested more frequently or less frequently

on the 100A form), supervisory reports should be completed and submitted to the ND State ICPC office in triplicate.

#### SPECIALIZED LEVEL OF CARE PAYMENT:

- [SFN 1865](#) Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation Form
- [SFN 904](#) Agreement to Furnish Specialized Family Foster Care Services
- Submit SFN 1865 and 904 to the FSS for approval, effective the first day of the month of the FSS signature/approval, or first day of placement in that month. Reminder to get a new approval when the previous EMP expires. Backdating is not allowed.
- Discuss need for EMP at CFT and document in PCPA
- If Level IV is requested, approval by state office is made by FSS

#### TARGETED CASE MANAGEMENT:

- Billing for allowed activities
- Make sure case activity log in Frame corresponds with billing date/activity
- Complete TCM billing form according to zone policy
- Submit billing to MMIS or person designated to bill for zone

#### CHANGE IN PLACEMENT:

- [SFN 45](#) Notice of Change form. Provide to FSS and Eligibility Unit
- Provide notice to parent
- [SFN 18119](#) School district notification, if applicable
- Request discharge summaries from facilities/programs
  - Enter placement change in Frame

#### RUNAWAY:

- Report to Law Enforcement
- Report to National Center for Missing and Exploited Children
- Report to CM Field Service Specialist assigned to zone.
- Once located- [SFN 573](#) Runaway and Missing Youth Screening and repeat first three steps
- Document
  - Actions taken to by CM and foster care provide to locate the missing child
  - What primary factors led to the foster youth running away?
  - How will case management respond to the primary factors identified in current and subsequent placement
  - The date and results of the screening

#### TRIAL HOME VISIT :

- Complete [Safety Plan Determination within PCPA](#), which includes safety assessment and analysis before completing reunification process.
- Document plan for THV in PCPA and discuss at CFTM.

- ❑ THV cannot exceed six months, unless otherwise authorized by the court.
- ❑ Update Safety Plan
- ❑ For DJS specific cases, a THV is only allowed up to 90 days.

### DISCHARGE PLANNING:

- ❑ Personal items
- ❑ Legal Documents-Copy of birth certificate, social security card, and/or identification card
- ❑ Medical information- The extent of the medical history and records provided upon discharge is to be determined by the case manager as necessary and appropriate for the child's continued care. (Immunization records, medications, future medical appointments scheduled, etc.)
- ❑ Education Records-History of schools attended, school grade level, copy of the child's IEP

### CASE CLOSING:

- ❑ [SFN 45](#) Notice of Change form. Submit to eligibility Manager and FSS
- ❑ Discuss at CFTM and update PCPA to document how children are now safe.
- ❑ [SFN 494](#) Transition Checklist-Prior to closing for youth transitioning to Independent Living
- ❑ SFN 18119 School District Notification ([EW](#))
- ❑ [SFN 1612](#) should be completed for all cases regardless of age. It shows dates of foster care and should be attached to the SFN 494.
- ❑ **FRAME:** within 30 days of case closure
  - Vacate court order, end placement, end EW ([EW](#))
  - Review question if service is the result of a CPS Assessment, Eligibility Determination, complete closing outcomes, End FC permanency Goals, close FP program, end CM Manager, Close FRAME ([CM](#))

### RESPITE FORMS/REQUESTS:

- ❑ Respite Care- Complete [SFN 929](#) and send to the CFS Licensing Unit ([dhscfslicensingunit@nd.gov](mailto:dhscfslicensingunit@nd.gov)) for prior approval
  - Respite is temporary relief care (4 days or less) for a child with special medical, emotional, or behavioral needs, which require time-limited supervision and care. Ensure that you are needing [respite care](#) not [substitute care](#) prior to submitting the request to the CFS Licensing Unit
  - Cannot be greater than 4 calendar days with a licensed foster parent
  - Can be no overnights if with a licensed childcare provider or Contracted Vendors
  - Make sure W9 is completed/signed by foster parents and on file (if not please include with SFN 929)

### SUBSIDIZED GUARDIANSHIP:

- ❑ Complete [SFN 1834](#) and send to the designated CFS administrator for review. The subsidy request may be approved for either State Funded GAP or Federal IV-E

#### If State Funded GAP is approved:

- Describe in the child's foster care case plan that the child has a strong attachment to the prospective guardian(s) and prospective guardian(s) are committed to caring for the child.
- Describe steps taken detailing why it is not appropriate or possible for the child to be reunified or adopted. Such detail shall be documented in the child's case plan and sent to the Department for review.
- Describe reasons why adoption is not being pursued after discussion with the child's Prospective guardian(s) about adoption as a more legally permanent alternative to legal guardianship.
- Describe reasons for any separation of siblings during placement in the guardianship arrangement.
- Invite North Dakota Post Adopt- Post Guardianship Manager to the Child and Family Team Meeting prior to finalization of guardianship

#### If Federal IV-E GAP is approved:

- Manager must complete the [SFN 1830](#) and describe the following in detail:
  - That the child has a strong attachment to the prospective guardian(s) and prospective guardian(s) are committed to care for the child on a permanent basis
  - The relation to the relative placement resource
  - Steps taken to determine that it is not appropriate for a child to be reunified or adopted
  - Reasons why adoption is not being pursued after discussion with the child's relative foster parent about adoption as a more legally permanent alternative to legal guardianship
  - Reasons for any separation of siblings during placement in the guardianship arrangement
  - Why guardianship is in the child's best interest
  - How the child meets the eligibility criteria for Title IV-E GAP
  - Efforts made to discuss with the child's parent(s) the guardianship arrangements or reasons why efforts were not made
  - If the child is 14 years of age or older and has been consulted regarding the guardianship
  - The resources provided to meet the behavioral and physical health needs of the prospective guardians and child.
- Once approved contingent subsidy approval is in effect for 6 months following department approval. When 6 months lapses, the contingent subsidy is null and voided.

#### AASK Referrals/Adoption Requirements:

- When adoption is added to the case goal:
  - Referral Letter needs to be sent using letter template
  - Invite assigned AASK worker to subsequent CFTM's

- ❑ Submit Referral Part A to AASK within 7 days of filing the TPR
  - See AASK referral checklist
- ❑ Submit Referral Part B when Custodial Team Meeting has occurred
  - See AASK referral checklist
- ❑ Submit Referral Part C when TPR is granted
- ❑ Submit Referral Part D when adoptive placement date is known

### Resources, Infographics, and One Pagers

- ❑ [Child and Family Team Meeting Refresher](#)
- ❑ [Guardianship Assistance Programs](#)
- ❑ [Child Welfare and Education](#)
- ❑ [Relative Search Guidance](#)
- ❑ [Child Welfare Court Hearing](#)
- ❑ [Impending Danger Infographic](#)