



ND ICWA Implementation Partnership

ICWA INQUIRY/CASE STATUS FORM

WHEN TO USE THE ICWA INQUIRY/CASE STATUS FORMS

The use of this form will be initiated by an emergency removal or a services required (Involuntary In-home services (with or without a court order) or a foster care placement (deprivation or unruly cases) finding as a result of a filed and substantiated 960 or CPS report. Case workers are required to send the digital ICWA Inquiry/Case Status form **via e-mail** as soon as feasible in each case. Be sure to fill in all boxes, if information is not available to you indicate so by inserting “unknown or N/A.” In addition to the form, telephonic contact is encouraged, if appropriate. If there are multiple children, each child gets their own form. In this case, all children would preferably be attached in one e-mail to the ICWA Agent. This form can be printed to be used in the field; however, do not e-mail hand printed forms. Again, sharing of this form with the ICWA Agent can only be completed via e-mail. Both the state and the tribes have secured email systems and transmission in this manner should not be an issue.

Form Basics

- i. All boxes are formatted to make use quick and easy while reducing the chance of errors.
- ii. Many boxes are specifically formatted to aid in efficiency.
 - (a) Date boxes have calendar pop outs.
 - (b) There are drop down menus throughout the forms allowing the user to select from a prescribed list- they also have the option to insert novel text.
 - (c) State boxes allow for a 2 letter entry (i.e. ND).
 - (d) Zip codes are formatted to allow 5 numbers to be entered.
 - (e) Phone numbers are formatted to put the numbers entered into the correct format: no need to use the dash or backslash.
 - (f) Check boxes allow the user to select more than one box if needed.
 - (g) There are no character limits in any of the text formatted boxes. Boxes auto adjust to the text entered. The more text entered the smaller the text will become.
 - (h) Hovering over a box will provide the user with a user tip that explains what information is to be entered into each individual box.
 - (i) All boxes allow for manual input of data if appropriate choices are not available.

- iii. The more information provided to the ICWA agent, the better for both parties. There are required boxes. If the information required is not available to you indicate so by inserting “unknown or N/A.”

Form Specifics

- i. Today’s Date should be the actual date the form is being sent to the ICWA Agent. To aid in sustainability we elected to not insert a drop down list for the To: or From: options. County and Tribe drop downs are included and can be utilized accordingly. However, one can manually enter information if communicating with a tribe or county that is not included in the drop down lists (out of state agencies or tribes).
- ii. If there is no FRAME case number assigned at the time the notice is sent please indicate so by entering unknown. This general rule applies to all areas where the information is not available. Blank boxes will leave the receiver wondering if the information is not available or if there was an oversight on behalf of the sender.
- iii. The Court Information Section should include the name and address of the court overseeing the case. The court contact should be the name of the best person to contact within the court system. This may be the judge, the judicial referee or other court personnel. If you are aware of the court number or a scheduled court date this information should be included.
- iv. Additional Information section is where text can be entered if there is information that is relevant to the case and is not elsewhere within the form. This is where any relevant sibling information is entered. If there are other case details that one feels is important for the ICWA Agent to be aware of this information can be entered here.
- v. Cc’d To the Following Parties Section: if this form is sent to anyone other than the ICWA Agent the information as to whom else received the information should be included here. It may be this form is sent to a supervisor, the parents, or other tribes.

WHEN/IF CASE TRANSFERS

Whether the case is progressing from an emergency removal to an in-home or foster care case or vice versa or there is a change in the case worker assigned, this form can be easily forwarded to the appropriate case worker to update the case progress, status or change. The new case worker will then send the updated information to the identified ICWA agent. Anytime there is a change in the case the identified ICWA Agent must be notified via e-mail.

User Tip: Saving a personal copy of the form with your personal, county and/or court information will aid in efficiency. Also, please type NEW or UPDATED ICWA Inquiry in the subject line of the email to your tribal partners.

[North Dakota Tribal Contact Information can be found by clicking here.](#)

Once the Tribe/s receive the inquiry, they hope to initially respond within three working days as to their receipt of your inquiry. Once tribal affiliation has been determined, the sender of the inquiry will receive an ICWA Inquiry Response Form from the ICWA Service Agent indicating the eligibility of the child, the applicability of ICWA and whether or not the tribe intends to file a formal motion to intervene.

The use of these accurate use of these forms is very important to the process of serving families. The better we are able to communicate and the more informed everyone around the table is the better able we are to provide services that lead to long term positive change for the children and families. We serve the more time we use to manage trivial tasks the less time we have to provide quality service to our families.

Thank you,

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