

**CHILD WELFARE  
ADMINISTRATIVE MEMO #5-2007**

**To:** Service Area Administrators  
Protection and Safety Administrators  
Income Maintenance-Foster Care Workers and Supervisors

**From:** Todd Reckling, Policy Section Administrator  
Children and Family Services

**Date:** October 30, 2007

**Contact Person:** Ruth Grosse (402)471-7785

**RE:** Review of Court Orders-Closing the Loop with Judges

**Effective Date:** November 5, 2007

**Duration:** Until further notice

The purpose of this memo is to provide instruction to Income Maintenance-Foster Care Workers and their supervisors regarding review of court orders and forwarding information to Child Welfare, Central Office.

Background: Over the past several months, there has been a great deal of interest from and collaboration about IVE between the Chief Justice, Court Administrator's Office, Court Improvement Project, and DHHS. One of the judges' requests is that they receive information quickly when they are engaging in a practice that is not beneficial for purposes of IVE. In order to provide this information, the following process will be followed:

- Each Income Maintenance-Foster Care Worker will continue to review orders for IVE eligibility, both at the time of initial removal order and for purposes of permanency review findings.
- When the IM-FC Worker finds an order (either initial or permanency) that he or she thinks does not meet IVE requirements, he or she is to complete the attached form and discuss the potential IVE error with his or her supervisor.
- If the supervisor agrees, the form, along with any related information such as exhibits, affidavits, or case plan/court report documents referenced in the order must be sent (or faxed) to Ruth Grosse in Child Welfare, Central Office.
- Staff in Central Office will review the materials and, if necessary, contact the IM-FC for additional information. They then will decide if they agree with the determination made by the IM-FC and supervisor.
- If Central Office staff agree there is a problem, they will notify the judge and provide consultation on what can be done to correct future orders for IVE purposes. A summary of the consultation or copy of the document, if any, will be

shared with the IM-FC and supervisor, and the relevant Protection and Safety Administrator and Service Area Administrator.

- If Central Office staff do not agree, they will contact the IM-FC worker and supervisor and provide information regarding why the order was acceptable for IVE.

Please note: Once an IM-FC has sent one initial removal order and one permanency review order from a judge, it is not necessary to send more, unless or until the IM-FC notes that a different problem is being noted.

The attached form will be sent to each IM-FC as an e-mail attachment, which can be stored as a word document.