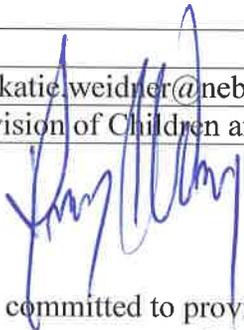


Division of Children and Family Services Protection and Safety Procedure #16-2016	
Regarding:	Mandatory Consultation Points
Rescinds:	#7-2015 and Parts of #17-2013
Date Effective:	05/12/2016
Contact:	Katie Weidner at 402-471-9700 or katie.weidner@nebraska.gov
Issue by:	Douglas J. Weinberg, Director, Division of Children and Family Services



Philosophy

The Division of Children and Family Services (DCFS) is committed to providing for the safety, permanency and well-being of all children being served under our supervision. There are certain situations where consultation with supervisors, administrators, or the service area administrator is necessary to achieve this goal and should be utilized in the decision-making process.

Procedure:

This list identifies the mandatory consultation points between the Child and Family Services Specialist (CFSS) and his/her Supervisor, Administrator, or Service Area Administrator that must occur. When one or more of the following situations are present, a mandatory consultation must occur either in person, via phone, or via email with the appropriate person *prior* to any action being taken. Please note that these mandatory consultation points do NOT include or replace required documentation for Alternative Response.

The mandatory consultation point must be documented in N-FOCUS in the narrative field titled "Consultation Point" and under the appropriate item area within three business days. The responsible party for documentation of the consultation point will be the Supervisor, Administrator, Service Area Administrator (or appointed designee) and is based on the specific type of consultation being discussed as outlined below.

The following information shall be included in the documentation of the mandatory consultation point in N-FOCUS:

- Date and time of the consultation meeting;
- Who was present at (or participated in) the consultation meeting including full names, titles, and roles;
- The purpose of the consultation;
- A brief overview of the events and a description of the final decision including the reason for the decision, supporting information, any back-up plans if needed, and actions that need to be taken.

Mandatory Consultation Points

<u>Supervisor Consultation</u>	<u>Documented by Supervisor in:</u>
1. When a safety threat is identified.	SDM Safety Assessment-Supervisor Consultation Narrative
2. When entering a finding of "Unable to Locate" or determining if additional efforts to locate the family are necessary.	Intake Consultation Point
3. When considering any out-of-home placement of a child, including: <ul style="list-style-type: none"> a. non-custodial parent; b. placement with relatives or kin; c. separating siblings; d. placement into another service area; e. placement or removal of a child from an adoptive home; or f. any other placement change that does not move the child towards permanency, except acute hospitalizations for medical treatment. 	Program Case Consultation Points
4. When evaluating "good cause" to not follow ICWA placement preferences.	
5. When requesting emergency or non-emergency approval for placement into an approved home when the caregiver's criminal history includes non-violent misdemeanor convictions.	
6. When considering recommending court action.	
7. When a CFSS suspects or receives new allegations of abuse or neglect in the family home or in a foster home.	
8. When the Initial Risk Assessment risk level is high or very high and the case involves: <ul style="list-style-type: none"> a. domestic violence; b. methamphetamine use by parent/caretaker; c. previous termination of parental rights; d. serious physical abuse; or e. sexual abuse by a parent. 	SDM Risk Assessment-Supervisor Consultation Narrative
9. When a parent declines to be interviewed or chooses not to allow access to the child during the Initial Assessment.	Intake Consultation Point
10. When a response time exception for an intake is needed for families that cannot be located, cannot be identified or the parent declines to be interviewed.	
11. When accepting a relinquishment of parental rights.	Program Case Consultation Points
12. When considering changing schools of a State Ward	
13. When considering an exception to placing a child on the adoption exchanges.	Program Person-[Adoption Exception] push bar
14. When considering adoption by a non-family member.	Program Case Consultation Points

<u>Supervisor Consultation</u>	<u>Documented by Supervisor in:</u>
15. When considering closing a case when the goal is not family preservation.	
16. In non-court cases where there are no identified safety threats, the risk level is High or Very High and the family declines to work with DCFS.	SDM Risk Assessment-Supervisor Consultation Narrative
17. When no risk assessment will be completed.	SDM Intake Consultation Points
18. When a case transfer occurs.	Program Case Consultation Points

<u>CFS Administrator Consultation</u>	<u>Documented by CFS Administrator in:</u>
1. When requesting approval for exceptions for Safety Plan Participants.	Program Case Consultation Points
2. When Law Enforcement delays contact with the child and the CFSS has reason to believe the child is in an unsafe situation.	
3. When a court adjudication is dismissed due to lack of evidence, but the CFSS recommends the allegations be agency substantiated.	
4. When requesting emergency or non-emergency approval for placement into an approved home when the caregiver's criminal history includes any violent misdemeanors and/or non-violent felony convictions.	
5. When considering placing a minor's name on the Central Registry.	Allegation Consultation Points- "Minor/Vulnerable Adult on Central Registry"
6. When a response time exception is needed for an intake, <i>except</i> for Unable to Locate, Unable to Identify, or Parent Refusal.	Intake Consultation Points

<u>Service Area Administrator Consultation</u>	<u>Documented by Service Area Administrator (or designee) in:</u>
1. When considering a placement of a child into congregate care out of state.	Program Case Consultation Points
2. When requesting emergency or non-emergency approval for placement into an approved home when the caregivers; <ol style="list-style-type: none"> a. Are on the CPS or APS Central Registry as a perpetrator; b. Are under investigation as an alleged perpetrator; c. Are on the Sex Offender Registry; or d. The caregiver's criminal history includes any violent felony convictions. The completed form will be scanned into N-FOCUS.	
3. When considering a bed-hold beyond 5 days.	
4. When requesting Intensive Family Preservation services be extended beyond the initial authorization period	

References:

None