

## **Kids Case Management Procedural Framework for Counties**

We value advocacy for children and their families. We believe they are an integral part of our community. We believe our services should focus on the needs of the child who has a right to live in a caring environment. We agree to take a holistic view of the child and the family when planning for them and when assisting them to make decisions for themselves. Our services should respond to, and support children and their families.

There is concern among some DD Managers regarding issues in this document. Specifically, the receiving county who is being asked to provide primary case management with a lack of case management resources. The DD Managers agreed to strive for consistency.

The DD Managers agreed to a 6-month trial period of this procedure. During the 6-month period, all counties will track the movement of children in and out of the county. DD Managers will be notified whenever someone moves into the county, whether it is to be a permanent placement or not.

### **Recommendations**

1. Counties will not refuse services to or block the transfer of a child, based on eligibility, who has been found eligible for services by another County.
2. Counties may accept each other's eligibility findings from birth to age 5, from age 6 to age 15 and after age 18 if all assessments are current, unless new information is available or if something has changed. The home county is responsible for initial eligibility determination. DD Programs will request training in the area of eligibility determination. When the receiving county's eligibility findings are different than the home county, the receiving county may refer to the SPD office for determination.
3. "Home" county is defined as the county that has court jurisdiction. The location of the SCF Branch/ OYA Office of DD Program is not irrelevant. If there is no court jurisdiction, the home county is where the guardian, family or custodial parent resides.
4. The "home county" may request assistance from another county if the child does not reside in the home county. This assistance may include but is not limited to:
  - a. Eligibility determination
  - b. Primary case management when child is in residential placement or foster care (short term only)
  - c. Planning for kids turning 18

5. When a county is providing primary case management and the placement becomes permanent (adoption, permanent foster care or transfer of jurisdiction) and there is no plan for the child to return to the family, the ISP Team should consider a transfer for the home county. This may include transfer of the service payment and may include case management dollars if available.
6. A transfer is not automatic even if the child's placement is permanent or long term. The transfer must be in the best interest of the child. Negotiation between counties will occur to assure that case management resources are available in the county in which the child resides to accommodate the transfer.
7. The county providing primary case management will bill for the case management service and enroll the child on that county CPMS. If the service payment has not transferred, the county providing primary case management will enroll the child in the home county CPMS for service payment.
8. Transfers should not occur before 120 days from date of placement. Receiving Counties may assist in coordination of local resources (school) if needed.
9. The "home county" and the home SCF branch/OYA branch will work together regardless of the location of the child or the family's residence. If the home SCF branch transfers the case, the DD program may request transfer of primary case management. If the home SCF branch/OYA branch transfers jurisdiction, the DD program will consider transferring the case.
10. The county doing primary case management is responsible for SERT. Foster Home certification issues should be reported to both the home county and the county where the child resides. Recommendations for follow up shall be considered binding.
11. The county providing primary case management is responsible for SERT. Issues should go to both the primary case manager and the home county. Recommendations for follow-up shall be considered binding.
12. Best Practices for Case Managing Children:
  - a. Reunify the family
  - b. Maintain the child's connection to family, if appropriate
  - c. Minimize the number of moves the child has to make
  - d. If the placement is far away from the family, keep looking at moving the child closer.

## Stages: Decision making about Kids CM

The county in which the entity with guardianship/ wardship resides is the home county.

1. Request for Intake
  - a. Determine the “home” county
    - i Is there court jurisdiction? Yes or No
    - ii If no, which county does the family, guardian or custodial parent lives in? The county where the family, guardian or custodial parent lives (home county) completes eligibility assessment.
    - iii If yes, which county has court jurisdiction? The County with court jurisdiction (home county) completes eligibility assessment.
  2. If the child is eligible, who should case manage the case?
    - a. First ask, where does the child reside? If the child resides in the County that has Court jurisdiction (home county), OR the County where the family, guardian or custodial parent lives (home county) the home county case manages the child.
    - b. If the county where the child resides is not the home county, then the home county can:
      - i Home county request primary case management from county where child resides if farther than “rule of thumb.”  
OR
      - ii Home county request primary case management from county where child resides if SCF has transferred case to local branch but jurisdiction has not changed.  
OR
      - iii Home county provides case management.
    - c. If the county where the child resides is not the home county and the child’s placement is permanent the home county can:
      - i Home county request to transfer the case to the county where child resides but must still assume responsibility for planning beginning at age 17.  
OR
      - ii Home county provides case management.