	INDIANA DEPARTMENT OF CHILD SERVICES **CHILD WELFARE POLICY**	
	Chapter 5: General Case Management	**Effective Date:** July 1, 2014
	Section 2: Gathering Case Information	**Version:** 3

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will gather as much information as possible about the child and the family to assist in completing a thorough assessment of the functional strengths and underlying needs of the family. This information will be used when developing the Case Plan (SF 2956) and establishing eligibility for federal funding. See separate policy, 5.8 Developing the Case Plan and the Family Functional Assessment Field Guide for suggested questions in each functional area.

Code References
   N/A

PROCEDURE

The Family Case Manager (FCM) will:
1. Collect pertinent information as needed to complete the following:
    - Preliminary Report of Alleged Child Abuse or Neglect (SF 114),
    - Assessment of Alleged Abuse or Neglect Report (SF 113),
    - Safety Assessment,
    - Risk Assessment,
    - Child and Adolecent Needs and Strentghs CANS information,
    - Assessment notes, photographs, and recordings,
    - Educational information,
    - Medical Passport (DCS PAM 036),
    - Family Network Diagram (See Chapter 5 Tools, Family Network Diagram Instruction Guide),
    - Documentation for determining eligibility for federal funding, and
    - Provider reports;

2. Record all pertinent contacts pertaining to assessment in the Management Gateway for Indiana Kids (MaGIK);
3. Analyze all information as it pertains to the safety, permanency, and well-being of the child(ren);
4. Provide a summary of all pertinent information to the Child and Family Team (CFT), for the purpose of developing an appropriate Case Plan (SF 2956) to meet the needs of the child and family; and
5. Provide relevant information to service providers on the Service Referral Form available in KidTraks.

Family Network Diagram

The Family Network Diagram is a tool that combines the Ecomap and Genogram to provide valuable information on geneology and community resources available to the family. The use of this tool recognizes the family as the most knowledgeable source of information. See Chapter 5 Tools, Family Network Diagram Instruction Guide, for more information.

Areas of Assessment

Assessment is an ongoing process that occurs at every interaction with the family. Throughout the life of the case, the FCM will strive to assess the functional strengths and underlying needs for each family member in the following areas:

1. Safety;
2. Well-being, for example: physical health, mental health, learning and development, as well as self-identified issues surrounding sexual orientation and/or gender identity;
3. Domestic violence;
4. Sexual abuse;
5. Living conditions;
6. Finances and employment;
7. Education;
8. Formal and informal supports available to caregivers;
9. Resources available to the family;
10. Interaction between caregivers and child(ren);
11. Academic or developmental level of the child(ren) and the parent, guardian, or custodian;
12. Relationship between adult caregivers and child(ren);
13. Recent losses;
14. Any apparent family physical or mental health issues;
15. Substance abuse challenges;
16. Stability and transitions; and
17. Permanence.

As the FCM is gathering case information from the family and service providers, the most accurate and up-to-date information should be documented in MaGIK and the case file, as needed. For example, if an item can be scanned into MaGIK, it does not need to be saved in the hard file. The following details are needed regarding persons living in the household of the removed child:

1. The relationship of household members to the removed child;
2. Sources and amount of income for each household member in the month of removal;
3. Each parent's place of residence in the month of removal;
4. Each parent's employment status; and
5. Any physical or mental illness(es) of one (1) or both parents that would prevent the parent(s) from providing care and support to the child.

   Note: These details can be used to determine a child's eligibility for Title IV-E Foster Care, Title IV-E waiver, and/or Title IV-A Emergency Assistance.

FORMS AND TOOLS

1. [Family Network Diagram Instruction Guide](#)
2. [Family Functional Assessment Field Guide](#) – Available on the Indiana Practice Model SharePoint
3. [Service Referral Form](#) – Available in KidTraks
4. [Case Plan (SF 2956)](#) – Available in MaGIK
5. [Preliminary Report of Alleged Child Abuse or Neglect (SF 114/CW0310)](#) – Available in MaGIK
6. [Assessment of Alleged Abuse or Neglect Report (SF 113/CW0311)](#) – Available in the MaGIK
7. [Medical Passport (DCS PAM 036(R2/3-06)](#) – Available in Hard Copy

RELATED INFORMATION

Functional Strengths

Functional strengths are 'the buildable' strengths of our families; they help us build toward goal achievement. Exploring those strengths beyond the surface level provides a great deal of information when trying to match the strength (asset) to meet a need in the planning process. For example, saying someone is good at soccer doesn't provide much to work with; however, identifying that they are able to participate in group activities, follow directions from a leader and the ability to work towards a clear goal.

Underlying Needs

Underlying needs are the root source of an individual and/or family's challenges, which determines the appropriate use of services or interventions. In order to identify the underlying need, the question of what the family needs or what needs to change in order to achieve the family's outcomes should be answered. The FCM will assist the family and the team to identify these needs.

The ability to identify an underlying need is a crucial step in engaging a family and promoting safety, permanency, and well-being. Addressing underlying needs allows DCS and the CFT understand the root of the problem and provide accurate/effective services to address the needs. This method supports safe sustainable case closure.