



Policy: Case Assignments

ChildNet Number: CN 003.001
Original Approved Date: June 22, 2010
Policy Revised Date: July 9, 2014
Policy Sunset Date:
COA Standard(s): AS 14.06, FKC 19.07

Statement of Policy: This policy establishes the guidelines and procedures for the initial assignment and re-assignment of cases under ChildNet's supervision.

Board Chair's Signature:

Date:

07-29-14



Procedure: Case Assignments

ChildNet Number: CN 003.001

Original Approved Date: June 22, 2010

Procedure Revised Date: December 8, 2011; August 9, 2012, July 9, 2014, March 20, 2018, March 5, 2022

Procedure Sunset Date:

COA Standard(s): AS 14.06, FKC 19.07

Procedure:

1. Every child is to have an appropriate permanency goal with a case plan which identifies the services to be provided. Determining the permanency objective takes into consideration the best interest of the child, which also guides the case assignment. Cases are assigned to a division based on courtroom assignment or other factors, such as Independent Living or Specialty Court project. Case assignment takes into account, but is not limited to, the following factors;
 - a) Whether the case is new, or supervision is reinstated
 - b) Case complexity – special needs of the child and their family
 - c) Dependency Case Manager's level of, training, expertise, experience; competencies, and level of supervision needed
 - d) Diversity-related factors
 - e) The work and time required to accomplish assigned tasks and meet practice requirements, including those associated with individual caseloads and other organizational responsibilities
 - f) Service elements provided by other team members or collaborating providers
2. Once a case has been accepted by ChildNet, it will be assigned to the appropriate Division and corresponding Unit based on the rotation basis. Further specific Dependency Case Manager assignment will be made by the Supervisor.
 - a) Adoption and Extended Foster Care Assignments:

The Adoption and Youth Services Division encompasses a variety of services for children/youth and families. The Extended Foster Care Unit serves youth **17 to 21 years of age or 22** with a documented disability that is likely to turn **18** prior to achieving permanency or are participating in Extended Foster Care. The goal of the EFC Unit is to prepare and assist these youth with their educational goals and transition to adulthood. The Independent Living Aftercare Unit provides aftercare services to young adults, **18-22 years of age** who have requested these services as they transition to independent adults. In Palm Beach, Vita Nova provides PESS and aftercare services.



The other major area of the Department is Adoption Services in Broward, which includes the recruiting and training of prospective adoptive parents, the ability to find the right match of child and adoptive family and supporting and guiding that child and family while they adjust to the challenge of being a new, united family. Adoption Specialists are assigned to cases when a Termination of Parental Rights Petition is filed.

In Palm Beach, Children's Home Society provides adoption services.

3. ChildNet recognizes the critical importance of maintaining a caseload that can be effectively managed to meet each family's needs, maintain knowledge of community services that will support the family and being aware of the importance of frequent contact and visitation with the child/family. ChildNet's goal is to limit Dependency Case Manager's caseload sizes aligned with nationally recognized recommended caseload sizes, however there will be times when it is necessary to assign cases outside of those recommended factors. In those instances, supervisors will work with staff to provide necessary support for a higher caseload size.

4. Case Transfers:

After initial case assignments have taken place, cases may be transferred within the Case Management units at the request of the Manager/Director or supervisor and with the approval of the Program Officer or designee. Case Transfers that are the result of a court approved case plan goal change, such as a transfer from a Case Management Unit to Adoption or EFC Unit, from the EFC Unit to Adoption, etc., must follow these procedures:

- When a child reaches **17 years of age** the DCM will request the case be transferred into the EFC Unit for primary case management. For cases with siblings, the DCM will continue as primary on the case with the Extended Foster Care Manager/DCM being assigned as secondary but with primary case management responsibilities for the **youth that is 17**. This unit will specialize in working with this **age group (17-21)** or until such time that they exit extended foster care. The EFC Unit will also receive cases from the IL Aftercare Unit when a young adult opts into Extended Foster Care.
- All case activities for which they are responsible have been completed and documented by the transferring Dependency Case Manager.
- The Supervisor or designee is to request a staffing to transfer the case. The Supervisors are to attend the staffing and the staffing is to be documented in the CCWIS system.

President's Signature: _____

Date: _____

09-06-22