NORTH Dakota | Health & Human Services
Be Legendary.

CFS Internal Workflow
CPS Assessment & Foster Care Provider

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960 Report received by CPS Intake

→ CPS Intake completes full kit and forwards to CPS Supervisor **or** will **AA/AR** the report.

AA or AR: Even if the report is AA or AR or CSB, under CPS policy, it could still rise to the level of a licensing concern. If known, CPS will proceed with referral/notification to licensing. *If notified, Licensing will review the report and determine if there is a reason to further engage.*

→ Subject(s) are identified as licensed foster provider(s)

→ CPS Intake notifies CPS-FSS (within 24 hours)

→ **CPS - FSS will forward the notification to:**

1. CFS Licensing Unit (cfslicensing@nd.gov)
will notify the Licensing Specialist, Supervisor and Kelsey
2. CPS Lead & CM Field Service Specialist (Kirsten & Lisa)
will collaborate to notify the legal custodian of the child.
3. Permanency Administrator (Dean)

→ Victim is identified as a child in foster care

or

a household member of the foster provider

→ **If a victim is a child in foster care,** CM FSS submits report as follows:

* Sentinel event within 12 hours
* Incident Report within 24 hours

→ **If Sentinel Event, CM FSS must notify:**

- Cory Pedersen - CFS Director. In turn, Cory will notify Kirsten Hansen (Child Protection & Prevention) and Jenn Grabar (Child Fatality) if there is a child death.
- Dean Sturn – Permanency/Foster
- Jon Alm - Legal Advisory
- Russ Korzeniewski - Risk Management

→ If a CPS report occurs in a state home, CPS will take the lead and the CFS Licensing Specialist will work simultaneoulsy to assess the situation.

→ If a CPS report occurs in a non-state home (Nexus PATH, URM), CPS will notify the licensing agency and work simultaneously with that agency (Nexus PATH, URM) to assess the home. CPS will also maintain communication with the CFS Licensing Coordinators.

→ Placement and safety decisions will be assessed as a team. Licensing will make the final determination regarding if the licensed provider should be placed on a HOLD status or if the foster care placement/s should be moved to a different home.

Assessment:

CPS (primary) is responsible to assess safety of the children in the home, while the Licensing Specialist reviews the report to ensure licensing compliance. There is a potential that no interviews with the family by CPS or licensing can occur if an investigation is initiated by law enforcement. However, if there is a decision to move the children from the home, it is likely law enforcement will allow CPS/Licensing to provide limited info as to why. ***Ultimately, licensing can decide the # of beds a home can be licensed for and if children need to move.*** *If the decision is made for the children to remain in the home; CPS will develop a present danger plan or a safety plan if the assessment identifies present or impending danger.*

→ CPS will invite the CFS Licensing Specialist to join the CPS staffing for decision.

→ If unable to attend the staffing, CPS will notify the CFS Licensing Specialist of the decision.

→ If there is a **confirmed finding**, Licensing will proceed (by law) with a revocation of the foster provider license.

→ If there is **not** a **confirmed finding**, Licensing will determine if law, rule or policy was violated. Identify next steps of no action, MOU or revocation.