

# ND CFS Quality Assurance

## QA CASE REVIEW

### Foster Care Case File Checklist

<b>TARGET CHILD NAME</b>	
<b>DATE OF REVIEW WEEK</b>	

This document does not need to be returned to CFS QA Unit and is for agency reference only. Case file and case preparation documents are to be submitted electronically one week before the review week begins through the private channel in DHS Microsoft TEAMS. If you are unable to access TEAMS or a paper file is necessary, please contact the QA Manager to secure arrangements.

#### Items Needed Over the Course of the Entire Service Period (BEFORE and DURING the PUR)

• Up-to-date case activity logs, progress notes, and CFTM notes not entered in FRAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• All court documents ( <i>please include TPR petitions if applicable</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Relative searches ( <i>maternal and paternal</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

#### Items Needed for the Family Unit (including siblings remaining in/from home of removal)

• Any written safety plans, case plans, and family assessment documents ( <i>ie PCFAs &amp; PCPAs</i> ), home safety assessments not already located in FRAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Visitation plans & reports not entered in FRAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Parent aide notes and referral	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• If tribal case, any CPS reports and records on all children from removal home	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

#### Items Needed for the Parents, Caregivers, and the Target Child DURING the PUR

• Releases of information in effect during the PUR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Evaluations, service records, and collateral information (parental capacity, chemical dependency, psychiatric, psychological, intensive in-home family therapy, occupational therapy, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Correspondence from parents, service providers, collaterals, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

**Items Needed for ONLY the Target Child DURING the PUR**

• Dental, vision, medical information, and immunization records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Educational evaluations and services in effect during the PUR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Independent Living Plan for youth 16 and older	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• If APPLA, any signed documentation for long-term case commitments	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Referral and other documentation with AASK, if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Documentation of efforts to determine ICWA applicability, if not entered in Frame			
• Institutional and foster home 960s	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

**If the foster care case also has in-home services during the period under review, please refer to the in-home checklist and send the applicable documentation.**

**Other Items Requested from the Agency**

• Genogram	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• FC Caseworker Narrative- SFN 995	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• FC Supervisor Questionnaire- SFN 997	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• CPS Case Narrative (if applicable)- SFN 993	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• *Adoption Summary (required for cases involving AASK)- SFN 992	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

**Case Preparation Documents:** As a result of feedback received in October 2022, most case preparation documents (SFN 993, 995, 996, 997, 998) are encouraged but not required. These documents are available and can assist staff in preparing for a review. **We will continue to require the SFN 992, Adoption Summary, for applicable cases.**

**Period Under Review (PUR):** The time frame used when reviewing casework practice to inform the review instrument ratings. The PUR will start at the beginning of the sampling period and ends when the case is reviewed. At times, the review team will look back prior to the PUR for permanency goals and decisions, or relative searches, although, for the most part, the review team will focus on events in a case during the period under review.

**Thank you for your continued work and partnership!**