

ND CFS Quality Assurance

QA CASE REVIEW

In-Home Case File Checklist

CASE NAME	
DATE OF REVIEW WEEK	

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 DURING the PUR for all Children, Parents, and Applicable Alternate Caregivers

• Up-to-date case activity logs, progress notes, and CFTM notes not entered in FRAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Any written safety plans, case plans, and family assessment documents (ie PCFAs & PCPAs), home safety assessments not already located in FRAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• 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 for parents or alternative caregivers (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
• Parent aide notes and referral	<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
• Court orders, if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Items Needed if the Following Issues are Relevant to Agency Involvement with the Family

• Dental, vision, medical information, and immunization records	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Educational evaluations and services in effect during the PUR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
• Evaluations, service records, and collateral information for children (chemical dependency, psychiatric, psychological, intensive in-home family therapy, occupational therapy, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Other Items Requested from the Agency			
• Genogram	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• IH Caseworker Narrative- SFN 996	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• IH Supervisor Questionnaire- SFN 998	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• CPS Case Narrative (<i>if applicable</i>)- SFN 993	<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.

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.

Thank you for your continued work and partnership!