



B. J. Walker, Commissioner

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July 7, 2006

SOCIAL SERVICES MANUAL TRANSMITTAL NO. 2006-05

TO: County Directors of Family and Children Services
DFCS Regional Operations Directors
DFCS Regional Directors
Regional Field Program Specialist
DFCS State Office

FROM: Martha Okafor, Deputy Director
Programs and Policy

**RE: Changes in Child Protective Services Policy: Chapters 2102, 2013, 2104
2105, and 2107.**

PURPOSE:

The purpose of this manual transmittal is to announce that manual transmittals will no longer be printed for distribution, incorporate changes to existing policy in Juvenile Court – Placement Issues Section, Intake, Investigation, Case Management and Family Preservation.

DISCUSSION:

Policy will no longer be issued in paper form but will be maintained by the Online Directives Information System (ODIS). To maintain paper manuals counties will be required to print changes from ODIS. Due to the recent increase in the number of informal drug testing/treatment facilities opening and offering services around the state, to add continuity and consistency for services to our families the Division has established that a contract must be signed when services are provided by a private provider/vendor for drug testing/drug treatment. The specific requirements for contract are found in the Purchasing and Procurement Section of the Administrative Policies and Procedures Manual. Policy re: deprivation due to substance abuse and services to families with substance issues has been revised in collaboration with our Addictive Diseases partners to ensure staff have the most current information, policy and practice, we have incorporated Placement Central for checking History on Reports of Child Maltreatment to ensure all screening tools have been assessed at intake and corrected the information submitted in MT 06-01 re: the maximum amount for Early Intervention fees is \$500.00.

SECTION II (JUVENILE COURT – PLACEMENT ISSUES)

2102.9 (Deprivation Resulting from Substance Abuse) changed to clarify if substance abuse is the cause of deprivation, DFCS shall recommend a substance abuse assessment for the parents, counties are to use community resources for drug treatment and testing, if private providers/vendors are used counties must use providers where a contract has been signed.

SECTION III (INTAKE)

2103.8 (Reports of Parental Alcohol and Other Substance Abuse) added additional questions to ask during intake to further determine whether there are allegations of maltreatment.

2103.9 (Reports of Juvenile Substance Abuse) clarified if assisting parents in coordinating and arranging substance abuse treatment the families resources are used to pay for the services.

2103.13 (CPS History) added placement central as an available resource to check for any known CPS history.

SECTION IV (INVESTIGATIONS)

2104.3(DRUG EXPOSED/ADDICTED INFANTS) clarified the need to have a Release of Information signed for permission to discuss and receive copies of medical records. Case managers cannot discuss results of drug tests or assessments without a signed release of information or court order.

2104.25 (ALCOHOL AND OTHER SUBSTANCE ABUSE IN SUBSTANTIATED INVESTIGATIONS) instructs counties to use local community behavioral health providers or Promoting Safe and Stable Families providers for substance abuse testing or treatment and using only private providers who have signed contracts. A checklist for identifying Substance Use Disorders was added and Transition Planning, Aftercare, and Recovery Services to procedures/practice issues.

2104.26 (Drug Tests) title changed from Drug Screens to Drug Tests, a screening tool was added, Drug monitoring information added and clarified that a positive drug test will require a parent/caretaker to submit to a substance abuse assessment.

Appendix A (Drug Tests) title changed from drug screens to drug tests, changes made to make information more current.

SECTION V (CASE MANAGEMENT)

2105.14 (Use of Drug Tests in Ongoing Case Management) clarified that drug testing and treatment should be received from local community behavioral providers or Promoting Safe and Stable Providers, private providers can only be used when a contract has been signed with confidentiality and HIPPA agreements have been signed.

2105.15 (Relapse Issues in Substance Abuse Cases) clarified that each occurrence of relapse should be evaluated individually, added additional signs of relapse, case managers are not to share the results of drug tests/drug assessments without the expressed written consent of the client or without a court order.

SECTION VII (FAMILY PRESERVATION PROGRAMS)

2107.5 (Early Intervention Fees and Program Structure) maximum amount for early intervention/preventive services shall not exceed \$500.00 per case.

2107.6 (Services Reporting Requirements) maximum amount for early

intervention/preventive services shall not exceed \$500.00 per case.

2107.16 (Eligibility for PUP Services) clarifies that a caretaker, who refuses to give a drug test must comply with a drug abuse assessment as approved by DFCS.

2107.20 (PUP Program: Approved Services) certified addictions counselor added to group who can provided psychiatric and psychological testing & evaluation, clarified that PUP funds maybe use to fund drug test from a DFCS approved list of laboratories.

IMPLEMENTATION:

This manual transmittal is effective upon receipt.

INSTRUCTIONS FOR POLICY MANUAL MAINTENANCE:

Policy has been revised on ODIS and copies should be printed for manual maintenance from the ODIS website.

Enter this transmittal on the Record of Transmittal Form