

CWS/CMS documentation required for sending a court ordered case to another county.

1. The Case Alert field of the ID Page of each child/youth being transferred:
 - Date of filing in the receiving county
 - Date the filing was verified
 - Name of individual confirming the receipt of the case for transfer
 - Where the family lives
 - Service component type
 - Name of siblings, number of children
 - Special needs of child(ren)
 - Placement status
 - Primary language
 - Note if the case is "Sensitive" and why it is "Sensitive"
2. In the Case Management Section on the Address page of the parent's client notebook the parent's:
 - Name
 - Address (i.e., street address, city and zip code)
 - Phone Number
 - In addition, the JV 550 must have the correct address.
3. Update any additional CWS/CMS Notebooks as needed. Documentation in CWS/CMS must be current and meet the FULL UTILIZATION mandates for required field entries.
4. The following notebooks must be current before the sending county transfers the case in CWS/CMS within 5 business days.
 - Health
 - Signed Case Plan
 - Contact
 - Education
 - Client
 - Family Information
 - AFCARS
 - Eligibility Worker Notified
 - ICWA
 - Inquiry Made – Copy of JV 010A
 - Results of Inquiry
 - Placement
 - Guideline: When the sending county verifies the eligibility closure date, it is to end date any

Ongoing Requests using the appropriate eligibility end date.

- Court Management
 - Guideline: Upon adoption of this protocol, sending counties are to change any 12/31/2099 hearing dates to the official hearing date.

IN ADDITION, the following actions must be completed in CWS/CMS, as applicable:

- SOC 815-APPROVAL OF FAMILY CAREGIVER HOME
 - SOC 817-CHECKLIST OF HEALTH AND SAFETY STANDARDS
 - SOC 818-RELATIVE OR NREFM CAREGIVER ASSESSMENT
 - SOC 815, SOC 817 and SOC 818 are to be completed when a Relative/NREFM home is reassessed
 - All requirements for transferring a NMD case have been met
 - Any Special Project Code if applicable
 - ALL pending approvals satisfied
 - When appropriate, the Transfer-Out Hearing is created. Use "Transfer Out Hearing" as Hearing Type Description
 - After the Hearing where the Transfer Out is ordered, the Results page is completed in the Hearing Notebook, including the Order: "ICT Out Ordered"
 - Close the Juvenile Court# and make it inactive and End-Date the Associated Attorney Relationships in the Client Notebook(s)
5. Review the Transfer-Out Hearing Minute Order results.
 6. Complete the Transfer Request Page in the Case Information Notebook, request SCSW approval in CWS/CMS and save to the data base.
 7. Notify the Technical Assistant Eligibility Supervisor (TA ES), via the DCFS 280, to initiate ICT of AFDC-FC, if applicable (the TA ES will forward the DCFS 280 to Revenue Enhancement).