**Case Transfer Checklist – Intake to Permanency/Ongoing**

**Case Name:**  Click or tap here to enter text. **Case ID:** Click or tap here to enter text.

**Assessment Worker:** Click or tap here to enter text. **Ongoing Worker:** Click or tap here to enter text.

**ALL Cases:**

Case transfer staffing held and/or FTM scheduled (whichever occurs first)

FSP 1 (Family info)

FSP 2 (Social history – all 14 questions)

FSP 4A (Imminent Risk)

Treatment Plan (if sent 45 days after *referral* date)

* Intake will enter a basic treatment plan concerning scheduling the FTM and the family participating in the FTM.

MOE

F:F Contact with all children if transferred ***after*** the 15th of the month

Completed RED File

**Court Involved Cases (No Placement):**

\*All the above **and** the following

IAP

D&N Petition

Shelter Hearing

ICWA determination

**Court Involved Cases (Placement):**

\*All the above **and** the following

**All Placement Cases:**

FSP 4B (Placement)

FSP 4C (Placement)

23B (Placement)

169A (Meds and Allergies)

Placement Orders

Service Authorization

Authorization for Health Care

Rights and Remedies

BID Meeting notification given (if applicable)

ALC Referral (if applicable)

Visitation Referral

First Visit Scheduled

IV-E Documents

Birth Certificate Request

IFF (Court involved will be done at court by Dave and/or Maplestar, non-court to be completed at the FTM)

ILP (if sent 45 days after the *placement* date)

**Kinship Placements:**

Kinship Application

ROC of walk-through of Kinship home

Kinship Referral and Fingerprints

Background Checks for Kinship household

**Foster Care/Paid Placements:**

Foster Parent Packet (if applicable)

ROC of walk-through of Foster home