



FOSTER & ADOPTIVE CARE COALITION
FOR EVERY CHILD... A PLACE TO CALL HOME

30 Days to Family Projected Timeline of Milestones

Because each case is unique and 30 Days to Family services are individualized to meet the needs of the family, this list of activities is not all-inclusive, but should be used as a guide

Day 1-Day 2 Activities:

- Attend initial TDM
- Conduct Initial Family Searches with initial information
 - Initial searches brought to court hearing/initial meetings and reviewed with family
 - Compose genogram for family from initial search information
- Attend PC Hearing
- Attend Initial 72-Hour FST
 - Roadmap to Family fully completed with detailed current status information (including *existing current* family supports and resources: doctor, dentist, mental health providers, etc.) and plan of action for all noted activities
 - Gather preliminary information to complete initial GARF, C-GAS/PIR-GAS Assessments [continue gathering additional information in initial meetings with child(ren) and parent(s)/caregiver(s)]
 - Schedule 30-Day FST and 2-week Barrier Meeting while all team members are present.
- Family Contact (Phone or Face to Face) made on Day 1 (for each child)
 - Parents/Caregivers
 - Mother
 - Father
 - Step-parent(s) (if applicable)
 - Other caregiver(s)
 - Grandparents
 - Maternal Grandmother
 - Maternal Grandfather
 - Paternal Grandmother
 - Paternal Grandfather
 - Siblings or siblings' caregiver (if sibling is a minor)
 - Includes siblings in CD custody and siblings NOT in CD Custody; Federal law dictates there is no distinction between full and half siblings.
 - Any other individual(s) specifically named as potential placement option/support
 - Any individuals with known contact information (as provided by team and/or family)

Week 1 (Business days 1-5):

- Face to face visit with child (if age-appropriate & able to provide information) (*within 2 business days of case opening*)
- FACES search conducted (*within 3 business days of case opening*)
- Court file review conducted (St. Louis City jurisdiction) (if applicable *within 3 business days of case opening*)
- Plan for Educational Stability has been established so child may continue attending home school
 - The Coalition's Educational Advocacy Services have been engaged and/or Advocate has been consulted by Specialist (as needed)
- Paternity Activities Established
 - _____
- Sibling visitation plan established and initial sibling visit(s) scheduled
- Family Contact Log is updated as contact with Family/Kin is made
 - Follow-up, additional activities, or requests for involvement for each individual is noted in the Follow-Up/Desired Involvement column
- Genogram updated on a daily basis with info provided by family and/or through searches
 - 80 relatives identified and recorded on the family genogram
 - Family information recorded on genogram, including:
 - Child/Family Ecomap Information
 - Relationship Status Information
 - Desired Involvement
 - Attempts to contact
- Additional searching conducted on maternal and paternal family members to expand the genogram and identify additional relatives/kin
- Potential placement option(s) identified
- Barriers to placement identified
 - Plan in place to address barriers
 - _____
- Child(ren) receive initial medical care
 - Follow-up and/or medical specialty appointments are scheduled for physical and mental health services (as needed)
 - _____

- For older youth (ages 13-17) ensure the CM has made the referral and followed up to schedule the youth's 1st appointment (Must be completed within 1st 5 days of child entering care) COACH: 314.699.6247; COACH@kids.wustl.edu

Weeks 1-4: Ongoing activities throughout 30 Days to Family services

- Family Interviews (in person & via phone)—meet with anyone and everyone who is willing to meet. During interviews, continue to gather family information and expand the family tree
- Follow up with each individual after the interview
 - Provide them with an updated family tree (incorporating the information the individual provided)
 - Update the individual on the next steps of the process (if they requested involvement)
- Search Activities
 - Documentation of all search activities (easily followed and understood by another Specialist, Investigator, or Reviewer)
- Identify potential placement options and supports (never stop because you have identified 3)
- Update the Roadmap and provide the updates to the team and Identified Relative/Kin Resource Provider
- Update the Family Contact Log as contact with relatives/kin is made
- Provide the team with updates via email

Weeks 1-4: When an Individual is Requesting Further Involvement

For Each Individual Requesting to become a Relative/Kin Resource Provider

- Conduct preliminary background checks
 - Case.net
 - MO Sex Offender
 - Federal Sex Offender
 - Muncourt.net
 - Google/Facebook
- Inform the team when home visit is scheduled and extend invitation to join
- Home walkthrough & licensing paperwork
 - For all individuals in home age 17 or over, obtain copies of Driver's License, Social Security Card, and Proof of Insurance
- Explanation of licensing requirements and expectations to Potential Resource Parent
 - Review of how placement of child(ren) would affect Resource Parent's Household/Daily Life
- Assess appropriateness of potential placement option
 - Address any potential concerns
- Update Roadmap to reflect potential resource provider's specific needs/supports
- Email update to team to notify of potential placement option, including all pertinent information, and request for CA/N and Criminal Screenings

- Resource Provider's needs identified and plan to meet needs (i.e. car seat, bed, daycare, supervision, home safety standards, etc.)
- Plan for Educational Stability established to maintain child in home school

Once Placement Option is Approved as the Relative/Kin Resource Placement Provider:

- Roadmap to Family **fully** updated with all available information and provided to identified Resource Provider (*ideally prior to placement; no later than 24 hours following placement*)
- Ensure all necessary resources and supports are engaged

For Each Individual Requesting to become a Support to the Child/Family

- Preliminary background checks
 - Case.net
 - MO Sex Offender
 - Federal Sex Offender
 - Municourt.net
 - Google/Facebook
- If child will have any contact with the Support in his/her home:
 - Home walkthrough & accompanying paperwork
 - For all individuals in home age 17 or over, obtain copies of Driver's License, Social Security Card, and Proof of Insurance
 - Explanation of requirements and expectations of being a Support
 - Assess appropriateness of potential Support & address any potential concerns
- Email update to team to notify individual wishes to become a support, including all pertinent information, and request for CA/N and Criminal (or other identified approval process for supports that the team agreed upon in the initial FST—should be outlined on Roadmap)

Weeks 2-3:

- Potential backup placement option 1 identified
- Potential backup placement option 2 identified
- If placement has not occurred,
 - 2 week meeting held to discuss/overcome obstacles
 - Barriers to placement identified
 - Plan to overcome barriers established

Week 4:

- If placement has occurred:
 - All identified needs for a successful placement have been successfully addressed
 - A written plan is in place, documented on the Roadmap to Family
 - Roadmap to Family is 100% complete and accurate
- If placement has not occurred and services do not conclude within 30 day timeframe, case is staffed and Case Extension Form is completed

- Attend 30-Day FST
 - Provide team with printed up to date genogram
 - Provide team with the Roadmap to Family & accuracy of the Roadmap (aftercare, follow-up, and identified resources & supports) is verified and approved by the team
- Gather information to complete the GARF, C-GAS/PIR-GAS Closing Assessments
- 60-Day FST scheduled while all team members are present

Following Conclusion of Services:

- Complete the Conclusion of Service Child & Family Assessments (GARF, C-GAS/PIR-GAS) (*Goal: within 1 week after conclusion of services*)

- Submit Continued Family Planning Documentation for Review, including Continued Family Planning Summary, Roadmap to Family, Family Contact Log, Initial & Final Genograms (*Goal: 1 week following conclusion of services*)
- Provide Continued Family Planning Documentation to Team (*Goal: 2 weeks or less following conclusion of services*)

- After Continued Family Planning Documentation has been provided to team, send an electronic link to the 30 Days to Family Feedback Survey

- Attend the FST held 30 days following case closing (Usually 60-Day FST Meeting)
 - Review case progress and gather information to complete the required follow-up (30 days following case closure) and the Child & Family Assessments (GARF, C-GAS/PIR-GAS)
 - Ensure the plan for after-care and supports outlined on the Roadmap to Family is being implemented. Address any issues, questions, or concerns that deviate from the Roadmap
 - Assess if further assistance from the Coalition is required
- If placement occurred: Provide the Provider Satisfaction Survey to the Relative/Kin Provider via email or a hard copy with a self-addressed envelope

- Complete the Child & Family Assessments (GARF, C-GAS/PIR-GAS) for 30 days following conclusion of services