**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