

Step One: Intake/Admission

Present child to CWC within 24 hours with JJA Form 17
Collect all required documents and submit to appropriate authorities
If child was lost or abandoned, submit copy of JJA Form 17 to Police within 24 hours

CWC places Child at CCI

CWC places child in family
(Not dealt through these steps), need based follow up

Step Two: Assessment

SIR (JJA form 22) within 15 days,
Case history (JJA form 43) within 15 days
ICP part A (JJA form 7) within 15 day
Enter children's details on Track Child Portal
Thrive Scale™ to identify Red Flags, safety issues and determine if reintegration is possible after contact with the family

Is Family Placement Possible?

NO

YES

Child Remains in CCI

Repeat SIR annually or as needed
Fill ICP Part B every 2 weeks for months, then once a month;
follow intervention plan for child's overall development
Update Track Child Portal monthly
Explore other alternative care options e.g. foster care, Adoption, Semi/Independent living
If options become available, go to step three: Planning

Step Four: Implementation After CWC order for placement

Thrive Scale™ after family visit to reassess safety and to ensure early critical interventions have been successful within 3 months
ICP Part C- 15 days prior to the placement
Family visit to ensure critical issues are addressed and update the interventions
Repeat SIR, if not done minimum 3 months before placing the child
Move child in new living situation
Identify who would continue to provide support to child and family post placement and continue support
Continue to provide support to child and family as outlined in the Thrive Scale™

Step Three: Planning

Child focused decision making- Multi disciplinary team (MDT) discussion regarding placement in F-BAC
Thrive Scale™ for children at least quarterly and work on interventions, monitor Red Flags
Present findings of the assessment and recommendations to the CWC
Update ICP part B monthly while child is in CCI
Prepare family and child for the placement (counselling, education plan, linkages, etc)
Prepare planning of the post placement implementation and support
Present the case and recommendations to CWC/appropriate authorities

Disruption in Placement

Ascertain the reasons for disruption
Move to emergency foster care, kinship care, respite care, etc. whenever possible.
Re-admit to CCI only as if its the last options.
If child is returned to CCI, start case management process at step one

Step Five: Follow Up and Evaluate (minimum 1.5 to 2 years of placement)

ICP Part D in 1st follow up visit
Thrive Scale™ post visit within 2 months post placement.
Thereafter once in every quarter
Continue remote calls in 15 days for 6 months, thereafter once a month.
Keep monitoring the progress and plan/change the strategy if needed using Thrive Scale™
Continue in-person visit to support family and link for interventions/local community resources (wherever possible/applies)
Focus on all well-being domains- Family and Social/ Education/Living conditions/Household economy and Health
**** Refer ICP and SIR**

Support still needed after 1.5-2 years of follow up?

NO

YES

Continue follow-up contacts as needed.
SIR at Follow-up Visits (in case of critical issue in family)
Assessment and intervention on Red Flags
Share the follow up report to the CWC
Depending upon case scenario, case worker has to make decision on frequency

Step: Six

Close Case Criteria- Child is thriving and working towards being self-sustaining, No Red Flags, Resilience in family (Family believes in their strengths and ready to face challenges), Path of employability (need-base follow up continues)
Celebrate case close