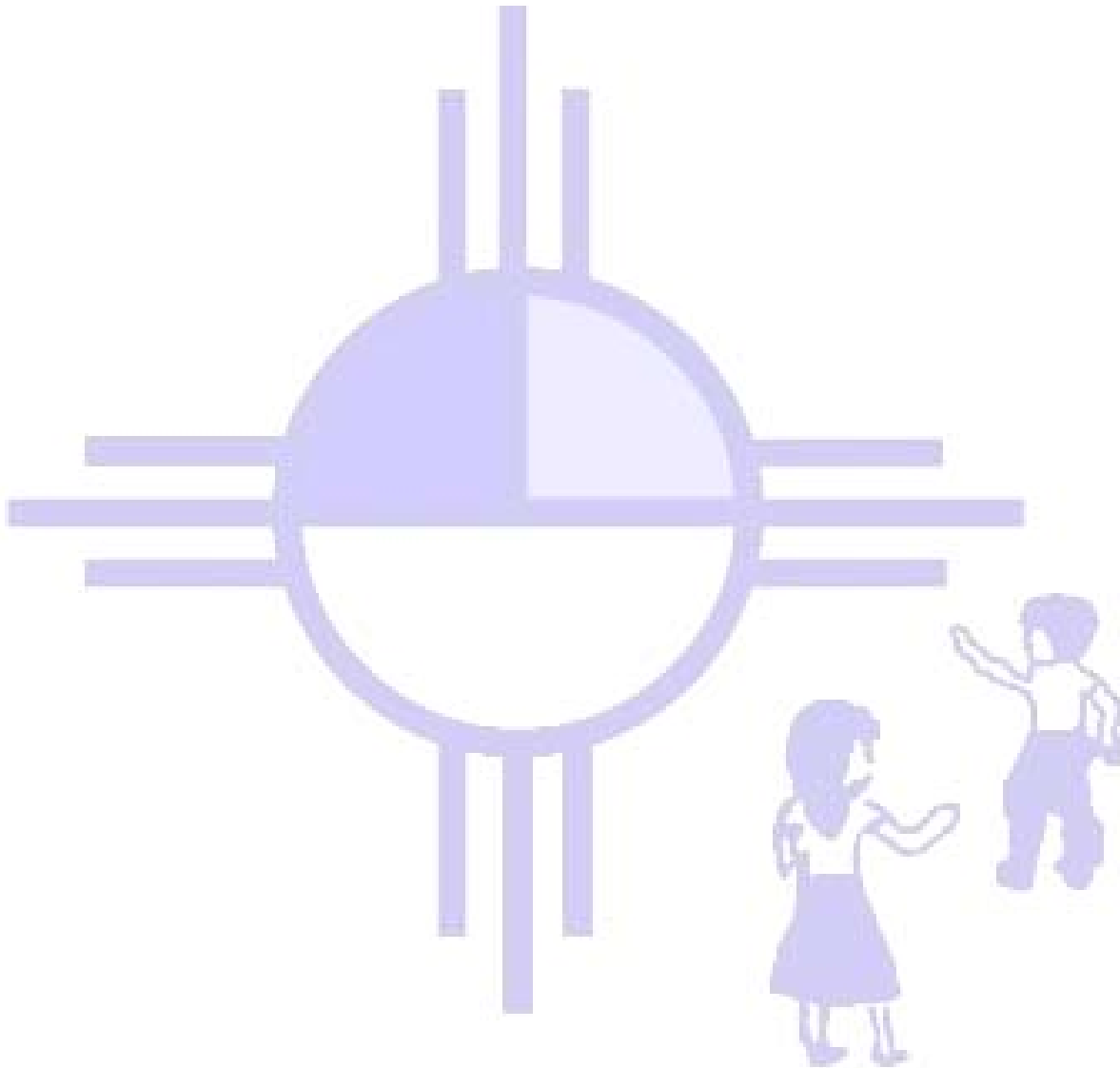


New Mexico Child Abuse and Neglect Citizen Review Board



CRB Data Dictionary
Section One: Validate Child DOB, Gender, and Ethnicity

This section includes the following data elements:

- Child's Name
- Gender/Sex
- Date of Birth
- Race/Ethnicity

CHILD NAME

Entered by: CRB Office

GENDER (SEX)

Entered by: Regional Specialist

CHILD DATE OF BIRTH

Entered by: Regional Specialist

Discussion: A four digit year must be entered. (i.e. 1/1/2008)

(RACE)/ETHNICITY

Entered by: Regional Specialist

Possible Entries:

African American	A person having origins in any of the black racial groups of Africa. (Office of Management and Budget; Office of Information and Regulatory Affairs)
American Indian	A person having racial origins in any of the original peoples of North and South America (including Central America), and who maintains tribal or community affiliation. (NCANDS glossary)
Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino". (Office of Management and Budget; Office of Information and Regulatory Affairs)
Multi-racial, multi-ethnic	A person who identifies himself/herself as being of more than one

	race/ethnicity.
Other / Unable to Determine	This answer should generally not be used. A person who does not identify himself/herself with any of the other race/ethnicity categories listed or about whom the CYFD worker is unable to gather information regarding race. (Office of Management and Budget; Office of Information and Regulatory Affairs)
White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa. (Office of Management and Budget; Office of Information and Regulatory Affairs)

CRB Practice:

Regional Specialists should refer to the race/ethnicity indicated by the CYFD worker on the case summary. According to CYFD practice, we can assume the CYFD worker has asked the child (or the custodial adult for that child) to categorize himself/herself in terms of race/ethnicity.

CRB Data Dictionary
Section Two: Case History and Custody Date

This section includes the following data elements:

- Custody Date
- Recorded Court Date
- Recorded Hearing Type
- Reentered Custody < 12 Months After Exiting Prior Custody
- Months Between Custody Date and First Review
- Next Court Date
- Next Hearing Type

DATE OF CUSTODY

Entered by: Regional Specialist

Data definition: The date of the child's most recent entry into custody. Year must be entered as 4 digits.

Discussion:

This date is not always clear. Some counties consider the custody date to be the date the child was physically removed from the home. Other counties consider the custody date to be the end of the child's 48-hour hold. (Forty-eight hour holds are when the CYFD worker believes that continuation in the home is contrary to the welfare of the child and takes the child into emergency custody. Once the child is in CYFD emergency custody, a petition alleging abuse or neglect and an *ex parte* custody order must be filed within two working days (48 hours). If the court issues an *ex parte* custody order, it will schedule a custody

hearing within 10 days. CYFD, the petitioner, must serve the summons personally upon the respondent, along with notice of the hearing and other pertinent papers.) (2007 New Mexico Child Welfare Handbook)

Whenever possible use the date the child was physically removed from the home. Otherwise using the date of the 48-hour hold is acceptable.

Regional Specialists are not expected to question case workers about whether or not the date they have received is the custody date or the 48 hour hold custody date. The custody date should not require clarification unless there is a discrepancy that needs to be resolved.

Prior custody dates are not captured in this area.

RECORDED COURT DATE

Entered by: CRB Office

Data definition: The date of the last court hearing.

RECORDED HEARING TYPE

Entered by: CRB Office

Data definition: The type of hearing taking place on this (above) date is recorded here. The list of possible entries is below:

CH	10 Day Custody Hearing
ADJ	Adjudicatory Hearing
DSP	Dispositional Hearing
IJR	Initial Judicial Review
PH	Permanency Hearing
PPH	Pre-Permanency Hearing-Not a valid selection
IPH	Initial Permanency Hearing
SPH	Subsequent Permanency Hearing
APH	Annual Permanency Hearing
JRP	Judicial Review/Permanency

SCM	Status/Compliance/Mediation—Mediation is not a valid hearing type.
JR	Judicial Review – Another name for the JRP.
60D	60 Day Review – A hearing called at the judge’s discretion to review a case between permanency hearings.
TPR	Termination of Parental Rights or Relinquishment
90D	90 Day Review – Same as a 60 day review, but held in 90 days instead of 60.
COP	Change of Placement –Not a valid selection
OTH	Other (add note) – This generally should not be a valid selection.
XFR	Transfer case (new county) – This generally should not be a valid selection.

Discussion: The most common entries should generally be PH, JR, TPR or IJR. JRP would also be an acceptable entry if it is not known if the hearing is a PH or JR. Different judicial districts have different hearing types, but specialists should generally limit responses to hearing types defined by federal timelines.

REENTERED CUSTODY < 12 MONTHS AFTER EXITING CUSTODY

Entered by: CRB Office

MONTHS BETWEEN CUSTODY DATE AND FIRST REVIEW

Entered by: Auto-calculation

NEXT COURT DATE

Entered by: Regional Specialist

Data definition: The next scheduled court date following the Citizen Review Board hearing.

Discussion: If the next court date is not known it should be projected based on federal timelines to the nearest month and entered as the 1st of the projected month. For instance, if the case last had a permanency hearing on 3/15/2008, but no one at the reviews knows of a scheduled court date 9/1/2008 should be entered.

RECORDED HEARING TYPE

Entered by: Regional Specialist

Data definition: The type of hearing taking place on the next scheduled court date. For a list of possible

entries, see page 7 and 8. The most common entries should generally be PH, JR, TPR or IJR. JRP would also be an acceptable entry if it is not known if the hearing is a PH or JR. Different judicial districts have different hearing types, but specialists should generally limit responses to hearing types defined by federal timelines.

CRB Data Dictionary

Section Three: Basic Review Information

This section includes the following data elements:

- Board Number
- County
- Date of Review
- Number of Prior Custodies
- Number of Prior Reports
- (Permanency Planning Worker)/Social Worker Name
- Number of (Permanency Planning Worker)/Social Workers for this Child
- (Permanency Planning Worker)/Social Worker Caseload
- (Permanency Planning Worker)/Social Worker Caseload
- Provider's Caseload (not required)

BOARD NUMBER

Entered by: Regional Specialist

Data definition: The number of the Citizen Review Board that is hearing the case at the present time.

Discussion: If a specialist is working a board out of their normal region they will need to call the CRB office to be allowed to enter the appropriate board number.

COUNTY

Entered by: Regional Specialist

Data definition: The county where the child's case is being managed.

Discussion: This entry should be the County in which the board lies that saw this case. If a specialist is working a board out of their normal region they will need to call the CRB office to be allowed to enter the appropriate county.

DATE OF REVIEW

Entered by: Regional Specialist

Data definition: The most current date the case was heard by the CRB.

NUMBER OF PRIOR CUSTODIES

Entered by: Regional Specialist

Data definition: This is the number of known times the child was in the custody of any state's child welfare system or foster care system.

Discussion: Enter the number of times the child was in foster care in any state before this custody. If the child has not been in the custody prior to this custody, the answer is "0."

NUMBER OF PRIOR REPORTS

Entered by: Regional Specialist

Data definition: This is the number of reports (formerly known as referrals) of child maltreatment (abuse and/or neglect) to any state's child welfare system or foster care system for this family.

Discussion: Enter the number of reports made on this child to a child welfare system in any state. Include both substantiated and unsubstantiated reports of child maltreatment. If there is no history of reports for this child's family in New Mexico or another state, the answer is "0."

(PERMANENCY PLANNING WORKER)/SOCIAL WORKER NAME

Entered by: Regional Specialist

Data definition: This is the name of the current PPW for the child.

TOTAL NUMBER OF (PERMANENCY PLANNING WORKER)/SOCIAL WORKERS (since custody)

Entered by: Regional Specialist

Data definition: This is the total number of permanency planning workers including supervisors or county office managers, if they are serving as the caseworker on the case.

Discussion: This number does not include investigations workers who are involved prior to the child entering custody.

(PERMANENCY PLANNING WORKER)/SOCIAL WORKER CASELOAD

Entered by: Regional Specialist

Data definition: This is the number of all open, current cases the permanency planning worker for this child has as of the CRB hearing day. Include the following case types: treatment, family preservation, semi-independent living, investigation, adoption and ICPC. This number helps reflect the permanency planning worker's true workload.

Discussion: Adoption workers track cases differently and the total number of providers they are maintaining should be tracked here. This number can often be very high.

(PERMANENCY PLANNING WORKER)/SOCIAL WORKER CHILD LOAD

Entered by: Regional Specialist

Data definition: The total number of children in the cases the permanency planning worker currently has.

Discussion: For adoption workers the number of children they are supporting in adoptive homes should be entered here.

PROVIDER'S CASELOAD (NOT REQUIRED)

Entered by: Regional Specialist

Data definition: This is the number of all potential adoptive families the adoption worker for this child has.

Discussion:

It is likely that an adoption worker will have many more provider's in his/her caseload than he/she has children. For treatment workers this selection should be left blank.

CRB Data Dictionary **Section Four: Open Reasons**

This section includes the following data elements:

- Open Reasons
 - Abandoned
 - Voluntary
 - Physical Abuse
 - Neglected
 - Sexual Abuse

- Disrupted Adoption
- Disrupted Guardianship

REASON(S) CASE OPENED

Entered by: Regional Specialist

Data definition: This is the reason the current case of child maltreatment was opened.
 Select from the following possible entries:

Abandoned	<p>ABANDONMENT includes instances when the parent, without justifiable cause:</p> <ol style="list-style-type: none"> 1. left the child without provision for the child's identification for a period of fourteen days; or 2. left the child with others, including the other parent or an agency, without provision for support and without communication for a period of: <ul style="list-style-type: none"> ○ three months if the child was under six years of age at the commencement of the three-month period; or ○ six months if the child was over six years of age at the commencement of the six-month period. <p>(New Mexico Children's Code)</p>
Neglect	<p>A neglected child means a child:</p> <p>(1) who has been abandoned by the child's parent, guardian or custodian;</p> <p>(2) who is without proper parental care and control or subsistence, education, medical or other care or control necessary for the child's well-being because of the faults or habits of the child's parent, guardian or custodian or the failure or refusal of the parent, guardian or custodian, when able to do so, to provide them.</p> <p>(3) who has been physically or sexually abused, when the child's parent, guardian or custodian know or should have known of the abuse and failed to take reasonable steps to protect the child from further harm;</p> <p>(4) whose parent, guardian or custodian is unable to discharge his responsibilities to and for the child because of incarceration, hospitalization or physical or mental disorder or incapacity OR</p> <p>(5) who has been placed for care or adoption in violation of the law; provided that nothing in the 'Children's Code shall be construed to imply that a child who is being provided with treatment by spiritual means alone through prayer, in accordance with the tenets and practices of a recognized church or religious denomination, by a duly accredited practitioner thereof is for that reason alone a neglected child within the meaning of the Children's Code; and further provided that no child shall be denied the protection afforded to all children under the Children's Code.</p> <p>(New Mexico Children's Code)</p> <p>A type of maltreatment that refers to the failure by the caretaker to provide needed, age-appropriate care although financially able to do so, or offered</p>

	<p>financial or other means to do so, (NCANDS glossary).</p> <p>Forms of neglect include:</p> <ul style="list-style-type: none"> • Physical and/or emotional abandonment of a child; • Lack of safe and adequate food and housing for a child due to the faults, habits, failure, or refusal of a parent; • Educational neglect; • Medical neglect; • Parent's failure to protect from physical or sexual abuse; • Inability to parent effectively due to incarceration or hospitalization; • Inability to parent effectively due to mental or emotional illness; • Inability to parent due to physical disability; and/or • Inability to parent effectively due to developmental disability or other incapacity.
Physical Abuse	<p>When a child has suffered or is at risk of suffering serious physical harm because of the action or inaction of the child's parent, guardian, or custodian; whose parent, guardian, or custodian knowingly, intentionally, or negligently placed the child in a situation that may endanger the child's life or health.</p> <p>Forms of physical abuse include:</p> <ul style="list-style-type: none"> • Skin bruising; • Bleeding; • Malnutrition; • Failure to thrive; • Burns; • Bone fractures; • Sub dermal hematoma; • Soft tissue swelling; and/or • Death.
Sexual Abuse	<p>A type of maltreatment that refers to the involvement of the child in sexual activity to provide sexual gratification or financial benefit to the perpetrator, including contacts for sexual purposes, molestation, statutory rape, prostitution, pornography, exposure, incest, or other sexually exploitative activities. (NCANDS glossary)</p>
Voluntary	<p>An official voluntary placement agreement has been executed between the caretaker and CYFD. The placement remains voluntary even if a subsequent court order is issued to continue the child in foster care (NCANDS glossary). This should almost never be a valid selection and should be confirmed with the PPW if it is given as a reason for custody.</p>
Adoption Dissolution	<p>A term used to describe an adoption that ends after it is legally finalized, resulting in the child's return to (or entry into) foster care or placement with new adoptive parents. This process requires court action.</p>
Disrupted Adoption	<p>An adoption that is terminated prior to finalization, often after the child is placed in the adoptive home, necessitating in a new placement plan for the child.</p>

Disrupted Guardianship	When a child was placed with a guardian, however the guardian and the child were not compatible and the child returned to the custody of the CYFD.
------------------------	--

Discussion:

There may be multiple reasons for custody.

Be careful not to confuse a case factor with a reason for custody. It is common for a child to enter custody for one reason (i.e. neglect) and find out *after* the child enters custody that sexual abuse also occurred. In this case, neglect would be the reason for custody and sexual abuse would be a factor for the child (and possibly the parents), which gets captured in a separate data section.

Prior custodies involving this same child are not reported here.

CRB Data Dictionary **Section Five: Placement Information**

This section includes the following data elements:

- Date of Current Placement
- Current Placement
- PS Plan
- Date PS Plan Established
- Concur with Permanency Plan
- Change PS Plan to
- Date TPR/Relinquishment Completed
- Total Number of Placements (since custody)

DATE OF CURRENT PLACEMENT

Entered by: Regional Specialist

Data definition: Date the child moved into the current foster home, facility, residence, shelter, institution or ran away.

CURRENT PLACEMENT

Entered by: Regional Specialist

Select from the following possible placement types:

Adoptive Home	A home in which the family intends to adopt the child. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child. Also known more accurately as a pre-adoptive home.
Emergency Shelter	A temporary group setting until a more permanent arrangement is made.
Foster Home	A family licensed and trained by the CYFD to provide care for foster children until a permanent placement for the child is secured.
Group Home	A licensed or approved home providing 24-hour care for children in a small group setting that generally has from seven to twelve children. Treatment is often provided outside of this setting and treatment provided at the home is not as specialized as residential treatment centers or a psychiatric hospital.
Incarcerated	A child is placed in a juvenile detention center.
Independent Living	An alternative transitional living arrangement where the child is under the supervision of the agency but without 24 hour adult supervision, is receiving financial support from the child welfare agency, and is in a setting which provides the opportunity for increased responsibility for self care.
Maintain at Home/Trial Home Visit	<p>The child has been in a foster care placement, but, under State agency supervision, has been returned to the principal caretaker for a limited and specified period of time.</p> <p>The parent, guardian, or custodian continues to follow a treatment plan to remedy the abuse and/or neglect that resulted in the child's custody.</p> <p>If a time period is not specified the child must be identified as having been returned home at the point at which the trial home visit exceeds six months.</p>
Other	Any other placement type not listed here.
Psychiatric Facility	A licensed hospital where children live and receive intensive treatment for psychological disorders, substance abuse, and emotional /behavioral problems.
Relative Foster Home	A licensed or unlicensed home of the child's relatives regarded by the State as a foster care living arrangement for the child.
Residential Treatment Center	A specialized center, less restrictive than a psychiatric hospital, but more restrictive than a group home, where children live while receiving treatment for psychological disorders, substance abuse, and emotional/behavioral problems.
Runaway	The child has run away from the foster care setting.
Treatment Foster Home	A foster home studied, trained, and licensed by a treatment foster care agency to provide care for foster children until a permanent placement can

be secured. These homes care for special needs children and therefore have additional requirements, training, and supports that are not required or provided to regular foster homes.

Discussion:

CYFD does not consider *runaway* status to be a placement. CRB does consider this a placement, albeit not a preferred placement.

CRB does not generally consider respite a placement if the child will be returning to their previous home in less than two weeks time.

PS (PROTECTIVE SERVICES) PLAN

Entered by: Regional Specialist

Data definition: The permanency plan that has been ordered by the court. Select from the following permanency plans:

Adoption	The goal of a plan of adoption is to judicially terminate the rights, privileges, and duties between the child and the biological parent(s), and to judicially establish another family such rights, privileges, and duties between the child and the adoptive parents.
Permanent Guardianship	The goal of a plan of permanent guardianship is to establish a court sanctioned arrangement which vests in a guardian all the rights and responsibilities of a parent without terminating the rights of the parent.
Permanent Placement with a Relative	The goal is to have the child live permanently with a relative or relatives other than the ones from whom the child was removed. This could include guardianship by a relative(s).
Planned Permanent Living Arrangement	The goal of a planned permanent living arrangement is to establish a court sanctioned agreement to provide physical and emotional permanency for the child when the court determines that this is the most appropriate permanency plan for the child after considering reunification, adoption, and permanent guardianship.
Reunification	The goal is to keep the child in foster care for a limited time to enable the agency to work with the family with whom the child had been living prior to entering foster care in order to reestablish a stable family environment.

Discussion:

This plan should be the plan ordered by the court. This plan will not always be the same as the CYFD permanency plan.

DATE PS PLAN ESTABLISHED

Entered by: Regional Specialist

Data definition: The date the permanency plan was established by CYFD.

Sample entry: 07/23/2007

Discussion:

CONCUR WITH PERMANENCY PLAN

Entered by: Regional Specialist

Data definition: After deliberating a case, this is the Board's determination of agreement or disagreement with the permanency plan. Select from the following list:

Yes	
No	
Not Known	The Board did not have enough information about the court sanctioned permanency plan and did not make a determination either in support or opposition to the plan. This generally should not be used.

Discussion:

Concurs with Reservations is used when the Board generally believes that the plan is appropriate, but the time is not right or there are some contradictory factors. When a Board selects this option, select Yes in the data system.

CHANGE PS PLAN TO

Entered by: Regional Specialist

Select from the following list:

Adoption	The goal of a plan of adoption is to judicially terminate the rights, privileges, and duties between the child and the biological parent(s), and to judicially establish another family such rights, privileges, and duties between the child and the adoptive parents.
Permanent Guardianship	The goal of a plan of permanent guardianship is to establish a court sanctioned arrangement which vests in a guardian all the rights and responsibilities of a parent without terminating the rights of the parent.
Permanent Placement with a Relative	The goal is to have the child live permanently with a relative or relatives other than the ones from whom the child was removed.
Planned Permanent Living Arrangement	The goal of a planned permanent living arrangement is to establish a court sanctioned agreement to provide physical and emotional permanency for the child when the court determines that this is the most appropriate permanency plan for the child after considering reunification, adoption, and permanent guardianship.
Reunification	The goal is to keep the child in foster care for a limited time to enable the agency to work with the family with whom the child had been living prior to entering foster care in order to reestablish a stable family environment.

Discussion:

DATE TPR (TERMINATION OF PARENTAL RIGHTS)/RELINQUISHMENT COMPLETED

Entered by: Regional Specialist

Data definition: Date, if any, the parent's parental rights were terminated and/or the date the parent voluntarily relinquished his/her rights to the child.

Discussion:

If the parent's parental rights have not been terminated or they have not relinquished his/her rights, this field should be left blank. If both parent's parental rights were terminated and/or relinquished, the date of the last TPR/relinquishment is recorded. If only one parent has completed TPR or relinquishment enter this date and update the date on a subsequent review when the other parent completes the process.

TOTAL NUMBER OF PLACEMENTS (since custody)

Entered by: Regional Specialist

Data definition: The total number of placements a child had since entering CYFD custody.

Discussion:

Moves are counted even if the following apply:

- A child moves back to a prior placement;
- Respite care that lasts over two weeks; and
- Runaway status is counted as a placement move if the child is missing for more than two days.

CRB Data Dictionary **Section Six: Interested Parties**

This section includes the following data elements:

- Number of Interested Parties Invited
- Number of Interested Parties Present
- Number of Interested Parties Providing Info./Letters

NUMBER OF INTERESTED PARTIES INVITED

Entered by: Regional Specialist

Data definition: The number of *each type of interested party* who were invited to the CRB review for this child according to the Interested Parties List (IPL) that is submitted by the child(ren)'s permanency planning worker. The following is a list of interested parties on whom information is collected:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Adoptive (Pre-Adoptive Parents) • CASA Volunteer • Child • CYFD Attorney • COM (County Office Manager) • Father • Foster Parent(s) • Guardian ad Litem (attorney for children under age 14 – advocates for child's <u>best interest</u>) • ICWA Social Worker/Attorney • Mother • Other (includes substitute permanency planning workers, observing social workers, but does not include board observers.) | <ul style="list-style-type: none"> • Other Guardian • Relative(s) • Respondent's Attorney • Service Provider • Social Worker (Permanency Planning Worker) • Social Worker Supervisor (Permanency Planning Worker Supervisor) • Step-parent/Partner • Therapist • Youth Attorney (attorney for youth age 14 and over – advocates for child's <u>wishes</u>) |
|--|---|

Discussion:

For each type of interested party, enter the number of people invited. For example, if two parents were invited to the CRB for this the child, the answer would be 2. If none were invited, the answer is 0.

Each interested party type, must have a numeric answer of 0 or higher.

When multiple siblings are in custody, answer each interested parties question as if each child were the only child. For example:

- Interested parties present for multiple siblings: If one permanency planning worker was invited for three children, you will enter *1* under permanency planning worker for each of the three siblings (or three times). The same goes for parents and anyone who was invited for multiple siblings. When two parents are invited for all three siblings, enter *2* under parents for each sibling.
- Interested parties for a single sibling in a multi-sibling group: If a therapist is invited for only one of siblings, be sure not to enter *1* under therapist for the other siblings.

NUMBER OF INTERESTED PARTIES PRESENT

Entered by: Regional Specialist

Data definition: The number of *each type of interested party* who were physically present at the CRB review for this child.

Discussion:

Interested parties who provide information at the review by telephone or letter are not considered to be *present*. Enter information for interested parties who participate by telephone for written format under Number of Interested Parties Info/Letter Provided.

For each type of interested party, enter the number of people present. For example, if two parents were present to the CRB for this the child, the answer would be 2. If none were present, the answer is 0. Interested parties present or providing information may not have always been invited.

Each interested party type, must have a numeric answer of 0 or higher.

When multiple siblings are in custody, answer each interested parties question as if each child were the

only child. For example:

- Interested parties present for multiple siblings: If one permanency planning worker was present for three children, you will enter *1* under permanency planning worker for each of the three siblings (or three times). The same goes for parents and anyone who was present for multiple siblings. When two parents are present for all three siblings, enter *2* under parents for each sibling.
- Interested parties for a single sibling in a multi-sibling group: If a therapist is present for only one of siblings, be sure not to enter *1* under therapist for the other siblings.

NUMBER OF INTERESTED PARTIES INFO/LETTER PROVIDED

Entered by: Regional Specialist

Data definition: The number of *each type of interested party* who participated in the review by telephone, written communication, or other means other than being physically present at the CRB review.

Discussion:

Interested parties who are physically present at the review are collected under Number of Interested Parties Present.

For each type of interested party, enter the number of people providing information that were not physically at the review. For example, if two parents provided a letter to the CRB for this child, the answer would be *2*. If none provided any information, the answer is *0*. Interested parties present or providing information may not have always been invited.

Each interested party type, must have a numeric answer of *0* or higher.

When multiple siblings are in custody, answer each interested parties question as if each child were the only child. For example:

- Interested parties are not physically present, but provide information for multiple siblings: If one permanency planning worker called into the review for three children, you will enter *1* under permanency planning worker for each of the three siblings (or three times). The same goes for parents and anyone who provided information for multiple siblings. When two parents submitted comments for all three siblings, enter *2* under parents for each sibling.
- Interested parties for a single sibling in a multi-sibling group: If a therapist writes a letter for only one of the siblings, be sure not to enter *1* under therapist for the other siblings.

CRB Data Dictionary **Section Seven: Child Services**

This section includes the following data elements:

- Typical Pattern of Visitation between Social Worker and Child
- Length of Visit Sufficient to Address Key Issues
- Location of Visit Conducive
- Social Worker Visit with Child Alone

- Social Worker and Child Address Issues
- Quality of Visits Sufficient to Address Safety, Permanency, Well-Being, and Promote Case Goals
- Placement Appropriate for Child
- Child Placed with Siblings
- Child Attending Adoption Counseling
- Child Taking Semi-Independent Living Classes
- Child in Therapy – Developmental
- Child in Therapy – Psychological
- Child Have Contact with Respondents
- Child Have Contact with Siblings
- Educational Needs of Child Being Met
- Physical Needs of Child Being Met
- Dental Needs of Child Being Met
- Treatment Needs of Child Being Met

WAS THE TYPICAL PATTERN OF VISITATION BETWEEN THE SOCIAL WORKER AND THE CHILD AT LEAST ONCE A MONTH?

Entered by: Regional Specialist

Select from the following answers:

Yes	“Yes” indicates that the social worker and the child visited in-person at least once per month. “Yes” should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.
No	“No” indicates that the social worker and the child did not visit in-person at least once per month.
Not Known	“Not known” indicates that the CRB cannot determine from the information provided and the parties present at the review whether the social worker and the child visited in-person at least once per month. This should be a last resort answer. Someone at the review should generally know the answer to this question.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Not a valid answer for this question.

LENGTH OF VISIT SUFFICIENT IN DURATION TO ADDRESS KEY ISSUES WITH THE CHILD?

Entered by: Regional Specialist

Select from the following answers:

Yes	“Yes” indicates that the CRB determined that the social worker’s visits with the child were long enough to address the legal, personal, transitional, etc. issues important to the child or his/her case. “Yes” should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.
No	“No” indicates that the CRB determined that the social worker’s visits with the child were NOT long enough to address the legal, personal, transitional, etc. issues important to the child or his/her case.
Not Known	“Not known” indicates that the CRB cannot determine from the information provided and the parties present at the review whether the social worker’s visits with the child were long enough to address the legal, personal, transitional, etc. issues important to the child or his/her case. This should be a last resort answer if the permanency planning worker was not present at the review.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Not a valid answer for children over three years of age.

LOCATION OF VISIT CONDUCIVE TO OPEN, HONEST CONVERSATION?

Entered by: Regional Specialist

Select from the following answers:

Yes	“Yes” indicates that the location and circumstances of the social worker’s visit with the child were such that both parties could speak openly and honestly about issues important to the child and his/her case. “Yes” should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.
No	“No” indicates that the location and circumstances of the social worker’s visit with the child were NOT such that both parties could speak openly and honestly about issues important to the child and his/her case.
Not Known	“Not known” indicates that the CRB cannot determine from the information provided and the parties present at the review whether the social worker’s visits with the child were such that both parties could speak openly and honestly about issues important to the child and his/her case. This should be a last resort answer.
Service Unavailable	Not a valid answer for this question.

Does Not Apply

Not a valid answer for this question.

DID SOCIAL WORKER VISIT THE CHILD ALONE FOR AT LEAST PART OF THE VISIT?

Entered by: Regional Specialist

Select from the following answers:

Yes

“Yes” indicates that the social worker DID visit with the child alone during at least part of the visit. “Yes” should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.

No

“No” indicates that the social worker DID NOT visit with the child alone during at least part of the visit.

Not Known

“Not known” indicates that the CRB cannot determine from the information provided and the parties present at the review whether the social worker visited with the child alone during at least part of the visit. This should be a last resort answer.

Service Unavailable

Not a valid answer for this question.

Does Not Apply

Not a valid answer for children over three years of age.

DID SOCIAL WORKER AND CHILD ADDRESS ISSUES PERTAINING TO CHILD’S NEEDS, SERVICES, AND CASE GOALS DURING THE VISITS?

Entered by: Regional Specialist

Select from the following answers:

Yes

“Yes” indicates that the social worker and the child DID address issues pertaining to the child’s needs, services and case goals during the social worker’s visits with the child. “Yes” should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.

No

“No” indicates that the social worker and the child DID NOT address issues pertaining to the child’s needs, services and case goals during the social worker’s visits with the child.

Not Known

“Not known” indicates that the CRB cannot determine from the information provided and the parties present at the review whether the social worker and the child addressed issues pertaining to the child’s needs, services and case goals during the social worker’s visits with the child. This should be a last resort answer.

Service Unavailable

Not a valid answer for this question.

Does Not Apply

Not a valid answer for this question.

WAS QUALITY OF VISITS SUFFICIENT TO ADDRESS ISSUES PERTAINING TO THE SAFETY, PERMANENCY, AND WELL-BEING OF THE CHILD AND PROMOTE ACHIEVEMENT OF CASE GOALS?

Entered by: Regional Specialist

Select from the following answers:

Yes	This answer is to be used when the specialist believes that the child received quality visits from the PPW. The previous three questions will drive the answer to this question. "Yes" should still be answered if the visit was conducted by a supervisor, worker from another county, coworker or an ICPC worker.
No	Generally if any of the last three questions were answered with no then this question would also warrant a no answer.
Not Known	This should be a last resort answer.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Not a valid answer for this question.

PLACEMENT APPROPRIATE FOR CHILD

Entered by: Regional Specialist

Select from the following answers:

Yes	The specialist believes that the placement is meeting the needs of the child.
No	The child's current placement does not meet his/her needs or is inappropriate.
Not Known	This answer should almost never be used. There should be an overwhelming reason why it can not be determined if the placement is appropriate for the child.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	This answer should not be used for this question even if the child is on runaway status.

Discussion: CRB considers runaway status to be a placement. If the child is on runaway status the answer to the appropriateness of the placement is likely to always be *no*.

IS THE CHILD PLACED WITH HIS/HER SIBLING(S)

Entered by: Regional Specialist

Select from the following answers:

Yes	The child is in the same placement as his/her sibling(s). Use yes even if they are not placed with all of their siblings. For instance if a child is placed with one sibling, but not
-----	---

	both use "yes".
No	The child is placed separately from his/her siblings.
Not Known	This answer should almost never be utilized. It should generally always be determinable where the various siblings are placed.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	The child has no sibling(s).

IS THE CHILD ATTENDING ADOPTION COUNSELING?

Entered by: Regional Specialist

Select from the following answers:

Yes	The child is attending counseling to prepare him/her to achieve permanency in an adoptive home.
No	The child is not attending counseling to prepare him/her to achieve permanency in an adoptive home and it would be relevant.
Not Known	This answer should only be used if it can not be determined if the child is attending and it is relevant that they should attend.
Service Unavailable	If the service would be appropriate, but is not available to the child.
Does Not Apply	The service is not appropriate for the child. For instance they are not being adopted or an adoptive placement has not yet been identified or the child is under 10 years old.

IS CHILD TAKING SEMI-INDEPENDENT LIVING CLASSES?

Entered by: Regional Specialist

Select from the following answers:

Yes	The youth is at least 16 years old and is attending classes that prepare him/her to have living skills for adulthood.
No	The youth is at least 16 years old and is not attending classes that prepare him/her to have living skills for adulthood.
Not Known	If it can not be determined for some reason this answer may be selected.
Service Unavailable	The youth is at least 16 years old, but the classes needed to prepare him/her to have living skills for adulthood are not available.

Does Not Apply

Youth is not 16 years or older or is not developmentally capable of participating in classes that prepare him/her to have living skills for adulthood.

IS CHILD IN THERAPY - DEVELOPMENTAL

Entered by: Regional Specialist

Select from the following answers:

Yes	Child is developmentally delayed and is attending developmental therapy (i.e. speech therapy, occupational, early intervention programs, etc.)
No	Child is developmentally delayed and is not attending developmental therapy (i.e. speech therapy, occupational, early intervention programs, etc.)
Not Known	Only to be used when it can not be determined if developmental therapies are needed and being provided.
Service Unavailable	Child has a need for developmental therapy (i.e. speech therapy, occupational, early intervention programs, etc.) but the services are not available either geographically or because of waiting lists.
Does Not Apply	Child is developmentally on track and developmental therapy is not needed.

IS CHILD IN THERAPY - PSYCHOLOGICAL

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has a need for psychological therapy and is attending such therapy (i.e. individual, group, sibling, or family therapy dealing with emotional issues and past issues.)
No	Child has a need for psychological therapy and is not attending such therapy (i.e. individual, group, sibling, or family therapy dealing with emotional issues and past issues.)
Not Known	Only to be used when it can not be determined if psychological therapies are needed and being provided.
Service Unavailable	Child has a need for psychological therapy but psychological therapy is not available to him/her either because of waiting lists or it is geographically unavailable.
Does Not Apply	Child is not in need of psychological therapy.

DOES CHILD HAVE CONTACT WITH RESPONDENTS (PARENTS)?

Entered by: Regional Specialist

Select from the following answers:

Yes	The child has contact with respondent(s) (i.e. visits, phone calls, letters, etc.)
No	The child does not have contact with respondent(s) (i.e. visits, phone calls, letters, etc.), but TPR has not taken place.
Not Known	Only to be used if it is impossible to determine this.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	To be used if TPR has taken place or if a judge has determined that contact should not be allowed because of the child being at further danger.

DOES THE CHILD HAVE CONTACT WITH SIBLINGS?

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has contact with sibling(s) (i.e. visits, phone calls, letters, etc.)
No	Child does not have contact with sibling(s) (i.e. visits, phone calls, letters, etc.)
Not Known	Only to be used if it is impossible to determine this.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	To be used if child has no siblings or if contact between siblings is deemed to be inappropriate and a danger to one of the children. For instance because of sexual abuse etc...

ARE THE EDUCATIONAL NEEDS OF THE CHILD BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	Child's educational needs are being met.
No	Child is either not receiving an education or is not receiving the special education services they require.
Not Known	Only to be used if it is impossible to determine.

Service Unavailable	Not a valid answer for this question.
Does Not Apply	Only to be used for children under 6 who does not need educational services such as Head Start.

ARE THE PHYSICAL NEEDS OF THE CHILD BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	Child is receiving services for his/her physical health which must at least include regular EPSDTs.
No	Services for the physical health of the child are not being provided.
Not Known	Only to be used if it is impossible to determine.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Not a valid answer for this question.

ARE THE DENTAL NEEDS OF THE CHILD BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	Dental services (i.e. checkups, cleanings, and orthodontics) are being provided to the child.
No	Dental services (i.e. checkups, cleanings, and orthodontics) are not being provided to the child.
Not Known	Only to be used if it is impossible to determine.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Only to be used for a child under 2 years of age.

ARE THE TREATMENT NEEDS OF THE CHILD BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	The treatment needs of the child are being met.
No	The treatment needs of the child are not being met.
Not Known	Only to be used if this is impossible to determine which should almost always be never.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Not a valid answer for this question.

CRB Data Dictionary
Section Eight: Respondent Services

This section includes the following data elements:

- Typical Pattern of Visitation between Social Worker and Mother, Father, and/or Other Guardian
- Mother, Father, and/or Other Guardian in Full Compliance with Treatment Plan
- Mother, Father, and/or Other Guardian Attending Parenting Classes
- Mother, Father, and/or Other Guardian Attending Substance Abuse Treatment
- Mother, Father, and/or Other Guardian Attending Domestic Violence Treatment
- Needs of Mother, Father, and/or Other Guardian Being Met
(Questions are answered separately for mother, father and/or other guardian.)

WAS THE TYPICAL PATTERN OF VISITATION BETWEEN THE SOCIAL WORKER AND THE MOTHER, FATHER, AND/OR OTHER GUARDIAN AT LEAST ONCE A MONTH?

Entered by: Regional Specialist

Select from the following answers:

Yes	PPW had contact with parent at least monthly.
No	Biological mother, father, and/or other guardian respectively does not/do not visit/communicate with permanency planning worker monthly.
Not Known	Only to be used if this is impossible to determine.
Service Unavailable	Not a valid answer for this question. Some form of contact should be possible.
Does Not Apply	To be used when TPR has been completed, a parent is deceased or is unknown.

MOTHER, FATHER, AND/OR OTHER GUARDIAN IS/ARE IN FULL COMPLIANCE WITH HIS/HER/THEIR TREATMENT PLAN(S)

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively comply/complies fully with the court ordered treatment plan dealing with services, placements, housing, and other issues. All items are being worked on.
No	Biological mother, father, and/or other guardian respectively is not/are not complying fully with the court ordered treatment plan dealing with services, placements, housing, and other issues.
Not Known	Should not be used unless it is impossible to determine, but generally if it is not known the answer is "no" because regular contact with the PPW is generally a treatment plan item.
Service Unavailable	Not a valid answer for this question.
Does Not Apply	Only to be used if TPR has been completed, a parent is deceased or identity unknown.

DOES MOTHER, FATHER, AND/OR OTHER GUARDIAN ATTEND PARENTING CLASSES?

Entered by: Regional Specialist

Select from the following answers:

Yes	Mother, father, and/or other guardian is attending parenting classes that teach her/him to meet the child's needs or completed this treatment previously.
No	Mother, father, and/or other guardian is not/are not attending parenting classes that teach her/him/them to meet the child's needs.
Not Known	Generally this should not be used. If the PPW does not know the answer then the answer is "no" because attendance must be confirmed by the PPW for compliance to be met.
Service Unavailable	To be used if this service is unavailable to the parent.
Does Not Apply	If this service is not part of the treatment plan, TPR has been completed, a parent is deceased or not known.

DOES MOTHER, FATHER, AND/OR OTHER GUARDIAN ATTEND SUBSTANCE ABUSE TREATMENT?

Entered by: Regional Specialist

Select from the following answers:

Yes	Mother, father, and/or other guardian is/are receiving individual and/or family counseling dealing with drugs and/or alcohol abuse.
No	Mother, father, and/or other guardian is not/are not receiving individual and/or family counseling dealing with drugs and/or alcohol abuse or is not in full compliance with this treatment.
Not Known	Generally this should not be used. If the PPW does not know the answer then the answer is "no" because attendance must be confirmed by the PPW for compliance to be met.
Service Unavailable	To be used if this service is unavailable to the parent.
Does Not Apply	If this service is not part of the treatment plan, TPR has been completed, a parent is deceased or not known.

DOES MOTHER, FATHER, AND/OR OTHER GUARDIAN ATTEND DOMESTIC VIOLENCE TREATMENT?

Entered by: Regional Specialist

Select from the following answers:

Yes	Mother, father, and/or other guardian is/are receiving individual and/or family counseling dealing with domestic violence.
No	Mother, father, and/or other guardian is not/are not receiving individual and/or family counseling dealing with domestic violence.
Not Known	Generally this should not be used. If the PPW does not know the answer then the answer is "no" because attendance must be confirmed by the PPW for compliance to be met.
Service Unavailable	To be used if this service is unavailable to the parent.
Does Not Apply	If this service is not part of the treatment plan, TPR has been completed, a parent is deceased or not known.

ARE THE TREATMENT NEEDS OF THE MOTHER, FATHER, AND/OR OTHER GUARDIAN BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	In the judgment of the regional specialist the needs of the parent are being met and the
-----	--

		parents are in compliance with treatment items.
No		In the judgment of the regional specialist the needs of the parent are not being met. Generally if a parent is not in compliance with treatment their needs will not be met.
Not Known		Generally this should not be used. If the PPW does not know the answer then the answer is “no” because progress in treatment must be confirmed by the PPW for compliance to be met.
Service Unavailable		To be used only if services are unavailable to the parent.
Does Not Apply		If this service is not part of the treatment plan, TPR has been completed, a parent is deceased or not known.

CRB Data Dictionary Section Nine: Child Factors

This section includes the following data elements:

- Child – Born Drug and/or Alcohol Affected
- Child – Behavioral/Emotional Problems
- Child – Physical/Medical Problems
- Child – Educational/Developmental Problems
- Child – Substance Abuse
- Child – Sexual Abuse
- Child – Sexual Offender
- Child – Involvement in Criminal Justice System
- Child – Whereabouts Unknown/Runaway

CHILD – BORN DRUG AND/OR ALCOHOL AFFECTED

Entered by: Regional Specialist

Select from the following answers:

Yes	Child was born with illegal substances or alcohol in his/her system.
No	Child was not born with illegal substances or alcohol in his/her system to the knowledge of the board.
Not Known	If there is reason to suspect the child may have been drug exposed at birth, but was not

tested this answer should be selected.

History Not a valid answer for this question

CHILD – BEHAVIORAL/EMOTIONAL PROBLEMS

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has been diagnosed with behavioral or emotional problems or they are reported to the board.
No	Child has not been diagnosed nor is suspected of having behavioral or emotional problems.
Not Known	Should generally not be used unless it is truly impossible to have any sense of the child's needs.
History	In the past, child had behavioral/emotional problems, but is not currently having these problems. For instance they were treated for a diagnoses and discharged by a therapist as no longer in need of services.

CHILD – PHYSICAL/MEDICAL PROBLEMS

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has been diagnosed or is reported to having physical or medical problems.
No	Child is healthy.
Not Known	Should generally not be used unless it is truly impossible to have any sense of the child's needs.
History	In the past, child had physical/medical problems, but is not currently having these problems. Generally speaking this will not be the case unless a chronic condition has been fully "cured".

CHILD – EDUCATIONAL/DEVELOPMENTAL PROBLEMS

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has educational or developmental problems.
-----	--

No	Child has not been diagnosed nor is suspected of having educational or developmental problems.
Not Known	Should generally not be used unless it is truly impossible to have any sense of the child's needs.
History	In the past, child had educational/developmental problems, but is not currently having these problems. For instance, a child has been dismissed from special education or completed developmental services.

CHILD – SUBSTANCE ABUSE

Entered by: Regional Specialist

Select from the following answers:

Yes	Child is currently using illegal substances or alcohol.
No	Child has not used illegal substances or alcohol.
Not Known	Generally should not be used unless it is truly impossible to determine.
History	In the past, child used illegal substances or alcohol, but this use has not been an issue for at least 3 months.

CHILD – SEXUALLY ABUSED

Entered by: Regional Specialist

Select from the following answers:

Yes	Being the victim of sexual abuse is currently or has been at some point in their life an issue for the child.
No	The child has never been the victim of sexual abuse.
Not Known	Generally should not be used unless it is truly impossible to determine.
History	Should not be used for this question. If sexual abuse happened at some point in a child's life "yes" should be selected.

CHILD – SEXUAL OFFENDER

Entered by: Regional Specialist

Select from the following answers:

Yes	Child has been accused of being a sexual perpetrator.
-----	---

No	Child has never been accused of being a sexual perpetrator.
Not Known	Generally should not be used unless it is truly impossible to determine.
History	Should not be used for this question. If a child has a history of being a sexual offender “yes” should be selected.

CHILD – INVOLVEMENT WITH THE CRIMINAL JUSTICE SYSTEM

Entered by: Regional Specialist

Select from the following answers:

Yes	Child is currently involved in the juvenile justice system (i.e. child is incarcerated or on probation)
No	Child is not and has not been involved in the juvenile justice system.
Not Known	Generally should not be used unless it is truly impossible to determine.
History	Child has a history of involvement with JJS, but does not have an active case or any charges pending.

CHILD – WHEREABOUTS UNKNOWN/RUNAWAY

Entered by: Regional Specialist

Select from the following answers:

Yes	The child’s whereabouts are currently unknown and the child has run away or been taken by a parent.
No	The child is not on runaway or been kidnapped by a parent.
Not Known	This should never be an answer.
History	The child is currently in a placement, but has a history of running away.

CRB Data Dictionary **Section Ten: Parent Factors**

This section includes the following data elements:

- Mother, Father, and/or Other Guardian - Deceased
- Mother, Father, and/or Other Guardian – Mental/Emotional Illness

- Mother, Father, and/or Other Guardian – Low Functioning/Developmentally Disabled
- Mother, Father, and/or Other Guardian – Physically/Medically Impaired
- Mother, Father, and/or Other Guardian – Substance Abuse
- Mother, Father, and/or Other Guardian – Sexual Offender
- Mother, Father, and/or Other Guardian – Homeless/Inadequate Housing
- Mother, Father, and/or Other Guardian – Unemployed/Inadequate Financial Resources
- Mother, Father, and/or Other Guardian – Involvement with Criminal Justice System
- Mother, Father, and/or Other Guardian – Domestic Violence
- Mother, Father, and/or Other Guardian – Other Children in Home at Risk
- Mother, Father, and/or Other Guardian – Identity/Whereabouts Unknown
- Mother, Father, and/or Other Guardian – Parent has been a Foster Child

(Data is collected separately on mother, father and/or other guardian.)

MOTHER, FATHER, AND/OR OTHER GUARDIAN – DECEASED

Entered by: Regional Specialist

Select from the following answers:

Yes	The respective party is dead.
No	The respective party is alive or at least not known to be deceased.
Not Known	Should be used only if a parent is missing and not known if they are deceased.
History	Not a valid answer for this question

MOTHER, FATHER, AND/OR OTHER GUARDIAN – EMOTIONAL/MENTAL ILLNESS

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively has/have been diagnosed with a mental and/or emotional illness to the knowledge of the Board.
No	Biological mother, father, and/or other guardian respectively has not /have not been diagnosed with a mental and/or emotional illness.

Not Known	Should be used if a parent is missing or if there is reason to suspect they may have a history of mental illness, but have not been diagnosed. For instance, they may be refusing to complete an assessment, but the PPW suspects they are bipolar.
History	Biological mother, father, and/or other guardian respectively has/have been diagnosed with a mental and/or emotional illness in the past but does not currently have this diagnosis. For example, a parent may have a history of depression, but does not have a current diagnoses for this condition.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – LOW FUNCTIONING/DEVELOPMENTALLY DISABLED

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively has/have been diagnosed as being low functioning and/or developmentally disabled (i.e. low I.Q., mental retardation).
No	Biological mother, father, and/or other guardian respectively has not/have not been diagnosed as being low functioning and/or developmentally disabled (i.e. low I.Q.).
Not Known	Should be used if there is suspicion that the respective party may be low functioning or developmentally disabled, but has not been diagnosed either because of non-compliance or because a PPW is not meeting the potential needs of a parent.
History	Not a valid answer for this question

MOTHER, FATHER, AND/OR OTHER GUARDIAN – PHYSICALLY/MEDICALLY IMPAIRED

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively is/are reported to be physically impaired by a chronic medical condition.
No	The respective party is healthy and not physically impaired or disabled.
Not Known	Generally this answer will only apply when the respective party is missing.
History	If a history of medical disability exists, but is not currently a factor this answer would apply.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – SUBSTANCE ABUSE

Entered by: Regional Specialist

Select from the following answers:

Yes	Drug or alcohol abuse is currently a factor in the case for the respective party.
No	Drug or alcohol abuse has never been a factor for the respective party.
Not Known	Generally this answer will only apply when the respective party is missing or not cooperating with CYFD.
History	In the past, biological mother, father, and/or other guardian respectively has/have abused illegal substances or alcohol, but is confirmed to no longer be a factor for at least 6 months.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – SEXUAL OFFENDER

Entered by: Regional Specialist

Select from the following answers:

Yes	The respective party has been accused of being a sexual perpetrator at some point in their life.
No	The respective party has never been accused of being a sexual perpetrator.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	This answer should not be used. If a party has a history of being a sexual offender “yes” should be selected.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – HOMELESS/INADEQUATE HOUSING

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively currently does/do not have a stable, permanent, and/or safe living environment (i.e. parent is living on the streets, incarcerated or living in a hotel)
No	Biological mother, father, and/or other guardian respectively currently does/do have a stable, permanent, and/or safe living environment.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	In the past, biological mother, father, and/or other guardian respectively have not had a stable, permanent, and/or safe living environment, but currently do have one. (i.e. parent has been homeless or incarcerated at some point in their life)

MOTHER, FATHER, AND/OR OTHER GUARDIAN – UNEMPLOYED/INADEQUATE FINANCIAL RESOURCES

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively is/are not employed or his/her/their income does not meet the minimum needs of the family.
No	Biological mother, father, and/or other guardian respectively is/are employed and his/her/their income meets the minimum needs of the family.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	In the past, biological mother, father, and/or other guardian respectively was/were not employed or his/her/their income did not meet the minimum needs of the family, but are currently employed and has/have financial resources adequate to meet the minimal needs of the family.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – INVOLVEMENT IN THE CRIMINAL JUSTICE SYSTEM

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively is/are currently involved in the criminal justice system (i.e. is/are currently incarcerated, on probation, etc.)
No	Biological mother, father, and/or other guardian respectively has/have not been involved in the criminal justice system to the knowledge of the Board.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	In the past, biological mother, father, and/or other guardian respectively was/were involved in the criminal justice system (i.e. were previously incarcerated or on probation, but are no longer involved with the criminal justice system to the knowledge of the Board).

MOTHER, FATHER, AND/OR OTHER GUARDIAN – DOMESTIC VIOLENCE

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively is/are currently either a victim or perpetrator of domestic violence or involved in a relationship historically characterized by domestic violence.
No	The respective party is not currently a victim of or perpetrator of domestic violence or involved in a relationship traditionally characterized by domestic violence.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	In the past, biological mother, father, and/or other guardian respectively was/were either a victim or perpetrator of domestic violence, but is/are no longer in a relationship characterized by domestic violence to the knowledge of the Board.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – OTHER CHILDREN IN THE HOME AT RISK

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian respectively has/have other siblings/children living in his/her/their home, who are at risk of abuse and/or neglect. This would generally be siblings who are not in custody or siblings who have been returned home on a trial home visit, but that the specialist believes to be at risk.
No	Biological mother, father, and/or other guardian respectively does/do not have other siblings/children living in his/her/their home who are at risk of abuse and/or neglect.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	This answer is not to be used.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – IDENTITY/WHEREABOUT UNKNOWN

Entered by: Regional Specialist

Select from the following answers:

Yes	The whereabouts or identity of the biological mother, father, and/or other guardian is unknown
No	The whereabouts and identity of the biological mother, father, and/or other guardian are known.
Not Known	This should never be the answer. The whereabouts and identity of a respondent should always be known or unknown.
History	This generally should not be the answer unless a respondent has historically appeared and disappeared throughout a case, but whose whereabouts are currently known.

MOTHER, FATHER, AND/OR OTHER GUARDIAN – PARENT WAS A FOSTER CHILD

Entered by: Regional Specialist

Select from the following answers:

Yes	Biological mother, father, and/or other guardian was/were in foster care as a child.
No	Biological mother, father, and/or other guardian was/were not in foster care as a child to the knowledge of the Board.
Not Known	Generally this answer will only apply when the respective party is missing and no information about them is known.
History	This is not a valid answer for this question. The answer should generally only be “yes” or “no”.

CRB Data Dictionary
Section Eleven: Substance of Choice Survey

This section includes the following data elements:

- Is/was Substance Abuse a Factor for any Respondent in this Case?
- If Yes, was Substance Abuse the Primary Factor in Child’s Maltreatment?
- If Mother, Father, and/or Other Guardian’s Substance Abuse was a Factor in this Case, Select the Primary Substance from the List

IS/WAS SUBSTANCE ABUSE A FACTOR FOR ANY RESPONDENT IN THIS CASE?

Entered by: Regional Specialist

Select from the following answers:

Yes	Substance abuse is a factor for a respondent in the case.
No	Substance abuse was not a factor for any respondents in the case.

IF YES, WAS SUBSTANCE ABUSE THE PRIMARY FACTOR IN CHILD’S MALTREATMENT?

Entered by: Regional Specialist

Select from the following answers:

Yes	The substance abuse was the primary factor in the maltreatment and not just a factor.
No	Substance abuse was only a small part of the maltreatment and not the primary factor.
N/A	This answer should not be used. If it is not applicable then the previous question should have been answered "no".

IF MOTHER, FATHER, AND/OR OTHER GUARDIAN'S SUBSTANCE ABUSE WAS A FACTOR IN THIS CASE, SELECT THE PRIMARY SUBSTANCE FROM THE FOLLOWING LIST

Entered by: Regional Specialist

Select from the following answers:

Not a factor	
Alcohol	
Cocaine	
Heroin	
Marijuana	
Methamphetamine	
Hallucinogens	Includes: ecstasy (MDMA), LSD, PCP, GHB
Non-illicit medications	prescription medications and/or over-the-counter medications.
Other (Fill in the blank)	Enter the name of the drug in the space available or type multiple. (i.e. huffs paint)

CRB Data Dictionary
Section Twelve: Case Factors

This section includes the following data elements:

- Custody Hearing Occur Within 10 Days of Custody
- Adjudication Hearing Occur Within 60 Days of Custody
- Initial Judicial Review Occur Within 120 Days of Custody
- First Permanency Hearing Occur Within 10 months of Custody
- Are Legal Timelines Being Met
- If Sexual Abuse or Severe Physical Abuse is a Factor, have Criminal Charges been filed?
- If Child is Native American, is ICWA Appropriately Involved in the Case
- Is Managed Care a Barrier to Any Party in the Case Having His/Her Treatment Needs Met?

DID CUSTODY HEARING OCCUR WITHIN 10 DAYS OF CUSTODY?

Entered by: Regional Specialist

Select from the following answers:

Yes	Custody hearing should be 10 calendar days from date of custody. Allow up to 5 extra days leeway and still answer yes.
No	If more than 15 days elapsed from custody date and custody hearing answer "no".
Does Not Apply	Should only be a valid entry when the legal documents are unavailable and more accurately depict the answer "not known".

DID ADJUDICATION HEARING OCCUR WITHIN 60 DAYS OF CUSTODY?

Entered by: Regional Specialist

Select from the following answers:

Yes	Should be 60 calendar days from date of custody. Allow up to 10 days leeway and still answer yes.
No	If more than 70 days elapsed from custody date answer "no".
Does Not Apply	Should only be a valid entry when the legal documents are unavailable and more accurately depict the answer "not known".

DID INITIAL JUDICIAL REVIEW OCCUR WITHIN 120 DAYS OF CUSTODY?

Entered by: Regional Specialist

Select from the following answers:

Yes	Should be 120 calendar days from date of custody. Allow up to 10 days leeway and still answer yes.
No	If more than 130 days elapsed from custody date answer "no".
Does Not Apply	Should only be a valid entry when the legal documents are unavailable and more accurately depict the answer "not known".

DID FIRST PERMANENCY HEARING OCCUR WITHIN 10 MONTHS OF CUSTODY?

Entered by: Regional Specialist

Select from the following answers:

Yes	Should be 10 months from date of custody. Allow up to 10 days leeway and still answer yes.
No	If more than 10 months elapsed from custody date answer "no".
Does Not Apply	Should only be a valid entry when the legal documents are unavailable and more accurately depict the answer "not known".

ARE LEGAL TIMELINES BEING MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	If all court dates were held on time and a permanency hearing or judicial review has occurred at least every 6 months the answer is "yes".
No	If any court date was late or any subsequent permanency hearing the answer is "no".
Does Not Apply	Should only be a valid entry when the legal documents are unavailable and more accurately depict the answer "not known".

IF SEXUAL ABUSE OR SEVERE PHYSICAL ABUSE IS A FACTOR, HAVE CRIMINAL CHARGES BEEN FILED?

Entered by: Regional Specialist

Select from the following answers:

Yes	If the child was sexually or severely physically abused criminal charges were filed
No	Sexual or severe physical abuse occurred, but charges were never filed.
Does Not Apply	Sexual or severe physical abuse did not occur

IF CHILD IS NATIVE AMERICAN, IS ICWA APPROPRIATELY INVOLVED?

Entered by: Regional Specialist

Select from the following answers:

Yes	At the very least ICWA should be monitoring a case with a native child.
No	ICWA is either not engaging fully enough with the case or CYFD is not inviting them to the table.
Does Not Apply	Either the child is not native or does not qualify for ICWA involvement by any one tribe.

IS MANAGED CARE A BARRIER TO ANY PARTY IN THE CASE HAVING THEIR TREATMENT NEEDS MET?

Entered by: Regional Specialist

Select from the following answers:

Yes	Managed care either denied service, denied a higher level of service or only permitted an inadequate length of time of service to a respondent, this child or a sibling in the case.
No	Managed care has not negatively impacted treatment decisions on any party in the case.
Does Not Apply	This answer should not be used.

CRB Data Dictionary
Section Thirteen: TPR in Accordance with ASFA

****CURRENTLY NOT BEING COLLECTED****

This section includes the following data elements:

- Has Child/Youth been in Out-of-Home Care for 15 of the Last 22 Months?
- If Out-of-Home Care 15 of Last 22 Months, has Motion/Petition for Termination of Parental Rights been filed?
- If Motion/Petition for TPR was filed, does the Review Agree?
- If Motion/Petition Not filed, is there a Documented Compelling Reason Not to file for Termination of Parental Rights?
- If Compelling Reason is identified, is it Consistent with a State-Defined Category of Compelling Reasons?
- If a Compelling Reason is identified, in Which Category does it fall?
- If a Petition/Motion has Not been file, and a Compelling Reason has been identified, in the Reviewers Opinion is the Reason Appropriate?
- If a Petition has Not been filed or it was Delayed, in Which Category Does the Barrier Fall?

HAS THE CHILD/YOUTH BEEN IN OUT-OF-HOME CARE 15 OF THE LAST 22 MONTHS? (ANSWER AT EACH REVIEW)

Entered by: Regional Specialist

Select from the following answers:

Yes	If the child has been in custody 15 of the past 22 months the answer would be yes. If this is a child's first custody then from the date of custody count the number of months in
-----	---

custody to determine how many months out of home care has been ongoing. If the child has a prior custody it must be determined in the last 22 months how many of those the child has been in out of home care.

No	If 15 of the last 22 months the child was not in out of home care the answer is "no".
N/A	This answer should never be used. "yes" or "no" should always be valid answers.

IF THE CHILD/YOUTH HAS BEEN IN OUT-OF-HOME CARE 15 OF THE LAST 22 MONTHS HAS A MOTION/PETITION FOR TERMINATION OF PARENTAL RIGHTS BEEN FILED?

Entered by: Regional Specialist

Select from the following answers:

Yes	If 15 of last 22 months in custody and TPR was filed enter "yes".
No	If 15 of last 22 months in custody and TPR has not been filed enter "no".
N/A	If child not in custody 15 of last 22 months enter "NA"

IF A MOTION/PETITION FOR TPR WAS FILED, DOES THE REVIEWER AGREE?

Entered by: Regional Specialist

Select from the following answers:

Yes	In the opinion of the specialist they believe it was appropriate to file TPR.
No	In the opinion of the specialist it was not appropriate to file TPR.
N/A	TPR has not been filed.

IF A MOTION/PETITION WAS NOT FILED, IS THERE A DOCUMENTED COMPELLING REASON FOR NOT FILING FOR TERMINATION OF PARENTAL RIGHTS?

Entered by: Regional Specialist

Select from the following answers:

Yes	If a reason exists the answer is "yes".
No	If a reason does not exist the answer is "no".
N/A	TPR was filed.

IF A COMPELLING REASON IS IDENTIFIED, IS IT CONSISTENT WITH A STATE DEFINED CATEGORY OF COMPELLING REASONS?

Entered by: Regional Specialist

Select from the following answers:

Yes	The possible reasons are: Relative Placement, Insufficient Reasonable Efforts, Not in Child's Best Interest, Youth Declines Adoption, No Adoptive Resource Identified, Reunification Pending, Guardianship Pending, Alternative Planned Permanent Living Arrangement
No	No compelling reason
No state categories	This should not be an answer
N/A	TPR was filed.

IF A COMPELLING REASON IS IDENTIFIED, IN WHICH CATEGORY DOES IT FALL? (CHECK PRIMARY REASON ONLY)

Entered by: Regional Specialist

Select from the following answers:

Relative Placement	This in and of itself would not be a compelling reason to not file TPR.
Insufficient Reasonable Efforts	CYFD did not make reasonable efforts to reunify this family.
Not in Child's Best Interest	There is well documented reason to believe that filing TPR would adversely affect the child.
Youth Declines Adoption	A child 14 or older is unwilling to be adopted.
No Adoptive Resource Identified	There is no home in which to place the child for adoption. This in and of itself in New Mexico is not necessarily a compelling reason to not file TPR.
Reunification Pending	Reunification is seemingly close at hand. If a case is 15 months or older a trial home visit should be starting soon if TPR has not been scheduled.
Guardianship Pending	A guardianship is being actively pursued.
Alternative Planned Living Arrangement	At 16 a youth can have their permanency plan changed to PPLA.
Other	This should almost never be a selected answer.
N/A	TPR has been filed.

IF PETITION/MOTION HAS NOT BEEN FILED, AND A COMPELLING REASON HAS BEEN IDENTIFIED, IN THE REVIEWERS OPINION IS THE REASON APPROPRIATE?

Entered by: Regional Specialist

Select from the following answers:

Yes	In the opinion of the specialist the compelling reason is appropriate
No	In the opinion of the specialist the compelling reason is not appropriate.
N/A	TPR has been filed

IF A PETITION HAS NOT BEEN FILED OR IT WAS DELAYED, IN WHICH CATEGORY DOES THE BARRIER FALL? (SELECT ONE)

Entered by: Regional Specialist

Select from the following answers:

Child Welfare Agency	The petition should have, in the specialist's opinion, been filed, but CYFD did not file it.
Court	The court is the source of the delay in filing TPR.
Legal Representation	The various attorneys in the case other than the CCA is the source of the delay.
ICWA	ICWA is the source of the delay.
Other – Describe in narrative	if no answer is appropriate or if TPR was filed enter "other" and type "NA"
Petition was Withdrawn	Petition was withdrawn after being filed.

CRB Data Dictionary
Section Fourteen: Barriers to Achieving Permanency (Adoption)

****CURRENTLY NOT BEING COLLECTED****

This section includes the following data elements:

- If Termination of Parental Rights/Relinquishment/Voluntary Adoption Petition was filed have 12 or More Months Passed?
- If the Adoption is Not Finalized, What are the Barriers?

IF A TERMINATION OF PARENTAL RIGHTS/RELINQUISHMENT/VOLUNTARY ADOPTION PETITION WAS FILED HAVE 12 OR MORE MONTHS PASSED?

Entered by: Regional Specialist

Select from the following answers:

Yes	Petition was filed 12 or months ago.
No	12 months has not yet passed
N/A	TPR or other petition has not been filed.

IF THE ADOPTION IS NOT FINALIZED, WHAT ARE THE BARRIERS? (CHECK ALL THAT APPLY.)

Entered by: Regional Specialist

Select from the following answers:

Child Welfare Agency	Yes: For some reason CYFD is a barrier. This could be out of improperly working a case or from a lack of placement resources. No: CYFD is not a barrier to finalizing this adoption.
Other Service Providers	Yes: Any other provider has delayed finalization. No:
Court	Yes: The court has delayed finalization for any reason. This would include a TPR appeal. No:
Legal Representation	Yes: Attorneys other than the CCA has delayed finalization. No:
ICWA	Yes: ICWA has delayed finalization for any reason. No:
Other – Describe	Yes: If no other selection better answers the question only then should this be selected. No:
N/A	Yes: If no delays are negatively impacting finalization. No:

CRB Data Dictionary
Section Fifteen: Child's/Parent's Needs and Recommended Services

This section includes the following data elements:

- Child's Needs
 - Type of Service
 - Is the Service Available?
 - Barriers

- Parent's Needs
 - Type of Service
 - Service Recommended For
 - Is the Service Available?
 - Barriers

CHILD'S NEEDS: TYPE OF SERVICE

Entered by: Regional Specialist

Select from the following answers:

Assessments/Evaluations/Exams	Assessments/Evaluations/Exams include: <ul style="list-style-type: none"> • Psychological • Neuropsychological • Neurological • Physical • Behavioral • Medical • Bonding
Education	Education includes <ul style="list-style-type: none"> • Assessments and evaluations • Tutoring • Special education • GED • Pre-school • Sign language • Related programs
Extracurricular/Recreational Activities	Extracurricular/recreational activities includes <ul style="list-style-type: none"> • Sports, art, music, etc • Related programs/services
Immigration related/immigrant specific needs	Immigration related/immigrant specific needs
Juvenile Justice	Juvenile justice includes

	<ul style="list-style-type: none"> • Juvenile justice services • Detention • Probation
Medical/Health	Medical/health includes <ul style="list-style-type: none"> • Medical • Vision • Dental • Nutrition • Adaptive equipment (e.g. wheel chairs, walkers, visual and hearing impairment aids, etc.)
Mentor	i.e. Big Brothers Big Sisters
Other (Fill in the blank)	
Placements	A new or different placement
Protective Supervision	Return the child and place them on protective supervision.
Psychotropic medication management and monitoring	Monitor medication
Respite	Place in respite care.
Specialized Group Settings	Specialized Group Settings
Semi-Independent Living	SIL courses
Specialized Therapies	Specialized therapy
Substance use/abuse/affected	Substance abuse treatment or education
Teen pregnancy prevention, teen parenting, and services	Teen pregnancy/parenting
Therapy	Therapy
Visits/Contact	Visits or contacts with a parent, sibling or any other person.

Discussion:

It is up to the Regional Specialist to determine what needs/services are included. These items do not necessarily reflect items indicated on the corresponding CRB report to the Court.

Enter as many needs/services as are applicable to this child. After entering the type of service, whether the service is available (next question), and the barrier to this service (question after service availability), select "Continue" button on data collection tool. The Regional Specialist will then be asked whether or not he/she would like to enter another service for the child. The Regional Specialist would select "yes" to add an additional need/service and can repeat this action repeatedly until all observed needs/services are

entered for the child.

IS SERVICE AVAILABLE?

Entered by: Regional Specialist

Select from the following answers:

Yes

No

Discussion:

It is up to the Regional Specialist to determine what needs/services are included. These items do not necessarily reflect items indicated on the corresponding CRB report to the Court.

Enter as many needs/services as are applicable to this child. After entering the type of service, whether the service is available (next question), and the barrier to this service (question after service availability), select "Continue" button on data collection tool. The Regional Specialist will then be asked whether or not he/she would like to enter another service for the child. The Regional Specialist would select "yes" to add an additional need/service and can repeat this action repeatedly until all observed needs/services are entered for the child.

CHILD'S NEEDS: BARRIERS (TO SERVICE)

Entered by: Regional Specialist

Select from the following answers:

Child

Coordination between agencies

Court

CYFD

Developmentally disabled (DD) waiver

Delays

Distance

Funding (not Value Options)

Immigration Related Issues

Incarceration

Lack of Services	
Other (Fill in the blank)	
Parent/caregiver	
Value Options and/or Medicaid managed care organization	

Discussion:

It is up to the Regional Specialist to determine what needs/services are included. These items do not necessarily reflect items indicated on the corresponding CRB report to the Court.

Enter as many needs/services as are applicable to this child. After entering the type of service, whether the service is available (next question), and the barrier to this service (question after service availability), select “Continue” button on data collection tool. The Regional Specialist will then be asked whether or not he/she would like to enter another service for the child. The Regional Specialist would select “yes” to add an additional need/service and can repeat this action repeatedly until all observed needs/services are entered for the child.

PARENT’S NEEDS: TYPE OF SERVICE

Entered by: Regional Specialist

Select from the following answers:

Assessments/Evaluations/Exams	Assessments/evaluations/exams includes <ul style="list-style-type: none"> • Medical • Psychological • Neuropsychological • Psycho-social • Paternity testing • Bonding
Bilingual services/documents	Bilingual services/documents includes <ul style="list-style-type: none"> • Counseling in Spanish or other language • Bilingual permanency planning workers, attorneys, etc.
Criminal Justice	Criminal justice includes <ul style="list-style-type: none"> • Probation services • Ankle monitoring • Community reintegration • In-detention therapy • Incarcerated parenting programs

	<ul style="list-style-type: none"> • Related programs
Domestic Violence Therapy/Counseling	Domestic violence therapy/counseling includes <ul style="list-style-type: none"> • Domestic violence counseling • Anger management
Education	Education includes <ul style="list-style-type: none"> • GED classes • Higher education (college and trade school preparation and assistance)
Employment	Employment <ul style="list-style-type: none"> • Employment skills, training, services, placement • Related programs (e.g. Job Corps)
Gender Specific Therapy/Support	Gender specific therapy/support includes <ul style="list-style-type: none"> • Men's issues group • Women's issues therapy • Women's mentoring program • Related programs
Housing	Housing includes <ul style="list-style-type: none"> • Assistance finding safe, adequate housing • Household maintenance skills
Immigration related/Immigrant specific needs	Immigration related/Immigrant specific needs
Life Skills and Assistance	Life skills and assistance includes <ul style="list-style-type: none"> • Budget • Transportation/bus passes
Medical/Health	Medical/health includes <ul style="list-style-type: none"> • Medical • Nutrition • Dental • Vision • Adaptive equipment (e.g. wheel chairs, walkers, visual and hearing impairment aids, etc.)
Other (Fill in the blank)	Other <ul style="list-style-type: none"> • Fill-in-the-blank
Parenting/Prenatal Care/Family Planning	Parenting/prenatal care/family planning including <ul style="list-style-type: none"> • Parenting classes • In-home parenting coaching/mentoring

	<ul style="list-style-type: none"> • Special needs parenting skills • Respite/babysitting
Psychotropic Medication Management and Monitoring	Psychotropic medication management and monitoring
Specialized Courts	Specialized courts including <ul style="list-style-type: none"> • Family reunification court • Drug court
Substance Use/Abuse	Substance use/abuse including <ul style="list-style-type: none"> • Treatment/counseling • In-patient, out-patient, long-term drug rehabilitation • Drug/alcohol screening • Support systems following rehabilitation • Drug screening • Support programs (e.g. Narcotics Anonymous, Alcoholics Anonymous)
Therapy	Therapy including <ul style="list-style-type: none"> • Counseling • Family meetings • Family therapy • Behavior management services • Relinquishment counseling
Visits/Contact	Visits/contact including <ul style="list-style-type: none"> • Contact with children • Monitor visits

Discussion:

It is up to the Regional Specialist to determine what needs/services are included. These items do not necessarily reflect items indicated on the corresponding CRB report to the Court.

Enter as many needs/services as are applicable to each respondent. After entering the type of service, whether the service is available (next question), and the barrier to this service (question after service availability), select "Continue" button on data collection tool. The Regional Specialist will then be asked whether or not he/she would like to enter another service for the respondent. The Regional Specialist would select "yes" to add an additional need/service and can repeat this action repeatedly until all observed needs/services are entered for the respondent.

SERVICE RECOMMENDED FOR ...

Entered by: Regional Specialist

Select from the following answers:

Mother	
Father	

Other
Guardian

IS SERVICE AVAILABLE?

Entered by: Regional Specialist

Select from the following answers:

Yes Service is available

No Service is not available due to a lack in services geographically or because of a waiting list.

PARENT'S NEEDS: BARRIERS

Entered by: Regional Specialist

Select from the following answers:

Assessments/Evaluations/Exams

Cognitive/physical functioning includes

- Caregiver/parent's limited ability to process
- Caregiver/parent's mental illness

Bilingual services/documents

Coordination difficulties includes

- Scheduling problems
- Work hours conflict

Criminal Justice

Court includes

- Court order required/not issued
- No contact order
- Appeals process

Domestic Violence
Therapy/Counseling

CYFD includes

- CYFD may not/did not approve
- CYFD not including service in treatment plan
- Plan change required
- CYFD not coordinating services

Education

Delays includes

- Service not implemented/requested (no other explanation given)
- Waiting periods
- Waiting lists

Employment

Distance includes

	<ul style="list-style-type: none"> • Service is out-of-town, out-of-county, or out-of-state
Gender Specific Therapy/Support	<u>Funding (not Value Options) includes</u> <ul style="list-style-type: none"> • CYFD will not/does not pay • Other will not/does not pay
Immigration related/Immigrant specific needs	Immigration related/Immigrant specific needs
Life Skills and Assistance	<u>Incarceration/criminal justice issues includes</u> <ul style="list-style-type: none"> • Parent incarcerated and services unavailable • Felons unable to access services
Medical/Health	<u>Lack of services includes</u> <ul style="list-style-type: none"> • Lack of appropriate placements/services • Service not regularly offered • Service overloaded • Lack of openings
Other (Fill in the blank)	Other <ul style="list-style-type: none"> • Fill-in-the-blank
Parenting/Prenatal Care/Family Planning	<u>Other individuals/community includes</u> <ul style="list-style-type: none"> • Resistance of Family, guardians, foster parent's, etc • Lack of community/family support
Psychotropic Medication Management and Monitoring	<u>Parent includes</u> <ul style="list-style-type: none"> • Lack of willingness to participate • Non-compliance • Refuses treatment • Relapsing • Whereabouts unknown
Specialized Courts	<u>Skills includes</u> <ul style="list-style-type: none"> • Lack of education needed for success • Lack of life skills needed for success • Lack of job/trade skills needed for success
Substance Use/Abuse	<u>Value Options and/or Medicaid managed care organization includes</u> <ul style="list-style-type: none"> • Uncertainty about whether or not service will be paid/approved • Lack of funding available for service • Value Options/Medicaid managed care organization will not pay for service • Cutting services/times short

Discussion:

It is up to the Regional Specialist to determine what needs/services are included. These items do not

necessarily reflect items indicated on the corresponding CRB report to the Court.

Enter as many needs/services as are applicable to each respondent. After entering the type of service, whether the service is available (next question), and the barrier to this service (question after service availability), select "Continue" button on data collection tool. The Regional Specialist will then be asked whether or not he/she would like to enter another service for the respondent. The Regional Specialist would select "yes" to add an additional need/service and can repeat this action repeatedly until all observed needs/services are entered for the respondent.