



# STATE OF IOWA

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DEPARTMENT OF HUMAN SERVICES  
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April 8, 2011

## GENERAL LETTER NO. 17-C-18

ISSUED BY: Bureau of Protective Services,  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter C, **CASE PLANNING POLICY**,  
page 9, revised.

### Summary

Chapter 17-C is revised:

- ◆ When addressing safety issues the worker shall document in the initial case plan whether the child is at "imminent risk of removal" from the home and why and that DHS would ask the court to consider removal if the family refused or terminated in-home services.
- ◆ A redetermination of whether the child remains at "imminent risk of removal" from the home if in-home services were not continued shall be conducted at minimum once every six months and the reasons for this documented in the case plan.

### Effective Date

Immediately.

### Material Superseded

This material replaces Employees' Manual, Title 17, Chapter C, page 9, dated April 30, 2010.

### Additional Information

Refer questions about this general letter to your area service administrator.

### **Addressing Safety Issues**

**Law:** 42 USCA 671(a)(15)(A), 671(a)22, 675(1), and 675(15);  
[Iowa Code section 232.2\(4\)](#)

**Rule:** [441 Iowa Administrative Code 130.7\(234\)](#)

**Policy Statement:** The safety of children is the paramount concern that must guide all child welfare services. Children shall be protected from abuse and shall be safely maintained in their homes whenever possible.

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if in-home services were not provided. Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

The worker shall document in the initial case plan whether DHS would ask the court to consider removal if the family refused or terminated in-home services and why.

A redetermination of whether the child remains at "imminent risk of removal" from the home shall be conducted at minimum once every six months. If it is determined that the child remains at "imminent risk of removal" if in-home service were not provided, document this and why in the case plan.

### **Goals, Services, and Strategies**

**Law:** 42 USCA 671(a)(15)(A), 671(a)22, 675(1), and 675(15);  
[Iowa Code section 232.2\(4\)](#)

**Rule:** [441 Iowa Administrative Code 130.7\(1\)](#)

**Policy Statement:** In partnership with the family, the worker shall develop goals and strategies that are measurable and build on client strengths whenever possible. The foundation for developing effective strategies is rooted in a thorough functional assessment. The purposes of strategies are to identify actions that must occur in order to reach the desired goals.

### **Health and Education Needs**

**Law:** 42 USCA 675(1)(c); [Iowa Code Supplement section 232.2\(4\)](#)

**Rule:** [441 Iowa Administrative Code 130.7\(2\)](#)

**Policy Statement:** The case plan for a child entering out-of-home placement shall:

- ◆ Include the most recent information available concerning the child's health and education records.