

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Substitute Care
Policy Number: 6.06.01
Policy Name: Custody Checklist

Original Effective Date: 11/14/1994
Revision Date(s): 11/01/2015
Current Revision Date: 11/01/2015
Approved By: Thomas D. Pristow

PURPOSE: To help clarify and make more consistent the actions and tasks performed by the Worker-of-Record (WOR) when custody of a child is requested and/or received. The Custody Checklist helps to ensure that all appropriate actions and case activities take place within the applicable timeframes and is an effective tool to document performance.

SCOPE: This policy applies to all Cuyahoga County Division of Children and Family Services (CCDCFS) staff who complete a legal filing for custody of a child on their caseload.

POLICY

- A. At the time the WOR reports to legal to complete a custody filing, he/she begins to fill out a Custody Checklist for each child on the filing. The Custody Checklist is updated as necessary with documentation of completed case activities. (Documentation is needed specifically the day of custody, the day after custody, within 3-7 days, 8-30 days, 75th day and annually). All updates to the Custody Checklist are entered in the case record.
- B. The WOR's Supervisor is responsible for monitoring the appropriateness and timeliness of the completion of each specific step of the custody checklist for each child/family in the worker's caseload.

PROCEDURES

- A. Reporting to the CCDCFS Legal Department to complete a custody filing initiates the Custody Checklist.
- B. The WOR obtains a blank Custody Checklist via DCFS' Agency Intranet "Forms Section".

1. The Custody Checklist is completed, one step at a time, in correspondence with the completion of appropriate case activities. SACWIS activity logs reflect changes to the Custody Checklist.
2. Each step requires the WOR's initials and the date of completion.
3. Each child within a family has his/her own Custody Checklist.
4. As each step is completed, the WOR reviews the Custody Checklist with his/her Supervisor. The Custody Checklist is reviewed during Worker/Supervisory conferences at least once a month.
5. A copy of the updated Custody Checklist is kept in the "Case Activity" section of the child's case record at all times.

SEE ALSO:

FORMS

Custody Checklist