

**FOSTER CARE
ACTION SUMMARY
REQUIREMENTS**

The Foster Care/Juvenile Justice (FC/JJ) Action Summary, DHS-69 (RFF 69), is used whenever there is “action” on a case. The foster care action summary is generated from SWSS FAJ. The DHS worker must complete the DHS-69, Action Summary (RFF 69) in SWSS. Child placing agencies will continue to use the DHS-69, Action Summary template. This form also serves as notice to the courts of changes in placements, parent's living situation and the FC worker/agency, as identifying information is indicated. The FC/JJ action summary meets licensing requirements for replacement documentation (See FOM 722-03) and in most cases, agency transfer and case closing summary (see below). The FC/JJ action summary must also be used for foster care transfer to adoption.

**Which Cases/
When**

All foster care cases where there is:

1. A replacement.
2. Termination from foster care placement.
3. A change in FC worker.
4. Agency change/transfer to another FC agency (if less than 30 days of completion of last case service plan).
5. A change in the parent's living situation.
6. Case closing (if less than 30 days of completion of last case service plan).
7. Foster care transfer to adoption.

In cases where there is a case transfer to another agency or the case is closed by the court, the FC/JJ action summary may be used to document the necessary information for the case action provided less than 30 days have transpired since the completion of the last case service plan. The FC/JJ action summary must accurately document all case service delivery from the report period end date of the last service plan through the closing or transfer date on SWSS FAJ.

The FC/JJ action summary cannot be substituted for a case service plan to document the agency transfer or case closure if the report period end date of the last case service plan is greater than 30 days. In each case a new case service plan must be completed.

Note: The FC/JJ Action Summary (DHS 69), must be completed when a child is transferred from foster care to adoption, even if the adoptive placement is the same as the foster care placement. Currently SWSS FAJ functionality does not support this action, therefore the DHS-69 (RFF 69) word template is used for this purpose. The assigned FC worker completes the DHS-69 word template for adoption case transfer with a copy for the case file.

Decisions

None.

DHS-69, Action Summary, Appropriate Completion and Instructions

Indicate the type of action reported (child replacement, parent move, FC worker change, agency transfer, termination from foster care placement, foster care transfer to adoption or foster care case closure) as appropriate, the effective date of the action and the child information.

Complete all requested information as appropriate.

- If the action reported is a replacement, indicate in IVA and B the reason foster care continues to be appropriate and the reasons for replacement.
- If the child move is a return to the parent, indicate so in IVB.
- Briefly indicate how replacement or termination preparation was conducted with the child.
- In V, indicate how information on the change was communicated to the parent, provider, family members or new FC worker and the type of information.
- In VI, briefly answer the questions if the case action is termination from foster care or case closure. If the information is available in other documentation, attach the document.