

TEN- DAY CONFERENCE CHECKLIST

- 1. Assist family in completing the **DPP-106A Authorization for Health Care** and **DPP-106B Initial Physical and Behavioral Health History** and set up the Medical Passport for the care provider.
- 2. Submits the DPP-106B to the MCO liaison, immediately following this meeting.
- 3. Request that birth mother complete **Voluntary Affidavit of Paternity**. Gather information for any necessary absent parent searches.
- 4. Identify both maternal and paternal relatives and complete the **DPP-1275 Relative Exploration Form**. This can be done in conjunction with developing a genogram for the family.
- 5. Assess for Native American heritage.
- 6. Complete **DSS-1260 Title IV-E and Child Support Referral**.
- 7. Complete **DCBS-1 Informed Consent and Release of Information and Records** and **HIPAA** forms.
- 8. Discuss transitions such as school or day care provider, visitations, medical care, other service providers, and religious practices.
- 9. Provide parents with copy of *When Your Child is Removed From Your Care guide*, a **DPP-154 Protection and Permanency Service Appeal** and **copy of case plan (prevention plan) and visitation agreement**.
- 10. Foster parents receive copy of **Child Youth Action Plan** and visitation agreement.
- 11. Explain and discuss the Reasonable and Prudent Parent Standard with parents in accordance with SOP 4.30 Normalcy for Children and Youth in Out of Home Care.

CHECK EACH ITEM AS COMPLETED THEN DATE AND SIGN BELOW.

Signature of FSOS/designee, conference chair

Date

Additional forms to be completed or distributed at the ten-day conference include the forms in bold above and the following:

- CHFS-300 Notice of Privacy Practices
- DPP-1278 Relative Placement Benefit Statement of Need, if child is placed with a relative