



ARIZONA
DEPARTMENT
of CHILD SAFETY

Mike Faust, Director
Douglas A. Ducey, Governor

To: All DCS Field Staff and OCWI

From: Shalom Jacobs, Deputy Director of Field Operations

Re: C-CSRAs, Case Plans and Case Copies during Guardian Cut-Over

Date: January 15, 2021

Given the Department of Child Safety's implementation of Guardian on February 1, 2021, it is necessary to discontinue the creation of new Continuous - Child Safety Risk Assessments (C-CSRA, LCH494C), Case Plans (LCH074) and case copies in the CHILDS system to migrate data so that it is accessible upon Guardian deployment.

Effective January 15, 2021 at 5pm, DCS Field Staff shall not create new C-CSRAs or Case Plans in CHILDS. All required documentation for the Family Functioning Assessment-Ongoing, Family Functioning Assessment-Progress Updates and Case Plans shall be documented in Guardian after February 1, 2021.

Additionally, effective January 15, 2021 at 5pm, DCS Field staff shall not create case copies (split a case) in CHILDS or initiate a new transfer of a case to an Adoptions or Young Adult Program Unit from January 15, 2021 to February 1, 2021.

Policy and Procedure requirements for tasks and activities related to the Family Functioning Assessment – Ongoing, Family Functioning Assessment – Progress Update, Case Planning and Case Transfer to units that are not Adoption or Young Adult Program Units must still be completed as outlined in the DCS Policy Manual.

C-CSRAs and Case Plans that have been created prior to 5pm on January 15, 2021 should be completed and approved by the DCS Program Supervisor by January 28, 2021, if possible and appropriate.

Exceptions to this directive may be given by the Program Administrator who must provide the approval and initiate the new C-CSRA or Case Plan that must be finalized by January 28, 2021 at 5pm.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Jacobs', is written over a white background.

Shalom Jacobs
Deputy Director of Field Operations