Administrative Review

Rhode Island Department of Children, Youth and Families
Policy: 700.0030
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The Department of Children, Youth and Families (the Department) establishes a permanency goal for each child in out of home placement and monitors permanency planning through ongoing strength-based assessments of the family and regularly scheduled Administrative Reviews. The Administrative Review is a structured discussion of family status, facilitated by an Administrative Review Officer (ARO), to independently evaluate the safety and well-being of and progress toward permanency for each child in out of home placement. The ARO facilitates Administrative Reviews in collaboration with Family Service Units and Juvenile Probation and in partnership with families, stakeholders, community providers and the Family Court. The initial Administrative Review is convened six months from the date of placement. A subsequent review is conducted by the Family Court during its twelve month permanency hearing. If a child remains in placement, the ARO convenes a review at eighteen months and the Family Court conducts a subsequent review at twenty-four months at a permanency hearing. A review may be rescheduled and convened within thirty days of the initial scheduled date to meet the needs of the family or the Department. In compliance with Federal and State Law, and Department policy, the Administrative Review provides the opportunity for the assessment of each child's status to:

- Determine the safety of the child, the continuing need for and appropriateness of placement and to ensure that both in and out of state permanent placement options are considered (IV-E Requirement).
- Determine the extent of compliance with the current Service Plan.
- Determine the extent of progress made toward alleviating or mitigating the causes necessitating the placement.
- Project a likely date by which the child may be returned and safely maintained at home or placed for adoption or legal guardianship.
- Obtain the child's view on his/her permanency or transition plan (IV-E Requirement). The following Federal and State statutes and regulations apply:

The Adoption and Safe Families Act (PL 105-98)
The Adoption Assistance and Child Welfare Act (PL 96-272)
The Safe and Timely Interstate Placement of Foster Children Act of 2006 (PL 109-239)
The National Child Protection Act of 1993
Rhode Island General Law 42-72-10
RI Family Court Administrative Order 94-11

Related Procedure

Administrative Review

Related Policies

Complaints and Hearings Confidentiality
Comprehensive Assessment and Service Planning
Interstate Compact on the Placement of Children (ICPC) Rhode Island Children's Information System (RICHIST) Termination of Parental Rights

Administrative Review

Procedure from Policy 700.0030: Administrative Review

A. Each Administrative Review addresses Adoption and Safe Families Act (ASFA) mandates relating to safety, well-being and permanency.

B. Each child in out of home placement has an Administrative Review no less frequently than every six months until permanency is achieved.
   1. Youth sentenced to the Rhode Island Training School (RITS), who are on Temporary Community Placement, have Administrative Reviews.
   2. Once a termination of parental rights has been filed by the Department with the Family Court, reunification efforts are no longer discussed during Administrative Reviews. Parental participation and discussion during the Administrative Review is limited to visitation and any concerns that parents may have regarding the care of their children in placement. Refer to **DCYF Policy 1100.0020: Termination of Parental Rights**.
   3. States placing children through the Interstate Compact on the Placement of Children (ICPC) under courtesy supervision in Rhode Island develop service plans with the families and monitor permanency goals. Refer to **DCYF Policy 700.0060: Interstate Compact on the Placement of Children (ICPC)**.

C. Information gathered during Administrative Reviews is entered into RICHIST and analyzed to monitor the quality of services, performance outcomes and guide practice. Refer to **DCYF Policy 700.0100: Rhode Island Children's Information System (RICHIST)**.

D. Participants involved with the child and family are invited to the Administrative Review to provide valuable input and assist the Department in monitoring permanency planning. Individuals invited include, but are not limited to:
   1. Primary service worker/supervisor;
   2. Secondary service worker/supervisor;
   3. Parents/guardians;
   4. Child (as age appropriate):
      a. While capacity for participation varies, **DCYF Policy 700.0075: Comprehensive Assessment and Service Planning** specifies that a child, aged twelve and above, may sign his/her service plan.
      b. School-aged children are invited to participate to the extent verbal capacity and understanding of the events occurring in their lives.
   5. Service providers;
   6. Foster parents;
   7. Placement provider;
   8. Educational Advocate; and/or
   9. Other professionals / advocates having a significant contribution to the well-being of the family.

E. Scheduling an Administrative Review:
   1. Approximately six weeks in advance of a required Administrative Review, primary service worker and supervisor receive a RICHIST generated e-mail requesting contact with the Administrative Review Unit (ARU) to schedule a review for an identified child. Refer to RICHIST Window Help: The Meeting Window.

2. ~~The primary service worker or supervisor contacts ARU as soon as possible to schedule a Review and ensure invitations are sent to the participants in a timely manner. Information discussed includes:~~
   a. ~~Primary language of the family;~~
   b. ~~Individuals not appropriate to invite to the review; and~~

c. When children from the same family require separate Administrative Reviews.

3. If contact does not occur between ARU and the primary service worker, ARU schedules an Administrative Review on the primary service worker's office day.
4. ARU sends DCYF # 128, Notification of Administrative Review, to the following participants:
   a. Parent/guardian
   b. Foster parent
   c. Relative caretaker
   d. Children if age sixteen and older
5. ARU sends DCYF # 128B, Foster Parent Information for Service Plan Review, to all foster parents in addition to DCYF # 128. This form gives foster parents who cannot attend the Review the opportunity to provide information to the Administrative Review Officer (ARO) regarding the child's well-being.
6. The primary service worker or supervisor sends the DCYF # 128 to all other appropriate participants.

F. Cancellation of an Administrative Review:

1. If he/she initiates the cancellation of the Review, the primary service worker or supervisor contacts ARU as soon as possible with the reason for the cancellation.
2. ARU contacts the primary service worker or supervisor as soon as possible when a cancellation of the Review is initiated by ARU and provides the reason for the cancellation.
3. A new date and time for the rescheduled Review is established within thirty days of all cancellations. Refer to RICHIST Window Help: The Meeting Window.
4. The primary service worker or supervisor notifies all parties in all cases when a review is cancelled.
5. ARU sends DCYF # 128 with the new date to participants (refer to D, above).
6. The primary service worker or supervisor sends DCYF # 128 to all other participants with the new date.
7. If any of the following changes occur prior to a scheduled Review, the primary case worker notifies ARU scheduler and the meeting is cancelled:
   a. Child returns to a parent's home;
   b. Child is sentenced to the RITS;
   c. Child's adoption is finalized in Court; or
   d. Family's involvement with the Department is terminated.

G. Responsibilities of the primary service worker and/or supervisor prior to the Administrative Review:

1. Complete or update the Service Plan with families and obtain appropriate signatures.
2. Update family information in RICHIST. Refer to **DCYF Policy 700.0100: Rhode Island Children's Information System (RICHIST)**.
3. Invite appropriate participants.
4. Provide copies of reports pertinent to the Review that are not contained in RICHIST to the assigned ARO.
5. When a family is transferred to another unit or division, the previous primary service worker and/or supervisor is responsible to attend the Review for a period of up to ten days after the transfer.

H. Responsibilities of ARO prior to and during the Administrative Review:

1. ~~Review family information contained in RICHIST, including reports/evaluations provided in hard copy form by the primary service worker prior to the Review.~~
2. ~~Facilitate the Review.~~

a. Discuss the Service Plan and determine the appropriateness and effectiveness of the plan toward ensuring safety of the child, well being of the child and family and permanency planning.
b. Ensure that a permanency plan is in effect for each child.
c. Identify challenges to the successful fulfillment of the Service Plan and assist in the planning to overcome identified challenges.
d. Assess progress towards meeting goals, objectives and tasks in the Service Plan.
e. Ensure for children in state supervised placements who are sixteen years of age or older that a portion of their Service Plan describes services that will prepare the child for independent living. Refer to **DCYF Policy 700.0075: Comprehensive Assessment and Service Planning**.
f. Discuss comments and recommendations with case participants.

I. Outcome of the Administrative Review:

1. After a thorough review of related material, the ARO completes the RICHIST generated DCYF #128A (refer to RICHIST Window Help: ARU Review Window [New]) including:
   a. Determinations relating to ASFA and Child and Family Service Review.
   b. Factors addressing safety and risk issues in the family.
   c. Summary and comments relating to case issues and progress.
   d. Recommendations when necessary to:
      i. Modify the current Service Plan.
      ii. Eliminate challenges towards successful fulfillment of the current Service Plan.
      iii. Modify the goal, objectives and/or tasks for a subsequent Service Plan.
2. ARO prints a copy of the signature page of DCYF #128A, signs and dates it and forwards it to the primary service worker and or supervisor for signature.
   a. If there is agreement, the primary service worker and or supervisor sign both copies, place one in the family record and send one to ARU.
   b. Any disagreement is addressed through the chain of command of the ARO and the primary service worker.
   c. Parent/guardian and child(ren) (when appropriate) enter signatures in the participation section of the signature page.
   d. If the parent disagrees with the recommended changes and/or modifications to the Service Plan, the ARO or the primary service worker
      informs the parent of the right to appeal. Refer to **DCYF Policy 100.0055: Complaints and Hearings**.
3. If requested, a signed copy of the recommendations/signature page is forwarded by the primary service worker and/or supervisor to the contract providers and other participants in compliance with **DCYF Policy 100.000: Confidentiality**.
4. The ARO may determine that an issue is serious enough to warrant the creation of a Red Flag. Refer to RICHIST Window Help: Red Flag Factors Window. If a red flag warning is needed, the ARO:
   a. Informs the primary service worker and / or supervisor at the time of the review or after consultation with the ARU supervisor that the ARO will create a red flag warning in RICHIST.
   b. Sends the primary service worker a red flag e-mail with the issue(s) of concern requesting a red flag warning be created in RICHIST.