| **Please note: The following proposal is only for those imminent FAR or CPS cases the social worker will be filing on due to child safety issues related to drug and alcohol use.**  |
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| **Proposed Expedited Family Treatment Court Referral Process** |
| **Initiate the expedited process through F.A.R. Unit:*** FTC Social Work Supervisor will contact FAR/CPS Supervisors once a month to ask about potential filings and attach FTC Referral form.
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| * FAR/CPS Unit staff fills out FTC referral for potential FTC case that has been flagged for drug and alcohol issues and will be filed on - 72 hour hearing date must be noted on the form.
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| * The Department will send the referral to the FTC Treatment Specialist who will flag the case to figure out which DPD Division/PRP is assigned.
* Treatment Specialist will send an email to DPD Division/PRP boxes, referring FAR/CPS social worker, FAR/CPS Supervisor, FTC Social Worker Supervisor, AAG Box. Email will state: “This case has been flagged as potential expedited FTC case and Treatment Specialist will be available at the 72 to provide information on the FTC program parameters.” (Informational script will be attached to the email, including intake date being offered)

*Script to be included will read:*This case has been flagged as an expedited case for Family Treatment Court due to potential drug and alcohol issues.  The FTC Treatment Specialist will be available at the 72 hour hearing to provide information such as FTC goals, team process and program parameters to the parent.  If the parent is interested in Family Treatment Court, an intake appointment will be offered to them.  A confidential pre-screen, including criminal background will be completed.   FTC Treatment Specialist will notify parties of the outcome of prescreen including if an intake is scheduled or if the parent is found ineligible. All pre-screen information is will be agreed by the parties to be confidential and a form stating such will be signed (language designated in the next section). ***If parent no shows to their appointment, attorney will be notified within 24 hours.  If no intake is completed by the day prior to 30 day hearing, all parties will be notified.***  |
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| **Engagement at 72 hour hearing:** |
| FTC Staff seeks approval from the FAR/CPS referral parent’s attorney to discuss Family Treatment Court option. Parties sign a form at 72 hour hearing before Treatment Specialist talks with parent. This form will state: *“All parties agree not to subpoena or otherwise call for the Family Treatment Court staff member to testify or provide notes, reports, documents or any records for any court proceedings, legal actions or for any other purpose related to their initial interview of the parent(s) to determine eligibility for Family Treatment Court.”* |
| * FTC Staff then engages with parent to inform them of the Family Treatment Court Program. “Pre-Intake” information session.
* The Treatment Specialist will do pre-eligibility check based on FTC policy and inform parent’s attorney of potential eligibility.

*If parent expresses interest:** The Treatment Specialist will invite the parent to observe FTC.
* The Treatment Specialist will schedule an intake and communicate this appointment to the parties. It can be canceled for any reason. If intake does not occur before 30 day Shelter Care, Treatment Specialist will let all parties know 1 day prior to 30 day date.
* The FAR Worker will hold onto the case through at least the 30 day Shelter Care/Status Quo to minimize social worker case transfers. If agreement isn’t reached, the FAR Worker comes off the case at the 30 day Shelter Care, but must appear at 30 day Shelter Care if it becomes a “not status quo” case.
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| **Ensure expedited process for referral continues by putting steps in place via the proposed court order by the 30 day Shelter Care/Status Quo:** |
| * Using a Standard Order of Dependency, any party can provide a proposal for negotiation purposes only. Facts, placement, visitation and services can be proposed. Services do not need agreement prior to entry into FTC, except for a drug and alcohol evaluation and drug testing. However, an Agreed Order of Dependency is needed prior to entry into FTC program.
* Parties can negotiate the order via email, phone or in person at a status conference.
* At the 30 day, the negotiated Agreed Order of Dependency can be entered. If agreement hasn’t been reached by noon the day before the 30 day Shelter Care, then all parties must appear at the 30 day as if it were “not status quo.” Then negotiation can continue at the 30 day Shelter Care in order to finalize an agreement and enter an Agreed Order of Dependency that same day.
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| * If agreement cannot be reached at this point, the case is no longer considered expedited and reverts back to regular dependency court process. A new CFWS social worker will be assigned and the FAR/CPS Worker will no longer hold the case.
* If one parent does not agree to dependency, eligibility for the other parent applying for the FTC program can be determined on a case by case basis. Main purpose for this policy is to limit FTC Social Worker court time managing cases outside of FTC.
* Dispositional issues can be resolved after entry into FTC.
* If the case has not already been staffed in FTC, an Acceptance Staffing will be set by the Treatment Specialist at the soonest possible date once all intake processes and eligibility requirements have been completed. At this point the FAR/CPS Worker will officially transfer the case to the FTC Social Worker.
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| **Regular FTC acceptance process and policy remains in place after this point in time.** |