

Step One: Intake/Admission

- Collect all required documents related to child and present to the appropriate authorities
 - India: Present JJA Form 17 to CWC within 24 hours
- If child was lost or abandoned, notify Police or other authorities
 - India: CCI must submit Form 17 to Local Police

Child placed at CCI

Step Two: Assessment

- Identify child's concerns to be addressed and complete a Child Care Plan
 - India: Child Case History - JJA Form 43 and Individual Care Plan (ICP) - JJA Form 7 within one month
- Determine if reintegration is possible after contact with family
 - India: Social Investigation Report (SIR) – JJA Form 22 within 15 days
- Assess safety in family home

Is Family Placement Possible?

No

Yes

Child Remains in CCI

- Explore alternative care options (e.g. foster care, adoption, semi-independent living)
- If option becomes available, go to Step Three: Planning

India:

- Repeat SIR annually
- Review ICP Part B monthly
- Update Track Child Portal monthly

Step Four: Implementation

- Reassess safety after home visit if family was in high risk level (ideally within 1 month but no more than 3 months prior to reintegration)
- Complete Home Thrive Scale™ after home visit to ensure early critical interventions have been successful (Ideally within 1 month but no more than 3 months prior to reintegration)

India:

- Complete ICP Part C 15 days prior to reintegration
- Repeat SIR if most recent was completed more than 3 months ago
- Move child after several short stays in new living situation
- Continue to provide support to child and family as outlined in the Home Thrive Scale™

Step Three: Planning

- Child focused decision making – Multi-disciplinary Team (MDT) discussion regarding placement: family, foster care, independent living, etc.
- Complete Home Thrive Scale™ with MDT detailing necessary interventions
- Prepare child and family for reintegration

India:

- Update ICP Part B on monthly basis while child is in CCI
- Present finding of assessment/recommendation to CWC

Disruption in Placement

- Move to emergency foster care, kinship care, respite care, etc whenever possible
- Return to CCI only as last option
- If child is returned to CCI, start case management process at Step One.

Step Five: Follow Up and Evaluate

Calls	Visits
1 st month- weekly	1 st month
2 nd -5 th month- monthly	3 rd month
6 th month - 1.5 years- quarterly	6 th month
	1 st year
	1.5 years

- Complete Home Thrive Scale™ at follow up visits
- Continue to assess safety at follow up visits

India:

- Complete ICP Part D at 1st follow up visit

Support still needed after 1.5-2 years of follow up?

Yes

No

- Continue follow up contacts as needed
- Complete Home Thrive Scale™ and assess safety at Follow Up visits

Step Six: Close Case