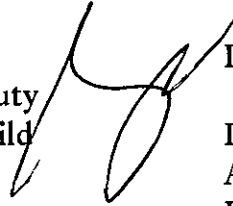


City of New York
Administration for Children's Services

SUBJECT: Parent Advocate: Notification of Initial Child Safety Conferences

APPROVED BY:

Gilbert Taylor, Executive Deputy
Commissioner, Division of Child
Protection



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IMPLEMENTATION RESPONSIBILITY:
Administration for Children's Services
Division of Child Protection

DATE: October 21, 2013

Purpose: To provide guidance on the process for giving Parent Advocate (PA) Coordinators notice of Initial Child Safety Conferences (ICSC) taking place in the DCP Borough Offices.

Scope: This guidance applies to all Division of Child Protection staff.

Procedure: The following process is to be followed when notifying Parent Advocate (PA) Coordinators of an ICSC being convened in the Borough Office.

Notification during Day Operations (Monday-Friday/Borough Office traditional Business Hours):

- The CPS and CPSSII will conference about the need for an ICSC and submit the ICSC referral form to the CPM.
- The CPM will review the ICSC referral and (1) conference the case with the CPS and CPSII for any additional information or clarity that might be needed such as a clearer understanding of the safety concerns and/or other needed information or (2) forward the approved ICSC referral form to the Zone CFS Manager. ¹
- The Zone CFS Manager and/or his/her designee will send an email within 30 minutes of receiving the referral form from the PD CPM to the Parent Advocate Coordinator informing them of the case name only by first name, last initial, case ID, time, location and assigned CPS of the ICSC.

After Hours Notification & Notifications Required after conducting an Emergency Removal

- When a decision is made to convene an ICSC after normal business hours on the next business day, the PD CPM should be notified and thereafter should e-mail the Zone CFS Manager, copying the assigned Deputy Director of Operations, letting them know that an ICSC needs to be scheduled for the next business morning at 9:30am to include the time and location of the ICSC.
- The Zone CFS Manager will email notice of the conference to the PA Coordinator, no later than 8am on the day of the ICSC, including the time and location of where the ICSC will take place.

¹ ICSC Policy, Revised 6/2012 and Conducting Emergency Removals, 2/2011.

- The CPM will ensure that the ICSC referral form is submitted to the CFS manager no later than 9am on the day of the conference.

The Zone CFS manager is responsible for signing the Parent Advocates' attendance sheet.