

Removals

R.1 Did the worker visit the child inside the placement by midnight of the second day after the date of removal from the child's home?

DCFS Practice Guideline 205.2E (2025)

Visit the child in their placement by midnight of the second day after the date of removal from the child's parents/guardians. The caseworker will assess the child's adjustment to the placement and their well-being. If the case has been assigned to an ongoing caseworker, the ongoing caseworker or RN assigned to the case can complete the visit for the CPS caseworker. The CPS caseworker is responsible to ensure this visit is completed, and the CPS caseworker and ongoing or RN case worker need to consult on the visit within 24 hours of the visit.

Weekends and holidays are not excluded from this requirement. Check the case activity record for evidence that the worker visited the child inside the placement by midnight of the second day after the date of removal. The worker who placed the child or the on-going Child Protective Service (CPS) worker should make this visit. Visits by the health nurse or the ongoing caseworker who will be providing services subsequent to or concurrent with the CPS case may substitute for this visit when necessary. The case file must show that the substitute worker communicated the information to the caseworker the next business day.

Yes	The worker visited the child inside the placement by midnight of the second day after removal. The health nurse or the ongoing worker visited the child in the placement by midnight of the second day after removal and communicated the information to the CPS worker by the next business day.
No	There is no evidence that the worker visited the child inside the placement by midnight of the second day after removal.
N/A	The child returned home before midnight of the second day after the removal and before the worker had an opportunity to visit the child, OR the child is AWOL. It was documented that the child was out of state. It was documented that DCFS was notified of the removal or custody date after the visit was due by policy.

Case Process Review (CPR) guidelines: Removals FY2026

R.2 After the first required visit, did the worker (CPS or ongoing worker) visit the child inside the placement at least weekly for a total of three weeks?

DCFS Practice Guideline 704.H (2023)

The Child and Family Services caseworker will visit the child in the placement by midnight of the second day after the date of removal from the child's parents/guardians to assess the child's adjustment to the placement and the child's well-being. Following the visit, a Child and Family Services caseworker will continue to visit the child in the placement once per week for the first four weeks that the child is in care.

Check the Case Activity Record for evidence that a worker visited the child inside the placement at least weekly for the first three weeks after the 48 hour visit. Weekly visits should occur every calendar week (I.E., Sunday – Saturday). The CPS worker or the ongoing caseworker who will be providing services subsequent to or concurrent with the CPS case may make visits. A courtesy caseworker can also make the visit. Look in both the CPS file and the SCF file to see evidence of these visits.

The reviewer will document in the database the date the visit occurred in addition to whether the documentation was located in the SCF record.

Yes	The worker visited the child inside the placement at least weekly.
No	There is no evidence that the worker visited the child inside the placement weekly.
N/A	The child returned home before the next required visit was to take place. The child is AWOL.

R.3 Within 24 hours of the child's placement in care, did the worker make reasonable efforts to gather information essential to the child's safety and well-being and was this information given to the care provider?

DCFS Practice Guideline 205.2 (2025)

Upon removal of a child from the custody of their parent/guardian, the DCFS caseworker will make reasonable efforts to receive and provide appropriate procedural, court, and child information to the parent/guardian and placement and to provide comforting measures for the child through contact, family-time where appropriate, and information.

DCFS Practice Guideline 205.2C (2025)

Make reasonable efforts to obtain information essential to the safety and well-being of the child using Form CPS23 and give this information to the provider within 24 hours of the child's placement into protective custody. This information should follow the child to their first assessment. If the child is an infant, include the hospital of birth and the birth weight if this information is available.

Gather info: Check the Case Activity Record, documents from the 24-hour meeting, the SDM Safety and Risk Assessments, and/or the CPS23 Removal Form for evidence that the worker contacted individuals for information about the child. The worker should contact as many individuals as necessary to obtain the essential information. If the first person contacted provided all the information, no other contacts are necessary. If the worker attempted to contact individuals for information and no one was able to provide the necessary information, you should still answer this question Y, the worker made reasonable efforts.

Provide to caregiver: Clear documentation that the information was given to the care provider is required. If the CPS23 form is completed with available information and the provider signed and dated the form within 24 hours of the removal date, this question may be answered Y. If the completed CPS23 form is without a caregiver signature, the CPS23 provides evidence of gathering the information but not providing it to the caregiver. Look within the Activity Record for additional evidence that the CPS23 was provided to the caregiver.

Gathering and providing the information are **both** required to receive a full Y response to the question.

Case Process Review (CPR) guidelines: Removals FY2026

Yes	The worker made reasonable efforts to gather essential information about the child AND the available information was given to the provider within 24 hours of placement.
No	There is no evidence that the worker made reasonable efforts to gather the information and give it to the provider.
N/A	The child was abandoned and there was no one to contact for information about the child. The worker made reasonable efforts to gather essential information about the child AND it was documented that the reason the information was not provided to the caregiver was that it was a natural parent or kinship provider that had the information necessary to care for the child.

R.4 During the CPS investigation, were reasonable efforts made to locate possible kinship placements?

DCFS Practice Guideline 501.3 (2024)

When a child enters protective custody, federal and state laws require DCFS to actively search for relatives of both legal parents and provide notification and information regarding their rights and responsibilities. Efforts to locate kin and to build and sustain connections for the child will continue during the child’s involvement with DCFS. When a child cannot safely remain at home, kinship will be the first option. If the Child and Family Team is not able to place with kin, the caseworker will provide documentation in SAFE and to the court regarding the kinship efforts made. Non-relative placements should be the exception and, as such, should have exceptional justification and documentation.

Within 30 days of removal, the caseworker will initiate diligent searches to identify and locate missing parents, grandparents, relatives, and/or potential kinship caregivers. The caseworker will work with the Child and Family Team, designated kin locators, or region appointed persons to provide kin with notice that a child with whom they have a relationship is in the custody of DCFS.

Check the Case Activity Record, the Court Order, minutes from the 24-hour staffing, content manager for letters, CLEAR search, or other documents to determine whether the worker made reasonable efforts to locate possible kinship placements. If the child is placed with a relative, it can be assumed that the worker made efforts to locate kinship placements and this question should be answered yes.

Yes	The worker made reasonable efforts to locate kinship placements.
No	There is no evidence that the worker made efforts to locate kinship placements.
N/A	The child returned home prior to or at the shelter hearing and a kinship placement was not necessary. The child is abandoned and non-verbal and it is impossible to locate kinship placements.

R.5 Were the child’s identified relatives notified within 30 days of the child coming into care?

DCFS Practice Guideline 501.3B (2024)

The caseworker will contact the identified potential kinship caregivers or friends by telephone or in person, asking if they would like to be considered as a placement for the child, disclosing only the information necessary to assess their interest and/or to help identify additional kinship caregivers or friends who may have the ability to have the child placed with them. The potential kinship caregiver or friend will be informed that the information discussed is confidential and will only be used by DCFS to address the best interests of the child. Should the caregiver express their interest in providing permanency for the child, the caseworker will document that in SAFE.

DCFS Practice Guideline 501.3C (2024)

The caseworker/kin locator or region-appointed person will provide written notice, including the Kinship Pamphlet to a non-custodial parent, all grandparents, and other adult relatives (including an adult who is an adoptive parent of the child's sibling) known to DCFS or suggested by the legal parents within 30 days of removal, except when family or domestic violence justifies not providing notice.

For purposes of the CPR: The due date is the removal date plus 30 days. Although multiple kinship options may be provided, this question is satisfied when at least one relative is notified within the time provided.

Yes	Evidence exists that identified relatives were notified of a child in care within 30 days.
No	No evidence exists that the identified relatives were notified of child in care, or evidence exists that relatives were notified but not within the 30-day time period.
N/A	The child returned home prior to or at the removal hearing and a kinship placement was not necessary. No potential kin/relatives were identified.