



CHILD AND FAMILY SERVICES (CFSD)

ServiceNow Links to Policies

Updated November 20, 2024

Policy/Procedure Name	Public Download URL	State Employee Hyperlinked Policies
Category Header: Montana CFSD Definitions and Acronyms		
Montana CFSD Definitions and Acronyms Master List	Child and Family Services Division - Montana CFSD Definitions and Acronyms Master List	Montana CFSD Definitions and Acronyms Master List
Category Header: CFSD Policies		
CFSD Professional Development and Ensuring an Ongoing Learning Culture Policy	Child and Family Services Division Professional Development and Ensuring an Ongoing Learning Culture (POL)	CFSD Professional Development and Ensuring an Ongoing Learning Culture Policy
Fiscal Policy	Child and Family Services Division-Fiscal (POL)	Fiscal Policy
Permanency Policy	Child and Family Services Division-Permanency (POL)	Permanency Policy
Safety Policy	Child and Family Services Division-Safety (POL)	Safety Policy
Well-being Policy	Child and Family Services Division-Well-being (POL)	Well-being Policy
Category Header: Centralized Intake		
Reporting Montana Missing or Runaway Foster Youth Procedure	Child and Family Services Division-Reporting Montana Missing or Runaway Foster Youth (PRO)	Reporting Montana Missing or Runaway Foster Youth Procedure
Taking a Report of Abuse and Neglect Procedure	Child and Family Services Division-Taking a Report of Abuse and Neglect (PRO)	Taking a Report of Abuse and Neglect Procedure
Category Header: Investigation		
Abandoned Newborns Under "Safe Haven" Law Procedure	Child and Family Services Division-Abandoned Newborns Under "Safe Haven" Law (PRO)	Abandoned Newborns Under "Safe Haven" Law Procedure
Family Functioning Assessment Procedure	Child and Family Services Division-Family Functioning Assessment (PRO)	Family Functioning Assessment Procedure
Investigation of Reports by Field Staff Procedure	Child and Family Services Division-Investigation of Reports by Field Staff (PRO)	Investigation of Reports by Field Staff Procedure
Safety Plan Determination and Conditions for Return Procedure	Child and Family Services Division-Safety Plan Determination and Conditions for Return (PRO)	Safety Plan Determination and Conditions for Return Procedure
Out of Home Care and/or Facility Investigation Procedure	-HHS-Child and Family Services Division-Out of Home Care and/or Facility Investigation (PRO)	Out of Home Care and/or Facility Investigation Procedure
Third Party Abuse Investigation Procedure	Child and Family Services Division-Third Party Abuse Investigation (PRO)	Third Party Abuse Investigation Procedure

Policy/Procedure Name	Public Download URL	State Employee Hyperlinked Policies
Category Header: Investigation (<i>continued</i>)		
Youth Foster Homes Licensed Provider Complaints and Investigations Procedure	Child and Family Services Division-Youth Foster Homes Licensed Provider Complaints and Investigations (PRO)	Youth Foster Homes Licensed Provider Complaints and Investigations Procedure
Investigation Finding and Determination Procedure	Child and Family Services Division-Finding and Determination Procedure (PRO)	Finding and Determination Procedure
Category Header: Intervention		
Case Management Procedure	Child and Family Services Division-Case Management (PRO)	Case Management Procedure
Child Circulation for Adoption Procedure	Child and Family Services Division-Child Circulation for Adoption (PRO)	Child Circulation for Adoption Procedure
Concurrent Planning: Preserving Connections while Defining Permanency Options Procedure	Child and Family Services Division-Concurrent Planning: Preserving Relationships while Defining Permanency Options (PRO)	Concurrent Planning: Preserving Connections while Defining Permanency Options Procedure
Courtesy Supervision of Out of Home Placement Procedure	Child and Family Services Division-Courtesy Supervision of Out of Home Placement (PRO)	Courtesy Supervision of Out of Home Placement Procedure
Engagement and Support Meetings Procedure	Child and Family Services Division-Engagement and Support Meetings (PRO)	Engagement and Support Meetings Procedure
Family Support Teams Procedure	Child and Family Services Division-Family Support Teams (PRO)	Family Support Teams Procedure
Legal Intervention Post-Adjudication Procedure	Child and Family Services Division-Legal Intervention Post-Adjudication (PRO)	Legal Intervention Post-Adjudication Procedure
Legal Intervention Pre-Adjudication Procedure	Child and Family Services Division-Legal Intervention Pre-Adjudication (PRO)	Legal Intervention Pre-Adjudication Procedure
Montana Foster Youth Policy of Rights Procedure	Child and Family Services Division-Policy of Rights of Youth in Foster Care (PRO)	Montana Foster Youth Policy of Rights Procedure
Placement Procedure	Child and Family Services Division-Placement Procedure (PRO)	Placement Procedure
Prevent Sex Trafficking Procedure	Child and Family Services Division-Prevent Sex Trafficking (PRO)	Prevent Sex Trafficking Procedure
Prevention Plan Procedure	Child and Family Services Division-Prevention Plan (PRO)	Prevention Plan Procedure
Therapeutic Group Homes Referral and Placement Process Procedure	Child and Family Services Division-Therapeutic Group Homes Referral and Placement Process (PRO)	Therapeutic Group Homes Referral and Placement Process Procedure
Visitation Between Child and Parents, Siblings and Other Significant Persons Procedure	Child and Family Services Division-Visitation Between Child and Parents, Siblings and Other Significant Persons (PRO)	Visitation Between Child and Parents, Siblings and Other Significant Persons Procedure
Youth Ages 14-18: Chafee, Credit Reports, Vocational Rehabilitation, Educational Training Voucher, and Transition to Independence Activities and Other Collaboration Procedure	Youth Ages 14-18: Chafee, Credit Reports, Vocational Rehabilitation, Educational Training Voucher, and Transition to Independence Activities and Other Collaboration (PRO)	Youth Ages 14-18: Chafee, Credit Reports, Vocational Rehabilitation, Educational Training Voucher, and Transition to Independence Activities and Other Collaboration Procedure

Policy/Procedure Name	Public Download URL	State Employee Hyperlinked Policies
Category Header: Interstate Compact on the Placement of Children (ICPC)		
Expedited ICPC Study Request Procedure	Child and Family Services Division-Expedited ICPC Study Request (PRO)	Expedited ICPC Study Request Procedure
Group Home and Residential Treatment ICPC Procedure	Child and Family Services Division-Group Home and Residential Treatment ICPC (PRO)	Group Home and Residential Treatment ICPC Procedure
Parent, Relative, Foster Care and Adoption ICPC Procedure	Child and Family Services Division-Parent, Relative, Foster Care and Adoption ICPC (PRO)	Parent, Relative, Foster Care and Adoption ICPC Procedure
Category Header: Adoption and Case Closure		
Adoption Assistance Agreement Procedure	Child and Family Services Division-Adoption Assistance Agreements (PRO)	Adoption Assistance Agreement Procedure
Adoption Assistance Appeals and Fair Hearings Procedure	Child and Family Services Division-Adoption Assistance Appeals and Fair Hearings (PRO)	Adoption Assistance Appeals and Fair Hearings Procedure
Adoption Finalization Procedure	Child and Family Services Division-Adoption Finalization (PRO)	Adoption Finalization Procedure
Assessment and Pre-Placement Evaluation of Adoption Families Procedure	Child and Family Services Division-Assessment and Pre-Placement Evaluation of Adoption Families (PRO)	Assessment and Pre-Placement Evaluation of Adoption Families Procedure
Child Care Assistance for Adoptive Families Procedure	Child and Family Services Division-Child Care Assistance for Adoptive Families (PRO)	Child Care Assistance for Adoptive Families Procedure
Disclosure of Adoption Records Procedure	Child and Family Services Division-Disclosure of Adoption Records (PRO)	Disclosure of Adoption Records Procedure
Eligibility Determination for Adoption Assistance Procedure	Child and Family Services Division-Eligibility Determination for Adoption Assistance (PRO)	Eligibility Determination for Adoption Assistance Procedure
Indian Adoption Procedure	Child and Family Services Division-Indian Adoption (PRO)	Indian Adoption Procedure
Interstate Compact on Adoption and Medical Assistance Procedure	Child and Family Services Division-Interstate Compact on Adoption and Medical Assistance (PRO)	Interstate Compact on Adoption and Medical Assistance Procedure
Negotiation and Renegotiation for Adoption Assistance Agreements Procedure	Child and Family Services Division-Negotiation and Renegotiation for Adoption Assistance Agreements (PRO)	Negotiation and Renegotiation for Adoption Assistance Agreements Procedure
Post-Adoption Services Procedure	Child and Family Services Division-Post-Adoption Services (PRO)	Post-Adoption Services Procedure
Preparation of Child for Placement into an Adoptive Home Procedure	Child and Family Services Division-Preparation of Child for Placement into an Adoptive Home (PRO)	Preparation of Child for Placement into an Adoptive Home Procedure
SSI and Adoption Assistance Procedure	Child and Family Services Division-SSI and Adoption Assistance (PRO)	SSI and Adoption Assistance Procedure
Termination of Adoption Assistance Procedure	Child and Family Services Division-Termination of Adoption Assistance (PRO)	Termination of Adoption Assistance Procedure

Policy/Procedure Name	Public Download URL	State Employee Hyperlinked Policies
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Category Header: Guardianship		
Guardianship Procedure	Child and Family Services Division-Guardianship (PRO)	Guardianship Procedure
State Subsidized, General Fund, Guardianship Procedure	Child and Family Services Division-State Subsidized, General Fund, Guardianship (PRO)	State Subsidized, General Fund, Guardianship Procedure

Category Header: Licensing Resource Families		
Background Checks for Resource Families Procedure	Child and Family Services Division-PROC -Background Checks for Resource Families (PRO)	Background Checks for Resource Families Procedure
CFSD Employees as Resource Families Procedure	Child and Family Services Division-CFSD Employees as Resource Families (PRO)	CFSD Employees as Resource Families Procedure
Guardianship Home Assessment and Reassessment Procedure	Child and Family Services Division-Guardianship Home Assessment and Reassessment (PRO)	Guardianship Home Assessment and Reassessment Procedure
Licensing Child Placing Agencies Procedure	Child and Family Services Division-Licensing Child Placing Agencies (PRO)	Licensing Child Placing Agencies Procedure
Licensing Criminal Records Storage and Dissemination Procedure	Child and Family Services Division-Licensing Criminal Records Storage and Dissemination (PRO)	Licensing Criminal Records Storage and Dissemination Procedure
Licensing Exceptions Procedure	Child and Family Services Division-Licensing Exceptions (PRO)	Licensing Exceptions Procedure
Licensing of Resource Families Procedure	Child and Family Services Division-Licensing of Resource Families (PRO)	Licensing of Resource Families Procedure
Licensing Renewal Procedure	Child and Family Services Division-Licensing Renewal (PRO)	Licensing Renewal Procedure
Licensing Transfer Procedure	Child and Family Services Division-Licensing Transfer (PRO)	Licensing Transfer Procedure
Negative Licensing Action Procedure	Child and Family Services Division-Negative Licensing Action	Negative Licensing Action Procedure
Resource Family Inquiry Procedure	Child and Family Services Division-Resource Family Inquiry (PRO)	Resource Family Inquiry Procedure
Resource Family Training Procedure	Child and Family Services Division-Resource Family Training (PRO)	Resource Family Training Procedure
Resource Parent Liability Insurance Procedure	Child and Family Services Division-Resource Parent Liability Insurance (PRO)	Resource Parent Liability Insurance Procedure
Therapeutic Foster Care Licensing Procedure	Child and Family Services Division-Therapeutic Foster Care Licensing (PRO)	Therapeutic Foster Care Licensing Procedure

Category Header: Workforce Excellence		
Annual CFSD Learning and Development Plan Procedure	Child and Family Services Division-Annual CFSD Learning and Development Plan (PRO)	Annual CFSD Learning and Development Plan Procedure

Category Header: Operational Excellence		
Continuation of Social Security Income After Age 18 Procedure	Child and Family Services Division-Continuation of Social Security Income After Age 18 (PRO)	Continuation of Social Security Income After Age 18 Procedure
Income Resources Payee Procedure	Child and Family Services Division- Income Resources Payee (PRO)	Income Resources Payee Procedure

Policy/Procedure Name	Public Download URL	State Employee Hyperlinked Policies
Category Header: Indian Child Welfare Act (ICWA)		
Indian Child Welfare Act (ICWA) Active Efforts Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Active Efforts (PRO)	Indian Child Welfare Act (ICWA) Active Efforts Procedure
Indian Child Welfare Act (ICWA) Applicability Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Applicability (PRO)	Indian Child Welfare Act (ICWA) Applicability Procedure
Indian Child Welfare Act (ICWA) Filing a Petition, Standards of Proof, and Tribal Intervention Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Filing a Petition, Standards of Proof, and Tribal Intervention (PRO)	Indian Child Welfare Act (ICWA) Filing a Petition, Standards of Proof, and Tribal Intervention Procedure
Indian Child Welfare Act (ICWA) Foster Care and Adoption Placement Preferences Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Foster Care and Adoption Placement Preferences (PRO)	Indian Child Welfare Act (ICWA) Foster Care and Adoption Placement Preferences Procedure
Indian Child Welfare Act (ICWA) Qualified Expert Witness Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Qualified Expert Witness (PRO)	Indian Child Welfare Act (ICWA) Qualified Expert Witness Procedure
Indian Child Welfare Act (ICWA) Stipulations and Relinquishments Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Stipulations and Relinquishments (PRO)	Indian Child Welfare Act (ICWA) Stipulations and Relinquishments Procedure
Indian Child Welfare Act (ICWA) Transfer of Jurisdiction to Tribal Court Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Transfer of Jurisdiction (PRO)	Indian Child Welfare Act (ICWA) Transfer of Jurisdiction to Tribal Court Procedure
Indian Child Welfare Act (ICWA) Voluntary Placements Procedure	Child and Family Services Division-Indian Child Welfare Act (ICWA) Voluntary Placements (PRO)	Indian Child Welfare Act (ICWA) Voluntary Placements Procedure